

*WARREN COUNTY
BOARD OF COMMISSIONERS*

October 1, 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
Warren County Board of County Commissioners***

October 1, 2012
5:45 PM – Public Hearing

**Amendment
To
Warren County's Official
Zoning Ordinance
Section V – Signs**

Public Hearing Agenda

- ▶ Chairman call Public Hearing to Order
 - ▶ Clerk read Notice of Public Hearing
 - ▶ Comments from Ken Krulik, Planner/Zoning Administrator
 - ▶ Clerk read Rules of Citizen Comments
 - ▶ Citizen Comments
 - ▶ County Manager and/or Commissioner Comments
 - ▶ Adjourn Public Hearing
- 

Warren County Board of Commissioners Public Hearing

Notice is hereby served that the Warren County Board of Commissioners has scheduled a public hearing to hear citizen comments regarding a proposed revision to Section V – Signs (pages 35-37) of the Warren County Zoning Ordinance for Monday - October 1, 2012 at 5:45 PM to be held in the Warren County Armory Civic Center – Meeting Room, 501 US Hwy 158 Business, East Warrenton, NC.

All interested citizens are urged to attend this public hearing.

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

Comments
From
Ken Krulik
Planner/Zoning
Administrator





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

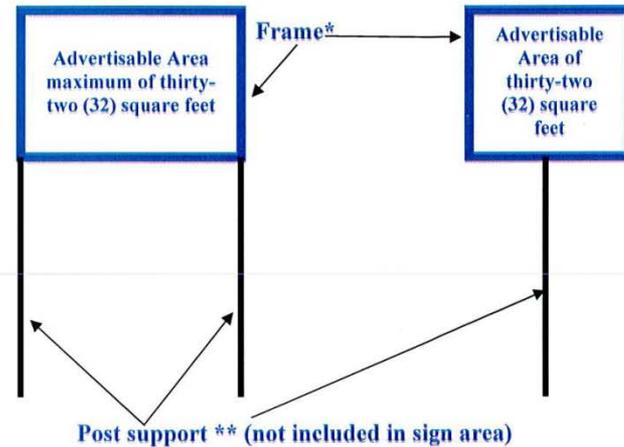
TO: Warren County Board of Commissioners, County Manager, Clerk to the Board and County Attorney
FROM: Ken Krulik, AICP CZO - Planning and Zoning Administrator *JKK*
DATE: September 19, 2012 (for October 1, 2012 BOC hearing/meeting)
RE: Proposed revisions to Section V—Signs of the Zoning Ordinance (per the 7/19/12 Planning Board special meeting and 8/7/12 regular Planning Board meeting).

SECTION V – SIGNS

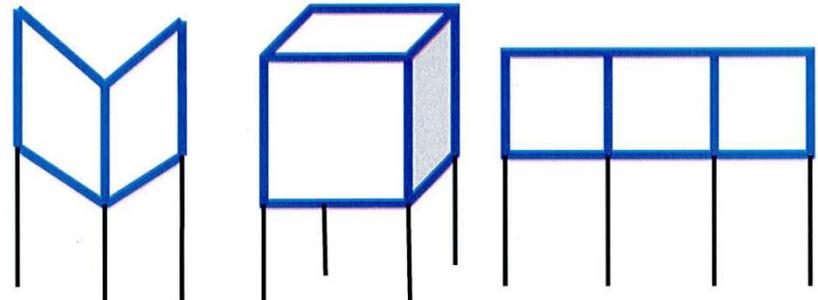
(PROPOSED REVISIONS BOLD/HIGHLIGHTED IN BLUE)

- A. **Sign Compliance:** No type of exterior sign may be erected, posted, reposted, placed, replaced, hung, painted, or repainted in any district except in compliance with this ordinance.
- B. **General Sign Regulations**
1. No sign shall be erected or constructed to interfere with visual clearance at any street or road right of way.
 2. No sign except those erected for governmental purposes shall be permitted on any public right of way.
 3. All signs shall be at least five feet from street right of way. Any sign less than two feet from right of way after street widening may remain if, in the opinion of the Planning and Zoning Administrator, said sign would not encumber the free and easy movement of traffic.
 4. All signs, together with any supports, braces, guys, and anchors shall be kept in good repair. Signs shall meet all structural requirements of the State Building Code.
 5. Illuminated signs shall be limited to those lighted from behind to silhouette letters and figures and illuminated internally, except spotlighted signs will be permitted if no glare is cast which is disturbing to motorists or where it reflects on any property in separate ownership. All illuminated signs or structures shall be placed to prevent the light rays or illumination from being cast directly on any dwelling.
 6. **No sign may exceed twelve (12) feet in height above ground level or grade level.**
 7. **No new commercial signs within a three hundred-fifty (350) foot radius of an existing commercial sign.**
 8. Window signs may be placed only on the inside of any buildings and shall not exceed twenty five (25) percent of the glass area on which the sign is displayed.
 9. An identification sign shall pertain solely to the name of the principle use of the premises or its operators and shall not advertise products or services, which differ in name from the principle use.

10. No sign or advertisement on a sign shall be maintained for more than ninety (90) days after it has been made obsolete for any reason or the sign is in a state of disrepair as determined by the Planning and Zoning Administrator.
11. The area of a sign, for the purpose of determining its permitted size (i.e. sign area or sign face) shall be the advertisable surface and shall not exceed shall not exceed thirty-two (32) square feet in area with a maximum frame* size of six (6) inches. This includes any type of sign, bulletin board, billboard or kiosk as defined in this ordinance and this measurement shall encompass only the printable, advertising area of the sign (this measurement does not include post support ** for the sign). For measurement clarification see illustrations below:



12. V-shaped signs, quad-shaped signs and double or triple, side-by-side signs are prohibited. See illustrations below:



V-Shaped Sign

Quad-Shaped Sign

Double or Triple,
Side-by-side sign

13. No temporary signs, banners or political signs (meeting the size requirements of this ordinance) shall remain on display for more than ten (10) days after the date of the advertised event.

C. **Table of Permitted Signs:** This table is provided to illustrate the types of signs that are permitted in each zoning district.

1. Districts in which particular signs are permitted as a Use-By-Right, no permit is required as indicated by "BR"
2. Districts in which particular signs are permitted upon procurement of a permit are indicated by "P".
3. Districts in which particular signs are permitted as a Conditional Use upon approval of the Board of Adjustment are indicated by "CU"
4. Districts in which particular signs are prohibited are indicated by an "X"

TABLE V -1 PERMITTED SIGNS

USES	AR	RL	R	GC	TC	LB	NB	HB	LI	HI
One professional or announcement sign per establishment or residence not exceeding three (3) sq. ft. in area mounted flat against a wall or door hung from a mailbox or post.	BR	BR								
Commercial real estate signs not exceeding between five (5) square feet and thirty two (32) sq. ft. in area which advertise the sale, rental or lease of the business upon which said signs are temporarily located. One onsite identification sign facing each public street which adjoins the property.	P	P	P	P	P	P	P	P	P BR	P BR
Residential real estate signs not exceeding five sq. ft. in area which advertise the sale, rental or lease of the property upon which said signs are temporarily located.	BR	BR								
Church or public bulletin boards located on the property not exceeding thirty two (32) sq. ft. in area and not placed closer than fifteen (15) feet from the property line	BR	BR								
Directional or informational signs of a public or quasi-public nature, not exceeding twelve (12) sq. ft. in area.	BR	BR								
Memorial signs, tablets, names of buildings and date of construction when cut into any masonry surface or constructed of metal affixed flat against a structure.	BR	BR								
House numbers and names of occupants provided such signs are mounted flat against a wall or door hung from a mailbox or post and that no sign of this type exceeds three square (3) feet in area.	BR	BR								
Signs advertising agricultural products produced on the premises not exceeding thirty-two (32) sq. ft. in area.	P	X	X	X	X	X	P	P	P	P
Temporary construction sites placards not exceeding thirty-two (32) square feet in area and non-illuminated only while construction is taking place on the premises. One onsite identification sign facing each public street which adjoins the property.	P	CU	CU	P	P	P	P	P	P	P

USES	AR	RL	R	GC	TC	LB	NB	HB	LI	HI
Non-illuminated signs directing traffic and pedestrians on private property not to exceed six (6) sq. ft. per sign.	BR									
Temporary single residence construction sites signs not exceeding six (6) square feet in area and non-illuminated, to be removed when construction is complete. One onsite identification sign facing each public street which adjoins the property.	BR	BR	BR	BR	BR	X	X	X	X	X
Residential entrance and exit signs, not exceeding thirty two (32) sq. ft. in area.	BR	BR	BR	BR	BR	X	X	X	X	X
One onsite industrial identification sign facing each public street which adjoins the property, not exceeding thirty two (32) sq. ft. in area.	X	X	X	X	X	X	X	X	P	P
Signs on the walls of commercial buildings up to a maximum of two (2) sq. ft. of area per lineal foot of building frontage (only main entrance wall of building used in computing frontage)	CU	X	X	P	P	P	P	P	P	P
Signs mounted on a trailer, mobile framework, or other movable apparatus, other than vehicles used for transportation, are called portable signs and are prohibited on a permanent basis. Such portable signs will be permitted on a temporary basis on the same property at grand openings, open houses, or special events for a total of twenty-eight (28) days in a calendar year and not to exceed seven (7) days in any one period, and shall not exceed thirty two (32) sq. ft. in area.	P	CU	CU	P	P	P	P	P	P	P
Billboards -per NC-DOT requirements with a Warren County Conditional Use Permit.	CU									

Proposed new/revised definitions (under Definitions Section)

SIGN: A displayed structure bearing lettering or symbols, used to identify or advertise a place of business, items for sale, direction or designation.

BULLETIN BOARD: A board or structure not to exceed sixteen (16) square feet in size that is used for posting bulletins, notices, advertisements or signs.

KIOSK: A small structure not to exceed sixteen (16) square feet in size having one or more sides open and used as a newsstand, refreshment stand, bandstand, or a thick, column-like structure on which signs or advertisements are posted.

BILLBOARD: A flat surface or board, usually outdoors, on which large advertisements, signs or notices are posted and where the size of the structure meets all NC-DOT requirements for size, construction, placement and located only along the Interstate (I-85) corridor.

SIGN AREA (AREA OF SIGN, SIGN FACE): The area of a sign, for the purpose of determining its permitted size shall be the advertisable surface and includes any type of sign, bulletin board, billboard or kiosk as defined in this ordinance and the measurement shall encompass only the printable, advertising area of the sign.

PUBLIC HEARING PROCEDURES

This hearing, pursuant to Warren County Zoning Ordinance Article X, Section X.1.4, is being held to hear any persons who wish to be heard relative to amending the County's Official Zoning Ordinance, Section V – Signs.

