

*WARREN COUNTY
BOARD OF COMMISSIONERS*

November 5, 2012

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***

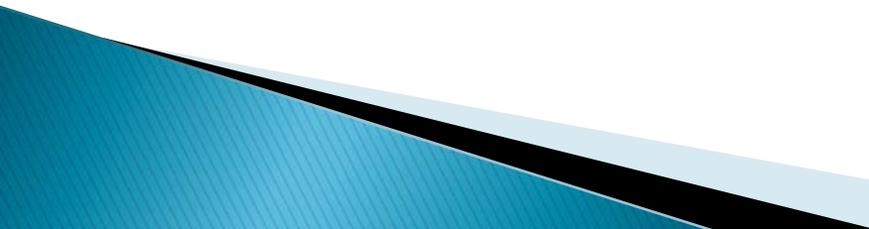
6:00 PM

Call to Order November 5, 2012
Regular Monthly Meeting
By
Chairman or Designee

Moment of Silence

Conflict of Interest Disclaimer



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

Rules for Citizen Comments

Please sign up to speak.

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

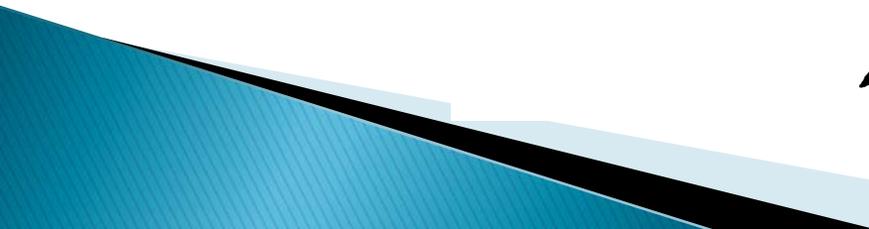
Any group of people who support or oppose the same position should
designate a spokesperson.

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: November 5, 2012

Agenda Item # 5

SUBJECT: Adopt November 5, 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:



Revised

*SUGGESTED AGENDA
FOR
November 5, 2012 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Warren County Armory Civic Center, Meeting Room
WARRENTON, NORTH CAROLINA*

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 November 5, 2012 Suggested Agenda
6. Consent Agenda
 - A. Approve Minutes of October 2012:
 - Oct 1st – Public Hearing – Amendment to Zoning Ordinance
 - Oct 1st – Regular Monthly Meeting
 - Oct 17th – Special Meeting
 - B. Interest Income Report September 2012 – Finance Director Barry Mayo
 - C. Tax Collector’s Report September 2012 – Interim Tax Administrator Bonnie Andrews
 - D. Tax Release Requests (Over \$100) – Interim Tax Administrator Bonnie Andrews
Tax Release Requests (Under \$100) - “ “ “ “
7. Amendment # 4 to the Warren County FY 2012-13 Budget Ordinance – Barry Mayo, Finance Officer
8. Employee Performance Bond Renewals:
 - A. Sheriff Johnny M. Williams, Sr.
 - B. Position of Register of Deeds

9. Follow-Up to October 17th Board Work Session
 - A. SEMAA Program Funding - Jackie Leath, Director
 - B. Appointments to Buck Spring Project Committee - County Manager Worth
10. Appointment to Boards/Committees/Commissions
 - A. Board of Health: V.Loyd or V.Paynter or M.Gardner – Andy Smith, Director
 - B. Home Health Advisory Board: D.Conn – Linda Johns, Coordinator
11. Public Utilities – Macon Roberson, Director
 - A. District 3, Eaton’s Ferry – Lake Gaston Crossing Agreement Between Owner and Engineer for Professional Services
 - B. Revision to Water & Sewer District 3, Phase III Construction Inspection Plan
12. Appointment of Buildings & Grounds Manager – Elgin Lane, Human Resources Manager
13. Resolution Declaring & Authorizing Auction of Surplus Property – Clerk to the Board
 - A. Printer & Furniture
 - B. Tax Foreclosed Property ID D5-123F - .69 acre**
14. Schedule Public Hearing and Special Meeting for DOT 2012-13 Secondary Roads Program for December 19, 2012 – Steve Winstead, District Engineer
15. Schedule Date for EMS Station #3 Ribbon Cutting/Open House – Doug Young, Emergency Services Director
16. County Manager’s Report
 - A. Contracts Approved
 - B. Wastewater Treatment Plant Rehab Project Change Order #1
 - C. Manager’s Monthly Report
17. *Closed Session in accordance with GS 143-318.11(6) Personnel Matters*
18. Adjourn Meeting

Meeting Date: November 5, 2012

Agenda Item # 6A

SUBJECT: Approve Minutes of October Meetings:
Oct 1st – Public Hearing – Amendment to Zoning Ordinance
Oct 1st – Regular Monthly Meeting
Oct 17th – Special Meeting

REQUESTED BY: Clerk to the Board

SUMMARY: None

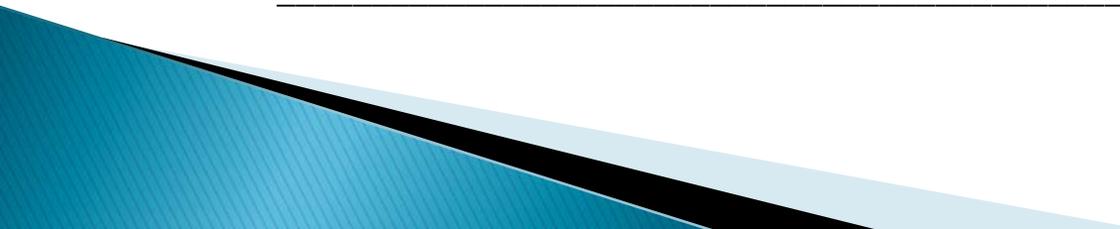
FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Minutes of:

October 1, 2012 ~ Public Hearing
Amendment to Zoning Ordinance

October 1, 2012 – Regular Monthly Meeting

October 17, 2012 ~ Special Meeting

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



Meeting Date: November 5, 2012

Agenda Item # 6B

SUBJECT: Approve Interest Income Report for September 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 September 2012

FUND	SEPTEMBER INCOME	FISCAL YEAR TO - DATE
General	337.92	1,130.96
Revaluation	8.30	28.10
E 911 Telephone System	9.68	29.68
Buck Spring Project	10.65	36.08
Ambulance Storage Facility	9.42	31.28
National Guard Armory	0.72	2.43
Simulcast System Upgrade	3.43	11.62
Regional Water Enterprise Fund	20.82	67.30
District 1 Enterprise Fund	33.72	111.08
Solid Waste	6.45	17.37
District II Enterprise Fund	27.03	87.14
District III Capital Project Fund	8.89	30.12
District III Phase II BANS	0.14	0.47
District III Enterprise Fund	9.85	21.77
Soul City Pump Station Improvements	0.14	0.47
District III Phase III	10.23	34.64
	497.39	1,640.51

Meeting Date: November 5, 2012

CONSENT AGENDA Item # 6C

SUBJECT: Tax Collector's Report for September 2012

REQUESTED BY: Bonnie Andrews, Interim Tax Administrator

SUMMARY: Tax Collection Report and Interest Income Report supplied for Board's information

FUNDING SOURCE: General Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: G.S. 105 350

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



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

Current Year Collections

Tax Year	Charge	Collected in SEPT	Collected to Date	Balance Outstanding	Percentage Collected
SEPTEMBER 2012 FY13	\$15,912,717	\$1,744,681	\$1,891,859	\$14,020,858	11.89
SEPTEMBER 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 SEPT 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

SEPTEMBER GRAND TOTAL

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

10/29/2012
DATE

Meeting Date: November 5, 2012

CONSENT AGENDA Item # 6D

SUBJECT: Request for Tax Releases

REQUESTED BY: Bonnie Andrews, Interim Tax Administrator

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

FUNDING SOURCE: General Fund

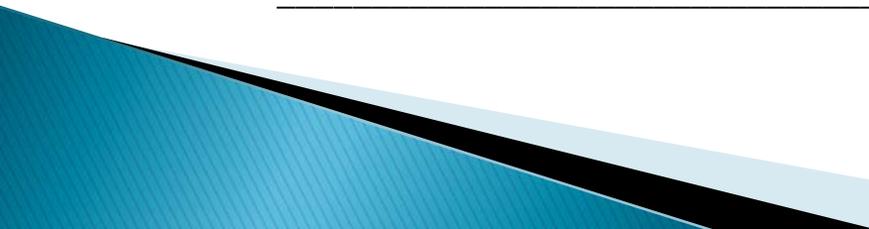
APPLICABLE STATUTE: NCGS 105-381. TAXPAYER'S REMEDIES

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:



Over
\$100

Page 1 of 2

Over \$100

11/5/2012

Date: _____

ERROR CORRECTION RELEASES:

BORCHARDT SHERYL A	2012 36863 300	B10 23C	21761	\$501.00	DW CHARGED TWICE
LEE GREGORY	2012 27913 300	H12 3	381	\$134.53	AGEX LEFT OFF BY MISTAKE
RICHARDSON HELEN	2012 10773 300	I9 33C	17828	\$134.76	SOLD MH TO ERICA EVANS 2010
WARREN COUNTY	2010 2267 110	C5 109	52938	\$281.11	SOLD IN AUCTION/DIFF IN TAX BAL
WARREN COUNTY	2009 2267 109	C5 109	49162	\$319.05	SOLD IN AUCTION/DIFF IN TAX BAL
WILLIAMS EUGENE & DELOIS	2011 44030 330	J10 55	13498	\$339.81	PROP INCORRECTLY ASSESSED

SUB-TOTAL ERROR CORRECTIONS:

\$1,710.26

MOTOR VEHICLE RELEASES:

CARTER HILBERT A	2012 21288 2680	1734DV	72745	\$155.35	TAX EXEMPT/SERVICE RELATED
EDMUNDS HARRY A	2012 27709 2833	2695DV	69009	\$242.98	SOLD
EDWARDS JENNIFER MARIE	2012 6586 111	AJP6609	57034	\$112.93	DOESN'T LIVE IN TOWN OF NORLINA
ENTERPRISE FM TRUST	2012 33610 2525	YPZ4291	68701	\$ 130.50	DMV ERROR
JACKSON CLAUDE T	2012 14048 111	VSJCT	55624	\$ 101.50	SOLD
LOYD WILLIAM R JR	2012 25727 2542	WSK9560	68718	\$113.65	DMV ERROR
SANDERS MARK W	2012 37303 3201	ALL6620	69377	\$ 155.74	RELEASED TO HALIFAX CO
SHINN STEPHEN R	2012 37448 2424	FIZICS	72489	\$ 120.68	RELEASED TO HALIFAX CO
STEVENSON JORDAN TYLER	2012 33162 3030	YSH2370	69206	\$ 110.46	DMV ERROR
VITALE VITO A	2012 26083 2597	AMH5885	72662	\$ 100.90	SOLD

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$1,344.69

SUB-TOTAL CORRECTION RELEASES:

\$1,710.26

Total Releases

\$ 3,054.95

LANDFILL USER FEE RELEASES:

