

*WARREN COUNTY
BOARD OF COMMISSIONERS*

(Revised Agenda – Closed Session Added)

October 17, 2012

5:45 PM

Special Meeting

*WARREN COUNTY
Armory Civic Center, Meeting Room
Warrenton, NC*

AGENDA
FOR
October 17, 2012 SPECIAL MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Warren County Armory Civic Center, Meeting Room
WARRENTON, NORTH CAROLINA

- 1. Call to Order Special Meeting – 5:45 pm by Chairman or Designee**
- 2. Moment of Silence**
- 3. Conflict of Interest Disclaimer**
- 4. Clerk Read Notice of Special Meeting**
- 5. Consider Approval of CDBG 11-C-2328 Scattered Sites Housing Environmental Review Karen Foster CDBG Project Admin., Kerr-Tar Regional COG**
- 6. Closed Session - in accordance with GS § 143-318.11(a)(5) to discuss Property Acquisition**
- 7. Adjourn Special Meeting**

October 17, 2012 Special Meeting

Agenda Items:

#1. Call to Order Special Meeting – 5:45 pm

by Chairman or Designee

#2. Moment of Silence

Special Meeting

Agenda Item # 3

Conflict of Interest Disclaimer

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

Special Meeting

Agenda Item # 4

NOTICE

**Warren County Board of Commissioners
Special Meeting**

Notice is hereby given that the Warren County Board of Commissioners will hold a Special Meeting on Wednesday, October 17, 2012 at 5:45 pm in the Warren County Armory Civic Center, Meeting Room, 501 US Hwy 158 Business, East, Warrenton, NC.

The purpose of this Special Meeting is to review and approve Environmental Review for CDBG Grant # 11-C-2328 Scattered Sites Housing Project.

All interested citizens are urged to attend this meeting.

Ulysses S. Ross, Chairman
Warren County Board of Commissioners

Special Meeting

Agenda Item # 5

**Consider Approval of CDBG 11-C-2328
Scattered Sites Housing (SSH)
Environmental Review
(Authorize Chairman to sign documents.)**

= = =

**Karen Foster
CDBG Project Administrator
Kerr-Tar Regional COG**

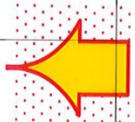
CDBG 11-C-2328
Scattered Sites Housing (SSH)
Environmental Review

**Entire 104 page document provided in
separate e-mail**

**North Carolina Department of Commerce
Small Cities Community Development Block Grant Program (CDBG)**

**Environmental Review Record at the Community Level for
Categorically Excluded Subject to 58.5 Projects**

1. Grantee (Responsible Entity) Name [24 CFR 58.2]: Warren County		2. Grant Number: 11-C-2328	
3. Responsible Entity Mailing Address: PO Box 619 Warrenton, NC 27589		4. Project Name and Location (City and County): 2011 Scattered Site Housing Rehabilitation Program Warren County	
5. Local Government Project Representative Name: Linda Worth Title: County Manager		Email: lworth@co.warren.nc.us Telephone: 252-257-3115	
6. Preparer Contact Information Name/Title/Organization: Karen Foster/Planner/KTRCOG Address: PO Box 709/1724 Graham Avenue City/State/ZIP: Henderson/NC/27536		Phone: 252-436-2040 E-mail: kfoster@kerrtarcog.org Date: 10-12-2012 Signature: <i>Karen Foster</i>	
7. Responsible Entity Certifying Officer [24 CFR 58.2] Name: Ulysses Ross Title: Chairman, Board of Commissioners		Date: Signature:	
8. Grant Category: Scattered Site Housing Rehabilitation		9. Checklists Included: <input checked="" type="checkbox"/> Exempt [24 CFR 58.34] <input type="checkbox"/> Categorical excluded (not subject to 58.5) [24 CFR 58.35(a)] <input checked="" type="checkbox"/> Categorical excluded (subject to 58.5) [24 CFR 58.35(b)]	
10. Project Activities:	CDBG Funds Budgeted:	Other Funds Budgeted:	
Planning	7,000.00		
Administration	40,000.00		
Rehabilitation	22,750.00		
Reconstruction	288,250.00		
Clearance	27,000.00		
Temporary Relocation	15,000.00		
Total:	400,000.00		
11. Project Description: (Briefly describe the project. Include all contemplated actions which logically are either geographically or functionally a composite part of the project, regardless of the source of funding. [24 CFR 58.32, 40 CFR 1508.25]. Please include a project map. If the project is occurring in multiple places, identify all sites and provide addresses. Please provide labeled photos of all project sites. If structures are involved, please indicate age and what work is proposed.) The 2011 Warren County Scattered Site Project involves the rehabilitation and repair of individual housing units located in various parts of the county. Potential program activities include same site reconstruction, rehabilitation, relocation, and clearance. The housing units, grouped according to the proposed level of service with age of home: Reconstruction: 172 E Kearney Rd (38), 127 Edgerton-Bryant Rd (42), 202 Carrie Dunn Rd (49). Rehabilitation: 283 Axtell-Ridgeway Road, Norlina (16). Alternate/Reconstruction: 600 Tutelo Rd (32), 311 NC Hwy 43 (38), 1187 Old Macon Hwy (111). Alternate/Substantial Rehabilitation: 180 Davis Hyman Rd (47). Alternate/Rehabilitation: 1937 Lickskilllet Rd			



SUSI

(111), 607 Ernest Turner Rd (33), 634 Ernest Turner Rd (36), 556 Ridgeway Warrenton Rd (46), 180 Coplin Quarter Rd (36), 401 Division St. (92).

12. Determination:

This project converts to Exempt, per Section [58.34\(a\)\(12\)](#), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license; **Funds may be drawn down** for this (now) EXEMPT project; OR

This project cannot convert to Exempt because one or more statutes/authorities require consultation or mitigation. Complete consultation/mitigation requirements, publish NOI/RRF and obtain Authority to Use Grant Funds per Section [58.70](#) and [58.71](#) before drawing down funds; OR

The unusual circumstances of this project may result in a significant environmental impact. This project requires preparation of an Environmental Assessment (EA). Prepare the EA according to [24 CFR Part 58 Subpart E](#).