RULES:

- Please sign up to speak
- The maximum time allotted to each speaker will be ____ (__) 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 Board Member Comments**

- ▶ **Adjourn Public Hearing**

6:00 PM

Call to Order October 1, 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 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: October 1, 2012

Agenda Item # 5

SUBJECT: Adopt October 1, 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:



2nd Amended
Agenda
added items
7-F & 16

*SUGGESTED AGENDA
FOR
October 1, 2012 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Warren County Armory Civic Center, Meeting Room
WARRENTON, NORTH CAROLINA*

5:45 – Public Hearing – Amendment to Warren County’s Official Zoning Ordinance

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 October 1, 2012 Suggested Agenda
6. Consent Agenda
 - A. Approve Minutes of September 4, 2012 – Regular Monthly Meeting
 - B. Interest Income Report August 2012 – Finance Director Barry Mayo
 - C. Tax Collector’s Report August 2012 – Interim Tax Administrator Bonnie Andrews
 - D. Tax Release Requests (Over \$100) – Interim Tax Administrator Bonnie Andrews
Tax Release Requests (Under \$100) - “ “ “ “
 - E. Resolution – National Breast Cancer Awareness Month & Pink Ribbon Week 2012
7. Finance Office – Barry Mayo, Finance Officer
 - A. Amendment # 8 to the Capital Project Ordinance for Warren County Water & Sewer District No. 3 Project
 - B. Amendment # 3 to the 2012-2013 Warren County Budget Ordinance
 - C. Finance Department Employee Flexible Work Schedule Policy
 - D. Amendment # 3 to the Capital Project Ordinance for Warren County Water & Sewer District 3, Phase III Project
 - E. Amendment # 4 to the Capital Project Ordinance for Warren County Water & Sewer District 3, Phase III Project
 - F. **REVISED:** Amendment # 2 to the 2012-2013 Warren County Budget Ordinance

**2nd Amended
Agenda
added items
7-F & 16**

8. Follow-Up to Public Hearing:
Amendment to Warren County's Official Zoning Ordinance - Ken Krulik, Planner/Zoning Administrator
9. Appointment to Boards/Committees/Commissions
 - A. Five County Community Operations Center Oversight Board: C.H.Davis & A.K.Powell
 - B. Firefighters Relief Fund Board: Sheriff Williams, S.Paynter, S.Harris, H.Johnson, C.Bender, G.Watkins, L.Edmonds, J.Green-Williams, R.Riggan, M.C.Clary, S.Jones, C.Perkinson, P.Bell, W.Hoofnagle, J.Alston, R.Williams, B.Weathered, N.Lunde, S.Brothers & K.Smith, J.Andrews, W.Fuller
10. Community Development Block Grant (CDBG) Certifications and Amended Contract:
 - A. 08-C-1840 Scattered Sites Housing Project
 - B. 10-C-2227 Water Hook-Up Project
 - C. 11-C-2828 Scattered Sites Housing Project
 - D. Amended Contract for CDBG Administrative Services
11. Approve Fire Contracts for Fire Protection Services in Tax Districts for the period of July 1, 2012 to July 1, 2015 – Doug Young
12. Senior Center General Purpose Funding Agreement with Kerr-Tar COG Area Agency on Aging
13. Appointment of Senior Center Director – Elgin Lane
14. Amended Contract for Legal Services for Warren County – Atty. Karlene Turrentine
15. County Manager's Report
 - A. Contracts Approved
 - B. Manager's Monthly Report
- 16. Surplus Property - Consider Awarding Bid for Sale of Tax Foreclosed Property**
17. Adjourn Meeting

Meeting Date: October 1, 2012

Agenda Item # 6A

SUBJECT: Approve Minutes of September 4, 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:

NOTES:



*Minutes of September 4, 2012
Regular Monthly Meeting*

*Have been provided by separate E-mail prior to the
meeting.*



Meeting Date: October 1, 2012

Agenda Item # 6B

SUBJECT: Approve Interest Income Report for August 2012

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: None

FUNDING SOURCE: Various Funds

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

INTEREST INCOME REPORT
Month of August 2012

FUND	AUGUST INCOME	FISCAL YEAR TO - DATE
General	382.75	793.04
Revaluation	8.96	19.80
E 911 Telephone System	9.10	20.00
Buck Spring Project	11.51	25.43
Ambulance Storage Facility	10.83	21.86
National Guard Armory	0.77	1.71
Simulcast System Upgrade	3.71	8.19
Regional Water Enterprise Fund	21.09	46.48
District 1 Enterprise Fund	35.07	77.36
Solid Waste	4.09	10.92
District II Enterprise Fund	27.28	60.11
District III Capital Project Fund	9.61	21.23
District III Phase II BANS	0.15	0.33
District III Enterprise Fund	5.58	11.92
Soul City Pump Station Improvements	0.15	0.33
District III Phase III	11.05	24.41
	541.70	1,143.12

Meeting Date: October 1, 2012

CONSENT AGENDA Item # 6C

SUBJECT: Approve Tax Collector's Report for August 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 and Interest Income 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 AUGUST 2012**

Current Year Collections

Tax Year	Charge	Collected in AUGUST	Collected to Date	Balance Outstanding	Percentage Collected
AUGUST 2012 FY13	\$15,912,717	\$1,744,681	\$1,891,859	\$14,020,858	11.89
AUGUST 2011 FY 12	\$15,246,829	\$16,177	\$1,682,638	\$13,564,191	11.04

Delinquent Collections

2011	\$751,065	\$50,518	\$103,524	\$647,541	13.78
2010	266,343	11,828	26,094	240,248	9.80
2009	161,091	5,109	9,413	151,677	5.84
2008	134,322	6,536	7,424	126,897	5.53
2007	133,903	353	926	132,977	0.69
2006	123,539	179	1,078	122,461	0.87
2005	104,284	44	494	103,791	0.47
2004	93,807	141	283	93,523	0.30
2003	80,491	266	645	79,847	0.80
2002	103,132	272	781	102,350	0.76
Total Delinquent Years	\$ 1,951,977	\$75,246	\$ 150,662	\$ 1,801,312	

Other AUGUST Receipts

County Penalties	\$ 11,651	\$ 21,035
Landfill User Fees	\$ 126,682	\$ 152,589
Municipalities	\$ 60,054	\$ 75,029
Fire District Taxes	\$ 84,036	\$ 97,330
Advance Taxes	\$ 145	\$ 145

AUGUST GRAND TOTAL

\$ 2,102,495	\$ 2,388,649
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Bonnie Andrews
Bonnie Andrews Interim Tax Assessor

9/19/2012
DATE

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 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:

NOTES:



Over
\$100

Over \$100

10/1/2012

Date: _____

ERROR CORRECTION RELEASES:

BORCHARDT SHERYL A	2012 36863 300	B10 23C	21761	\$501.00	DW ALSO CHARGED ON REC 26948
HARRIS HEAVY EQUIPMENT LLC	2012 9198 200		26587	\$1,440.17	BUSINESS OVER ASSESSED
LOVING WILLIAM F & LAURA	2012 35551 301	L2D260	9632	\$3,047.54	PROPERTY WAS OVERASSESSED
MARTIN EDGAR M JR & SUSAN M	2012 1860 305	H1A 35	5850	\$262.93	DW ASSESSED TWICE
MARTIN MARIE D	2012 368 304	C7 44	8747	\$420.22	INCORRECT ACREAGE ON PARCEL
SYKES BOYD NATHASH GENEVA	2012 34525 300	L2B 54A	18563	\$402.87	DW LISTED TO BONNIE MACKLIN
VCB PARTNERSHIP	2012 7854 300	K3C 77	5667	\$270.57	WRONG HSE PICKED UP ON PARCEL

SUB-TOTAL ERROR CORRECTIONS:

\$6,345.30

MOTOR VEHICLE RELEASES:

BB&T EQUIPMENT FINANCE	2012 31297 3103	CJ4843	69279	\$122.41	DMV ERROR
BRENNER CHARLES A JR	2012 26926 3046	SRJ9217	69222	\$167.68	DMV ERROR
BROWN DAISY L	2012 34580 3156	YTX5013	69332	\$150.23	DMV ERROR
BULLOCK JOYCE L	2012 5300 3008	XVR3057	69184	\$107.51	DMV ERROR
DURANT PATRICIA MARY	2012 37307 3258	BBM6333	69434	\$ 109.49	RELEASED TO HALIFAX CO
HARRIS HEAVY HAULING LLC	2012 9198 2659	BY8261	68835	\$ 105.97	DMV ERROR
HOLT THOMAS	2012 20415 1966	TSM5918	68142	\$ 104.18	DMV ERROR
JONES MARSHALL R JR	2012 1995 2521	M1189	68697	\$ 264.09	DMV ERROR
MOORE HUBERT L JR	2012 18403 3255	XRN7759	69431	\$ 116.22	DMV ERROR
NIXON DAVID E	2012 20729 3125	VRJ4392	69301	\$ 172.94	DMV ERROR

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$167.68

SUB-TOTAL CORRECTION RELEASES:

\$6,345.30

Total Releases

\$ 6,512.98

LANDFILL USER FEE RELEASES:

DAVIS CALVIN & OTHERS	2012 29792 301	B8 66	3594	\$ 115.00	NO DWELLING ON PROP
DAVIS CALVIN & OTHERS	2011 29792 301	B8 66	3594	\$ 115.00	NO DWELLING ON PROP
DAVIS CALVIN & OTHERS	2010 29792 301	B8 66	3594	\$ 115.00	NO DWELLING ON PROP
DAVIS CALVIN & OTHERS	2009 29792 301	B8 66	3594	\$ 105.00	NO DWELLING ON PROP
DAVIS CALVIN & OTHERS	2008 29792 301	B8 66	3594	\$ 105.00	NO DWELLING ON PROP
DAVIS CALVIN & OTHERS	2007 29792 301	B8 66	3594	\$ 105.00	NO DWELLING ON PROP
HARRISON HARRY	2012 18438 300	C2 38A	6211	\$115.00	DW BURNED IN 2010
RICHARDSON RONALD	2012 34037 301	I9 112	23636	\$115.00	MH LISTED AS JUNK/NO LFUF

TOTAL LFUF RELEASES:

\$890.00

Total Releases

\$ 7,402.98

Under
\$100

Page 1 - 3

Under \$100

10/1/2012

Date:

23W
9/24/12

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD #</u>	<u>AMOUNT</u>	<u>REASON</u>
AMATO PAUL J & BRENDA J	2012	35661 300		23446	\$ 34.05	NO LONGER OWNS BOAT
BROWN JOSEPH & SUSAN PIRON	2012	19651 300	I3B 85	19237	\$ 20.36	BOAT OVER ASSESSED
CAPPS REBECCA D TRUST	2012	6701 301	J10 8	2222	\$ 20.60	PARCEL NOT SPLIT OUT
D & F COUNTRY GRILL	2012	416 200		29482	\$ 11.39	BUSINESS CLOSED JAN 2011
HUX CLIFTON LEE & MARY E	2012	5695 300	J2A 86	8110	\$ 10.63	BOAT OVER ASSESSED
MARTIN EDGAR M JR & SUSAN	2012	1860 305	H1A 35	5850	\$ 38.03	BOAT OVER ASSESSED
PICKERING SCOTT & DEBORAH	2012	20763 300	K2A 85	5016	\$ 60.03	BOATS OVER ASSESSED
WEST GLENN E & DONNA R	2012	9859 300	L6 6	9655	\$ 2.00	NO LONGER HAVE DOG

SUB-TOTAL ERROR CORRECTIONS:

\$197.09

MOTOR VEHICLE RELEASES:

ABBOTT AMY C	2012	28469 2732	ZPW4460	68908	\$14.35	DMV ERROR
ADAMS LINDA MARIE	2012	30574 2851	TTM8030	69027	\$7.44	DMV ERROR
ADAMS MARY H	2012	37134 2805	AMD6553	63780	\$19.53	SOLD
ALEXANDER DONTE S	2012	29671 1361	AEH1048	67537	\$8.60	GAVE AWAY
ALEXANDER SUSIE EVONIE	2012	16720 2820	TSM5820	68996	\$5.82	DMV ERROR
ALSTON GERALDINE	2012	20689 2289	ZPW4625	68465	\$14.46	DMV ERROR
ARCOAL LOGGING CO	2012	7663 1187	KXW8490	67363	\$9.71	DMV ERROR
AYSCUE LEWIS T	2012	2101 1271	RRL5823	67447	\$11.07	VEHICLE WRECKED
BAILEY ALLEN BERNARD	2012	5433 1587	AB19706	62562	\$16.88	WRONG VALUE
BAILEY DOMINIQUE R	2012	33761 2125	AAH5209	66606	\$8.55	SOLD
BARHAM BARBARA F	2012	152 3134	0795NR	69310	\$58.30	DMV ERROR
BLAKE ROBERT E JR	2012	24153 3075	WNK4515	69251	\$49.31	DMV ERROR
BOONE TIMOTHY	2012	11499 2049	XWH1155	68225	\$68.27	DMV ERROR
BOSHER JOHNNY F	2012	9327 3224	AMH5700	69400	\$4.29	BOUGHT AT AUCTION
BOWEN MARY C	2012	3908 150	XSB3526	67728	\$10.28	DMV ERROR
BRANNOCK GARRY D	2012	4504 2528	BL21718	68704	\$2.38	DMV ERROR
BROWN WILLIAM A	2012	28028 1061	WVPV7259	67237	\$4.08	TRADED 2 YRS AGO
BULLOCK SAMUEL LEE	2012	6891 1305	VRJ3942	67481	\$10.05	DMV ERROR
CAVENDER NATHA JO	2012	31461 2720	HD62159	68896	\$86.38	DMV ERROR
CLAYTON TT	2012	8625 1866	NSP2430	68062	\$28.22	DMV ERROR
COLLINS ROBIN T	2012	255 2118	ZRN6828	68294	\$74.36	DMV ERROR
DEVINE MICHAEL STEVEN	2012	10687 111	SRK5431	58390	\$10.21	DOESN'T LIVE IN TOWN
DEVOE JAMES R	2012	11924 1494	XVM2360	67670	\$7.50	DMV ERROR
DURHAM ELNORA B	2012	12430 1501	MYE2316	67677	\$10.27	SOLD 2 YRS AGO
EDWARDS LONNIE	2012	16131 1607	MXA7400	67783	\$37.05	DMV ERROR
ELLIS EDITH	2012	26887 2926	WSH9727	69102	\$50.04	DMV ERROR
ERICKSON ARTHUR W	2012	32069 1659	SRH9542	67835	\$25.16	DMV ERROR
EVANS DEBRA J	2012	13612 3272	XSB4436	69448	\$16.61	DMV ERROR
EVANS DEBRA JEAN	2010	13612 110	XSB4436	52307	\$21.27	DMV ERROR
FIELDS ELTON E	2012	14222 1176	XZN7867	78469	\$2.92	SOLD
FITTS KRISTIAN S	2012	36794 1432	AEM7961	79959	\$21.05	TRADED
GIBSON MICHAEL DALE	2012	36681 1754	AT18062	67930	\$2.56	RELEASED TO HALIFAX CO
GIBSON MICHAEL DALE	2012	36681 1206	Z85577	67930	\$2.24	RELEASED TO HALIFAX CO
GLIDER DRIFTER TRUCKING LLC	2012	19509 2303	MA9118	68479	\$30.60	DMV ERROR
GRAETER JOHN F	2012	8476 2746	AAAMOD	68922	\$66.50	DMV ERROR
HARGROVE LILLIE	2012	27071 1757	AAJ2328	66238	\$15.93	SOLD
HARGROVE LINDA D	2012	10454 3054	WSF3914	69230	\$5.10	DMV ERROR
HARGROVE LINDA D	2012	10454 1466	VRJ3919	67642	\$10.20	DMV ERROR
HARRIS FREDERICK M JR	2012	17908 1902	LYC3473	68078	\$15.81	TRADED 2 YRS AGO
HARRIS GLADYS R	2012	2678 2560	YVV4535	67041	\$60.40	WRECKED

Under \$100

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HARRIS GWENDOLYN R	2012 32100 2779	XSB2695	68955	\$18.02	DMV ERROR
HARRIS HEAVY HAULING LLC	2012 9198 2773	TSH5648	68949	\$59.46	DMV ERROR
HARRISON BETTY K	2012 31539 2547	TTM9068	68723	\$34.78	DMV ERROR
HICKS CLIFTON R	2012 19808 1146	PTS2227	67322	\$18.90	DMV ERROR
HOLTZMAN PHILLIP M	2012 2992 1641	5H8377	67817	\$15.09	DMV ERROR
HORAN DOUGLAS P	2012 22873 2523	ZPW4161	68699	\$73.16	DMV ERROR
HUSAR IHOR W	2012 25691 3034	BX84439	69210	\$49.16	DMV ERROR
HUX CLIFTON LEE	2012 5695 1765	HD11834	67941	\$5.75	RUSTED OUT
JACKSON CLIFTON B III	2012 6154 1102	AMH8158	67278	\$6.78	TRUCK RUSTED OUT
JACKSON SADIE D	2012 20041 2894	VRJ4487	69070	\$21.89	DMV ERROR
JAMES PAMELA L	2012 7421 2857	ZPW4136	69033	\$28.60	DMV ERROR
JOHNSON JUNIOUS N	2012 5647 2898	ZPW5832	69074	\$24.07	DMV ERROR
JOHNSON ROBERT L	2012 1344 1790	XRN6857	67966	\$49.02	DMV ERROR
JONES SCOTTY D	2012 31000 1487	ZRA8169	67663	\$9.30	DMV ERROR
KOCICH DARLENE C	2012 18886 3025	ZPW4221	69201	\$85.24	DMV ERROR
LAMONTE WILLIAM F	2012 26351 111	7575VV	58964	\$46.96	MOVED OUT OF STATE
LASSITER ARTHUR LEE	2012 22653 1156	XWH3858	67332	\$4.40	JUNKED
LEE LOWELL D	2012 248 1914	11H1333	80441	\$25.60	TRADED
LEWIS ANTOINE L	2012 6286 1856	ZPW6781	68032	\$22.58	DMV ERROR
LEWIS CAROLINE ANN	2012 37293 2613	WNK4385	68789	\$62.71	RELEASED TO VANCE CO
LINDSEY MYESHIA S	2012 34579 3132	YRP1745	69308	\$52.15	DMV ERROR
LYNCH THOMAS E	2012 2892 2084	RSJ2163	68260	\$4.08	DMV ERROR
MALCOLM WALLACE W	2012-14602 3225	BP81778	69401	\$2.38	DMV ERROR
MARRS GLEN E JR	2012 21139 2836	8940R	69012	\$51.09	DMV ERROR
MILES RICHARD A	2012 2449 1802	T049R	67978	\$19.30	DMV ERROR
MILLER ALEAN	2012 27420 1450	SRK4091	67626	\$8.61	DMV ERROR
MOORE BETTY E	2012 19789 1516	SNW6488	67692	\$35.68	SOLD
MOORISH HOLY TEMPLE OF	2012 35825 111	AAH2291	59123	\$36.26	VEHICLE IS EXEMPT
MOSELEY JAMES A	2012 28032 1026	XL4117	67202	\$10.05	DMV ERROR
NEAL ROBERT B JR	2012 28703 3191	ALL4056	69367	\$96.03	DOESN'T LIVE IN CITY LIMITS
NIELSEN MISTY LEA	2012 25451 2458	RRL4927	68634	\$8.25	DMV ERROR
PASCHALL MELVIN G	2012 30206 1774	ZRF9471	67950	\$24.72	DMV ERROR
PENDERGRASS RONNIE R	2012 30627 1786	ZPW4705	67962	\$20.61	DMV ERROR
PROFESSIONAL LAKE MANG	2012 32951 2758	CR5145	68934	\$50.62	DMV ERROR
QUEEN TINA A	2012 23881 2589	WPX2256	68765	\$12.36	DMV ERROR
QUEEN WILLIAM E JR	2012 23881 1629	PNB3690	67805	\$17.42	DMV ERROR
RAFAC JOHN P	2012 30755 2036	ZPW5742	68212	\$10.20	DMV ERROR
REAMES JOEL G III	2012 18082 1939	BD53220	68115	\$2.24	DMV ERROR
RICHARDSON JENNIFER M	2012 29437 1816	YTX4597	67992	\$8.54	DMV ERROR
RICHARDSON JENNIFER M	2012 29437 2462	XTN2170	68638	\$15.91	DMV ERROR
RICHARDSON JESSIE T	2012 4664 3253	ZPW4329	69429	\$15.57	SOLD 2 YRS AGO
RICHARDSON SANDY DARRELL	2012 845 111	VRH6757	58734	\$3.35	SOLD
ROBERTSON LAWRENCE C	2012 12772 3220	XSB3218	69396	\$5.97	DMV ERROR
ROBINSON FREDDIE T	2012 7592 1517	XT8169	67693	\$10.05	DMV ERROR
ROBINSON MICHAEL W	2012 7592 3265	WNK7330	69441	\$84.22	TRADED 2 YRS AGO
ROGERS RICHARD B	2012 11745 2224	LAKE1	68400	\$26.33	DMV ERROR
ROGERSON JASON M	2012 18746 1070	XVM4723	67246	\$9.30	DMV ERROR
ROWLETT LATOYA R	2012 22575 2729	E2634	68905	\$68.34	DMV ERROR
SCHAMBACH GARY J	2012 31084 3028	XSB4624	69204	\$10.05	DMV ERROR
SCHARF LYNNE G	2012 15152 2489	KXW8796	68665	\$43.16	DMV ERROR
SCHARF PAUL A	2012 15152 2100	KXW8797	68276	\$17.61	DMV ERROR
SEPAK RONALD D	2012 22756 2376	VSL1260	68552	\$15.44	DMV ERROR
SHELTON KERSCHIA D	2012 26500 1847	YPY6137	68023	\$22.50	DMV ERROR
SHIPLEY BUILDERS INC	2012 2063 2678	WRT1501	68854	\$9.60	DMV ERROR
SINEATH JAMES V JR	2012 28679 2807	BN91371	68983	\$2.24	DMV ERROR

*Under
\$100*

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SMILEY MARY B	2012 37801 1946	BSMILES	68122	\$49.79	DMV ERROR
SMITH JO ANN	2012 1241 2861	XSB3176	69037	\$78.86	DMV ERROR
SOUTHSHORE REALTY	2012 4014 1595	WPX2049	67771	\$9.60	DMV ERROR
SPRUILL EDITH E	2012 38528 2331	XSB4153	68507	\$96.18	DMV ERROR
SUTTON LORRAINE H	2012 11217 1528	ZPW4568	67704	\$10.28	DMV ERROR
TALLEY TISHEA MONEAK	2012 34534 111	AAH1144	58852	\$20.35	WRECKED
TALTON BOBBY D	2012 27048 1888	YVB9401	68064	\$42.36	DMV ERROR
TATUM WILLIAM B	2012 31495 2735	YRV8681	68911	\$67.66	DMV ERROR
TAYLOR RUDOLPH B JR	2012 13999 1362	XSB3077	67538	\$10.20	DMV ERROR
THOMPSON WANDA C	2012 6837 1416	PTS2710	67592	\$13.80	DMV ERROR
WALSH WILLIAM F	2012 19394 1851	XRN7550	68027	\$25.02	DMV ERROR
WATKINS BERNICE E	2012 30765 3204	YRP1893	69380	\$6.83	DMV ERROR
WEARY DAVID E	2012 9023 1708	ZPW4537	67884	\$10.89	DMV ERROR
WEATHERED ROBERT E	2012 19087 2394	LYC3510	68570	\$57.22	DMV ERROR
WEAVER LIBBY A	2012 42832 2291	VRD1097	68467	\$32.06	DMV ERROR
WEST SARAH A	2012 43124 1820	SRK3953	67996	\$15.30	DMV ERROR
WHITE M S III	2012 3343 3079	BT77230	69255	\$61.62	SOLD 2 YRS AGO
WIGGINS RUSSELL R	2012 23363 1609	MXV4690	67785	\$45.89	DMV ERROR
WILDER SHANIKA A	2012 35451 111	AJR4861	58059	\$17.75	TURND IN VEHICLE
WOODARD EDWARD S	2012 45532 1276	NWX6645	67452	\$3.96	DMV ERROR
YARBOROUGH JONAS WINDELL	2012 30535 1689	SRK3763	67865	\$11.34	DMV ERROR
YARBOROUGH JONAS WINDELL	2012 30535 2051	XSB4074	68227	\$18.90	DMV ERROR
YOUNG GORDON E	2012 24510 1780	ZPW5805	67956	\$16.63	DMV ERROR

SUB-TOTAL MOTOR VEHICLE RELEASES:	\$3,137.74
SUB-TOTAL CORRECTION RELEASES:	\$ 197.09
Total Releases	\$3,334.83

Meeting Date: October 1, 2012

CONSENT AGENDA Item # 6E

SUBJECT: Resolution – National Breast Cancer Awareness Month & Pink Ribbon Week 2012

REQUESTED BY: Margaret Clayton, Administrative Assistant

SUMMARY: Resolution in support of National Breast Cancer Awareness Month & Pink Ribbon Week 2012 is presented for Board’s review and adoption.

FUNDING SOURCE: N/A

APPLICABLE STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption.