ALLEN ROBERT V & PEGGY C	2012 613 315	E4 35	193	\$ 115.00	NO ELECTRICITY
ALSTON ANGELA D & CALVIN E	2012 14472 300	D6 75N	18854	\$ 115.00	NO LFUF/PRIVATE HAULER
ALSTON VIOLA	2012 1620 200	H10 28	26638	\$ 115.00	NO ELECTRICITY
BEDDINGFIELD NIKITIA	2012 3002 200		31302	\$ 115.00	NO ELECTRICITY
CAMPBELL SYLVIA E & GEORGE L	2012 6097 301	H4 5F1	19434	\$ 115.00	NO LFUF/PRIVATE HAULER
CARROLL ALICE B HEIRS	2012 7012 300	B8 70	2251	\$ 115.00	NO LFUF/NO ELECTRICITY
CHEEK FREDERICK L & OTHERS	2012 8126 300	F10 8	2608	\$ 115.00	NO ELECTRICITY
CHILDRESS JAMES E LIVING TRUST	2012 35851 301	H1B 82	6132	\$ 115.00	NO ELECTRICITY
COFFMAN SHARON & ROBERT DAVIS	2012 37000 300	I3D306	1033	\$ 115.00	NO LFUF/PRIVATE HAULER
CONNER PATRICIA B	2012 4599 300	J2A 91	696	\$ 115.00	NO ELECTRICITY
DURHAM LOUISE V	2012 12512 300	C6 56	5430	\$ 115.00	NO ELECTRICITY
ELLINGTON BONNIE S	2012 14876 300	I9 18A	9787	\$ 115.00	NO ELECTRICITY
GIBBS JOSEPH T JR & LINDA L	2012 11976 300	J2A 78	13926	\$ 115.00	NO LFUF/PRIVATE HAULER
HARRIS W DENNIS JR & LOREE	2012 18325 300	E8 8A	6137	\$ 230.00	NO LFUF/PRIVATE HAULER
HARRIS W J/HARRIS C E & OTHER	2012 18338 338	G5D 68	6160	\$ 70.00	NO ELECTRICITY
JOHNSON EFFIE C	2012 22488 300	F9 25C	22518	\$ 115.00	NO ELECTRICITY
JOHNSON ELVERTIE HEIRS OF	2012 22018 300	F7 39	5666	\$ 115.00	NO ELECTRICITY
JOHNSON MARIE C HEIRS	2012 22203 300	C10 42	6128	\$ 115.00	NO ELECTRICITY
JORDAN REBECCA ALSTON	2012 28478 200		26093	\$ 115.00	NO ELECTRICITY
MATTHEWS JACQUELINE E	2012 26937 300	L2D 59	9037	\$ 115.00	NO LFUF/PRIVATE HAULER
MATTHEWS J E & H E BRIGGS	2012 4625 300	L2D 51 52	1449	\$ 115.00	NO LFUF/PRIVATE HAULER
PERRY ALMA	2012 31126 300	D6 23	9380	\$ 115.00	NO LFUF/PRIVATE HAULER
PHILLIPS JAMES E & DIANE L	2012 23272 300	L3B100	9779	\$ 115.00	NO LFUF/PRIVATE HAULER
POWELL MARY R HEIRS	2012 32217 318	G5 135	10053	\$ 115.00	NO LFUF/PRIVATE HAULER
POWELL WALTER EUGENE	2012 1765 200		26927	\$ 115.00	NO LFUF/PRIVATE HAULER
POWELL WALTER HEIRS	2012 32323 300	J11 14	10237	\$ 115.00	NO ELECTRICITY
RUSSELL EVELYN H	2012 20668 300	C2 38B	22465	\$ 115.00	NO ELECTRICITY

*Over
\$100*

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SEWARD MOSES	2012 36529 300	A1D 7	10911	\$	115.00	NO ELECTRICITY
SOMMA VINCENT & SUSAN S	2012 31851 300	D3 72B	23322	\$	115.00	NO LFUF/PRIVATE HAULER
STELMACK JOHN H	2012 25443 300	K4 42	8977	\$	115.00	NO ELECTRICITY
STONEHOUSE TIMBER LODGE INC	2012 17355 316	K3D191	9795	\$	115.00	NO LFUF/PRIVATE HAULER
STONEHOUSE TIMBER LODGE INC	2012 17355 315	K3D193	9822	\$	115.00	NO LFUF/PRIVATE HAULER
STONEHOUSE TIMBER LODGE INC	2012 17355 313	K3D200A	16196	\$	115.00	NO LFUF/PRIVATE HAULER
STONEHOUSE TIMBER LODGE INC	2012 17355 314	K3D201	4365	\$	115.00	NO LFUF/PRIVATE HAULER
STONEHOUSE TIMBER LODGE INC	2012 17355 311	K3D172	8042	\$	115.00	NO LFUF/PRIVATE HAULER
STONEHOUSE TIMBER LODGE INC	2012 17355 312	K3D173	8043	\$	115.00	NO LFUF/PRIVATE HAULER
STONEHOUSE TIMBER LODGE INC	2012 17355 302	K3D194 195	10343	\$	115.00	NO LFUF/PRIVATE HAULER
STONEHOUSE TIMBER LODGE INC	2012 17355 303	K3D196	7715	\$	460.00	NO LFUF/PRIVATE HAULER
WILKINS BERNARD	2012 15341 300	K4B 68A	17465	\$	115.00	NO ELECTRICITY
WOODY ROBERT E JR & SHARON	2012 10915 301	G6 9B	14220	\$	115.00	NO LFUF/PRIVATE HAULER

TOTAL LFUF RELEASES:

\$5,015.00

Total Releases

\$ 8,069.95

Under
\$100

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Under \$100

11/5/2012

Date: 10/25/12

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD#</u>	<u>AMOUNT</u>	<u>REASON</u>
FLEMING GEORGE A & LINDA H	2012	14620 349	H6 44B	24398	\$ 76.21	CLERICAL ERROR
FLEMING GEORGE A & LINDA H	2012	14620 350	H6 44C	24399	\$ 79.52	CLERICAL ERROR
FLEMING GEORGE A & LINDA H	2012	14620 351	H6 44D	24400	\$ 81.91	CLERICAL ERROR
FLEMING GEORGE A & LINDA H	2012	14620 352	H6 44E	24401	\$ 81.91	CLERICAL ERROR
FLEMING GEORGE A & LINDA H	2012	14620 353	H6 44G	24402	\$ 81.11	CLERICAL ERROR
FLEMING GEORGE A & LINDA H	2012	14620 354	H6 44H	24403	\$ 79.52	CLERICAL ERROR
FLEMING GEORGE A & LINDA H	2012	14620 356	H6 44J	24405	\$ 94.84	CLERICAL ERROR
HAWKINS SAMUEL & MYRTLE	2012	18901 300	C8 27A	6436	\$ 40.44	MH ASSESSED TWICE
LEE JANET	2012	23161 200		30442	\$ 55.00	BOATS OVERASSESSED
LILES LARRY B	2012	8624 200		26077	\$ 27.01	BOAT OVER ASSESSED
MASON LAWRENCE T JR	2012	19965 111	H3 22A	60706	\$ 40.85	BOAT WAS OVERASSESSED
MASON LAWRENCE T JR	2012	19965 111	H3 22A	8830	\$ 93.91	BOAT WAS OVERASSESSED
SYKES BOYD, NATASHA GENEVA	2012	34525 300	L2B 54A	18563	\$ 10.13	MH WAS SOLD/MOVED
VAUGHAN FLAVIOUS JR	2012	35658 300	C5 101	301	\$ 37.06	NO MH/SHOULDN'T BE A HOOK UP
WARREN COUNTY	2008	2267 108	C5 109	46049	\$ 65.87	SOLD IN AUCTION/DIFF IN TAX BAL

SUB-TOTAL ERROR CORRECTIONS:

\$945.29

MOTOR VEHICLE RELEASES:

ADAMS WILLIAM H JR	2012	10523 2825	ARA8531	69001	\$71.18	DMV ERROR
AYEYANO HUMBERTO	2012	7354 111	AJR5352	59134	\$32.04	SOLD
BENDER JOHN L	2012	17981 1173	XWH3658	67349	\$6.72	WRECKED
BERNARD JJPAUL L	2012	3301 2249	NVW3168	68425	\$53.09	DMV ERROR
CALLAHAN THOMAS J	2012	6520 1017	BX55829	78310	\$2.22	SOLD
CLARK JAMES THOMAS	2012	8506 1624	ADE7161	71689	\$32.04	SALVAGEABLE TITLE
CLARY DAVID J	2012	17199 2930	ZPW4561	69106	\$9.83	DMV ERROR
CURTO ANNE S	2012	13073 1335	PYE2120	71400	\$20.68	CAR RUSTED OUT
DANIELS DARRYL A	2012	18142 3044	XRN6353	69220	\$32.93	DMV ERROR
DAVIS TARE L	2012	29568 2124	CR5079	68300	\$31.09	DMV ERROR
DIPRETE THOMAS A	2012	6745 2381	NNN5131	68557	\$25.97	DMV ERROR
DORTCH CHARLIE G	2012	12101 1207	BM8099	67383	\$14.97	DMV ERROR
ELAM ROBERT K	2012	17598 1864	SRT2704	68040	\$8.41	DMV ERROR
FRANCIS ANNIE M	2012	15126 2115	VSS4575	68291	\$7.95	DMV ERROR
FRANCIS DANTTON JR	2012	15126 1394	ACV2841	71459	\$18.92	SOLD
HALL EVELYN L	2012	1666 2692	XTS5923	68868	\$94.74	DMV ERROR
HARRIS JOYCE S	2012	18518 2765	WNK4132	68941	\$42.18	DMV ERROR
HINES CURFORT M	2012	20125 1336	AAJ1216	62311	\$2.65	GAVE AWAY
JOHNSON SELMA C	2012	8754 1960	RSJ2981	68136	\$13.31	DMV ERROR
LANCASTER DAVID A	2012	18406 1170	BW89374	71235	\$2.20	SOLD
LASSITER CHERRELLE S	2012	35400 1899	AAH4133	62874	\$4.02	GAVE AWAY
LETT MARY K	2012	25739 111	WST1398	53864	\$89.95	PAID IN HALIFAX CO
LEYRER RALPH H JR	2012	23043 3098	ZPW4431	69274	\$92.00	DMV ERROR
LIMER JOHN ROBERT	2012	25522 2659	CB35554	72724	\$2.00	SOLD
LINDSEY MYESHIA S	2010	34579 110	YRP1745	52289	\$58.82	DMV ERROR
MCKEE HOMER H	2012	15818 110	VRJ3482	52326	\$19.05	DMV ERROR
MILLER SAMIRA N	2012	31454 3244	XTJ4736	69420	\$37.22	DMV ERROR
MORGAN DENNIS A JR	2012	25646 1738	ZPW4290	67914	\$21.64	DMV ERROR
NEILSEN MISTY LEA	2012	25451 2458	RRL4927	68634	\$8.66	DMV ERROR
NICHOLSON DOLLY K	2012	29005 2368	ZZP2498	77951	\$8.60	GAVE AWAY
NILES SANDRA S	2012	6731 2992	KSMYGRTS	69168	\$59.99	SOLD
PINNELL DENNIS L	2012	31720 1011	XVVM2860	67187	\$10.79	DMV ERROR
POULSEN RUTH MILLER	2012	31557 1308	BX55838	65789	\$1.47	JUNKED