13. Additional Studies Performed, if any (*Attach studies or summaries*):

Environmental Review for Categorically Excluded Projects

In the items below, record the determination made regarding each listed statute, executive order, or regulation. Provide appropriate source documentation such as reviews or consultations, applicable permits or approvals obtained or required. Note dates of contact or page referenced. Provide compliance or consistency documentation. Attach additional material as appropriate. Note conditions, attenuation, or mitigation measures required.

14. Planning and Zoning

- a. Is the project in compliance or conformance with local zoning?
 Yes No Explain:
- b. Is the proposal consistent or compatible with completed components of the local or regional comprehensive plan?
 Yes No Explain:
- c. Are there any unresolved conflicts concerning the use of the site?
 Yes No Explain:
- d. Does the project require mitigation in regards to local zoning?
 Yes No
- e. Comments and Source Documentation: Please see attached emails documenting compliance with local planning and zoning.

15. Air Quality [[Clean Air Act](#), Sections 176 (c) and (d), and [40 CFR 6. 51. 93](#)]

- a. Is the project within a "[non-attainment](#)" or "maintenance" area identified in the air quality State Implementation Plan (SIP)? Yes No
- b. Does the project involve transportation facilities? Yes No
- c. Does the project comply with [the North Carolina Air Quality Implementation Plan \(SIP\)](#)?

Yes No Explain: Warren County is a "non-attainment" or maintenance area.

- d. Does the project require mitigation in regards to air quality? Yes No
- e. Comments and Source Documentation: Executive Summary of the Redesignation Demonstration and Maintenance Plan for the Raleigh-Durham-Chapel Hill, North Carolina 8-Hour Ozone Nonattainment Area distributed by NCDENR.

16. Coastal Zone Management Act and Coastal Barriers [\[Sections 307\(c\),\(d\)\]](#)

- a. Is the project listed in a [Coastal Area Management Act](#) (CAMA) county?
 Yes No
- b. Does the project involve new construction, land conversion, major rehabilitation, and substantial improvement activities?
 Yes No
- c. Does the project require a [consistency review](#) with NCDCM? Yes No Explain: Warren County is not in a CAMA county.

If yes to c, please provide an analysis in the space below of how the proposed financial assistance would result in a project (when constructed) that would be consistent with the State's coastal management program.

- d. Is the project located within a coastal barrier designated on a current [FEMA flood map](#) or [Department of Interior coastal barrier resources map](#) ?
 Yes No
- e. Comments and Source Documentation: CAMA Counties list as published by the Division of Coastal Management and a map of the Coastal Barrier Resources System for North Carolina.

17. Historic Preservation [\[36 CFR 800\]](#)

- a. Have you notified the [State Historic Preservation Office](#) (SHPO) and/or the [Advisory Council on Historical Places](#) (AHCP) of the project and requested their comments?
 Yes No
- b. Is the property listed on or eligible for listing on the [National Register of Historic Places](#)?
 Yes No
- c. Is the property located within or directly adjacent to an historic district?
 Yes No
- d. Does the property's area of potential effects include an historic district or property?
 Yes No
- e. Does the project require mitigation in regard to historic preservation?
 Yes No
- f. Comments and Source Documentation: Response letters from the NCSHPO office for properties 50 years old/older stating no comment.

18. Cultural Preservation [\[36 CFR 800\]](#)

- a. What kind, if any, site preparation has already been conducted on the site? Sites have existing single family structures located on them.
- b. Has the area been previously surveyed by an archaeologist?
 Yes No

If so, give name of principal investigator and date of survey:

- c. Have you notified the [Catawba Indian Nation](#) Tribal Historic Preservation Officer of the project and requested their comments?
 Yes No
- d. Have you notified the [Eastern Band of Cherokee Indians](#) Tribal Historic Preservation Officer of the project and requested their comments?
 Yes No
- e. Have you notified the [Tuscarora Nation of New York](#) Tribal Historic Preservation Officer of the project and requested their comments?
 Yes No
- f. Does the project require mitigation in regard to cultural preservation?
 Yes No
- g. Comments and Source Documentation: Warren County is not included in either the Eastern Band of Cherokee Indians or the Tuscarora Nation of New York designated counties. Documentation attached.

19. Floodplain Management and Insurance (24 CFR Part 55, E.O. 11988)

- a. Is the project area located within a 100-year floodplain (500-year for "critical actions") designated on a current FEMA flood map?
 Yes No
- b. Identify and attach the FEMA flood map used to make this finding with the project site(s) clearly marked:
i. Community Name and Number:
ii. Map Panel Number and Date of Map Panel: 2942, 2944, 2926, 2982, 2964, 2986, 2960, 2922, 2928 (4/16/2012); 2980 (7/3/2012)
- c. Is the 8 step decision making process required for this project ([§ 55.20](#))? Yes No
- d. Is there a building located or to be located within a [Special Flood Hazard Area](#) identified on a current Flood Insurance Rate Map (FIRM)?
 Yes No
- e. Is flood insurance protection required for this project? Yes No Explain: This project is not located in a Special Flood Hazard Area.
- f. Does the project require floodplain mitigation measures? Yes No
- g. Comments and Source Documentation: FEMA Maps attached.

20. Protection of Wetlands (E.O. 11990)

- a. Are there drainage ways, streams, rivers, or coastlines on or near the site? Yes No
- b. Are there ponds, marshes, bogs, swamps, or other wetlands on or near the site? Yes No
- c. Are there soils or vegetation characteristic of wetlands on or near the site? Yes No
- d. Does the project have the potential to affect or be affected by a wetland? Yes No
- e. For projects involving ground disturbance, are there any streams that surface waters drain into? (Attach a map).
 Yes No

- f. For projects proposing ground disturbance, is the project located within a wetland designated on a [National Wetland Inventory Map](#) of the Department of Interior?
Yes No
- g. Is the 8 step decision-making process required for this project ([§ 55.20](#))? Yes No
- h. Does the project involve any impoundment or withdrawal of water? Yes No
If so, please specify and describe with appropriate maps.
- i. Is the proposed project or activity subject to compliance with conditions set forth by the U.S. Army Corps of Engineers, concerning permits for dredge and fill activity?
Yes No
- j. Does the project require wetland mitigation measures? Yes No
- k. Comments and Source Documentation: <http://107.20.228.18/Wetlands/WetlandsMapper.html>. Maps attached.