NOTES:



WARREN COUNTY BOARD OF COMMISSIONERS

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

Proclamation

National Breast Cancer Awareness Month and Pink Ribbon Week 2012 by Warren County Board of Commissioners

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, breast cancer is the most commonly diagnosed cancer and the second leading cause of cancer deaths amongst women in North Carolina and the United States;

WHEREAS, approximately, 6,330 North Carolina women will be diagnosed with breast cancer and approximately 1,210 North Carolina women will die from the disease in 2012;

WHEREAS, every woman is at risk for breast cancer even if she has no family history of the disease, but women over the age of 50 are at the greatest risk for being diagnosed with breast cancer;

WHEREAS, a mammogram is the single most effective method of detecting breast changes, long before physical symptoms that may be cancer can be seen or felt;

WHEREAS, October is designated as National Breast Cancer Awareness Month;

WHEREAS, the pink ribbon is the internationally recognized symbol of breast cancer awareness symbolizing "hope for a cure;"

WHEREAS, county government agencies, community organizations, churches, synagogues and other places of worship, and work sites can play a special role in educating their members or employees about breast cancer;

NOW THEREFORE we, the Warren County Board of Commissioners, do hereby recognize October 2012 as National Breast Cancer Awareness Month and proclaim October 14 through 20, 2012, as Pink Ribbon Week in Warren County by wearing and or/displaying pink ribbons in recognition of breast cancer and in honor of women who are now courageously fighting the battle with breast cancer. We further encourage women to consult with their health care providers concerning regular screening and to promote early detection of breast cancer by having regular clinical breast examinations, getting regular mammograms, and practicing monthly breast self-examination.

Signed this 1st day of October 2012

Ulysses S. Ross, Chairman

Meeting Date: October 1, 2012

Item # 7-A

**SUBJECT: Amendment # 8 to the Capital Project Ordinance for the Warren
County Water & Sewer District No . III Project**

REQUESTED BY: Barry Mayo, Finance Director

**SUMMARY: Amendment #8 to the Capital Project Ordinance for the Warren County
Water & Sewer District No. III Project is presented for the Board's approval.**

FUNDING SOURCE: District 3 Water & Sewer Enterprise Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

**Recommend approval of Amendment #8 to the Capital Project Ordinance for the
Warren County Water & Sewer District No. III Project.**

NOTES:

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE FOR THE
WARREN COUNTY WATER & SEWER DISTRICT NO. III PROJECT
(Amendment No. 8)**

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

Increase/(Decrease) Revenues:

User Fee	(18,283)
Fire Hydrant Sales	15,200
Sales Taxes	154,448
Investment Earnings	70,111
Miscellaneous Revenue	3,940
Premium on BAN Sales	<u>18,012</u>

Total **\$ 243,428**

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

Increase/(Decrease) Appropriations:

Inspections	(1)
Transfer to Other Funds	243,452
Equipment/Capital	<u>(23)</u>

Total **\$ 243,428**

Explanation:

This amendment closes the project and adjusts the budget to the actual costs. Remaining funds will be transferred to the District III Enterprise Fund for the purchase of equipment and to pay debt.

Respectfully Submitted 10-01-2012

Barry J. Mayo

Barry J. Mayo,
Finance Officer

Meeting Date: October 1, 2012

Item # 7-B

**SUBJECT: Amendment # 3 to the Warren County FY 2012-2013
Budget Ordinance**

REQUESTED BY: Barry Mayo, Finance Director

**SUMMARY: Amendment #3 to the Warren County FY 13 Budget Ordinance is
presented for the Board's approval.**

FUNDING SOURCE: Various Funds

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

**Recommend approval of Amendment #3 to the Warren County FY 13 Budget
Ordinance.**

NOTES:

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2012/2013

Amendment No. 3

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	(1,258)
Buildings, Grounds & Maintenance	1,258
Sheriff's Department	9,000
SEMAA	23,438
Total	\$ 32,438

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

Increase/(Decrease) Revenues:

Restricted Intergovernmental - Other	32,438
Total	\$ 32,438

Section 15 of the Warren County Budget Ordinance, pertaining to the District III Water System Enterprise Fund, shall be amended as follows:

Increase/(Decrease) Revenues:

Transfer from Other Funds - District III Capital Project	\$ 243,428
----------------------------------------------------------	-------------------

Section 16 of the Warren County Budget Ordinance, pertaining to the District III Water System Enterprise Fund, shall be amended as follows:

Increase/(Decrease) Appropriations:

Capital Equipment	34,700
Capital - Vehicles	32,800
Non Capital Equipment	12,495
Reserve	163,433
	\$ 243,428

This amendment:

- Transfer funds from the Board of Elections to Buildings, Ground & Maintenance - ESC Maintenance for carpet replacement.

Funding Source: Departmental Budget

- appropriates funds to SEMAA for program funding .

Funding Source: NASA

- Budgets funds transferred from the District III Capital Project to the District III Enterprise Fund Project at close of the project. Funds will be used for debt service and to purchase equipment.

Funding Source: Transfer from Other Funds-District III Capital Project

- appropriates funds to the Sheriff's Department to purchase equipment

Funding Source: NC Dept of Public Safety - Gov Crime Commission

Respectfully Submitted 10/01/2012

Barry J. Mayo

Barry J. Mayo, Finance Director

Meeting Date: October 1, 2012

Item # 7-C

SUBJECT: Proposed Finance Department Employee Flexible Work Schedule Policy

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Proposed schedule is presented for Board's review and adoption. This schedule follows the same format as those adopted by the Health Department and Department of Social Services.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Finance Department Employee Flexible Work Schedule Policy and require the Finance Director to evaluate the flexible work schedule and report back to the Board in six months.

NOTES:

**COUNTY OF WARREN
FINANCE OFFICE**

**548 West Ridgeway Street
WARRENTON, NC 27589**

Telephone: (252) 257-1778 Fax: (252) 257-6523

Barry J. Mayo
Finance Director

MEMO

To: Board of Commissioners
County Manager
Clerk to the Board

From: Barry J. Mayo
Finance Director
Warren County

Date: October 1, 2012

Re: Request for a Flex Work Schedule for Finance Office staff

Thank you for the opportunity to present the Warren County Finance Office Flex Work Schedule. The Finance Office staff has requested to participate in the flex work plan being used by other departments within Warren County.

I strongly support a Flex Work schedule as a morale booster for Finance employee's, the flex option allows the Finance Office to meet the demands of other departments who participate in the flex schedule program.

Please find attached the employee work schedule, the flex schedule guidelines and flex schedule work agreement.

I recognize that not all employees will choose to participate in the program for a variety of reasons. Therefore it is an optional work choice for employees.

Thank you for your ongoing support of the Finance Office.

Warren County Finance Department Employee Flexible Work Schedule Policy

DRAFT

Purpose

The purpose of this policy is to enhance business operations through increased customer service hours and allow employees a flexible work schedule to meet their personal needs.

Department Hours

The official department hours to which it will be open to the public is Monday through Friday from 8:15a to 5:15p except on designated holidays.

Work Schedules

The department employees shall have two work schedule options. A traditional work schedule option and a flex work schedule option. Each employee will have the opportunity to decide which work schedule meets the needs of their job assignments and the needs of our departments customer service needs. Their decision to select traditional or flex must be made in advance of implementation of either option and requires approval of the department director. The work schedule policy for flex can be modified only twice per year January 1st or July 1st of each year. Below are descriptions for the two options and work schedule criteria necessary to accept flex as a work option.

1. Traditional Work Schedule Option: Employee works Monday through Friday from 8:30a to 5:00p which includes a 1 hour lunch break. The work week is Monday through Friday for a total of 37.5 hours per week.
2. Flex Work Schedule Option: Employee has a day off within a two week schedule. The week whereby the employee has the flex day off, he/she works 8.34 hours per day x (4) four work days for a total of 33.36 hours. The week where by the employee has no flex day off he/she works 8.34 hours per day x (5) five days for a total of 41.70 hours per week. The two week combined average is 37.5 hours per week.

Below are 3 examples of the flex work schedule for the Finance Department

Example Work Schedules

Work Schedule Option 1

Week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Lunch	Hrs.
1	off	8:15-5:15	8:15-5:15	8:15-5:15	8:15-5:15	off	off	40 min	33

2	8:15-5:15	8:15-5:15	8:15-5:15	8:15-5:15	8:15-5:15	8:15-5:15	off	off	40 min	42
									Total	75.0

Work Schedule Option 2

Week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Lunch	Hrs.	
1	8:00-5:20	8:00-5:20	8:00-5:20	8:00-5:20	off	off	off	1 hour	33	
2	8:00-5:20	8:00-5:20	8:00-5:20	8:00-5:20	8:00-5:20	off	off	1 hour	42	
									Total	75.0

Work Schedule Option 3

Week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Lunch	Hrs.	
1	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	off	off	40 min	42	
2	off	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	off	off	40 min	33	
									Total	75.0

The Finance Director will assure departmental staff coverage to the extent that customer's i.e.: other departments and public are serviced five day s per week regardless of the work schedule options.

3. Flex Work Schedule Guidelines

- a. The flex work schedule is a privilege for Finance Office employees, not a right.
- b. New employees must be employed with the agency for (6) six months before they are permitted to participate in the flex work schedule.
- c. Failure to adhere to the assigned flex work schedule and participatory rules will result in the re-evaluation of work schedule and /or the employee's termination from the flex work schedule.
- d. The Finance Director has the authority to change an employee's flex work schedule anytime within the (6) month enrollment period and /or if a flex day conflicts with service delivery to a customer.
- e. If an employee is required to work on his/her flex day, he/she must flex on the following business day.
- f. If a holiday or the employee's birthday falls on a flex day, he/she must flex on the following business day.
- g. The flex work schedule is not an option for employees who have negative leave time and/or employees who are habitually late in work attendance.
- h. The flex work schedule will be evaluated by the Finance Director and a report on its progress will be submitted to the Board of Commissioners on a (6) six month basis or until no further evaluation is needed.
- i. Employees and the Finance Director will sign a flex schedule agreement indicating the parties agree to follow the agency flex plan.

Warren County Finance Department Employee Flexible Work Schedule Policy

Warren County Finance Department Employee Flexible Work Schedule agreement is entered into between _____ and the Finance Director for the purpose of meeting the increasing demands of the department and the provision of timely and accurate services to the public. Additionally this agreement ensures adequate service coverage to the public by the Finance Office.

No flex schedule is a substitute for quality customer service. Therefore I understand that if I am called upon to work on my flex day, will fulfill this work requirement.

I also acknowledge that I received a copy of the Warren County Finance Department Employee Flexible Work Schedule Policy

I indicate my flex work schedule preference by checking below the following:

Flex Work Schedule with Monday off.

Flex Work Schedule with Friday off.

The flexible work schedule has been designed as a morale booster for the Finance Department's employees.

Finance Office Employee Date

Finance Director Date

Meeting Date: October 1, 2012

Item # 7-D

SUBJECT: Amendment # 3 to the Capital Project Ordinance for the Warren County Water & Sewer District No . 3, Phase III Project

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Amendment # 3 to the Capital Project Ordinance for the Warren County Water & Sewer District No. 3, Phase III Project is presented for the Board's approval.

FUNDING SOURCE: District 3 Water & Sewer Enterprise Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment # 3 to the Capital Project Ordinance for the Warren County Water & Sewer District No. 3, Phase III Project

NOTES:

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE FOR
WARREN COUNTY WATER & SEWER
DISTRICT NO. III PHASE III PROJECT
(Amendment No. 3)**

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

Increase/(Decrease) Revenues:

User Fees	\$ 38,700
Total	\$ 38,700

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

Increase/(Decrease) Appropriations:

Interest During Construction	(91,463)
Contingency	\$ 130,163
Total	\$ 38,700

This amendment:

Adjusts project cost to the original budget approved by USDA.

Respectfully Submitted 10-01-2012

Barry J. Mayo

Barry J. Mayo
Finance Director

Meeting Date: October 1, 2012

Item # 7-E

SUBJECT: Amendment # 4 to the Capital Project Ordinance for the Warren County Water & Sewer District No . 3, Phase III Project

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Amendment # 4 to the Capital Project Ordinance for the Warren County Water & Sewer District No. 3, Phase III Project is presented for the Board's approval.