Under

\$100

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POWELL FRED H JR	2012 19819 1431	XSB3142	67607	\$5.83	DMV ERROR
QUEEN WILLIAM E JR	2012 23881 1629	PNB3690	67805	\$18.29	DMV ERROR
RADFORD KEVIN W	2012 24498 1740	XS6792	66221	\$24.16	RELEASED TO VANCE CO
RADFORD KEVIN W	2012 24498 2322	ACT8676	68498	\$15.13	RELEASED TO VANCE CO
RICHARDSON BETTY MARIE	2012 33412 1465	WTK5480	65946	\$22.16	SOLD
SHINN STEPHEN R	2012 37448 2464	VWV4198	72529	\$46.08	RELEASED TO HALIFAX CO
SIKES BRIAN W	2012 18693 1794	PSC6655	67970	\$68.83	DMV ERROR
TAYLOR JOHN D	2012 19081 2413	LRH3728	68589	\$14.23	DMV ERROR
TERRY TANYA R	2012 20453 1806	YRN9952	67982	\$11.61	DMV ERROR
THOMPSON SAMUEL JR	2012 9093 1741	MH4588	66222	\$75.87	DMV ERROR
TOWNES DEBRA J	2012 3589 1143	XSB4684	67319	\$5.89	DMV ERROR
TUNSTALL KEITH ALEXANDER	2012 11581 2400	YVT9903	68576	\$96.80	SOLD
VAUGHAN JAMES M	2012 41808 1740	PTS2343	67916	\$19.28	DMV ERROR
VW CREDIT LEWASING LTD	2012 22956 3082	YVB3885	69258	\$90.26	RELEASED TO WAKE CO
WAHRMAN WANDA R	2012 23972 2585	3W9690	68761	\$24.75	SOLD
WATKINS BERNICE E	2012 30765 3204	YRP1893	69380	\$7.17	DMV ERROR
WELLMAN BRIAN THOMAS	2012 36944 111	AJK3177	58903	\$12.10	RELEASED TO HALIFAX CO
WELLS LESLIE P	2012 43013 2285	WTX3473	72350	\$53.70	TOTAL LOSS
WHITESELL ILO S	2012 7001 2149	XVH5858	77732	\$15.22	MOVED
WILLIAMS KEON M	2012 25529 2760	AJR6297	63735	\$ 91.14	MILITARY EXEMPT
WILLIAMS NORMA S	2012 35649 1515	BBC5614	62490	\$11.55	SOLD
WILSON HATTIE S	2012 45232 1128	XSB3970	67304	\$4.44	DMV ERROR
YATES KYLE D	2012 36923 111	AJR5145	58906	\$19.53	SOLD
YATES WILMA	2012 36923 3151	AMH5374	69327	\$87.00	CAR TURNED BACK IN
SUB-TOTAL MOTOR VEHICLE RELEASES:				\$1,778.35	
SUB-TOTAL CORRECTION RELEASES:				\$ 945.29	
Total Releases				\$2,723.64	

Meeting Date: November 5, 2012

Item # 7

SUBJECT: Amendment # 4 to the Warren County FY 2012-13 Budget Ordinance

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Amendment # 4 presented for board's review and approval.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2012/2013

Amendment No. 4

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:

Emergency Management	220
Emergency Medical Services	4,061
Sheriff's Department	7,317
Planning	37,500
Economic Development Commission	789
Health Department	45,703
Total	\$ 95,590

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

Restricted Intergovernmental - Health	45,703
Restricted Intergovernmental - Other	44,817
Miscellaneous Revenue	5,070
Total	95,590

Section 6 of the Warren County Budget Ordinance, pertaining to the Solid Waste Enterprise Fund of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

Equipment Capital	49,900
Total	\$ 49,900

Section 7 of the Warren County Budget Ordinance, pertaining to the Solid Waste Enterprise Fund, shall be amended as follows:

Increase/(Decrease) Revenues:

Fund Balance Appropriated	49,900
Total	\$ 49,900

Section 13 of the Warren County Budget Ordinance, pertaining to the District II Water System Enterprise Fund, shall be amended as follows:

Increase/(Decrease) Appropriations:

District II Water System	12,577
Total	\$ 12,577

Section 14 of the Warren County Budget Ordinance, pertaining to the District II Water System Enterprise Fund, shall be amended as follows:

Increase/(Decrease) Revenues:

Fund Balance - Appropriated	12,577
Total	\$ 12,577

This amendment:

- appropriates funds to Emergency Services for repairs to the Elam Water Tower.
Funding Source: Insurance Claims
- appropriates funds to Emergency Medical Services for vehicle repairs.
Funding Source: Insurance Claims
- appropriates funds to the Sheriff's Department for radio equipment.
Funding Source: Homeland Security Drug Forfeitures
- appropriates funds to the Planning Department for the demolition of abandoned manufactured homes.
Funding Source: NC Dept of Environment and Natural Resources
- appropriates funds to the Economic Development Commission for a small business education and development seminar.
Funding Source: Private Contributions
- appropriates funds to the Health Department to agree with State allocations.
Funding Source: NC DHHS Department of Public Health
- appropriates funds to the Public Works Department for a tractor.
Funding Source: Public Works Fund Balance - Appropriated

- appropriates funds to District II Enterprise Fund for the Oine Road pump station rehabilitation.

Funding Source: District II Fund Balance - Appropriated

Respectfully Submitted 11/05/2012

Barry J. Mayo

Barry J. Mayo, Finance Director

Meeting Date: November 5, 2012

Item # 8-A

SUBJECT: Employee Performance Bond Renewal – Sheriff Johnny Williams

REQUESTED BY:

SUMMARY: Bond renewal for the following is presented for Board’s review and approval:

Sheriff Johnny M. Williams:

Dec. 5, 2012 to Dec. 5, 2013; \$20,000 coverage premium of \$100

FUNDING SOURCE: Sheriff’s Department FY 13 Budget

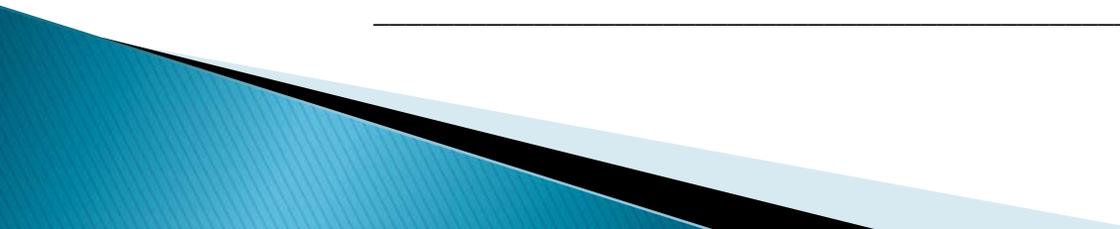
APPLICABLE STATUTE:

FOLLOW-UPREQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:



RECEIVED
NOTICE OF PREMIUM DUE

OCT 19 2012

WARREN COUNTY MANAGER'S OFFICE
JOHNNY MYRON WILLIAMS SR.
% WARREN COUNTY
548 W. RIDGEWAY ST.
WARRENTON, NC 27589

Dept. No. 4310
Line Item No. 5453-co
Cost Less Tax
Approved *[Signature]*
Date 10/18/2012

CNA

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

Bond/Policy#: 0601 68560315
Billing Date: 10/05/2012
Due Date: 12/05/2012

Premium: \$100.00

Amount Due: \$100.00

Bond/Policy#: 0601 68560315
Effective Date: 12/05/2012 Anniversary Date: 12/05/2013
Bond amount: \$20,000.00
Name: JOHNNY MYRON WILLIAMS SR.
Description: NC SHERIFF COUNTY OF WARREN

Written By: WESTERN SURETY COMPANY

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

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

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

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

RECEIVED

OCT 18 2012

Finance

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

CNA Surety

Amount Due: \$100.00

Bond/Policy#: 0601 68560315 Effective Date: 12/05/2012
Name: JOHNNY MYRON WILLIAMS SR.
Description: NC SHERIFF COUNTY OF WARREN
Written By: WESTERN SURETY COMPANY
Agency: 32-02393 Warrenton Insurance

Check here if changes needed and explain below.

Make Check Payable To CNA Surety

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

0003001 03202393000012052012 00601006856031500 00000001000005

Meeting Date: November 5, 2012

Item # 8-B

SUBJECT: Employee Performance Bond Renewal – Register of Deeds

REQUESTED BY:

SUMMARY: Bond renewal for the following is presented for Board’s review and approval:

Position of Register of Deeds:

Dec. 1, 2012 to Dec. 1, 2013; \$10,000 coverage premium of \$100

FUNDING SOURCE: Register of Deeds F Y 13 Departmental Budget

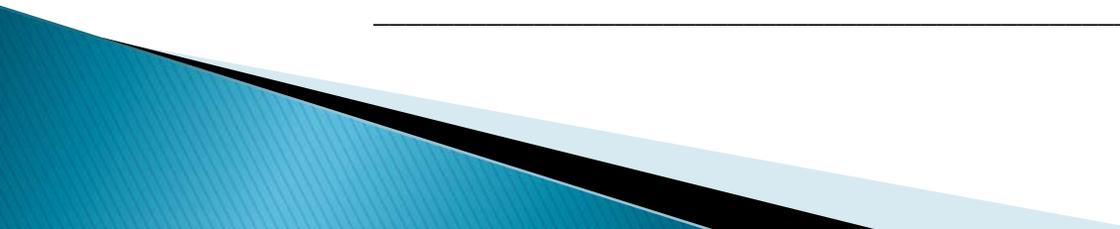
APPLICABLE STATUTE:

FOLLOW-UPREQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:



NOTICE OF PREMIUM DUE



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

Bond/Policy#: 0601 24857391
Billing Date: 09/28/2012
Due Date: 12/01/2012

Premium: \$100.00

WARREN COUNTY REGISTER OF DEEDS
548 W. RIDGEWAY ST.
WARRENTON, NC 27589

Dept. No. 104180
Line Item No. 545300
Cost Less Tax 100.00
Approved Yvonne D. Alabro
Date 10-10-12

Amount Due: \$100.00

We show one individual in this business. To ensure proper coverage, verify the total number of employees (and owners, if they are covered) & fax, call or write us if the number has changed.

Bond/Policy#: 0601 24857391
Effective Date: 12/01/2012 Anniversary Date: 12/01/2013
Bond amount: \$10,000.00
Name: WARREN COUNTY REGISTER OF DEEDS
Description: NC P.E. POSITION SCHEDULE (1)

Written By: WESTERN SURETY COMPANY

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

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

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

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

RECEIVED
OCT 11 2012
Finance

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

CNA Surety

Amount Due: \$100.00

Bond/Policy#: 0601 24857391 Effective Date: 12/01/2012
Name: WARREN COUNTY REGISTER OF DEEDS
Description: NC P.E. POSITION SCHEDULE (1)
Written By: WESTERN SURETY COMPANY
Agency: 32-02393 Warrenton Insurance

Check here if changes needed and explain below.

Make Check Payable To CNA Surety

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

Meeting Date: November 5, 2012

Item # 9-A

SUBJECT: FOLLOW-UP TO OCTOBER 17, 2012 WORK SESSION

REQUESTED BY: Jackie Leath, SEMAA Interim Director

SUMMARY: In follow-up to October 17, 2012 work session, the Board is requested to appropriate an additional \$29,660 to the FY 13 SEMAA Program budget to be used in conjunction with federal funding to fund the program through 6/30/13.

FUNDING SOURCE: Fund Balance

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend appropriating \$29,660 from fund balance to fund the SEMAA program through 6/30/13.

NOTES:

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

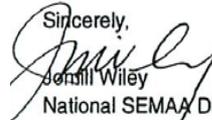
Please be advised that the National SEMAA Office (NSO) has electronically transferred funds to your financial institution, effective August 24, 2012.