21. Wild and Scenic Rivers Act [[16 U.S.C. 1271 et seq. Sections 7 \(b\), \(c\)](#)]

- a. Will the project affect a Wild and Scenic River or a river in the [Nationwide Rivers](#) inventory?
Yes No
- b. Does the project require mitigation measures in regard to wild and scenic rivers? Yes No
- c. Comments and Source Documentation: The rivers identified in North Carolina are not in Warren County. Copy of list from website attached.

22. Noise Abatement [[24 CFR 51, Subpart B](#)]

- a. Is the project located within 5 miles of a civil airport? Yes No
- b. Is the project located within 15 miles of a military airfield? Yes No
- c. Is the project located within 1,000 feet of a major highway or busy road? Yes No
- d. Is the project located within 3,000 feet of a railroad? Yes No
- e. Does the project involve development of noise-sensitive uses? Yes No
If yes to e *and any* of a-d, calculate and attach the [Day/Night Noise Level \(DNL\) calculator](#) or Noise Assessment Guidelines [worksheets](#).
- f. Describe any temporary noise resulting from the project: Hammering, use of power tools, basic construction.
- g. Does the project require noise attenuation or mitigation measures? Yes No
- h. Comments and Source Documentation: Google Maps attached.

23. Airport Hazards [[24 CFR Part 51, Subpart D](#)]

- a. Is the project within 3,000 feet from the end of a runway at a civil airport?
Yes No
- b. Is the project within 2 ½ miles from the end of a runway at a military airfield?
Yes No

DETERMINATION OF EXEMPTION [\[24 CFR 58.34\]](#)

Responsible Entity Name: Warren County
Project Name: 2011 Scattered Site Housing
Grant Number: 11-C-2328

Except for the applicable requirements of [§ 58.6](#), the responsible entity does not have to comply with the requirements of this part or undertake any environmental review, consultation or other action under NEPA and the other provisions of law or authorities cited in [§ 58.5](#) for the activities exempt by this section or projects consisting solely of the exempt activities listed in [24 CFR 58.34 \(a\)](#). In accordance with [24 CFR 58.34 \(b\)](#), no further approval from HUD or the State is necessary for the drawdown of funds to implement these activities. However, the responsible entity must still document in writing its compliance with and/or applicability of the "other requirements" listed at [§ 58.6](#) and the Environmental Review Record (ERR) must contain a well organized written record of the process and determinations made under this section.

- (1) Environmental and other studies, resource identification and the development of plans and strategies;
- (2) Information and financial services;
- (3) Administrative and management activities;
- (4) Public services that will not have a physical impact or result in any physical change, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs;
- (5) Inspections and testing of properties for hazard or defects;
- (6) Purchase of insurance;
- (7) Purchase of tools;
- (8) Engineering or design cost;
- (9) Technical assistance and training;
- (10) Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair or restoration activities necessary only to control or arrest the effects from disasters, imminent threats or physical deterioration;
- (11) Payment of principal and interest on loans made or obligations guaranteed by HUD;
- (12) Any of the categorical exclusions listed in 58.35(a) provided that there are not circumstances which require compliance with any other federal laws and authorities cited in 58.5.

I hereby certify that the activities selected above comprising the Warren County Scattered Site Program have been reviewed and determined exempt per [24 CFR 58.34\(a\)](#):

Ulysses Ross Chairman, Board of Commissioners-
Responsible Entity Certifying Official Name and Title (Please Print)



Responsible Entity Certifying Official Signature and Date

CATEGORICAL EXCLUSION (Subject to 58.5) [24 CFR 58.35 (a)]

Responsible Entity Name: Warren County
Project Name: 2011 Scattered Site Housing Program
Grant Number: 11-C-2328

Categorical exclusion refers to a category of activities for which no environmental impact statement or environmental assessment and finding of no significant impact under NEPA is required, except in extraordinary circumstances [§ 58.2(a)(3)] in which a normally excluded activity may have a significant impact. Compliance with the other applicable Federal environmental laws and authorities listed in § 58.5 is required for any categorical exclusion listed below.

- (1) Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are in place and will be retained in the same use without change in size or capacity of more than 20% (e.g., replacement of water or sewer lines, reconstruction of curbs and sidewalk, repaving of streets)
- (2) Special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons.
- (3) Rehabilitation of buildings and improvements of multifamily residential buildings when:
 - a. Unit density is not changed more than 20 percent;
 - b. The project does not involve changes in land use from residential to non-residential; and
 - c. The estimated cost of rehabilitation is less than 75 percent of the total estimated cost of replacement after rehabilitation.
- (4) Rehabilitation of buildings and improvements of non-residential structures, including commercial, industrial, and public buildings when:
 - a. The facilities and improvements are in place and will not be changed in size or capacity by more than 20 percent; and
 - b. The activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another
- (5) Rehabilitation and improvements of a building for residential use (with one to four units), the density is not increased beyond four units, the land use is not changed, and the footprint of the building is not increased in a floodplain or in a wetland
- (6) An individual action on a one- to four-family four dwelling units where there is a maximum of four units on any one site. The units can be four one-unit buildings or one four-unit building or any combination in between.
- (7) An individual action on a project of five or more housing units developed on scattered sites when the sites are more than 2,000 feet apart and there are not more than four units on any one site.
- (8) Acquisition (including leasing) or disposition of, or equity loans on an existing structure, or acquisition (including leasing) of vacant land provided that the structure or land acquired or disposed of will be retained for the same use.
- (9) Combination of the above activities.

If there are circumstances that require compliance with any of the Federal laws and authorities cited in 24 CFR §58.5 you must complete consultation or mitigation requirements, publish a Notice of Intent to Request Release of Funds and obtain Authority to Use Grant Funds per 24 CFR §58.70 and §58.71 before drawing down funds.