FUNDING SOURCE: District 3 Water & Sewer Enterprise Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment # 4 to the Capital Project Ordinance for the Warren County Water & Sewer District No. 3, Phase III Project

NOTES:

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE FOR
WARREN COUNTY WATER & SEWER
DISTRICT NO. III PHASE III PROJECT**

(Amendment No. 4)

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

Increase/(Decrease) Appropriations:

Engineering / Preliminary	1,500
Engineering / Design	40,000
Engineering / Construction Admin	17,500
Engineering / Inspection	23,000
Engineering / Additional Services	7,000
Construction Contract	338,529
Contingency	\$ <u>(427,529)</u>
Total	\$ 0

This amendment:

adjust the budget to the most recent cost estimates in accordance with Change Order #1, approved at the September 4, 2012 Commissioners meeting.

Respectfully Submitted 10-01-2012

Barry J. Mayo

Barry J. Mayo
Finance Director

Meeting Date: October 1, 2012

Item # 7-F

**SUBJECT: REVISED Amendment # 2 to the FY 2012-2013
Warren County Budget Ordinance**

REQUESTED BY: Barry Mayo, Finance Director

**SUMMARY: Amendment # 2 to the 2012-2013 Warren County Budget Ordinance
was approved during the September 2012 regular Board meeting, is now presented
as revised for Board's review and approval.**

FUNDING SOURCE: District 3 Water & Sewer Enterprise Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

**Recommend approval of Revised Amendment # 2 to the FY 2012-2013 Warren
County Budget Ordinance**

NOTES:

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2012/2013

Amendment No. 2 Revised

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
Total	\$ 9,354

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	(2,250)
Total	\$ 9,354

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 Fund Balance Appropriated 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 10/01/2012

Barry J. Mayo

Barry J. Mayo, Finance Director

Meeting Date: October 1, 2012

Item # 8

SUBJECT: FOLLOW-UP TO PUBLIC HEARING

REQUESTED BY: Ken Krulik, Planner/Zoning Administrator

SUMMARY: In follow-up to October 1, 2012 public hearing held at 5:45 pm, the Board is requested to consider Amendment to the County's Official Zoning Ordinance, Section V – Sign (pages 35-37).

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Warren County Board of Commissioners Public Hearing

Notice is hereby served that the Warren County Board of Commissioners has scheduled a public hearing to hear citizen comments regarding a proposed revision to Section V – Signs (pages 35-37) of the Warren County Zoning Ordinance for Monday - October 1, 2012 at 5:45 PM to be held in the Warren County Armory Civic Center – Meeting Room, 501 US Hwy 158 Business, East Warrenton, NC.

All interested citizens are urged to attend this public hearing.

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

§ 153A-45. Adoption of ordinances.

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

Meeting Date: October 1, 2012

Item # 9-A

SUBJECT: Appointments to Boards/Committees/Commissions

**REQUESTED BY: Doris Williams, Five County Community Operations
Center Oversight Board**

SUMMARY: The following individuals are recommended for appointment to the above-referenced Board in it's attempt to organize: Constance H. Davis and Arconstar K. Powell. Member terms and Bylaws have not been established yet for this Board.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

**Five County Community Operations Center
134 S. Garnett Street
Henderson, NC 27536
Phone: (252)430-3050
Fax: (252)431-3463
doris.williams@pbhsolutions.org**

Ms. Kearney-Dunlap,

On behalf of Commissioner Baker, this notice serves to recommend the appointment of Ms. Arconstar Powell and Ms. Constance Davis to represent Warren County on the Five County Community Operations Center Oversight Board. The Oversight Board is in the process of being established as part of the overall restructuring as a result of the dissolution of Five County Mental Health Authority and the merger with PBH. The Oversight Board will provide local representation and recommendations to the PBH/Cardinal Innovations Governance Board. We are in the process of developing By-Laws for the Oversight Board and our first meeting on October 22nd will include orientation for new Board Members.

Thank you for your assistance in presenting Ms. Powell and Ms. Davis for approval to the Warren County Commissioners to serve on our Oversight Board.

Sincerely,

Doris Williams
Five County Community Operations Center

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. Five County Community Operations Center Oversight Board 3. _____
- 2. _____ 4. _____

Your full name Constance H. Davis

Date of Birth 08/07/1955 Sex Female Race Black

Mailing Address P.O. Box 345

City and Zip Code Wise 27594

Street Address 330 Michaels Quarry Road

City and Zip Code Norlina 27563

Home Phone (252) 456-2638 Work Phone _____

Job Title -Retired-

Company or Agency _____

Email Address chdavis55@gmail.com

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 Norlina High School Norlina, N.C.

Name and Address of College Attended North Carolina Central University Durham, N.C.

Degree Received Bachelors and Masters Degrees in Education with Certification in School Administration

Please list any military experience _____

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 1. Elementary School Teacher 2. School administrator at the elementary, middle, and high school level 3. Mentor for beginning teachers 4. Reading Teacher 5. Teacher Observer/Evaluator

Volunteer Experience _____

Halifax - Warren Smart Start Board, Warren County Dept of Social Service Board (Currently Serving), Warren County Schools, Cooks Chapel Church

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 Constance H. Davis
Date September 17, 2012

Please feel free to attach a resume if so desired.

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. Five County Mental Health
2. _____
3. _____
4. _____

Your full name Arconstar Kearney-Powell
Date of Birth March 24, 1947 Sex Female Race Black
Mailing Address 544 Shocco Springs Road
City and Zip Code Warrenton, N.C. 27589
Street Address Same as above
City and Zip Code _____
Home Phone 252-257-2773 Work Phone 252-257-3255
Job Title Special Education Teacher/Behavior Support
Company or Agency Warren County Schools
Email Address apowell@warrenk12nc.org

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended John R. Hawkins
Name and Address of College Attended NC Central University
Degree Received Masters in Special Education + Recreation

Please list any military experience None

If you are presently serving as an elected or appointed official, please explain: None

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

Work Experience Teacher, Warren County Schools, Rehabilitation Therapist - Murchick Center, Counselor - City of Durham Parks + Recreation ^{encl} all Recreation

Volunteer Experience Red Cross, Coley Springs Missionary, Environmental Action Team

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

Newspaper _____ Current Warren County Volunteer Other

If other, please explain: Mrs. Doris Williams

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 Arconstar Kearney-Powell
Date September 24, 2012

Please feel free to attach a resume if so desired.

Meeting Date: October 1, 2012

Item # 9-B

SUBJECT: Appointments to Firefighters Relief Fund Board

**REQUESTED BY: Doug Young, Emergency Services Director
and Fire Marshal**

**SUMMARY: The individuals on the attached list are recommended for
appointment to the above-referenced Firefighters Relief Fund Board for the year
2013, in accordance with NC General Statute 58-84-1 through 58-84-60.**

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



COUNTY OF WARREN, NC

DEPARTMENT OF EMERGENCY SERVICES

Emergency Management * Emergency Medical Services * Fire Marshal's Office

PO Box 619
540 W. Ridgeway St.
Warrenton, NC 27589

Douglas R. Young, CEM / VPEM
Director / Fire Marshal

Office 252-257-2666
Fax 252-257-9458

To: Warren County Board of Commissioners
From: Douglas R. Young, CEM/ Director, Fire Marshal
Ref: Recommendations for Appointments to Firefighters' Relief Fund Boards

BACKGROUND:

The Firefighters' Relief Fund (FRF) benefit (General Statutes 58-84-1 through 58-84-60) was passed into Legislation in 1907. Its purpose was to financially assist firefighters that may have been injured while volunteering their service to their community.

A local Firefighters' Relief Fund Board of Trustees is elected/appointed to control the local funds. The Firefighters' Relief Fund Board of Trustees is comprised of five (5) people: two shall be elected/appointed by the County governing body annually. The Local Firefighters' Relief Fund Board of Trustees must be a resident of the fire district.

RECOMMENDATION:

It is recommended that the Board of Commissioners appoint the following individuals to fill the positions on the Fireman's Relief Fund board at each volunteer fire department for the year 2013.

Norlina Fire Department: Johnny Williams
Sheila Paynter

Inez Fire Department: Shane Harris
Harrel Johnson

Drewry Fire Department: Carl Bender
George Watkins

Warrenton Rural Fire Department: Lee Edmonds
Joyce Greene-Williams

Macon Fire Department: Ron Riggan
M. C. Clary

Hawtree Fire Department: Sherion Jones
Coleman Perkinson

Roanoke Wildwood Fire Department: Paul Bell
William Hoofnagle

Ridgeway Fire Department: John Alston
Randell Williams

Long Bridge Fire Department: Bob Weathered
Norman Lunde

Churchill Five Forks Fire Department: Stanley Brothers
Kenneth Smith

Afton-Elberon Fire Department: Joey Andrews
Williams Fuller

Meeting Date: October 1, 2012

Item # 10-A

**SUBJECT: CDBG Certifications Regarding Debarment,
Suspension and Other Responsibility Matters**

REQUESTED BY: Kerr Tar Regional COG

SUMMARY: According to Community Development Block Grant (CDBG) Guidelines, above referenced Certifications Regarding Debarment, Suspension and Other Responsibility Matters is presented for Board's review and execution related to Project 08-C-1840 Scattered Sites Housing (SSH). Authorize Chairman Ross to sign same.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of the Certifications Regarding Debarment, Suspension and Other Responsibility Matters for CDBG project 08-C-1840 Scattered Site Housing Project and authorize the Chairman to sign the document.

NOTES:

**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS**

**For CDBG Project:

8-C-1840
Scattered Sites Housing**

Applicants should refer to the regulations cited below. Applicants should also review the instructions for certification included in the regulations before completing this form, signature on this form provides for compliance with certification requirements implementing Federal Executive Order 12549 and guidance issued in the *Federal Register*, Volume 70, No. 168, pages 51863 through 51880 for "Governmentwide Debarment and Suspension (Nonprocurement)." The certification shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant or cooperative agreement.

1. DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, for prospective participants in primary covered transactions.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

NAME OF APPLICANT/GRANTEE	GRANT NUMBER AND PROJECT NAME
Warren County	08-C-1840 Scattered Site Rehab
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Ulysses S. Ross, Chairman Board of Commissioners	
SIGNATURE	DATE

Meeting Date: October 1, 2012

Item # 10-B

**SUBJECT: CDBG Certifications Regarding Debarment,
Suspension and Other Responsibility Matters**

REQUESTED BY: Kerr Tar Regional COG

SUMMARY: According to Community Development Block Grant (CDBG) Guidelines, above referenced “Certifications” is presented for Board’s review and execution related to Project 10-C-2227 Water Hook-Up Project. Authorize Chairman Ross to sign same.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of the Certifications Regarding Debarment, Suspension and Other Responsibility Matters for CDBG Project 10-C-2227 Water Hook-Up Project and authorize the Chairman to sign the document.

NOTES:

**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS**

For CDBG Project:

10-C-2227

Water Hook-Up

Applicants should refer to the regulations cited below. Applicants should also review the instructions for certification included in the regulations before completing this form, signature on this form provides for compliance with certification requirements implementing Federal Executive Order 12549 and guidance issued in the *Federal Register*, Volume 70, No. 168, pages 51863 through 51880 for "Governmentwide Debarment and Suspension (Nonprocurement)." The certification shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant or cooperative agreement.

1. **DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**
As required by Executive Order 12549, Debarment and Suspension, for prospective participants in primary covered transactions.
 - (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
 - (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

NAME OF APPLICANT/GRANTEE	GRANT NUMBER AND PROJECT NAME
Warren County	10-C-2227 Water Hook-up Project
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Ulysses S. Ross, Chairman Board of Commissioners	
SIGNATURE	DATE

Meeting Date: October 1, 2012

Item # 10-C

**SUBJECT: CDBG Certifications Regarding Debarment,
Suspension and Other Responsibility Matters**

REQUESTED BY: Kerr Tar Regional COG

**SUMMARY: According to Community Development Block Grant (CDBG)
Guidelines, above referenced "Certifications" is presented for Board's review and
execution related to CDBG Project 11-C-2328 Scattered Sites Housing (SSH).
Authorize Chairman Ross to sign same.**

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

**Recommend approval of the Certifications Regarding Debarment, Suspension and
Other Responsibility Matters for CDBG Project 11-C-2328 Scattered Site Housing
Project and authorize the Chairman to sign the document.**

NOTES:

**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS**

For CDBG Project:

11-C-2322

Scattered Sites Housing

Applicants should refer to the regulations cited below. Applicants should also review the instructions for certification included in the regulations before completing this form, signature on this form provides for compliance with certification requirements implementing Federal Executive Order 12549 and guidance issued in the *Federal Register*, Volume 70, No. 168, pages 51863 through 51880 for "Governmentwide Debarment and Suspension (Nonprocurement)." The certification shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant or cooperative agreement.

1. DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, for prospective participants in primary covered transactions.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

NAME OF APPLICANT/GRANTEE	GRANT NUMBER AND PROJECT NAME
Warren County	11-C-2322 SSH Project
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Ulysses S. Ross, Chairman Board of Commissioners	
SIGNATURE	DATE

Meeting Date: October 1, 2012

Item # 10-D

SUBJECT: Community Development Block Grant

REQUESTED BY: NC Department of Commerce & Kerr-Tar COG

SUMMARY: At the request of the NC Department of Commerce, Community Investment & Assistance Division and Kerr-Tar COG, an amended Contract for CDBG Community Development Administrative Services for the 2011 CDBG Scattered Site Housing Project which includes a new section, Section XIV. Legal Remedies is presented for the Board's approval. It is requested to authorize the County Manager to sign the Amended Contract.

FUNDING SOURCE: CDBG Grant

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amended Contract for CDBG Community Development Administrative Services for the 2011 CDBG Scattered Site Housing Project, and authorize the County Manager to sign the Amended Contract.

NOTES:

**AMENDED CONTRACT FOR CDBG COMMUNITY DEVELOPMENT
ADMINISTRATIVE SERVICES**

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

**10 paged
document
has been
provided in
separate
E-mail.**

THIS AMENDED AGREEMENT entered into as of the 1st day of October, 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;

Meeting Date: October 1, 2012

Item # 11

SUBJECT: Fire Contracts for Fire Protection Services in Tax Districts

REQUESTED BY: Doug Young, Emergency Services Director

SUMMARY: Contracts for Fire Protection within Warren County are presented for Boards review and approval. Contracts have been reviewed by Fire Commission and the County Attorney. Contract period July 1, 2012 to July 1, 2015.

FUNDING SOURCE: General Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Contracts for Fire Protection within Warren County as presented.

NOTES:



COUNTY OF WARREN, NC

DEPARTMENT OF EMERGENCY SERVICES

Emergency Management * Emergency Medical Services * Fire Marshal's Office

PO Box 619
540 W. Ridgeway St.
Warrenton, NC 27589

Douglas R. Young, CEM / VP
Director / Fire Marshal

Office 252-257-2666
Fax 252-257-9458

To: Warren County Board of Commissioners
From: Douglas R. Young, CEM/ Director, Fire Marshal
Ref: Recommendations to approve the fire protection services contracts

BACKGROUND

The State of North Carolina General Statutes requires those Counties and the Volunteer Fire Departments that responds to fires within their jurisdiction to have and maintain a contract for fire protection services in the tax district of the County. These contracts for Warren County are scheduled for renewal. Each contract has been reviewed and approved by each Volunteer Fire Department and the Warren County Fire Commission as written.

RECOMMENDATION:

It is the recommendation by the Warren County Fire Commission that the Board of Commissioners approve the following Fire Protection Contracts, ending July 1, 2015;

- 1) Afton-Elberon Fire Department
Contract Amount \$18000.00
- 2) Arcola Fire Department
Contract Amount \$18000.00
- 3) Cokesbury Fire Department
Contract Amount \$5000.00
- 4) Churchill Five-Forks Fire Department
Contract Amount \$22000.00
- 5) Ebony Fire Department
Contract Amount \$5000.00
- 6) Epsom Fire Department
Contract Amount \$1000.00
- 7) Longbridge Fire Department
Contract Amount \$15000.00
- 8) Macon Fire Department
Contract Amount \$18000.00
- 9) Littleton Fire Department
Contract Amount \$7000.00
- 10) Roanoke-Wildwood Fire Department
Contract Amount \$16000.00
- 11) Drewry Fire Department
Contract Amount \$22000.00
- 12) Ridgeway Fire Department
Contract Amount \$17000.00
- 13) Soul City Fire Department
Contract Amount \$17000.00
- 14) Warrenton Rural Fire Department
Contract Amount \$20500.00
- 15) Lake Gaston Fire Department
Contract Amount \$6000.00
- 16) Hawtree Fire Department
Contract Amount \$17000.00
- 17) Inez Fire Department
Contract Amount \$17000.00
- 18) Norlina Fire Department
Contract Amount \$20,500.00

Meeting Date: October 1, 2012

Item # 12

SUBJECT: Senior Center

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: The annual Agreement for the Senior Center General Purpose funds allocated by the State of NC (\$11,752 with a required 25% county match) through the Kerr-Tar COG Area Agency on Aging is presented for the Board's approval. Authorize the Chairman to sign the Agreement.

FUNDING SOURCE: Older Americans Act Grant Funds and County General Fund (match)

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Agreement and authorize the Chairman to sign same. The 25% required match is included in the FY 13 General Fund Budget.

NOTES:

RECEIVED

SEP 25 2012

Timothy M. Baynes
Executive Director

**Member
Governments**

September 21, 2012

WARREN COUNTY MANAGER

COUNTIES

Franklin
Granville
Person
Vance
Warren

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

MUNICIPALITIES

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

Dear Linda:

Enclosed are two (2) copies of the Agreement for the Senior Center General Purpose funds allocated by the State of North Carolina. The Agreement is for the October 1, 2012 through June 30, 2013 time period. Warren County Senior Center will receive \$11,752 which requires a 25 percent county match.

Please have both copies signed by the Chairman of the Board of Commissioners, keep one copy for your records, and return the other copy to the Kerr-Tar Regional Council of Governments.

If you have any questions about the enclosed, please let me know. Thank you for your help on this matter.

Sincerely,



Diane Cox
Area Agency on Aging Director

Enclosures

October 1, 2012 Through June 30, 2013

Agreement for the Provision of County-Based Aging Services

Senior Center General Purpose

This Agreement, entered into as of this 1st day of October 2012, by and between Warren County (hereinafter referred to as the "provider") and the Kerr-Tar Regional Council of Governments Area Agency on Aging, (hereinafter referred to as the "Area Agency").

Witnesseth That:

WHEREAS, the Area Agency and the provider agree to the terms and conditions for provision of aging services in connection with activities financed in part by Older Americans Act grant funds, provided to the Area Agency from the United States Department of Health and Human Services through the North Carolina Division of Aging and Adult Services (DAAS) and state appropriations made available to the Area Agency through the North Carolina Division of Aging and Adult Services, as set forth in a) this document, b) the Division of Aging and Adult Services Service Standards Manual, Volumes I through IV, and, c) the Division of Aging and Adult Services Community Service Providers Monitoring Guidelines.

NOW THEREFORE, in consideration of these premises, and mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the receipt of funding by the Area Agency.
2. Grant Administration. The grant administrator for the Area Agency shall be Diane Cox, Aging Director. The grant administrator for the provider shall be Linda Worth, County Manager.

It is understood and agreed that the grant administrator for the provider shall represent the provider in the performance of this Agreement. The provider shall notify the Area Agency in writing if the administrator changes during the grant period. Specific responsibilities of the grant administrator for the provider are provided in paragraph six (6) of this Agreement.

3. Services authorized through this agreement are to commence no later than October 1, 2012 and shall be undertaken and pursued in such sequence as to assure their expeditious completion. All services required hereunder shall be completed on or before the end of the Agreement period, June 30, 2013.
4. Assignability and Contracting. The provider shall not assign all or any portion of its interest in this Agreement. Any purchase of services with grant funding shall be carried out in

accordance with the procurement and contracting policy of the provider or, where applicable, the Area Agency, which does not conflict with procurement and contracting requirements contained in 45 CFR 92.36. Federal funds shall not be awarded to any subrecipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services costing over \$100,000 from a vendor that has been suspended or debarred from Federal grant programs.

5. Compensation and Payments to the Provider. The provider shall be compensated for the work and services actually performed under this Agreement by payments to be made monthly by the Area Agency. Total reimbursement to the provider under this Agreement may not exceed the grand total of available funding.

- (a) Reimbursement of Service Costs

Reimbursements of service costs are carried out as provided in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

6. Reallocation of Funds and Budget Revisions. Any reallocation of funding between providers shall be voluntary on the part of the provider and shall be effective only for the period of the Agreement. The reallocation of funds between providers will not affect the allocation of future funding to the provider. If during the performance period of the Agreement, the Area Agency determines that a portion of the funds will not be expended, the grant administrator for the provider shall be notified in writing by the Area Agency and given the opportunity to make funds available for reallocation to other providers in the Planning and Service Area or elsewhere in the state.

Providers may request budget revisions during the period of the agreement, with final budget revisions due to the Area Agency no later than May 1, 2013.

Unless community services providers have been given the capacity to enter data into the Aging Resources Management System (ARMS), Area Agencies on Aging are responsible for entering amended service data into the Division of Aging Management Information System, as specified in the N.C. Division of Aging Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

7. Monitoring. This Agreement will be monitored to assure that services are being provided in compliance with the N.C. Division of Aging Service Standards Manual, dated July 1, 1992, and the N.C. Division of Aging Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997. Further, compliance with updated monitoring requirements, as specified in Office of Management and Budget (OMB) Circular A-133 and NC General Statute 143-6.1 shall be carried out. Monitoring shall also include

compliance with conflict of interest requirements. Monitoring requirements are discussed in DoA Administrative Letter No. 03-14 (11/5/03). Private non-profit service providers will be monitored to ensure compliance with conflict of interests policies, as stated in DoA Administrative Letter No. 03-14.

The monitoring of services provided under this Agreement shall be carried out by the Area Agency on Aging in accordance with its Assessment Plan and/or by the DAAS regional Adult Program Representatives in accordance with the parameters of the interagency agreement established between the Division of Aging and the Division of Social Services, as provided in DOA Administrative Letter No. 98-13.

Providers will receive a written report of monitoring findings in accordance with procedures established in Section 308 of the AAA Policies and Procedures Manual (July, 1994) and DOA Administrative Letter No. 98-13. Any areas of non-compliance will be addressed in a written corrective action plan with the provider.

8. Disputes and Appeals. Any dispute concerning a question of fact arising under this Agreement shall be identified to the designated grants administrator for the Area Agency. In accordance with Lead Regional Organization (LRO) policy, a written decision shall be promptly furnished to the designated grants administrator for the provider.

The decision of the LRO is final unless within twenty (20) days of receipt of such decision the provider furnishes a written request for appeal to the Director of the North Carolina Division of Aging and Adult Services, with a copy sent to the Area Agency. The request for appeal shall state the exact nature of the complaint. The Division of Aging and Adult Services will inform the provider of its appeal procedures and will inform the Area Agency that an appeal has been filed. Procedures thereafter will be determined by the appeals process of the Division of Aging and Adult Services. The state agency address is as follows:

Director
North Carolina Division of Aging and Adult Services
2101 Mail Service Center
693 Palmer Drive
Raleigh, North Carolina 27699-2101

9. Termination for Cause. If through any cause, the provider shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or the provider has or shall violate any of the covenants, agreements, representations or stipulations of this Agreement, the Area Agency shall have the right to terminate this Agreement by giving the provider written notice of such termination no fewer than fifteen (15) days prior to the effective date of termination. In such event, all finished documents and other materials collected or produced under this Agreement shall at the option of the Area Agency, become its property. The provider shall be entitled to receive just and equitable compensation for any work satisfactorily performed under this Agreement.

10. Audit. The Community Service Provider agrees to have an annual independent audit in accordance with North Carolina General Statutes, North Carolina Local Government Commission requirements, Division of Aging and Adult Services Program Audit Guide for Aging Services and Federal Office of Budget and Management (OMB) Circular A-133.