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,



Jenni 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				Total	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	<u>71,097</u>
Total Cost	135,473

FUNDS NEEDED DEC-JUN 13

Dec-Jun 13	71,097
NASA Rec'd	<u>-41,438</u>
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
Anticipated	Jan. - Mar. 13	23,438.00
Anticipated	Apr. - June 13	<u>23,438.00</u>
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

Meeting Date: November 5, 2012

Item # 9-B

SUBJECT: FOLLOW-UP TO OCTOBER 17, 2012 WORK SESSION

REQUESTED BY: Linda T. Worth County Manager

SUMMARY: In follow-up to October 17, 2012 work session, the Board is requested to appoint a Buck Spring Project Committee to formulate a recommendation to the Board of Commissioners for a proposed Buck Spring Project. It is suggested to appoint the attached slate of individuals to serve on this Committee.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

Buck Spring Project Committee

Staff Liaison:

L. Worth, County Manager
Gabriel Cumming, EDC Director
Dickie Williams, Recreation Director
Crystal Smith, CED

Member	Position
Charles Jefferson	CAC District III – Downey
David Duxbury	CAC District II – Ross
Earl Evans	CAC District V – Richardson
Fern Boyd	CAC District IV – Baker
Jereann King Johnson	CAC District I – Jordan
Lester Davis Capps	CAC District I – Jordan
Trudy Russell Bookbinder	CAC District III – Downey
Thomas Harris	Citizen Representative
John Hawkins	Citizen Representative
Ann W. Stainback	Citizen Representative
Eva M. Clayton	Citizen Representative
Richard Hunter	Preservation Warrenton Committee Member
Bertadean Baker	County Commissioner

Meeting Date: November 5, 2012

Item # 10-A

SUBJECT: Appointments to Boards/Commissions/Committees

REQUESTED BY: Andy Smith, Health Director

SUMMARY: It is presented to fill the nurse vacancy on the Board of Health. Several qualified individuals have expressed interest, recommendation from Health Director is for the appointment of Vivian A. Loyd for a three (3) year term, expiring December 2015.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

**Statements of Interest to serve were
received from:**

Vivian Abbott Loyd (recommended),

Vivian N. Paynter, and

Mishew M. Gardner

(Copy attached for Board's information)



Health Board

Term of Office: Per Statute
Authority: GS 130A-35
Membership: Appointed
Responsibilities:
Meeting Schedule: 3rd Tuesday of each Month
Staff Liaison: Andy Smith, Health Director (252)
 257-1185

Member	Position	Term
	Nurse	November 2012–December 2015
Commissioner Bertadean Baker	Designated	Jan2011–Dec2012
Dr. Amy OMalley	Veterinarian (3rd Term)	Feb04–Dec06, Dec06–Dec09, Dec09–Dec2012
Dr. Elton Brown, III	Optometrist (1st Term)	Dec2011–Dec2014
Dr. James E. Crenshaw, Jr	Dentist (filled unexpired term)	Dec 2012
Dr. Merwin Dieckman (Rep)	Physician (3rd Term)	Feb04–Dec10, Dec10–Dec2012
Jerry Bolton, Sr.	At Large (2nd term)	Dec07–Dec10, Dec10–Dec2013
Linda Baker	Pharmacist (5th term)	Jan99–Dec10, Dec10–Dec2013
Margaret Foster Brake	Member–At–Large (2nd term)	Jan09–Dec11, Jan12–Dec2014
Michael Kilian	Professional Engineer (3rd term)	Sep02–Dec08, Jan09–Dec11, Jan12–Dec14

Angelena Kearney-Dunlap

From: andy smith [asmith@co.warren.nc.us]
Sent: Wednesday, October 17, 2012 8:52 AM
To: 'Angelena Kearney-Dunlap'
Subject: Board of Health Appointment

Angelena,

Good morning and hope your day is going well. During our monthly Board of Health meeting on October 16, 2012 the Warren County Board of Health voted unanimously to recommend to the Warren County Commissioners for the appointment of Ms. Vivian Loyd to the Warren County Health Department Board of Health. Ms. Loyd will fill the currently vacant nurse position on the Warren County Board of Health. Thank you so much in advance for your assistance in placing this recommended appointment on the November 5th Warren County Commissioners meeting agenda.

Sincerely,

Andy Smith, REHS, MPA
Health Director
Warren County Health Department

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. Board of Health
2. ~~Warren County Board of Commissioners~~
3. _____
4. _____

Your full name Vivian Abbott Loyd
Date of Birth 04-14-1947 Sex F Race W
Mailing Address 147 Cat Devil Hcks Place
City and Zip Code Warrenton, NC 27589
Street Address Same as Above
City and Zip Code ↓
Home Phone (252) 257-2162 Work Phone —
Job Title —
Company or Agency —
Email Address —

Do you live in the county? Yes No

Please list your County Commissioner District District 4 / Bernioline 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 Graham High School, Warrenton, NC
Name and Address of College Attended East Carolina University - Greenville, NC
Degree Received BSN

Please list any military experience None

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 See Resume

Volunteer Experience See Resume!

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

Newspaper Current Warren County Volunteer Other

If other, please explain: Overheard Conversation on street

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 *Divian Lopez*

Date 9/25/12

Please feel free to attach a resume if so desired.

This "Statement of Interest to Serve" will remain active for six (6) months from date received in the County Manager's office.

RESUME

Name: Vivian Abbott Loyd

Personal Data:

Height: 5'11"

Marital Status: Divorced (October 1978)

Children: One daughter (out of school and working)

Address: 147 Cat Devil Heels Place

Warrenton, N.C., 27589

Telephone: (252) 257-2162 (Home)

Special Interest: Teaching Prehospital personnel

Education

- East Carolina University, Greenville, N.C., 1965-1969. Major: Nursing: BSN degree received June 1, 1969.
- John Graham High School, Warrenton, N.C., 1961-1965. Major: College Preparatory.
- Numerous other courses required for certifications and for personal education in my field.

License, Certifications and Instructor Status

- Received Registered Nurse License on July 29, 1969, till present from the N.C. Board of Nursing.
- Received Bachelor of Science degree in Nursing from East Carolina University, June 1, 1969.
- Emergency Medical Technician Paramedic (EMT-P), February 1997 to present.
- Training Center Facility for ACLS & PALS with CPR Consultants in Raleigh, NC from 2000 to present
- Certified Emergency Medical Technician, May 1975 till EMT-I status.
- EMT-I from June 1985 till EMT-P status obtained.
- EMT from May 1975 till EMT-I status obtained.
- ACLS and PALS Affiliate Faculty through N.C. American Heart Association in 1997 till 2000. Regional Faculty from 2001 to 2005.
- PALS Instructor from 1993 to present.
- ACLS Instructor from 1984 to present.
- BCLS Instructor through NC American Heart Association March 5, 1977 to present.
- Instructor in Basic Trauma Life Support and Advanced Trauma Life Support through American College of Emergency Physicians from October 1985 to present. Now known as ITLS.
- Maintain Provider Status in following: PALS from 1993 to present; ACLS from 1984 to present; and NALS from May 1996 to 2001.
- Instructor in Bloodborne Pathogens from 1994 till present.
- Certified EMT-P Instructor for the state of North Carolina, through Office of Emergency Medical Services, from 1994 to present

- State Examiner of EMT Programs through Office of Emergency Medical Services from 1975 till program ended by the state in the 1990's
- Instructor with Vance-Granville Community College as a Contract Instructor from October 19, 1975 till present.

Employment Experience

Current status at a glance:
 Contract instructor through VGCC
 Teach AHA courses on my own.

-
- Rex Hospital from February 2007 to February 06 2011
 - Maria Parham Hospital from June 2004 to February 2007.
 - UNC - CAC from October 12, 2002, to May 30, 2004.
 - Maria Parham Hospital Emergency Department from June 1, 2000, to October 8, 2002
 - Warren Correctional Institute as Nursing Supervisor I from September 1, 1999, to May 31, 2000
 - Maria Parham Hospital Emergency Department and Rex ICU from October 1998, to August 1999, part time at each place.
 - Rex Hospital Emergency Department from June 1996 to September 18, 1998. Able to do Charge, Triage, or Staff in ED.
 - Rex Hospital Surgical Intensive Care Unit (SICU) at Rex Hospital from July 1982 to June 1996. Able to do Charge or Staff.
 - Cross-trained at Rex Hospital in the Coronary Care Unit (CCU) and the Medical Intensive care Unit (MICU).
 - Contract Instructor for Vance-Granville Community College from October 1975 till present. Qualified to teach the following courses: First Aid, CPR, ACLS, PALS, First Responders, ITLS, EMT, and EMT-I, EMT-P, Bloodborne Pathogens, and other courses as needed.
 - EMT-P with Warren County EMS. Have been affiliated with Warren County EMS from 1975 till present.
 - Training Officer for Warren County EMS from 1975 till present.
 - Contract Nurse for the Warren County Prison Unit through the State of North Carolina Department of Corrections from 1978 until resigned in May 1987.
 - Director of Nursing at Warren General Hospital, Warrenton, N.C., from November 1972, to June 1982.
 - Charge Nurse at Warren General Hospital, Warrenton, N.C., from May 1970 to November 1972.
 - Charge Nurse and Staff Nurse at Albemarle Hospital, Elizabeth City, and N.C., from July 1969 to April 1970. Worked Second Floor (surgical Floor) and ICU.
 - End of junior year and during senior year of Nursing School (1968-1969), worked at Warren General Hospital, Warrenton, N.C., as an aide.

Additional Education Courses Completed

- College Statistics at Vance-Granville Community College in 1994.
- Bloodborne Pathogens course through Baptist Hospital, Winston-Salem, N.C., in 1994.
- Search and Rescue course through Vance-Granville Community College, 1994.
- Mass Fatalities course through the Office of Emergency Medical Services, 1994.
- PALS certification through Nash Technical Community College in 1993.
- Methodology course through Nash Technical Community College in 1994.
- Hazmat Awareness course through Vance-Granville Community College in 1994.
- Critical Incident Stress Debriefing course through Council of Government in Region L in 1993.
- Basic Trauma Life Support through Piedmont Technical Institute and American College of Emergency Physicians (Approximately 16 hours), 1985.
- Advanced Cardiac Life Support Instructors' course (Approximately 16 hours) through Duke University Education Department and AHA in 1984.
- Numerous courses at Rex Hospital since 1982 including:
 - 1. Cardiology for Nurses
 - 2. Breath Sounds
 - 3. Bowel Sounds
 - 4. Heart Sounds
 - 5. Neuro Nursing
 - 6. Pacemakers
 - 7. Neuro Assessment
 - 8. Advanced Hemodynamic Monitoring
 - 9. Fire and Safety every year
 - 10. Infection Control every year
- Emergency Nurse Education Program, a part-time ten-week course, sponsored by Wake Area Health Education Center in collaboration with the University of North Carolina at Chapel Hill and supported by HEW-PH Grant #7931210 to Office of Emergency Medical Services under Section 789 of Title VII of the Public Health Act from October, 1980 to February, 1981. 15.2 CEUs awarded by UNC-CH School of Nursing upon completion of course requirements. Course involved: 100 hours classroom lecture, 91 hours clinical experience with a preceptor, 2 1/2 days American Heart Association Advanced Cardiac Life Support Course, and American Heart Association Basic CPR Instructor Course.
- Manual Communications (33 hours) through Vance-Granville Community College, December 16, 1980.
- Cardiology for Nurses (16 hours) through Vance-Granville Community College, May 28, 1980.
- Emergency Medical Technician-Intermediate Course (Approximately 100 hours), June 1985.

- Advanced First Aid Instructor Course (12 hours) through American Red Cross and Vance-Granville Community College, October 19, 1979.
- Emergency Medical Technician Course-Coordinator and Examiner workshop (8 hours) August 1979, through Nash Technical Institute.
- Emergency Vehicle Operations Course (16 hours) through North Carolina Office of Emergency Medical Services and Appalachian State University, Boone, N.C., September 10, 1973. Repeated course in 1980's.
- Basic Instructor of Cardiac Life Support (18 hours) through Vance-Granville Community College and North Carolina Chapter of the American Heart Association, October 1979.
- Casualty Simulation Course (16 hours) through Vance-Granville Community College, April 25, 1976.
- Emergency Medical Technician Course (87 hours) through Vance-Granville Community College, April 27, 1975.
- Knowledge Replaces Fear, Medical Self Help training course through the Civil Defense, October 8, 1968, given at East Carolina University School of Nursing, Greenville, N.C.

Must have 50 hours of education to maintain instructor status through NC OEMS for 4 years as well as teach at least 100 hours per 4 years

Must have 30 hours of education every 2 years to maintain RN Nursing license

Records of above education can be provided if needed as well as teaching hours if needed

Appointments

- Advisory Committee for EMS/Fire at Vance-Granville Community College 1993-95 and 1995-1997.
- Member of the Audit and Review Committee for EMS at Maria Parham Hospital from 1993 to present.
- Member of Advisory Council for Warren County EMS from 1994 to present.
- Member of Kerr-Tar Council of Governments Advisory Committee for Region K for the last three years to present.
- Appointed member of CPR Committee for Region K by Kerr-Tar Emergency Medical Services Advisory Council from 1979 to 1982.
- Appointed alternate member of Area IV EMS Advisory Council, 1981.
- Appointed to Advisory Committee for the Emergency Medical Training Program through Vance-Granville Community College Board of Trustees. Term from June 1, 1978 to September 30, 1981.
- Emergency Medical Technician Examiner in Region K since 1975 to present. Appointed by EMS Advisory Council, Region K.
- Appointed to the Child Day Care Licensing Commission April 9, 1976 by Governor James E. Holshouser Jr., term to expire December 31, 1981, but resigned due to other duties.