If there are no circumstances that require compliance with any of the Federal laws and authorities cited in 24 CFR §58.5 the project converts to Exempt per 24 CFR §58.34(a)(12); therefore, you do not have to submit a Request for Release of Funds and no further approval from the State is needed before drawing down funds. The recipient remains responsible for carrying out any applicable requirements under § 58.6 and the Environmental Review Record (ERR) must contain a well organized written record of the process and determinations made under this section.

I hereby certify that the activities selected above comprising 2011 Scattered Site Housing Program have been reviewed and determined to be categorically excluded per 24 CFR 58.35 (a).

Ulysses Ross Chairman, Board of Commissioners
Responsible Entity Certifying Official Name and Title (Please Print)

Responsible Entity Certifying Official Signature and Date



COMPLIANCE DOCUMENTATION CHECKLIST [24 CFR Part 58.6]

Responsible Entity Name: Warren County
Project Name: Scattered Site Housing Rehabilitation
Grant Number: 11-C-2328

The Environmental Review Record (ERR) must contain a well organized written record of the process and determinations made under this section.

The Flood Disaster Protection Act of 1973

1. Does the project involve acquisition, construction or rehabilitation of structures located in a FEMA-identified Special Flood Hazard Area as designated on a current FEMA Flood Map?

- No - Source Documentation: Identify and attach the [FEMA flood map](#) used to make your finding.
 Yes - Continue to Question 2.

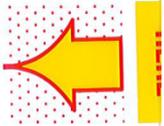
2. Is the community participating in the National Flood Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?

- Yes - Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration is to be obtained as a condition of the approval of financial assistance to the property owner and must be in file.
 No - Federal assistance may not be used in the Special Flood Hazards Area unless the community is participating in the National Flood Insurance Program.

The Coastal Barrier Resources Act

1. Is the project located in a coastal barrier resource area?

- Not Applicable - Non-Coastal County (attach source documentation)
 No - Coastal counties must identify and attach the source documentation:
 Yes - **Federal assistance may not be used in such an area.**



Runway Clear Zones and Clear Zones

1. Is the project located within 3,000 feet from the end of the runway at a civil airport? Is the project located within 2.5 miles from the end a runway at a military airfield?

- No - Attach Source Documentation:
 Yes - Continue to Question 2.

2. Does the project involve the sale or acquisition of existing property within a Civil Airport's Runway Clear Zone or a Military Installation's Clear Zone?

- No - Attach Source Documentation: (Project complies with [24 CFR 51.303\[a\] \[3\]](#)).
 Yes - A disclosure statement must be **provided** to buyer and a copy of the signed disclosure must be maintained in this Environmental Review Record

In all cases involving HUD assistance, subsidy, or insurance for the purchase or sale of an existing property in a runway Clear Zone or Clear Zone, the responsible entity shall advise the buyer that the property is in a runway clear zone or clear zone, what the implications of such a location are, and that there is a possibility that the property may, at later date, be acquired by the airport. The buyer must sign a statement acknowledging receipt of this information.

Ulysses Ross Chairman, Board of Commissioners
Responsible Entity Certifying Official Name and Title (Please Print)

Responsible Entity Certifying Official Signature and Date

Special Meeting

Agenda Item # 6

Closed Session

in accordance with

GS § 143-318.11(a)(5)

to discuss Property Acquisition

Adjourn

October 17, 2012

Special Meeting

*WARREN COUNTY
BOARD OF COMMISSIONERS*

October 17, 2012

6:00 PM

Board Work Session

*WARREN COUNTY
Armory Civic Center, Meeting Room
Warrenton, NC*

October 17, 2012
Work Session Agenda

- 1- Department Head Reports (5 minutes each):** Public Utilities - Macon Robertson
Parks & Recreation - Richard “Dickie” Williams
Social Services & Child Support - Henry Hayes
Board of Elections - Debbie Formyduval
- 2- Board of Elections Issues – Debbie Formyduval and Board of Elections Members**
- 3 - Economic Development Activities Report – Gabe Cumming, EDC Director**
- 4 - Buck Springs Project Discussion**
- 5 - SEMAA Program Funding – Jackie Leath, Program Director**
- 6 - Hendricks House Proposal – Jereann King Johnson, Heritage Quilters Program Director**
- 7- Proposed Ordinance – Prescribing Procedures for Disposing of County of Warren Personal Property Valued Less than \$30,000 – County Manager & Clerk to the Board**
- 8- Adjourn Work Session**

October 17, 2012
Work Session Agenda

Item # 1

Department Head Reports

(5 minutes each)

- **Public Utilities - Macon Robertson**
- **Parks & Recreation - Richard “Dickie” Williams**
- **Social Services & Child Support - Henry Hayes**
 - **Board of Elections - Debbie Formyduval**

October 17, 2012
Work Session Agenda

Item # 2

Board of Elections Issues

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Debbie Formyduval
&
Board of Elections Members



WARREN COUNTY BOARD OF ELECTIONS

John Graham Building Annex
309 North Main Street
Post Office Box 803
Warrenton, North Carolina 27589

252-257-2114 (Office)

252-257-5232 (Fax)

October 4, 2012

Angelina Kearney Dunlap
Clerk to the Board
Warren County Board of Commissioners
P. O. Box 619
Warrenton, NC 27589

RE: Request to meet with governing body

Dear Ms. Dunlap:

This request comes as a follow-up to a recent submission by our office for members of the Warren County Board of Elections to meet with the Warren County Board of Commissioners. It is the desire of the Election Board members to discuss the role of each entity involved with the departmental operations. We look forward to meeting with you following the annual presentation of the Director's Report to the County Commissioners.

On behalf of members of the Warren County Board of Elections, I wish to say "Thank you" for this opportunity to be heard and to share with our county commissioners.

Respectfully,

A handwritten signature in cursive script, reading "Debbie S. Formyduval".