Community service providers must provide a copy of their year end financial statements, and any required audit, to the Area Agency on Aging. Community service providers, as specified in paragraph one (1) are subject to audit and fiscal reporting requirements as stated in NC General Statute 143-6.2 and OMB Circular a-133, where applicable. Home and Community Care Block Grant providers are not required to submit Activities and Accomplishments Reports. For-profit corporations are not subject to the requirements of OMB Circular A-133, but are subject to NC General Statute 143-6.2 and Yellow Book audit requirements, where applicable. **Federal funds** may not be used to pay for a **Single or Yellow Book audit** unless it a federal requirement. **State funds** will not be used to pay for a **Single or Yellow Book** audit if the provider receives less than \$500,000 in state funds. The Department of Health and Human Services will provide confirmation of federal and state expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements can be found at <http://www.ncauditor.net/nonprofitsite>.

The following provides a summary of reporting requirements under NCGS 143-6.2 and OMB Circular A-133 based upon funding received and expended during the service provider's fiscal year.

<u>Annual Expenditures</u>	<u>Report Required to AAA</u>	<u>Allowable Cost for Reporting</u>
<ul style="list-style-type: none"> Less than \$25,000 in State or Federal funds 	Certification form and State Grants Compliance Reporting <\$25,000 (item # 11, Activities and Accomplishments does <u>not</u> have to be completed) OR Audited Financial Statements in compliance with GAO/GAS (i.e. Yellow Book)	N/A
Greater than \$25,000 and less that \$500,000 in State or Federal Funds	Certification form and Schedule of Grantee Receipts >\$25,000 and Schedule of Receipts and Expenditures OR Audited Financial Statements in compliance with GAO/GAS (i.e. Yellow Book)	N/A

- | | | |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------|
| • \$500,00+ in State funds <u>and</u> Federal pass through in an amount less than \$500,00 | Audited Financial Statement in compliance with GAO/GAS (i.e. Yellow Book) | May use State funds, but <u>not</u> Federal Funds |
| • \$500,000+ in State funds <u>and</u> \$500,000+ in Federal pass through funds (i.e. at least \$1,000,000) | Audited Financial Statement in compliance with OMB Circular A-133 (i.e. Single Audit) | May use State and Federal funds |
| Less than \$500,000 in State funds <u>and</u> \$500,000+ in Federal pass through funds | Audited Financial Statement in compliance with OMB Circular A-133 (i.e. Single Audit) | May use Federal funds, but <u>not</u> State funds. |

11. Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the community service providers are responsible to the Area Agency for clarifying any audit exceptions that may arise from any Area Agency assessment, county or community service provider single or financial audit, or audits conducted by the State or Federal Governments. In the event that the Area Agency or the Department of Health and Human Services disallows any expenditure made by the community service provider for any reason, the Community Service Provider shall promptly repay such funds to the Area Agency once any final appeal is exhausted in accordance with paragraph nine (9). The only exceptions are if the Area Agency on Aging is designated as a community service provider through the County Funding Plan or, if as a part of a procurement process, the Area Agency on Aging enters into a contractual agreement for service provision with a provider which is in addition to the required County Funding Plan formats. In these exceptions, the Area Agency is responsible for any disallowed costs. The County or Area Agency on Aging can recoup any required payback from the community service provider in the event that payback is due to a community service provider's failure to meet OMB Circular A-122 requirements, requirements of A-110, requirements of 45CFR, Part 1321, and 45CFR, Part 92, or state eligibility requirements as specified in policy.

12. Indemnity. The provider agrees to indemnify and save harmless the Area Agency, its agents, and employees from and against any and all loss, cost, damages, expenses, and liability arising out of performance under this Agreement to the extent of errors or omissions of the provider.

13. Equal Employment Opportunity and Americans With Disabilities Act Compliance. The provider shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.

14. Data to be Furnished to the Provider. All information which is existing, readily available to the Area Agency without cost and reasonably necessary, as determined by the Area Agency's staff,

for the performance of this Agreement by the provider shall be furnished to the provider without charge by the Area Agency. The Area Agency, its agents and employees, shall fully cooperate with the provider in the performance of the provider's duties under this Agreement.

15. Rights in Documents, Materials and Data Produced. The provider agrees that at the discretion of the Area Agency, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain the property of the Area Agency upon termination or completion of the work. Both the Area Agency and the provider shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes writings, sound recordings, or other graphic representations, and works of similar nature. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the provider.
16. Interest of the Provider. The provider covenants that neither the provider nor its agents or employees presently has an interest, nor shall acquire an interest, direct or indirect, which conflicts in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the service hereunder in an impartial and unbiased manner.
17. Interest of Members of the Area Agency, Lead Regional Organization, and Others. No officer, member or employee of the Area Agency or Lead Regional Organization, and no public official of any local government which is affected in any way by the Project, who exercises any function or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decisions relating to this Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; nor shall any such persons have any interest, direct or indirect, in this Agreement or the proceeds arising therefrom.
18. Officials not to Benefit. No member of or delegate to the Congress of the United States of America, resident Commissioner or employee of the United States Government, shall be entitled to any share or part of this Agreement or any benefits to arise herefrom.
19. Prohibition Against Use of Funds to Influence Legislation. No part of any funds under this Agreement shall be used to pay the salary or expenses of any employee or agent acting on behalf of the provider to engage in any activity designed to influence legislation or appropriations pending before Congress.

20. Applicable Law. This Agreement is executed and is to be performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State.

In witness whereof, the Area Agency and the provider have executed this Agreement as of the day first written above.

Warren County

Attest:

_____ By: _____
Authorized Representative

Date: _____ Date: _____

Area Agency

Attest:

_____ By: Dawn Cox
Interim Executive Director, Lead Regional Organization

Date: 9-21-2012 Date: 9-21-2012

Provision for payment of the monies to fall due under this Agreement within the current fiscal year have been made by appropriation duly authorized as required by the Local Government Budget and Fiscal Control Act.

BY: James B. Pearce, Jr. DATE: 9-21-12
FINANCE OFFICER, Lead Regional Organization

Meeting Date: October 1, 2012

Item # 13

SUBJECT: Personnel – Appoint Senior Center Director

REQUESTED BY: Elgin Lane, Human Resources Manager

SUMMARY: It is the recommendation of the Personnel Committee to appoint Mrs. Alicia Giddiens to the position of Warren County Senior Center Director at a salary of \$42,000. effective Monday, October 16, 2012.

FUNDING SOURCE: Senior Center Departmental Budget

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER’S RECOMMENDATION:

Recommend appointment of Alicia Giddiens to the position of Senior Center Director at a salary of \$42,000, effective October 16, 2012.

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: *Elgin J. Lafe*
Elgin J. Lafe, Human Resources Manager

DATE: September 24, 2012

RE: Candidate for Senior Center Director

The Personnel Committee recommends Ms. Alicia Giddiens to the Board of Commissioners to fill the vacant Senior Center Director position with a starting salary of \$42,000.

Contingent upon the approval of the Board of County Commissioners, Ms. Giddiens has accepted a tentative offer of employment and will be available to start her new duties as Senior Center Director on October 16, 2012.

Your consideration of appointing Ms. Giddiens to fill this position is greatly appreciated.

Alicia R. Giddiens
792 Oine Road
Norlina, NC 27563
252-425-4408
agiddiens7@gmail.com

Career Management and Community Practice Professional devoted to enhancing the quality of life for those in need, committed to upholding the core values of the social work profession and dedicated to the pursuit of professional skill development to address the emerging challenges found in the field of social work.

PROFILE

- 12 years experience in the Human Services field.
- Field Instructor, NC State University MSW Program
- Master of Social Work Degree, University of North Carolina at Chapel Hill, August 2010
- Bachelor's Degree of Social Work, University of North Carolina at Greensboro. GPA 3.73, May 2003
- 5 Years retail sales, customer service, and data entry experience (full history upon request)
- National Association of Social Workers – Student Organization, 8/01-5/03
- Member of Alpha Kappa Alpha Sorority Inc.

EXPERIENCE

School Social Worker & Homeless Ed. Coor. January 2005 – Present
Warren County Schools, Warrenton, NC

- Assist students and families in alleviating barriers to student learning and social/emotional growth.
- Monitor and uphold Compulsory Attendance laws within the school district.
- Serve as a liaison between the school, families, and community agencies.
- Collaborate with community organizations and agencies to provide an intervention framework for students and their families.
- Provide system representation on various boards and forums to ensure a balance in service delivery.
- Provide in-service trainings for school personnel and the community.

Manager

December 2010-Present
Johnson Homeplace, Norlina, NC

- Financial Management (budget, payroll, etc.)
- Nutrition Management
- Personnel Management
- Care Management
- Activity planning & implementation

Child Care Social Worker June 2004 - Dec 2004
Vance County Department of Social Services -- Henderson, NC

- Maintain a caseload of approximately 250 clients and a budget of two million dollars.
- Conduct daily interviews/assessments and determine needs eligibility.
- Counsel clients regarding budgeting and child care planning.
- Advocate on behalf of clients and child care providers

Youth Program Assistant
Murdoch Center, Butner, NC

March 2004 – June 2004

- Provided on-site monitoring of clients and case management.
- Implemented treatment regimens, planned behavior interventions, and transported clients.
- Executed several other duties related to client supervision such as crisis intervention (medical or behavioral), counseling, safety, and support.

Facilitator
Alzheimer's Caregiver Support Groups- Warren County Senior Center,
Warrenton, NC

June 2003 – June 2004

- Facilitate meetings.
- Plan activities and programs.
- Educate members about Alzheimer's disease and how to work with a patient who has it.
- Provide counseling and crisis intervention.

Social Worker / Program Coordinator
Alzheimer's Caregiver Support Groups – Warren County Senior Center,
Warrenton, NC

June 2003 – June 2004

- Organize and implement program structure and plan daily activities.
- Provide supervision for the program and a staff of three.
- Educate staff on working with clients.
- Maintain accurate program data collection.

Site Coordinator
Support Our Students – Griffin Middle School, High Point NC

2002-2003 School Year

- Developed, organized, and implemented program structure.
- Supervised a staff of five.
- Maintained accurate program data collection, filing and documentation.
- Trained and instructed student population of fifty in various disciplines.
- Executed problem solving proficiency and decision-making ability.

Social Worker, Internship
Wake Forest Univ. Baptist Medical Center, Acute Care for the Elderly Unit,
Winston Salem, NC

August 2002 – May 2003

- Performed psychosocial and environmental assessments.
- Maintained patient records according to established practice and legal requirements.
- Facilitated family meetings regarding the patient's status and discharge plans and provided crisis intervention as needed.
- Interacted with community resources / agencies to provide pertinent patient care.
- Empowered clients with tools to encourage independent living.
- Assisted with preparation of unit's reports and conducted supporting research.

Youth Mentoring Counselor
A Healthy Start Incorporated, Greensboro, NC

August 2001 – June 2003

- Perform individual client activity planning and implementation.

- Maintain individual one-on-one counseling sessions.
- Serve as Professional Role Model for youth in the Triad area.

TRAINING AND SEMINARS

- North Carolina State University/ North Carolina Department of Public Instruction – Licensure in School Social Work, 12/2005, MSW Upgrade 2010 UNC.
- Child Care Subsidy Seminar – Greenville, NC Awarded ninety eight percent compliance certificate, 2004
- Work Permit Seminar – VCDSS, 2004
- North Carolina Intervention Certification – Murdoch Center, 2004
- HIPPA Training, WFUBMC – ACE Unit, 2003
- Substance Abuse and Crisis Intervention – UNCG, 2003 – WFUBMC 2003 & FCMHA 2011
- Mentor Training – A Healthy Start, First Presbyterian Church, 9/01
- Peer Educator – Algebra Project – NCCU, 1998

References provided upon request.

Meeting Date: October 1, 2012

Item # 14

SUBJECT: Amended Contract for Legal Services for Warren County

REQUESTED BY: Atty. Karlene Turrentine

SUMMARY: The following amendments to the County Attorney's Contract for Legal Services for Warren County are presented for the Board's approval: Employment And Compensation: Section 2 is amended to include reduced rates for work performed by the Firm's paralegal or legal assistant and administrative personnel; and Section 4 is amended to include language regarding the execution of separate retainer/fee agreements for certain legal representation, and also includes reduced rates for services performed by certain other personnel in the Firm.

FUNDING SOURCE: General Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of amended Contract, and authorize Chairman to sign same.