Extra Duties and Activities

- **Manual Preparations:** Warren General Hospital, Warren County DOC and Warren County EMS.
- **College:** Member of Gamma Beta Phi Society, Student Nurses Association.
- **High School:** Member of National Beta Club, Member of John Graham High School basketball team for four years.

Recognition

- One of the recipients of the "Greater 100" Award of North Carolina in 1989.
- Presented letter of recognition from the State Office of Emergency Medical Services for six years of service as EMT Evaluator in Region K, October 1981.
- Presented framed certificate of appreciation from Region K EMS Advisory Council October 1981.
- Plaque and certificate from the 4-H Club in Warren County, December 1980.
- Certificate from Warrenton's Junior Woman's Club for cooperation and service during the years of 1972-1973.

References

- Dr. Kirit D. Trivedi
Henderson, NC 27536
- Mr. Allen Johnson
Office of Emergency Medical Services
404 St. Andrews St.
Greenville, N.C., 27834
- Mr. Randy Owen
Vance-Granville Community College
P.O. Box 917
Henderson, N.C., 27536
- Mr. Abe McCoy, PA
Rex Healthcare
ED Department
Raleigh, NC

STATEMENT OF INTEREST TO SERVE

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

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

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

1. Warren Co. Board of Health
2. _____
3. _____
4. _____

Your full name Julian D. Paynter
Date of Birth 4/27/1949 Sex F Race W
Mailing Address 1858 US Hwy 401 S
City and Zip Code Warrenton, NC 27589
Street Address _____
City and Zip Code _____ Cell- 252-213-4271
Home Phone 252-257-2160 Work Phone 6-919-693-2141
Job Title Nursing Director V- 252-492-7915 ext 244
Company or Agency Granville Harco District Health Department
Email Address vpaynter@grdhd.org

Do you live in the county? Yes No

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

Educational Background See attached Curriculum Vitae

Name and Address of High School Attended Selma High School Selma NC (1965)
Name and Address of College Attended Wilson School of Nursing (1968) NC Central University (1997)
Degree Received RN Diploma BSN (Bachelor Science of Nursing)

Please list any military experience None United States Navy 1966-1968

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: NO

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

Work Experience ① Lisa Marie Harrison, Health Director Granville Vance District Health Department 919-693-2141
② Jackie Sargent, Mayor of Oxford 919-337-9839 or 919-693-2141

Volunteer Experience Relay For Life, March of Dimes and United Way
Providence Methodist Church - Gloria Edwards - 257-1778 - see attached C.V

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 Vickie R. Sawyer
Date 8/23/12

Please feel free to attach a resume if so desired.

VIVIAN N. PAYNTER, RN, BSN

Curriculum Vitae

Personal Information

- Home: 1858 U.S. Hwy. 401 S
Warrenton, North Carolina 27589
- Work: Granville-Vance District Health Department
P.O. Box 367
Oxford, North Carolina 27565
919-693-2141
- Born: Smithfield, North Carolina
- Family: Husband – Macey; three children and four grandchildren
- Hobbies: Gardening, reading, family activities

Education

- North Carolina Central University – BS in Nursing, GPA to qualify for Summa Cum Laude 1997
- Louisburg College – College transfer courses 1996-1997
- Vance-Granville Community College – College transfer courses 1987-1997
- Wilson School of Nursing – RN Diploma 1968
- Selma High School, Selma, North Carolina – High School Diploma 1965

Honors

- North Carolina Association of Public Health Nurse Administrators Estelle Fulp Award 2007
- Nominated to “The Great 100” 2004
- North Carolina Association of Public Health Nurse Administrators President’s Award 2003
- Invited Pi Sigma Chapter of Sigma Theta Tau International 2000
- Inductee, North Carolina Central University Department of Nursing Honor Society 1998
- Inductee, Phi Theta Kappa National Honor Society 1991

Professional Experiences and Appointments

- North Carolina Public Health Association Member since 1982
- North Carolina Association of Public Health Nurse Administrators Member since 1988
 - President, 2003
 - Secretary, 2000-2002
 - Chair Program Committee, 1998
 - Chair-Elect, Program Committee, 1997
 - Program Committee member, 1995-1996
 - Bylaws Committee member, 1990
- Vance-Granville Community College Associate Degree Advisory Committee 1997 to 2012
- North Carolina Department of Health and Human Services Statewide POHR Forms Committee 1999 to present
- Maria Parham Hospital Cancer Resource Center Advisory Board member 2001-2003
- Vance County Senior Center Advisory Committee 1995-1997
- Committee with Board of Nursing, local health department, State, and Local to establish criteria for Family Planning Enhanced Role Public Health Nurse 1994
- Warren County Health Advisory Committee 1988-1993
Participated with the North Carolina Office of Rural Health and a local rural health

- **Community Care, Inc.,** Louisburg, NC 01/1993 – 07/1993
Nursing Manager for Warren and Franklin Counties
 Immediate supervisor: Leslie Carswell, RN
 Performed nursing assessments, obtained physician orders, and developed plans of care for personal care services and evaluated care given by nurse aides. Provided in-service education to nurse aides and taught nurse aide courses. Supervised approximately 50 Nurse Aides.
- **Warren County Health Department,** Warrenton, NC 04/1980 – 01/1993
07/1988 – 01/1993
Nursing Supervisor
 Immediate supervisor: Dennis Retzlaff, Health Director
 Responsible for supervision of home health and public health nursing programs, including planning, directing, developing, and evaluating services with the Health Director. Supervised 24 staff plus contract personnel. From 1988 through 1999 was also WIC Director. Accomplishments include reorganizing Home Health, improving from deficiencies to no deficiencies on Division of Facility Services Monitoring visits, and participation in the renovation of a closed, small, rural hospital into a state-of-the art health department facility sharing space with a rural health clinic.
- Home Health Coordinator* 02/1988 – 07/1988
 Immediate supervisor: Doris Dryden, RN, Nursing Supervisor
 Responsible for all activities of the Home Health program. Supervised a staff of nine.
- Public Health Nurse II* 04/1980 – 02/1988
 Coordinator of Family Planning, Tuberculosis, and Communicable Disease Programs.
- **Homemaker and Bookkeeper for family business** 1972-1980
- **Warren General Hospital,** Warrenton, NC 1976-1977
 Part-time Staff Nurse
- **Vance-Granville Community College,** Henderson, NC 1970-1972
 Instructor for Practical Nurse Education Program. Responsible for clinical instruction in Obstetrics and Pediatrics, and classroom instruction of Nutrition, Obstetrics, Pediatrics, and Fundamentals of Nursing.
- **Eastern North Carolina Tuberculosis Sanitarium,** Wilson, NC 1968-1970
 Staff nurse responsible for nursing care of patients including administration of medications, treatments, and patient and family education.

Continuing Education

- Please see the attached separate listing of continuing education credits.

STATEMENT OF INTEREST TO SERVE

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

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

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

1. Warren County Board of Health 3. _____
2. _____ 4. _____

Your full name Mishaw M. Gardner
Date of Birth 2/4/54 Sex Fe Race Wh.
Mailing Address 318 South Main St.
City and Zip Code Warrenton, NC 27589
Street Address Same as mailing address
City and Zip Code _____
Home Phone (252) 257-4307 Work Phone (252) 492-7915
Job Title RN-C / OB-Gyn. Nurse Practitioner
Company or Agency Greenville-Young Health District
Email Address Mishmuff@hotmail.com

Do you live in the county? Yes No

Please list your County Commissioner District 1st
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended Vance Academy - 700 Vance Academy Rd.
Name and Address of College Attended Atlantic Christian College - Henderson, NC 27531
Degree Received BSN, OB-GYN Nurse Practitioner

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 Johnson Clothing (1969-1972) Maria Parkon
Medical Center (1975-1978) Nurse - Greenwell, Stee/Ha
District (1978-present) Employer - James W. Crawford, Sr.
① Maria Parkon Hospital ② Charles D. Rollins and Dr. Kenneth
Drake, Jr.

Volunteer Experience American Red Cross, Warrenton Rural
Volunteer Fire Dept. at Willay.

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 Michele M Gardner
Date 9/19/12

Please feel free to attach a resume if so desired.

Meeting Date: November 5, 2012

Item # 10-B

SUBJECT: Appointments to Boards/Commissions/Committees

**REQUESTED BY: Linda Johns, Home Health Supervisor
Andy Smith, Health Director**

**SUMMARY: It is presented to reappoint Dana Conn to the Home Health
Advisory Board for a third term, expiring October 2015.**

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Home Health Advisory Board

Term of Office: Three (3) year terms
 Authority:
 Membership: Appointed
 Responsibilities:
 Meeting Schedule:
 Staff Liaison: Linda Johns, Nurse Health Department

Member	Position	Term
Dana Clary Conn	Appointed (3rd term)	Oct06-09/May11-Oct12 Nov. 2012 - Oct 2015
Elaine G. Coleman	Appointed 4th term	Expires Oct 2013
Mary D. Hehl	Appointed 4th term	Expires Oct 2013
Nell Moseley	Appointed 7th term	Expires Oct 2013
Sheriff Johnny Williams	Appointed 2nd term	Expires Oct 2013
Vacancy	(The late M. Gardner)	Expires Oct 2013
Wayne Paynter	Appointed 7th term	Expires Oct 2013
Wenona Mills	Appointed 3rd term	Expires Oct 2013

Angelena Kearney-Dunlap

From: Linda Johns [ljohns@co.warren.nc.us]
Sent: Wednesday, September 19, 2012 10:08 AM
To: 'Angelena Kearney-Dunlap'
Subject: RE: Emailing: Welcome to Warren County North Carolina.htm

Angelina, Dana is interested in continuing and is trying to download the form. 2nd, Mr. Monroe Gardner has passed away. His name needs removed. Thank You.

From: Angelena Kearney-Dunlap [<mailto:adunlap@co.warren.nc.us>]
Sent: Thursday, September 13, 2012 4:26 PM
To: 'Linda Johns'
Cc: asmith@co.warren.nc.us
Subject: Emailing: Welcome to Warren County North Carolina.htm

Linda, do you have a recommendation for Dana's reappointment or does she want to be replaced?

Copied to Andy

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. Home Health Advisory Board _____
- 2. _____
- 3. _____
- 4. _____

Your full name Dana Clary Conn

Date of Birth 12-27-70 Sex F Race W

Mailing Address 117 Conns Farm Road

City and Zip Code Warrenton, NC 27589

Street Address same

City and Zip Code _____

Home Phone 252-213-2279 Work Phone 257-5000

Job Title Income Maintenance Caseworker II

Company or Agency Warren County DSS

Email Address dconn@co.warren.nc.us

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Warren Co High School

Name and Address of College Attended VGCC

Degree Received _____

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 I have been employed with the County of Warren for 20 years.

Volunteer Experience _____

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 *Dana L. Com*

Date 9/19/12

Please feel free to attach a resume if so desired.

Meeting Date: November 5, 2012

Item # 11-A

SUBJECT: Water & Sewer District 3, Eaton's Ferry – Lake Gaston Agreement

REQUESTED BY: Macon Robertson, Public Utilities Director

SUMMARY: Eaton's Ferry – Lake Gaston Agreement Between Owner and Engineer for Professional Services related to Water & Sewer District 3 is presented for Board review and approval. Authorize Chairman Ross to sign documentation.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of the Professional Services Agreement. Funding source: Water and Sewer District 3 – Eaton's Ferry Lake Gaston Crossing Project Budget.

NOTES:

Entire 86
paged
document
has been
provided by
e-mail prior
to the
meeting.