Debbie S. Formyduval

October 17, 2012
Work Session Agenda

Item #3

**Economic Development
Activities Report**

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Gabe Cumming
EDC Director

October 17, 2012
Work Session Agenda

Item #4

Buck Springs Project Discussion

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October 17, 2012
Work Session Agenda

Item # 5

SEMAA Program Funding

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Jackie Leath, Program Director

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: October 12, 2012
RE: SEMAA Program Funding

As you will recall, due to concerns regarding continued NASA funding for the SEMAA program, the Board adopted a departmental budget of \$64,376 to fund the program through November 2012. We also budgeted NASA grant funds brought forward from FY 12 in the amount of \$18,000 to support the program.

On August 24, 2012, we received correspondence from Ms. Jomill Wiley, National SEMAA Director, (copy enclosed) advising Warren County that NASA has authorized operations of the NASA SEMAA project for FY 13, which includes the fall, winter, spring and summer sessions. We received the FY 13 first quarter allocation of \$23,438 for the fall session on August 24, 2012 which increased the total grant funds for FY 13 from \$18,000 to \$41,438. Based on Ms. Wiley's letter, the full allocation of funding for the entire fiscal year is unknown; however, we anticipate funding for winter, spring and summer sessions will be at least in the amount of \$23,438 that was received in August for the fall session.

To reduce program costs, Ms. Leath is recommending in the attached spreadsheet to combine the winter and spring sessions which will save approximately \$11,263 ($\$82,360 - \$71,097 = \$11,263$). Based on the proposed reduction in costs, the amount of funding needed to fund this program from December 2012 thru June 2013 is \$71,097. If we subtract the NASA grant funds received to-date in the amount of \$41,438 from this amount, we respectfully request the Board to consider appropriating \$29,659 to fund the shortfall. Any appropriation made to this program from fund balance will be reduced accordingly when the additional FY 13 grant funds are received from NASA for the winter, spring and summer sessions.

We will look forward to discussing this matter with the Board at the October 17, 2012 Work Session. Your consideration is greatly appreciated.

P ▲ R ▲ G O N T E C

Technology ▪ Education ▪ Communication

August 24, 2012

Ms. Jacqueline Leath
Warren County SEMAA
NASA SEMAA Site Director
149 Campus Drive
Warrenton, NC 27589

Dear Ms. Jacqueline Leath,

NASA has authorized operations of the NASA SEMAA project for FY13, which includes fall, winter, spring and summer sessions. Please be advised that at this time, NASA is not prepared to outline the full allocation of funding for the entire fiscal period, but has authorized the National SEMAA Office (NSO) to notify your site of the fall allocation-only.

The NSO is pleased to inform you that NASA has authorized the release of program funds for the NASA SEMAA project for the fall session of FY13 in the amount of \$ 23,438.00

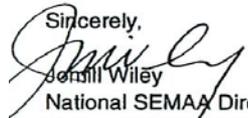
Please be advised that the National SEMAA Office (NSO) has electronically transferred funds to your financial institution, effective August 24, 2012.

Task # 1: Warren County SEMAA

Period	Breakdown	Amount
1 st Qtr. FY 2013	• SEMAA Program/AEL Operations = \$23,438.00	\$23,438.00

If you have any questions or require more information, please feel free to contact me at 216-361-5555.

Sincerely,


Jon Hill Wiley
National SEMAA Director
National SEMAA Office
Paragon TEC, Inc.

cc:

Darlene Walker/ NASA SEMAA Project Manager; NASA GRC
Gail Dolman-Smith President & CEO; Paragon TEC, Inc.
NSO File

Projection of Funds Needed for FY-2013

Account	Description	FY-13 Normal Sessions					Combined Winter and Spring		
		Winter	Spring	Camps	Total		Session	Camps	Total
105911									
512000	Salaries	13,589.50	13,589.50	4,808.79	31,987.79	27,179.00	4,808.79	31,987.79	
512001	Part Time Salaries	11,041.00	11,041.00	12,712.12	34,794.12	11,041.00	12,712.12	23,753.12	
518100	FICA	2,029.50	2,029.50	1,333.98	5,392.98	2,923.83	1,340.35	4,264.18	
518200	Retirement	1,044.00	1,044.00	324.11	2,412.11	2,618.07	1,200.18	3,818.25	
518300	Hospitalization	1,649.92	1,649.92	545.44	3,845.28	3,299.84	545.44	3,845.28	
519000	Awards Program	150.00	150.00	0.00	300.00	200.00	0.00	200.00	
519312	Professional Serv Drg	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
526000	Office Supplies	75.00	75.00	75.00	225.00	125.00	100.00	225.00	
526003	Student Supplies	250.00	250.00	500.00	1,000.00	300.00	500.00	800.00	
526100	NonCap Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
526105	Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
531101	Travel Advance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
531102	Travel Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
531104	Client/Student Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
532100	Telephone	200.00	200.00	75.00	475.00	375.00	75.00	450.00	
532102	Internet/EMAIL	12.00	12.00	4.00	28.00	24.00	4.00	28.00	
532500	Postage	125.00	125.00	125.00	375.00	175.00	125.00	300.00	
534000	Printing	100.00	100.00	125.00	325.00	125.00	125.00	250.00	
539100	Advertising	50.00	50.00	100.00	200.00	100.00	100.00	200.00	
543000	Copier Lease	225.00	225.00	550.00	1,000.00	300.00	550.00	850.00	
549900	Miscellaneous	0.00	0.00	0.00	0.00	125.00	0.00	125.00	
	Total	30,540.92	30,540.92	21,278.44	82,360.28	48,910.74	22,185.88	71,096.62	

TOTAL FY 13 PROGRAM COST*

Jul - Nov 12	64,376
Dec - Jun 13	71,097
Total Cost	135,473

FUNDS NEEDED DEC-JUN 13

Dec-Jun 13	71,097
NASA Rec'd	-41,438
Total Needed	29,659

FY 13 NASA FUNDS**

Rec'd	Br. Fwd. FY 12	18,000.00
Rec'd	Oct. - Dec. 12	23,438.00
<i>Anticipated</i>	Jan. - Mar. 13	23,438.00
<i>Anticipated</i>	Apr. - June 13	23,438.00
Total NASA Funds		88,314.00

*Dec - Jun 13 Cost Reflects Combined Winter & Spring Session Savings

**\$41,438 Rec'd - \$46,876 Anticipated for total NASA funds of \$88,314



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WARREN COUNTY
NEXT YEAR BUDGET LEVELS REPORT

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PROJECTION: 2013 FISCAL YEAR 2013 BUDGET