NOTES:

STATE OF NORTH CAROLINA

COUNTY OF WARREN

**CONTRACT FOR LEGAL SERVICES
FOR WARREN COUNTY**

THIS AGREEMENT, executed and entered into this ____ day of _____, 2012, by and between the COUNTY OF WARREN, a political subdivision of the State of North Carolina, hereinafter referred to as the "County" and KARLENE S. TURRENTINE of the TURRENTINE LAW FIRM, PLLC hereinafter referred to as "Attorney" or "the Firm."

WITNESSETH

WHEREAS the County, by and through its undersigned Chairman of the Warren County Board of Commissioners, pursuant to and authorized by NCGS § 153-114, does hereby contract with and employ the undersigned Attorney for legal services as the County Attorney for Warren County; and

WHEREAS, the Board of Commissioners for Warren County, agrees to cooperate fully with the County Attorney in every way, including referring all legal matters to the Attorney's attention for prompt disposition;

WHEREAS, said Attorney agrees to accept this contract and to use her best professional judgment in the handling of the legal affairs of the County.

NOW THEREFORE BE IT RESOLVED, in consideration of the mutual covenants contained herein and other valuable considerations, receipt of which is acknowledged from each party to the other, County and Attorney agree as follows:

EMPLOYMENT AND COMPENSATION

1. As County Attorney, Ms. Turrentine agrees to accept and the County agrees to pay a non-refundable retainer fee of \$400.00 per month, commencing with the execution of this contract. Payment of said retainer obligates the Attorney to attend the regular monthly county commissioners' meeting, unless a conflict or other extenuating circumstance arises that prohibits the attorney from attending the regularly scheduled meeting and reasonable notice of same has been tendered to the Board. The Chairman of the County Board of Commissioners is to determine the necessity for the appearance of the Attorney at the Commissioners' meetings, and is authorized to release the Attorney from attendance in the event the Chairman determines the Attorney's presence is not necessary. In all events, however, the Attorney may, at her discretion, attend all meetings of the County Board of Commissioners even though matters of a legal nature may not rise.
2. Further, as County Attorney, Ms. Turrentine agrees to accept and the County agrees to pay at the rate of \$92.50/hour for Attorney's time; \$75.00 per hour for any work performed by a paralegal or legal assistant, and; \$25.00 per hour for any work performed by the Firm's administrative personnel, plus

expenses, for all legal services provided on behalf of Warren County which do not come within the scope of services provided under paragraph (1) above or under paragraph (4) below. The usual legal services subject to billing at this paragraph's hourly rate include but are not limited to: (a) drafting of correspondence, briefs, memoranda, letters, legal opinions and any other written documentation necessitated pursuant to occupying the position of County Attorney; (b) drafting, reviewing, amending and/or negotiating contracts for the County, as necessary; (c) all research and other investigations required in serving as County Attorney; (d) attendance at all special called meetings requiring the attendance of the County Attorney (not to include the regular monthly county commissioners' meeting), work sessions, other meetings and/or forums required in the course of performing in the position of County Attorney; (e) all telephone calls and electronic mail made or received during the course of completing specific tasks as County Attorney; (f) responding to all documentation, accusations, and/or inquiries served on the County and requiring a legal response on behalf of the County; (g) appearing as County Attorney in all hearings, proceedings, and Courts as necessary in the full performance as County Attorney—including, but not limited to, before the NC State Property Tax Commission and NC Employment Security Commission; and, (h) working closely with the County Manager, County department heads, and the County Sheriff—as requested—to ensure each department of the County is compliant with the County's ordinances and the laws of North Carolina.

These matters enumerated as being encompassed in paragraph (2)'s hourly billing structure set out above are not all inclusive. Any additional work by the County Attorney not falling within those general services described in paragraphs (a) or (b) shall also be billed at an hourly rate.

3. In addition, the County agrees to pay the following outlined expenses associated with the County Attorney's attendance of seminars, training sessions, and/or continuing legal education (CLE) courses related to the County Attorney services to be provided under this Agreement. The County Attorney's attendance at such seminars shall be approved in advance by the Board of Commissioners. The County shall pay, in advance, the expense incurred in connection with such seminars for registrations, tuition, materials, and lodging. However, the cost of transportation and meals while attending such seminars shall be the responsibility of the County Attorney.
4. For any litigation matters which the County would ordinarily have "farmed out" to an attorney or firm separate from its County Attorney's office including those matters contemplated by the County's insurance coverage, and for which the County desires the Firm to handle, the parties agree to execute a separate retainer/fee agreement for any such matter arising; which, so long as such separate fee agreement falls under the County Manager's discretionary authority, may be executed by the County Manager on behalf of the Board of Commissioners. However, for clarity: although the Firm's standard 2012 hourly rate is currently \$275.00 for such litigation, Ms. Turrentine instead agrees to accept and the County agrees to pay \$225/hour for such services rendered by Ms. Turrentine or another attorney in the office; \$75.00 per hour for any work performed by a paralegal or legal assistant, and; \$25.00 per hour for any work performed by the Firm's administrative personnel, plus expenses, for these matters.
5. For all matters outlined herein, the County acknowledges and agrees that Attorney's fee does not include any court costs or other costs or fees (i.e. copy fees, filing fees, depositions,

mediation/arbitration fees, mileage, etc.) associated with this representation, and which additional fees/costs shall also be billed to County and must be paid by the County upon presentment of invoice.

6. The Firm agrees to send by electronic mail to the County an itemized statement for legal services on or before the fifteenth (15th) day of the month following the calendar month for which fees are being billed, and; the County agrees to pay such invoices within ten (10) days of receipt.
7. County agrees that any bill not paid within 15 days of the billing date shall accrue interest at the rate of 1.5% per billing cycle.

TERM

This Agreement shall commence on October 1, 2012, and shall renew each July 1st thereafter, unless either party shall otherwise notify the other in writing on or before June 1st of the same year. Either party may terminate this Agreement at will upon a sixty (60) day written notice. At the time of termination of this Agreement, Attorney and/or Firm will be entitled to full compensation for all hours worked for the County prior to an effective termination.

PARTIES' COVENANTS AS TO WORKING RELATIONSHIP

8. County pledges to cooperate with Ms. Turrentine, an associate attorney, or any staff member of the Firm in every way possible in the handling of its legal matters.
9. By signing below, County acknowledges and confirms that no representation has been made promising or guaranteeing any particular outcome of the case.
10. Every effort will be made to expedite County's case promptly and efficiently according to the highest legal and ethical standards.

AMENDMENTS

11. No amendment or modification of this Agreement shall be deemed effective or enforceable unless and until executed in writing by the County and Attorney with the same formality attending execution of this Agreement.

WAIVER & ESTOPPEL

12. No Terms or conditions of this Agreement shall be deemed to have been waived, nor shall there be any estoppel to enforce any provisions of this Agreement except by written instrument of the party charged with such waiver or estoppel executed with the same formality attending execution of this Agreement.

VALIDITY

13. This agreement, having been executed and delivered in the State of North Carolina, its validity, interpretation, performance and enforcement shall be governed by the laws of that State, and

should any part of the agreement for any reason be declared invalid, the validity and binding effect of any remaining portion of this agreement shall remain in full force and effect as if it had been executed with the invalid provision eliminated.

IN WITNESS THEREOF, the County of Warren has caused this Contract for Legal Services to be signed and executed in its behalf by its Chairperson, and duly attested to by its County Clerk and the Attorney has signed and executed this Agreement, both in duplicate, the day and year first written.

COUNTY OF WARREN, NC

TURRENTINE LAW FIRM, PLLC

Ulysses S. Ross, Chairman

Karlene S. Turrentine, Attorney

ATTEST _____
Angelena Kearney-Dunlap
Clerk to the Board

Meeting Date: October 1, 2012

Item # 15-A

SUBJECT: County Manager's Report

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: Having been granted authority to approve contracts up to but not to exceed \$50,000, County Manager's Report of contracts approved is presented for the Board's information.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: September 27, 2012
RE: Notice of Contracts/Agreements Approved by the County Manager

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

Public Works

John & Sandra Shearin
184 Eaton Ferry Rd.
Macon, NC 27551

A lease agreement with a term of 60 months has been entered into with the Shearin's at a cost of \$425/month for a 32,400 sq. ft. piece of property in Judkins Township to be used for a Solid Waste Convenience Center location. This is a lease renewal as this site has been leased for this purpose for several years. Funds to pay this expenditure are budgeted in the Solid Waste Enterprise Fund expenditure budget.

Department of Social Services

Henry C. Hayes
143 Valley Drive
Warrenton, NC 27589

A one-month extension to the Contractor Service Agreement with Mr. Hayes to continue to serve as Interim DSS Director has been executed. The cost of the agreement is \$5,608/month. Mr. Hayes is receiving the salary budgeted in the FY 13 DSS administrative budget for the vacant DSS Director position.

Emergency 911 Fund

Wireless Communications, Inc.
4800 Reagan Drive
Charlotte, NC 28206

An agreement with Wireless Communications to upgrade hardware and software in the E911 Center has been executed. The cost of \$16,579.70 will be paid from E-911 surcharge funds budgeted in the Emergency 911 Fund.

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

**10 paged document has been
provided by separate e-mail**



Meeting Date: October 1, 2012

Item # 15-B

SUBJECT: County Manager's Report

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: County Manager's Report of activities for September, 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:

NOTES:



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

Administration

- Labor Day Holiday (9/3/12)
- Prepared for and attended Board of Commissioners Regular Meeting (9/4/12)
- Sick Leave (9/4-6/12)
- Attended Monthly JCPC Advisory Board Meeting (9/10/12)
- Mtg. with Finance Director to discuss financial matters (9/11/12)
- Attended Environmental Action Team Meeting (9/11/12)
- Attended WWTP Rehab Project Progress Mtg. (9/13/12)
- Mtg. with Interim Tax Administrator to discuss tax office matters (9/17/12)
- Mtg. with Time Warner Cable reps to discuss connectivity issues for Warren County governmental offices (9/19/12)
- Prepared for and conducted monthly Department Heads Meeting (9/27/12)

Other Activities

- Attended Retirement Reception for Zaida White, Veterans Administrator (8/30/12)
- Attended and participated in PCB Landfill 30th Year Environmental Justice Celebration at Coley Springs Baptist Church (9/15/12)
- Attended Celebration of Life for Mrs. F. Scott our County Attorney's Mother (9/23/12)
- Attended Mrs. M. Powell Funeral Service (Mr. & Mrs. Powell sold County the land for the Afton EMS Satellite (9/24/12)
- Attended Health Night Out at the County Health Department (9/25/12)
- Attended Soil & Water Conservation Ecology Day at Warren Co. Middle School (9/27/12)
- Attended Kerr-Tar COG Annual Banquet, Armory Civic Ctr. (9/27/12)

Project Updates

Construction Projects

EMS Satellite Facility #2

EMS satellite facility #2 is approximately 98 - 99% complete. The interior is complete with the exception of carpet and final painting which remains to be completed. DOT is scheduled to complete driveway paving the week of 9/24/12, and County Maintenance staff will complete landscaping the same week. Completion date estimated to be first week of October.

CDBG Projects

2011 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

The County has been verbally advised by staff of NC Department of Commerce, Community Investment and Assistance (CI) Division, that the County has been granted a final extension through April 2013 to build the four required housing units for low-moderate income citizens to meet the benefit requirement for this grant.

Meeting Date: October 1, 2012

Item #16

SUBJECT: Surplus Property – Sale by Private Bid

REQUESTED BY: Linda Worth, County Manager

SUMMARY: Ms. Debra Padgett Cummings has placed a bid on tax foreclosed property at tax parcel C5-109. This property was initially posted October 2011 for auction and offered in the Warren Record as well as on GovDeals auction site and has received no bid. Ms. Cummings offered \$3,000 (current fees outstanding on property amount to \$6,473.83). 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:

Tax ID C5-109 (10 acres total)
382 Henderson Davis Rd
Warrenton, NC

Outstanding - \$6,473.83
Bid amount - \$3,000.00

West 16 feet to a stake, Northeast corner of Lot No. 1, on map above referred to; thence along the line of said Lot No. 1 South 2 degrees 00' East 2180 feet to the beginning, containing 10 acres, more or less. Subject to restrictive covenants and easements of record.

Parcel Number: C5 109



Adjourn

October 1, 2012

Meeting