Engineers
Planners
Surveyors
Landscape Architects

October 29, 2012

Mr. Macon Robertson
Director of Public Utilities
Warren County Public Utilities
712 U.S. Hwy. 158, Business West
P.O. Box 577
Warrenton, NC 27589

SUBJECT: Warren County
Water and Sewer District No. 3
Eaton's Ferry – Lake Gaston Crossing
Rivers File 2012142 B

Dear Macon:

Enclosed for approval and execution are three (3) originals of *EJCDC E-500 Agreement Between Owner and Engineer for Professional Services* with RUS Bulletin 1780-26 Attachment C as required by USDA-RD for the subject project. Please have this item added to the agenda for the November 5, 2012 meeting of the Warren County Board of Commissioners. After approval and execution by Warren County, please deliver all three (3) originals to Mr. Jonathan Jones for USDA-RD concurrence.

Also enclosed for your use, please find a proposed *Project Schedule* and *Project Budget*.

As always, Rivers & Associates, Inc. appreciates the opportunity to work with Warren County on this very important project. Please do not hesitate to call if you have any questions or concerns.

Sincerely yours,

A handwritten signature in cursive script, appearing to read 'Frederick L. Stowe'.

Frederick L. Stowe, PE
Associate

Encl.

cc: Ms. Linda T. Worth, Warren County
Ms. Marcie Byrd, Warren County Public Utilities
Mr. Jonathan Jones, USDA-RD
File, w/ encl.

W:\Muni\WARREN\Eatons Ferry - Lake Gaston Crossing\B\Robertson 10-29-12.DOC

WARREN COUNTY
EATONS FERRY - LAKE GASTON CROSSING
PROJECT SCHEDULE
October 17, 2012

	2012												2013												2014																				
	QTR 1			QTR 2			QTR 3			QTR 4			QTR 1			QTR 2			QTR 3			QTR 4			QTR 1			QTR 2			QTR 3			QTR 4											
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12									
Execution and Approval of Engineering Agreement (1 Months)																																													
Prepare Preliminary Engineering Report, Environmental Assessment and Funding Application and submit to USDA-RD (2 Months)																																													
Public Review of Environmental Assessment and Obtain Finding of No Significant Impact (FONSI) (2 Months)																																													
USDA-RD Review and Approval of PER (2 Months)																																													
Secure USDA-RD Funding																																													
Preliminary & Final Design Phase (4 Months)																																													
Additional Services - Easements (2 Months)																																													
Additional Services - Grant Administration (Throughout as Needed)																																													
Bidding (1 Month)																																													
Contract Award & Execution (2 Months)																																													
Construction (4 Months)																																													
Final Inspection & Project Close-out (1 Month)																																													

WARREN COUNTY
WATER AND SEWER DISTRICT NO. 3

EATON'S FERRY - LAKE GASTON CROSSING

PROJECT BUDGET
OCTOBER 2012

PROJECT REVENUES	CURRENT BUDGET
USDA-RD Funding	\$ 1,842,070.29
NC Rural Center Grant	451,929.71
Total	\$ 2,294,000.00

PROJECT EXPENSES	
Construction	\$ 1,775,000.00
Engineering:	
Study and Report Phase	46,500.00
Preliminary Design Phase	35,700.00
Final Design Phase	47,600.00
Bidding & Negotiating Phase	11,900.00
Construction Phase	17,850.00
Construction Phase Complete	5,950.00
Additional Services - Grant & Loan Assistance & Documentation	7,000.00
Additional Services - Easement Surveys	5,000.00
Additional Services - DBE Assistance During Bidding	5,000.00
Resident Project Representative	59,000.00
Subsurface Investigation	15,000.00
Legal & Administrative	25,000.00
Interest During Construction	60,000.00
Contingency (10%)	177,500.00
Total	\$ 2,294,000.00

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the contemplated Project and the Controlling Laws and Regulations.

AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR
PROFESSIONAL SERVICES

Prepared by

ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE



and

Issued and Published Jointly by



AMERICAN COUNCIL OF ENGINEERING COMPANIES

ASSOCIATED GENERAL CONTRACTORS OF AMERICA

AMERICAN SOCIETY OF CIVIL ENGINEERS

PROFESSIONAL ENGINEERS IN PRIVATE PRACTICE
A Practice Division of the
NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Owner: Warren County

By (Signature): _____

Typed Name: Ulysses S. Ross

Title: Chairman, Board of Commissioners

Date Signed: _____

Attest: _____

Name: Angelena Kearney-Dunlap
Title: Clerk to the Board

(SEAL)

Address for giving notices:
712 U.S. Hwy. 158, Business West
P.O. Box 577
Warrenton, NC 27589

Designated Representative (Paragraph 8.03.A):

Macon Robertson

Title: Director of Public Utilities

Phone Number: (252) 257-3645

Facsimile Number: (252) 257-3979

E-Mail Address: mrobertson@co.warren.nc.us

This instrument has been pre-audited in the manner required by the Local Budget and Fiscal Control Act.

By (Signature): _____

Typed Name: Barry Mayo
Finance Officer

Date: _____

Engineer: Rivers & Associates, Inc.

By (Signature): Gregory J. Churchill

Typed Name: Gregory J. Churchill, PE

Title: Vice President

Date Signed: 10-29-12

Attest: _____

Name: F. Durward Tyson, Jr., PE
Title: Secretary

(SEAL)



Address for giving notices:
107 East Second Street
P.O. Box 929
Greenville, NC 27835

Designated Representative (Paragraph 8.03.A):

Frederick L. Stowe, PE

Title: Project Manager

Phone Number: (252) 752-4135

Facsimile Number: (252) 752-3974

E-Mail Address: fstowe@riversandassociates.com

Engineer License or Firm's Certificate No. F-0334

State of: North Carolina

Meeting Date: November 5, 2012

Item # 11-B

SUBJECT: Water & Sewer District 3, Phase III Revision to Construction Inspection Plan

REQUESTED BY: Macon Robertson, Public Utilities Director

SUMMARY: Revised Construction Inspection Plan amends the resident inspection ceiling cost to include inspection services associated with additional water main construction approved under Change Order No. 1.

FUNDING SOURCE: USDA District 3, Phase III Funds

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval. Funding Source Water & Sewer District 3, Phase III Project Budget.

NOTES:

October 23, 2012

Mr. Macon Robertson
Director of Public Utilities
Warren County Public Utilities
712 U.S. Hwy. 158, Business West
P.O. Box 577
Warrenton, NC 27589

SUBJECT: Warren County
Water and Sewer District No. 3 Phase III
Water System Improvements
Rivers File 2009090 B

Dear Macon:

Enclosed for approval and execution, please find four (4) originals of the revised *Construction Inspection Plan* for the subject project. After execution by Warren County, please deliver all four (4) originals to Mr. Jonathan Jones for USDA-RD concurrence.

This revision to the Construction Inspection Plan amends the Resident Inspection Ceiling Cost to include inspection services associated with the additional water main construction approved under Construction Contract Change Order No. 1 and included in Amendment No. 1 to the Professional Services Agreement in effect. The revision thereto is summarized as follows:

Original Resident Inspection Ceiling Cost	\$110,768.00
Increase approved under Amendment No. 1	<u>\$ 23,000.00</u>
Revised Resident Inspection Ceiling Cost	\$133,768.00

Please do not hesitate to call if you have any questions or concerns.

Sincerely yours,



Frederick L. Stowe, PE
Project Manager

Encl.

cc: Ms. Linda T. Worth, Warren County
Mr. Jonathan Jones, USDA-RD
File, w/ encl.

**North Carolina - USDA Rural Development
Construction Inspection Plan**
Attachment to EJCDC E-500, AGREEMENT BETWEEN
OWNER and ENGINEER for PROFESSIONAL SERVICES
(See General Conditions and Approvals on reverse)

Applicant/ Borrower: Warren County

Brief Description of Project:
(elements, components, and quantities) Construction of approximately 137,353 linear feet of 2" through 8" water mains and appurtenances in Water & Sewer District No. 3, Phase III of Warren County, North Carolina.

Engineering Consulting Firm: Rivers & Associates, Inc.

Contract #	Contractor	Total Contract Amount	Notice to Proceed Date
1	Herring & Rivenbark, Inc.	\$ 1,682,734.18	12/12/2011
2	(insert contractors name)	\$ -	---
3	(insert contractors name)	\$ -	---
4	(insert contractors name)	\$ -	---
5	(insert contractors name)	\$ -	---

The Consulting Engineer, Rivers & Associates, Inc., hereby proposes to provide resident construction services on the above project in accordance with the following schedule of personnel to be assigned to this project and in general accordance with the following projected time requirement and costs. Only inspectors who are proposed to be used on this project should be listed. If necessary other inspectors may be added later through amendment to this schedule.

Section I - Personnel Costs

Note: Maximum Hourly Rates Approved by Rural Development (Effective 10/1/05)

Advanced:	Inspector Only - \$66 / hr	Inspector + All Expenses - \$71 / hr
Intermediate:	Inspector Only - \$58 / hr	Inspector + All Expenses - \$63 / hr
Entry:	Inspector Only - \$54 / hr	Inspector + All Expenses - \$59 / hr

Inspector's Name	Classification *	Contract(s) Assigned	Estimated Hours** Required	Hourly*** Rate \$ / hr	Estimated Cost
Jay Davis	Advanced	1	1342	\$ 66.00	\$ 88,572.00
Mike Luszc	Advanced	1	344	\$ 66.00	\$ 22,704.00
					\$ -
					\$ -

**Total Inspection Cost Estimate: \$ 111,276.00
(Personnel Costs)**

* **Advanced** - At least five years on-the-job inspection experience with similar projects and capable of functioning independently with minimum supervision from engineer.

Intermediate - 1-5 years on-the-job inspection experience with similar projects - works under general supervision of advanced inspector.

Entry - Less than one year experience with similar projects - works under close supervision of advance inspector and/or engineer.

** Attach a separate sheet with documentation of estimated hours for each inspector.

*** Proposed billing rates are inclusive of salary, overhead, and profit.

Section II - Mileage, Per Diem, and Miscellaneous Costs

Total Estimate Mileage (all inspectors)	38,756.36	miles	x	\$ 0.55	(reimbursement rates)	\$ 21,316.00
Per Diem - if applicable (all inspectors)	196	total days	x	\$ 6.00	(daily rate)	\$ 1,176.00
Miscellaneous Expenses	-					-

Resident Inspection Ceiling Cost: \$ 133,768.00
 (Section I + Section II)

* Attach a separate sheet with documentation of all per diem, mileage, and itemized miscellaneous expenses.

Construction Inspection Plan - General Conditions

The Consulting Engineer hereby agrees to prepare the construction inspection plan and perform construction inspection services in accordance with the following conditions:

- 1) The experience level of the inspector(s) assigned will be commensurate with the nature and difficulty of the work to be performed, inasmuch as scheduling and overall efficiency of the inspection effort will allow. The hourly rates indicated in the inspection plan shall reflect the level of experience of the inspector assigned.
- 2) The Engineer will use his best judgment when allocating time of an inspector to each job. The inspector will not be assigned responsibilities on the job site when the nature of the work does not require his presence.
- 3) The Engineer will take into account the work location(s), construction time period, number of construction crews, expected level of effort required, etc., when developing the construction inspection plan and assigning inspectors.
- 4) The Engineer will manage the inspection effort in accordance with the approved plan and will notify the Owner and RD of any anticipated change or modification in the plan. Any changes in inspectors, proposed ceiling increase, or major changes in inspector assignments will not be made or effective until an amendment to the plan has been prepared and approved by all parties.
- 5) The Engineer agrees not to bill for inspection services, in excess of the ceiling amount established above, without first obtaining approval of all parties through an amendment to the plan. Detailed justification for additional time, number of inspectors, etc., will be required from the Engineer in support of any change to the original plan.
- 6) Invoices for inspection services will be based on actual hours of inspection service required and actual expenses incurred subject to the ceiling amount established above.
- 7) Unless otherwise stated the inspector's duties and responsibilities shall be set forth in Exhibit D and as further defined in paragraph NC-C.2.04 to the EJCDC E-500 Agreement.
- 8) No RD funds or RD administered funds will be expended for resident inspection services prior to review and approval of the construction inspection plan by all parties. The Engineer will submit resumes for each inspector to be used on this project for review and approval by RD with this inspection plan. No inspector will be used on the project until approved by RD.