FOR PERIOD 13

GENERAL FUND	2011 REVISED BUD	2012 REVISED BUD	2013 REQUEST	2013 RECOMMEND	2013 ADOPTED
100220 455804 IIID GRANT	2,628.00	.00	.00	.00	.00
100220 455805 SR CTR GRT	4,082.00	4,082.00	12,246.00	12,246.00	12,246.00
100220 455808 STIMULUS	.00	.00	.00	.00	.00
100220 455809 FEMA GRT	9,036.00	2,430.00	2,430.00	2,430.00	2,430.00
100220 459100 SEMAA GRT	93,500.00	93,500.00	.00	18,000.00	18,000.00
100220 459102 HALIFAX GR	.00	.00	.00	.00	.00
100220 461102 LIB TECH	.00	.00	.00	.00	.00
100220 461103 E-RATE GRT	.00	.00	.00	.00	.00
100220 461104 LIB/GATES	.00	.00	.00	.00	.00
100220 461107 NC HUM GRT	.00	.00	.00	.00	.00
100220 461120 TECH GRANT	.00	.00	.00	.00	.00
100220 461121 LSTA-EZ	20,000.00	.00	.00	.00	.00
100220 461130 PLAN GRANT	.00	.00	.00	.00	.00
100220 461201 PARTF REC	68,495.00	.00	.00	.00	.00
100220 461210 LIB GRANT	86,569.00	82,000.00	82,000.00	82,000.00	82,000.00
100220 461221 HALFAX GRT	.00	.00	.00	.00	.00
100220 482000 VET SRV RE	2,000.00	.00	1,400.00	1,400.00	1,400.00
100220 483701 7% ABC	.00	.00	.00	.00	.00
100220 483801 NICK/BOTTL	8,169.00	7,000.00	7,000.00	7,000.00	7,000.00
100220 490000 SCH/ADM	.00	577,000.00	100,000.00	4,200.00	4,200.00
100220 490001 SCH/LOTTRY	.00	.00	.00	250,000.00	250,000.00
100220 492002 TOURISM PD	.00	.00	.00	.00	.00
100220 492005 COG - PERI	.00	.00	.00	.00	.00
100220 495000 AG SAL REI	.00	.00	.00	.00	.00
100220 495006 PESTICIDE	.00	.00	.00	.00	.00
100220 495007 FARM MARKET	8,800.00	7,000.00	.00	.00	.00
100220 495008 BCBS GRT	.00	100,000.00	100,000.00	100,000.00	100,000.00
100220 495100 CYFAR GRNT	.00	.00	.00	.00	.00
100220 495103 HMM REIMB	27,500.00	9,100.00	.00	.00	.00
100220 495200 RURAL CTR	.00	.00	.00	.00	.00
100220 496000 NRCD SC	20,841.00	20,642.00	20,642.00	20,642.00	20,642.00
100220 496001 SOIL/WATER	.00	.00	.00	.00	.00
TOTAL RESTRICTED INTERGOVMT	717,583.00	1,201,022.00	593,098.00	764,017.00	764,517.00

NKSH grant budgeted



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WARREN COUNTY
NEXT YEAR BUDGET LEVELS REPORT

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PROJECTION: 2013 FISCAL YEAR 2013 BUDGET

FOR PERIOD 13

GENERAL FUND	2011 REVISED BUD	2012 REVISED BUD	2013 REQUEST	2013 RECOMMEND	2013 ADOPTED
105911 SCIENCE,ENG,MATH AEROSPACE ACD					
105911 512000 SALARIES	73,137.00	71,047.00	73,247.00	73,247.00	30,977.00
105911 512001 SAL P/T	61,950.00	64,150.00	60,621.00	42,536.00	22,082.00
105911 518100 FICA	10,334.00	10,343.00	10,240.00	8,858.00	4,059.00
105911 518200 RETIREMENT	4,732.00	5,120.00	5,017.00	4,937.00	2,088.00
105911 518300 HCSPTLZATN	5,932.00	6,243.00	6,243.00	6,480.00	2,700.00
105911 519000 AWRDS PROG	850.00	850.00	850.00	850.00	175.00
105911 519312 DRUG TEST	.00	.00	.00	.00	.00
105911 519400 CCNT SRVS	.00	.00	.00	.00	.00
105911 526000 OFF SUPP	400.00	400.00	400.00	400.00	175.00
105911 526003 STUDNT SUP	5,000.00	3,500.00	3,500.00	3,000.00	700.00
105911 526100 NCN CAP EQ	500.00	400.00	400.00	400.00	.00
105911 526105 FURNITURE	.00	.00	.00	.00	.00
105911 531101 TRAV ADV	.00	.00	.00	.00	.00
105911 531102 TRAVEL EXP	400.00	600.00	600.00	600.00	.00
105911 531104 CL/STU TRA	.00	.00	.00	.00	.00
105911 532100 TELEPHONE	1,052.00	960.00	960.00	960.00	375.00
105911 532102 INT/EMAIL	48.00	48.00	48.00	48.00	20.00
105911 532500 POSTAGE	900.00	800.00	800.00	800.00	250.00
105911 534000 PRINTING	500.00	400.00	400.00	400.00	125.00
105911 535121 REHAB CLAS	.00	.00	.00	.00	.00
105911 539100 ADVERTISING	400.00	500.00	400.00	350.00	100.00
105911 543000 COPY CHARG	2,500.00	2,400.00	2,500.00	2,500.00	550.00
105911 549900 MISC	600.00	600.00	600.00	500.00	.00
105911 555003 EQUIP/CAP	.00	.00	.00	.00	.00
TOTAL SCIENCE,ENG,MATH AEROS	169,235.00	168,361.00	166,826.00	146,866.00	64,376.00

October 17, 2012
Work Session Agenda

Item #6

Hendricks House Proposal

===

Jereann King Johnson
Heritage Quilters Program Director

**Heritage Quilters Hendrick House Project
UPDATE**

(Submitted by Jereann King Johnson, President)

About the *Heritage Quilters*

Organized in 2001, the *Heritage Quilters* is a diverse group of women and men from Halifax, Vance, and Warren counties, with a mission of supporting, encouraging, and documenting quilting traditions and activities. It is the underlying principle of cooperative work related to quilting traditions that contributes to the quilters' interest in and understanding of community and community building. More than a quilting club, *The Heritage Quilters* organized a giving circle, which is a form of philanthropy where a group of individuals donate their own money, time, and talent to a pooled fund and decide together where to allocate these resources to strategically address community needs and issues. Recently incorporated, the *Heritage Quilters Giving Circle, Inc.*, is a member of the Community Investment Network and the Triangle Community Foundation hosts the fund.