Approval of Proposed Inspection Plan

Owner/Applicant:

<p>_____</p> <p style="text-align: center;">(signature)</p> <p style="text-align: center;">Ulysses S. Ross, Chairman</p> <p style="text-align: center;">(print name)</p>	<p style="text-align: right;">Consulting Engineer:</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">(signature) <i>Gregory J. Churchill</i> 10-23-12</p> <p style="text-align: right;">(date)</p> <p style="text-align: right;">Gregory J. Churchill, P.E.</p> <p style="text-align: right;">(print name)</p>
--	--

Rural Development:

(signature)

(print name)

Meeting Date: November 5, 2012

Item # 12

SUBJECT: Buildings & Grounds Maintenance Department

REQUESTED BY: Elgin Lane, HR Manager

SUMMARY: The Personnel Committee recommends Mr. Charles Williams to fill the Buildings & Grounds Manager position in the newly restructured Buildings & Grounds Maintenance Department, effective 12/1/12, at a salary of \$45,675.

FUNDING SOURCE: B&G Maintenance Department Departmental Budget

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Elgin J. Lane, Human Resources Manager
DATE: October 30, 2012
RE: Candidate for Building and Grounds Manager

The Personnel Committee recommends Mr. Charles Williams to the Board of Commissioners to fill the Building and Grounds Manager position in the newly restructured Buildings and Grounds Maintenance Department. The Committee is recommending a starting salary of \$45,675.

Contingent upon the approval of the Board, Mr. Williams has accepted a tentative offer of employment and will be available to begin work on December 1, 2012.

Your consideration of appointing Mr. Williams to fill this position is greatly appreciated.

Meeting Date: November 5, 2012

Item # 13-A

SUBJECT: Resolution Declaring Surplus Property and Authorizing Internet Based Auction

REQUESTED BY: Clerk to the Board

SUMMARY: It is submitted to declare certain items no longer needed by County departments as surplus and authorize the sale of same via GovDeals internet based auction site.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

STATE OF NORTH CAROLINA

COUNTY OF WARREN

*RESOLUTION
SALE OF SURPLUS
WARREN COUNTY PROPERTY*

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

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

Soil & water Conservation:

Printer - HP Office JetPro L7580 – Soil & Water Conservation

Health Department:

Brown Computer Desk with Keyboard tray

2 - Bergundy Swival Chairs

2 – Metal 5 drawer Lateral File Cabinets

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

ADOPTED this the 5th day of November 2012.

WARREN COUNTY BOARD OF COMMISSIONERS

ATTEST:

Ulysses S. Ross, Chairman

Items from Health Department



Computer Desk



2 Chairs



2 File Cabinets

Item from Soil & Water Conservation



HP Office JetPro L7580 Printer

Addition to November 5th Agenda

Meeting Date: November 5, 2012

Item # 13-B

SUBJECT: Resolution Declaring Surplus Property and Authorizing Internet Based Auction

REQUESTED BY: Clerk to the Board

SUMMARY: It is submitted to declare Tax Foreclosed Property as surplus and authorize the sale of same via GovDeals internet based auction site. Tax ID D5-123F with .69 acre.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

RESOLUTION

SALE OF SURPLUS WARREN COUNTY PROPERTY

WHEREAS, the County of Warren has certain property which has been foreclosed for delinquent taxes and may lawfully dispose of such property through online auction.

NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners will sell through online auction the following real property:

<u>Parcel Acct #</u>	<u>Description</u>	<u>Minimum Bid</u>	<u>Acre</u>
D5 123F- 3770	137 Rockbound Hill Circle, Norlina, NC	1,200	.69

The property will not be open for inspection and is being sold in “as is” condition with no warranties.

A minimum bid has been established for property. The Warren County Board of Commissioners reserves the right to reject any or all bids, to waive informalities, and to award bid in the opinion of the Owner in its best interest. All questions should be directed to: Linda T. Worth, County Manager, 252-257-3115 (8:30 a.m. – 5:00 p.m., Monday thru Friday) or lworth@co.warren.nc.us.

BE IT FURTHER RESOLVED, The Board of Commissioners authorizes the County Manager (or designee) to dispose of this property and incur those costs incidental to sale property; and that advertising, describing the property, the method for bidding and the date, time and place for the bid opening be placed with GovDeals online auction with notice in the Warren Record and otherwise appropriately advertised according to law.

ADOPTED this the 5th day of November 2012.

WARREN COUNTY BOARD OF COMMISSIONERS

Ulysses S. Ross, Chairman

OWNERSHIP 01042011 2267 396
 WARREN COUNTY
 P O BOX 240
 WARRENTON NC 27589
 DEED: 913 632D12292010 1000-99

PROPERTY DESCRIPTION
 WILLIAMS TRACT 7
 RIDGEWAY WARRENTON RD OFF
 SR OFF

TAX SUBDIVISIONS
 WARRENTON TWP
 RIDGEWAY FIRE

MAP NUMBER CARD NO
 D5 123F 1
 RECORD NUMBER: 15944
 ROUTE
 LISTER: BA101107
 REVIEW: BA101107

ZONING 0.69 ACRES NBHD
 AFCT: 6-HOM 1200

NOTES:

#	LAND CLASS	SIZE	BASERATE	FRNT	DPTH	ADJ	ADJRATE	UNITS	LND	VALUE
2	23MREAR/BLD	0.69AC	6000	1.24	ACF		7440	0.69		5134

LAND VALUE: 5134
 # OTHER FEAT SIZE BASERATE*COND -ADJRATE*UNITS-OFB-VALUE

OTHER VALUE: 0

FNDACTION	XTRFNISH	ROOFTYPE	ROOFMTRL	SIZE/QTY
				1.00STHT
WALLFNISH	FLOORS	HEAT&AIR	HEATFUEL	

VACANT 0
 # STRUCTURE SKTCH-SF*STHT= AREA RATE*GRDF+HEAT+EXWL*WLHT=ADJRT* AREA= BPCN* DEFF*CNDF=STR-VALUE

STRUCTURE VALUE: 0

VALUATION	VALUE	PREV-VAL	P-N%	TOTAL VALUE
LAND	5134	2139	240%	7440LV/AC
OTHERFEAT	0			
STRUCTURE	0			
TOTAL	5134	2139	240%	

GEOGRAPHIC-ADJUSTMENT-NBHD: 1200 CAVB: 0 * 0.85= 0 TOTAL APPRAISED-VALUE: 5134



Meeting Date: November 5, 2012

Item # 14

SUBJECT: Schedule Public Hearing

REQUESTED BY: Steve Winstead, DOT – District Engineer

SUMMARY: Mr. Winstead requests the Board schedule a public hearing for Wednesday, December 19, 2012 immediately before the Board’s regularly scheduled work session to hear citizen comments regarding 2012-2013 Secondary Road Construction Program. A special meeting will be needed to adopt same.

Suggested: Public Hearing at 5:40 pm on December 19th followed by a Special Meeting at 5:55 pm

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER’S RECOMMENDATION:

NOTES:

-----Original Message-----

From: Winstead, Stephen D [<mailto:steveinstead@ncdot.gov>]

Sent: Tuesday, October 16, 2012 09:08

To: Angelena Kearney-Dunlap (adunlap@co.warren.nc.us)

Subject: 2012-2013 Secondary Road Construction Program

Angelena, NCDOT would like to present the 2012-2013 Secondary Road Construction Program on December 19 with a public hearing at the Board of Commissioners Work Session. Please place us on the agenda for that date and advise me of the time so I can place the ad in the newspaper. Also, from our conversations a notice will need to be placed on the preceding County Commissioners Agenda in November. Will you need anything else from me?

Thanks

Stephen D. Winstead, PE
District Engineer
321 Gillburg Road
Henderson, NC 27537
252-492-0111 Office
252-492-0123 Fax

Meeting Date: November 5, 2012

Item # 15

SUBJECT: Emergency Medical Services

REQUESTED BY: Doug Young, Emergency Services Director

**SUMMARY: It is requested that the Board schedule the date for the Ribbon Cutting and Open House for the newly completed EMS Station #3. Suggested dates are: Thursday, November 29, 2012 at 12:00 Noon
Friday, November 30, 2012 at 12:00 Noon**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: November 5, 2012

Item # 16-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:

M E M O R A N D U M

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: October 31, 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:

EMS

Biomedical Alternatives
2174 Clover Hill Rd.
Dayton, VA 22821

A Maintenance Agreement to cover the cardiac care equipment at Warren County EMS has been executed at a cost of \$960 for FY 13. Funds are budgeted in the FY 12 EMS departmental budget to cover this expenditure.

Department of Social Services

Henry C. Hayes
143 Valley Drive
Warrenton, NC 27589

A two-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

CenturyLink
665 Lexington Avenue
Mailstop: OHMA NB0107
Mansfield, OH 44907

An agreement has been entered into with CenturyLink to upgrade radio equipment and hardware in the E911 Center. The cost of \$33,627.91 will be paid from E-911 surcharge funds budgeted in the Emergency 911 Fund.

MEMORANDUM

Page 2

October 31, 2012

Information Technology

Intercomp Systems
3901 Barrett Drive, Suite 305
Raleigh, NC 27609

An extension to the agreement with Intercomp Systems for IT support services for all county government offices has been entered into at a cost of \$1,445 for the month of October. Funds are budgeted in the Information Technology departmental budget to cover this expenditure.

Tax Assessor's Office

Pearson's Appraisal Service
P.O. Box 36404
Richmond, VA 23235

An Agreement for real property appraisal services has been entered into with Pearson's Appraisal Service at a cost not to exceed \$4,900. Funds are budgeted in the Tax Assessor departmental budget to cover this expenditure.

County Attorney

Atty. Karlene Turrentine
P.O. Box 61082
Raleigh, NC 27661

Retainer fee agreements for various legal matters have been entered into with Turrentine Law Firm, PLLC. Funds are budgeted in the County Attorney's departmental budget to cover all anticipated expenditures.

Senior Center

NC Department of Insurance, SHIIP Division
11 South Boylan Avenue
Raleigh, NC 27603

A Grant Agreement has been executed with the NC Department of Insurance, Division of SHIIP for grant funds in the amount of \$4,226 for the Senior Center. There is no match requirement for these grant funds.

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

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

Meeting Date: November 5, 2012

Item # 16-B

SUBJECT: Wastewater Treatment Plant Rehab Project

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: Having been granted authority to approve change orders for various county projects that do not necessitate additional project funding, County Manager is presenting for the Board's information Change Order #1 to the Wastewater Treatment Plant Rehab Project Construction Contract with Turner Murphy Company, Inc. in the amount of \$858.40 to be paid from Project Contingency.

FUNDING SOURCE: DWQ State Revolving Fund Loan

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



North Carolina Department of Environment and Natural Resources

Division of Water Quality

Beverly Eaves Perdue
Governor

Charles Wakild, P. E.
Director

Dee Freeman
Secretary

October 8, 2012

RECEIVED

OCT 10 2012

Linda Worth, County Manager
Warren County
PO Box 619
Warrenton, North Carolina 27589

WARREN COUNTY MANAGER'S OFFICE

SUBJECT: Warren County
Warren County WWTP Improvements
Project No. CS370520-04
Change Order #1, Contract #1
Turner Murphy Company, Inc.

Dear Ms. Worth:

The Infrastructure Finance Section of the NC Division of Water Quality has concluded the review of subject change order and supporting documentation received on October 10, 2012.

The following determination has been made:

	Total Contract	SRF Eligible Contract
Original Contract	\$ 751,074.00	\$ 721,074.00
Current Contract*	\$ 751,074.00	\$ 721,074.00
Change Order # 1	\$ 0.00	\$ 858.40
New Total	\$ 751,074.00**	\$ 721,932.00

*Amount includes previous change order(s).