The *Heritage Quilters*, individually and collectively, stage numerous quilt shows, host quilting events, teach quilting classes and support youth and other educational activities, and find overwhelming enthusiasm for quilts and quilting.

In partnership with Warren County Memorial Library and the Warren County Arts Council, the *Heritage Quilters* documented more than 90 Warren County quilts. The documentation, which is of interest to quilt historians, preservationists, quilters, local citizens and tourists, is housed in the Warren County Memorial Library. The past activities and quilt exhibitions have demonstrated tremendous interest in and excitement about quilts, quilting and quilters. The Aaron Hendrick House as a Quilt Center and Museum will be a catalyst for new Warren County programs and entrepreneurial opportunities.

Vision

The *Heritage Quilters* envision the Hendrick House serving dual purposes:

- 1) A center for quilts and quilting activities, to promote historical and contemporary quilting traditions that are of interest to visitors and tourists as well as local residents, and
- 2) To preserve the Aaron Hendrick House as a showcase of African American history and culture, with a small museum to expose the many contributions and considerable legacy of Warren County's 19th Century African American citizens.

The Aaron Hendrick House as a Quilt Center and Museum would be a catalyst for new Warren County programs and entrepreneurial opportunities.

The Center would serve as a site for permanent and rotating interpretive quilt exhibitions, and a working studio for teaching and learning about quilts and quilting. The project will vigorously seek the involvement of young people in all of its operations and honor and cultivate their engagement and participation.

The Center will be managed by the *Heritage Quilters* and staffed by a core group of 16 volunteers, including members of the Heritage Quilters as well as other community members.

TIMELINE (5 Months)		
2012	Activity	Resources
October	<ul style="list-style-type: none"> • Continue Hendrick House assessment • Identify funding resources for restoration and programming 	<ul style="list-style-type: none"> - County building and code enforcement staff - NC Conservation Fund
November	<ul style="list-style-type: none"> • Finalize Hendrick House Project proposal 	<ul style="list-style-type: none"> - Heritage Quilters Building Committee
December	<ul style="list-style-type: none"> • Receive report from Jaya Rose* • Submit full Hendrick House Project proposal to Warren County Commissioners • Annual Heritage Quilters Celebration • Submit preliminary proposal to Conservation Fund 	<ul style="list-style-type: none"> - East Carolina University Sustainable Tourism
2013	Activity	Resources
January	<ul style="list-style-type: none"> • Establish a restoration design team of state and local preservationist and fundraisers • Develop programming grant for North Carolina Arts Council 	<ul style="list-style-type: none"> - Preservation Warrenton - Warrenton Historic Commission - North Carolina State Historic Preservation Office, Raleigh, NC - North Carolina African American Heritage Commission Museum Training
February	<ul style="list-style-type: none"> • 1st Design Team Meet in Warrenton 	<ul style="list-style-type: none"> - Design Team Members
March	<ul style="list-style-type: none"> • Submit programming grant to North Carolina Arts Council, March 1, 2012 	<ul style="list-style-type: none"> - Folklife and Arts Council staff

* Jaya Rose, ASID, Assistant Professor in Interior Design and Merchandising at East Carolina University in the College of Human Ecology is working with her senior students to support the Heritage Quilters. The (15) students have measured, photographed and created architectural drawings of the existing structure and surrounding area. ADA issues have been reviewed with the Chief Accessibility Code Consultant for North Carolina, Laurel Wright. The students are developing interior space plans and furnishing/display budgets for the future home of Heritage Quilters, which will be submitted early December 2012.

October 17, 2012
Work Session Agenda

Item # 7

**Proposed Ordinance
Prescribing Procedures for Disposing
of
County of Warren Personal
Property Valued Less than \$30,000**

= = =

**County Manager Worth
&
Clerk to the Board
Kearney-Dunlap**

State of North Carolina

County of Warren

ORDINANCE

**PRESCRIBING PROCEDURES FOR DISPOSING OF COUNTY OF
WARREN PERSONAL PROPERTY
VALUED AT LESS THAN \$30,000**

BE IT ORDAINED by the Warren County Board of Commissioners:

Section 1. The Warren County Manager (the Manager) or designee is hereby authorized to dispose of any surplus personal property owned by the County of Warren (the County), whenever it is determined, in the Manager's discretion, that:

- (a) the item or group of items has a fair market value of less than thirty thousand dollars (\$30,000.00);
- (b) the property is no longer necessary for the conduct of public business;
and,
- (c) sound property management principles and financial considerations indicate that the interests of the County would best be served by disposing of the property.

Section 2. The Manager may dispose of any such surplus personal property by any means which is judged to be calculated to yield the highest attainable sale price in money or other consideration, including but not limited to the methods of sale provided in Article 12 of N.C. Gen. Stat. Chapter 160A: (1) Private negotiation & sale; (2) Advertisement for sealed bids; (3) Negotiated offer, advertisement, & upset bid; (4) Public auction (local or internet based); or (5) Exchange. Such sale may be public or private, and with or without notice and minimum waiting period.

Section 3. The surplus property shall be sold to the party who tenders the highest offer, or exchanged for any property or services useful to the County if greater value may be obtained in that manner, and the Manager is hereby authorized to execute and deliver any applicable title documents. If no offers are received within a reasonable time, the Manager may retain the property, obtain any reasonably available salvage value, or cause it to be disposed of as waste material. No surplus property may be donated to any individual or organization except by resolution of the Warren County Board of Commissioners.

Section 4. The Manager shall keep a record of all property sold under authority of this Ordinance and that record shall generally describe the property sold or exchanged, to whom it was sold, or with whom exchanged, and the amount of money or other consideration received for each sale or exchange. A report shall be made to the Board of Commissioners on a regular basis.

Section 5. This Ordinance is enacted pursuant to the provisions of N.C. Gen. Stat. § 160A-266(c).

Section 6. This Ordinance shall become effective upon adoption.

Adopted this 3rd day of December 2012.

Chairman, Board of Warren
County Commissioners

ATTEST:

Angelena Kearney-Dunlap, Clerk

Approved as to Form:

Karlene Turrentine, County Attorney

Date of Attorney Review

§ 160A-266. Methods of sale; limitation.

(a) Subject to the limitations prescribed in subsection (b) of this section, and according to the procedures prescribed in this Article, a city may dispose of real or personal property belonging to the city by:

- (1) Private negotiation and sale;
- (2) Advertisement for sealed bids;
- (3) Negotiated offer, advertisement, and upset bid;
- (4) Public auction; or
- (5) Exchange.

(b) Private negotiation and sale may be used only with respect to personal property valued at less than thirty thousand dollars (\$30,000) for any one item or group of similar items. Real property, of any value, and personal property valued at thirty thousand dollars (\$30,000) or more for anyone item or group of similar items may be exchanged as permitted by G.S. 160A-271, or may be sold by any method permitted in this Article other than private negotiation and sale, except as permitted in G.S. 160A-277 and G.S. 160A-279.

Provided, however, a city may dispose of real property of any value and personal property valued at thirty thousand dollars (\$30,000) or more for anyone item or group of similar items by private negotiation and sale where (i) said real or personal property is significant for its architectural, archaeological, artistic, cultural or historical associations, or significant for its relationship to other property significant for architectural, archaeological, artistic, cultural or historical associations, or significant for its natural, scenic or open condition; and (ii) said real or personal property is to be sold to a nonprofit corporation or trust whose purposes include the preservation or conservation of real or personal properties of architectural, archaeological, artistic, cultural, historical, natural or scenic significance; and (iii) where a preservation agreement or conservation agreement as defined in G.S. 121-35 is placed in the deed conveying said property from the city to the nonprofit corporation or trust. Said nonprofit corporation or trust shall only dispose of or use said real or personal property subject to covenants or other legally binding restrictions which will promote the preservation or conservation of the property, and, where appropriate, secure rights of public access.

(c) A city council may adopt regulations prescribing procedures for disposing of personal property valued at less than thirty thousand dollars (\$30,000) for any one item or group of items in substitution for the requirements of this Article. The regulations shall be designed to secure for the city fair market value for all property disposed of and to accomplish the disposal efficiently and economically. The regulations may, but need not, require published notice, and may provide for either public or private exchanges and sales. The council may authorize one or more city officials to declare surplus any personal property valued at less than thirty thousand dollars (\$30,000) for any one item or group of items, to set its fair market value, and to convey title to the property for the city in accord with the regulations. A city official authorized under this section to dispose of property shall keep a record of all property sold under this section and that record shall generally describe the property sold or exchanged, to whom it was sold, or with whom exchanged, and the amount of money or other consideration received for each sale or exchange.

(d) A city may discard any personal property that: (i) is determined to have no value; (ii) remains unsold or unclaimed after the city has exhausted efforts to sell the property using any applicable procedure under this Article; or (iii) poses a potential threat to the public health or safety. (1971, c. 698, s. 1; 1973, c. 426, s. 42.1; 1983, c. 130, s. 1; c. 456; 1987, c. 692, s. 2; 1987 (Reg. Sess., 1988), c. 1108, s. 9; 1997-174, s. 6; 2001-328, s. 4; 2005-227, s. 3.)



Sample Property Disposal Forms

- **Economic Development Property**
 - [Notice of Public Hearings Pursuant to G.S. 158-7.1\(d\)](#)
 - [Resolution Authorizing Sale of Real Property for Economic Development](#)
- **Ordinance Prescribing Procedures for Disposal of Personal Property Worth Less than \$30,000 (under G.S. 160A-266(c))**
 - [Ordinance](#) - created by the [North Carolina League of Municipalities](#); may be used by all local governments subject to the disposal procedures in Article 12, Chapter 160A
- **Sale of Personal Property Worth Less than \$30,000**
 - [Resolution Authorizing Sale](#)
 - [Notice of Authorization of Sale](#)
- **Sale by Sealed Bid**
 - [Resolution Authorizing Sealed Bid Sale](#)
 - [Advertisement for Sealed Bids](#)
- **Negotiated Offer and Upset Bid**
 - [Resolution Authorizing Upset Bid Process](#)
 - [Notice of Sale by Upset Bid](#)
- **Public Auction**
 - [Resolution Authorizing Auction Sale](#)
 - [Notice of Auction Sale](#)
 - [Resolution Accepting High Bid for Property](#)
 - [Resolution Rejecting High Bid for Property](#)
- **Electronic Auction**
 - [Classified Ad](#)
 - [Resolution Authorizing Sale of Personal Property](#)
 - [Resolution Authorizing Sale over the Internet](#)
- **Exchanges**
 - [Notice of Board's Intention to Authorize Exchange](#)
 - [Resolution Authorizing Exchange of Property](#)
- **Leases**
 - [Resolution Leasing Property for One Year or Less](#)
 - [Resolution Delegating Leasing Authority to Manager](#)
 - [Notice of Intended Lease of Ten Years or Less](#)
 - [Resolution Leasing Property for a Term of up to Ten Years](#)
- **Securities**
- **Conveyance to a Nonprofit Organization**
 - [Conveyance for Continued Public Use under G.S.160A-279](#)
- **Conveyance to Another Unit of Government in NC**
 - [Conveyance to Another Unit of Government under G.S. 160A-274](#)
- **Community Development Property**
 - [Notice of Public Hearing Pursuant to G.S. 160A-457](#)
 - [Resolution Approving Conveyance of Property Pursuant to G.S. 160A-457](#)

Adjourn

October 17, 2012

Work Session