**The total contract amount does not increase as contingency is included in the original contract amount.

Change order No. 1 is for the cost for an equipment rack. There is no contract time extension associated with this change order.

This change order with related procurement documentation has been found to be in compliance with applicable SRF regulations. However, it should be understood that this approval is administrative only and does not relieve the recipient of the responsibility to ensure the validity of the supporting documentation including the corresponding cost and pricing data. Accordingly, this approval is without

Ms. Linda Worth, County Manager
Warren County
October 08, 2012

Page 2 of 2

prejudice to a re-determination of allowable/unallowable costs should a post approval review or audit disclose facts not now discernible.

Time extensions are approved for purposes of funding eligibility only. Any compliance schedules contained in an SOC, JOC, permit, or other compliance or enforcement document issued by the North Carolina Department of Environment and Natural Resources or others, are not affected by this determination.

This letter should be filed with the other SRF project documents in your possession. If you have any questions or comments, please contact Antonio Evans at 919-707-9168 or via e-mail address at tony.evans@ncdenr.gov.

Sincerely,

Mark L. Hubbard, PE, Assistant Chief
Project Management Branch

ave/sd

cc: AECOM (Cary, Steve Scruggs)
Raleigh Regional Office DWQ
Leslie Rogers/Mark Hubbard
CIG Inspector – Antonio Evans
SRF



WARREN COUNTY BOARD OF COMMISSIONERS

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

September 28, 2012

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

Linda T. Worth
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

Mr. Antonio Evans, P.E., Project Engineer
Construction Inspection Group
1633 Mail Service Center
Raleigh, NC 27699-1633

Re: Change Order No. 1
Replacement of Clarifier and SCADA Equipment
Warren County Wastewater Treatment Plant
AECOM Project No. 60189536

Dear Mr. Evans:

Enclosed please find four (4) properly signed copies of Change Order No. 1 in the amount of \$858.40 for the referenced project. The change order calls for constructing and installing an equipment rack in the Sludge Filter Building on which to mount the Remote Terminal Unit (RTU) panel as was discussed at our last Progress Meeting. No time extension is being requested; and payment for this item is proposed to be made from the \$30,000 Bid Allowance, Bid Item No. 2. Therefore, there is no increase in the contract price, only approval to utilize a portion of the Bid Allowance.

If Change Order 1 meets with your approval, please sign off on same, keep one copy for your office, and return three (3) copies to me for distribution.

Your assistance is greatly appreciated. Please do not hesitate to contact me should there be any questions or concerns.

Sincerely,

Handwritten signature of Linda T. Worth.

Linda T. Worth
Warren County Manager

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

cc: Steve Scruggs, P.E.
Barry Mayo, Finance Officer
Enclosures

Date of Issuance: September 20, 2012 Effective Date: September 20, 2012

Project: Imp. to Replacement of Clarifier Equipment and SCADA System at WWTP	Owner: Warren County, NC	Owner's Contract No.: N/A
Contract: Single Prime Contract		Date of Contract:
Contractor: Turner Murphy Company, Inc.		Engineer's Project No.: 60189536

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

Description: Change Order No. 1 calls for constructing and installing an equipment rack in the Sludge Filter Building on which to mount the Remote Terminal Unit (RTU) panel. The RTU panel was to be mounted to the right of the Motor Control Center Panel No. 4 (MCC-4), along the wall. However there is insufficient clear space on which to mount the panel, which is 30-inches wide. The RTU panel will be mounted to the left of MCC-4 on a floor stand. An existing roof drain pipe would prevent mounting it to that wall. No time extension is being requested with this RFI. Payment for this item will be made from the \$30,000 Bid Allowance, Bid Item No. 2 that is in the contract. Therefore, there is no increase in the contract price, only approval to utilize a portion of the Bid Allowance.	\$858.40
Total Cost of This Change Order	\$858.40

Attachments:
Change Order Request and supporting documentation from Contractor.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: <u>\$751,074.00</u>	Original Contract Times: <input type="checkbox"/> Working days <input checked="" type="checkbox"/> Calendar days Substantial completion (days or date): <u>March 22, 2012</u> Ready for final payment (days or date): <u>March 22, 2012</u>
Change from previously approved Change Orders: <u>\$0.00</u>	Change from previously approved Change Orders No. <u>N/A</u> to No. <u>N/A</u> : Substantial completion (days): Ready for final payment (days):
Contract Price prior to this Change Order: <u>\$751,074.00</u>	Contract Times prior to this Change Order: Substantial completion (days or date): <u>March 22, 2012</u> Ready for final payment (days or date): <u>March 22, 2012</u>
Increase of this Change Order: <u>\$0.00</u>	Increase with this Change Order: Substantial completion (days or date): <u>0 Calendar Days</u> Ready for final payment (days or date): <u>0 Calendar Days</u>
Contract Price incorporating this Change Order: <u>\$751,074.00</u>	Contract Times with all approved Change Orders: Substantial completion (days or date): <u>March 22, 2012</u> Ready for final payment (days or date): <u>March 22, 2012</u>

SEP 24 2012

RECOMMENDED: By: <u><i>Steve Surgen</i></u> Engineer (Authorized Signature) Date: <u>9-20-12</u>	ACCEPTED: By: <u><i>Linda J. Wirtz</i></u> Owner (Authorized Signature) Date: <u>9/28/12</u>	ACCEPTED: By: <u><i>[Signature]</i></u> Contractor (Authorized Signature) Date: <u>9/27/12</u>
Approved by Funding Agency (if applicable): _____	Date: _____	Date: _____

Warren County Clarifier Replacement

REQUEST FOR INFORMATION

RFI # 1	Date: 7/16/2012
Attention: Robert Murphy	Submitted by: Via Electric Co.
Subject: Sludge Filter Building	
INFORMATION REQUESTED	
<p>The engineer shows that the RTU in this building be placed to the right of MCC-4. Problem is that from the MCC to the next existing window along that wall, is nothing but 480 volt MDP, 480 volt distribution panel, and a MPZ. There is 10" of free space to the left of the mcc and 26" of free space to a roof drain pipe on the right side of the mcc. There is no clear space along the entire wall to place the RTU, which by the way is 30". The only actual free space I can see is to the left of the existing SCADA console. We would have to provide a stand and mount the RTU to the stand and anchor it to the floor. I am up for suggestions</p>	
Signed: <u> Rick Wilson, Project Manager Via Electric </u>	
CONTRACTOR'S PROPOSED SOLUTION	
RESPONSE	

Answered by: _____ Date: _____

Turner Murphy Co., Inc.		Warrenton County Clarifier Replacement		8/28/2012	
<u>New RTU Stand</u>					
	Description	QTY	Units	Unit Price	+/- Amount
Subcontract	RTU Stand	1	LS	740.00	740.00
Bond	Bond Adjustment	1%			7.40
	Fee/Office OH	15%			111.00
Total	Add				858.40

DEDUCT	
ADD	858.40
NET TOTAL	\$858.40

Robert Murphy

From: Rick Wilson [rwilson@viaelectric.com]
Sent: Tuesday, July 24, 2012 8:43 PM
To: rmurphy@tummurphy.com
Subject: RTU stand

Robert,

I won't be able to get the paperwork to you until next week, but the stand for the filter building RTU will be \$740.0. It will be 2-4" square aluminum post, 6 ft. tall, with a piece of 1/4" aluminum plat, 32" x 32" welded to the post. Support will be a 8" x 8" aluminum plate, welded to the bottom of each post. 8-1/2" stainless steel anchors in the floor. Non shrink grout under base plates.

AECOM

AECOM 919-854-6250 tel
701 Corporate Center Drive 919-854-6259 fax
Suite 475
Raleigh, North Carolina 27607
www.aecom.com

September 26, 2012

Ms. Linda T. Worth, Manager
Warren County
P.O. Box 619
602 West Ridgeway Street
Warrenton, NC 27589

RECEIVED

SEP 27 2012

Re: Change Order No. 1
Replacement of Clarifier and SCADA Equipment
Warren County Wastewater Treatment Plant
AECOM Project No. 60189536

WARREN COUNTY MANAGER'S OFFICE

Dear Ms. Worth:

Please find enclosed four (4) copies of Change Order No. 1 in the amount of \$858.40 for the referenced project. The change order request calls for constructing and installing an equipment rack in the Sludge Filter Building on which to mount the Remote Terminal Unit (RTU) panel. The RTU panel was to be mounted to the right of the Motor Control Center Panel No. 4 (MCC-4), along the wall. However there is insufficient clear space on which to mount the panel, which is 30-inches wide. The RTU panel could be mounted to the left of MCC-4 on a floor stand. An existing roof drain pipe would prevent mounting it to the wall. No time extension is being requested with this change order request. Payment for this item will be made from the \$30,000 Bid Allowance, Bid Item No. 2. Therefore, there is no increase in the contract price, only approval to utilize a portion of the Bid Allowance.

If acceptable, please sign all copies and forward them to Mr. Tony Evans of the Division of Water Quality's Infrastructure Finance Section. Mr. Evans' address is as follows:

Mr. Antonio Evans, P.E., Project Engineer
Construction Inspection Group
1633 Mail Service Center
Raleigh, NC 27699-1633

If there are any questions, or if additional information is needed, please do not hesitate to contact us.

Sincerely,

AECOM TECHNICAL SERVICES of NORTH CAROLINA, Inc.


Steve Scruggs, P.E.
Project Manager

Meeting Date: November 5, 2012

Item # 16-C

SUBJECT: County Manager's Report

REQUESTED BY: Linda T. Worth, Warren County Manager

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



MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager
DATE: October 31, 2012
RE: October Status Report

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

Administration

- Prepared for and attended Board of Commissioners Public Hearing and Regular Meeting (10/1/12)
- Mtg. with YSB Director and JCPC State Representative (10/2/12)
- Attended FEMA Advisory Board meeting (10/4/12)
- Participated in Employee ESC telephone hearing with HR Manager and County Attorney (10/4/12)
- Met with representatives from VC3, IT Consulting Company (10/5/12)
- Attended KLRWS Advisory Board Meeting (10/8/12)
- Attended JCPC Advisory Board Meeting
- Compliance meeting with HR Manager and reps from Hill, Chesson & Woody, Health Insurance Brokerage Firm (10/8/12)
- Attended Environmental Action Team Meeting (10/8/12)
- Met with Public Works Director to discuss fleet issues (10/9/12)
- Met with Recreation Director to discuss Buck Spring PARTF grant application (10/9/12)
- Met with Emergency Services Director to discuss EMS issues (10/9/12)
- Participated in Child Support Office Certificate presentation by State Child Support Office Officials (10/10/12)
- Met with Interim Tax Administrator and rep from Turner & Associates (10/10/12)
- Met with Health Director and Health Educator to discuss new county grant (10/10/12)
- Met with SEMAA Director to discuss program funding (10/10/12)
- Trip to Buck Spring property with Recreation Director (10/11/12)
- Met with EDC Director, Recreation Director, and CED to discuss Buck Spring project (10/12/12)
- Met with Soil Conservation Director to discuss office space concerns (10/16/12)
- Met with Public Utilities Director, Warrenton Town Manager, Norlina Public Works Director and WWTP Operator to discuss WWTP issues (10/17/12)

- Prepared for and attended Board of Commissioners Work Session (10/17/12)
- Participated in B&G Manager interviews with Personnel Committee (10/22/12)
- Met with Animal Control Director to discuss animal control issues (10/23/12)
- Met with Interim DSS Director and others to discuss DSS issues (10/25/12)
- Met with M. West to discuss SWCD office space Lease Agreement (10/26/12)
- Attended Region K Manager's Meeting and COG Board Meeting (10/25/12)
- Met with SWCD Director and NRCS State reps to discuss office space issues (10/29/12)
- Attended KTREDC Advisory Board meeting (10/31/12)

Other Activities

- Attended Lake Gaston Chamber of Commerce Ribbon Cutting & Open House (10/18/12)
- Attended Community Meeting to discuss proposed improvements at Buck Spring (10/24/12)

Project Updates

Construction Projects

EMS Satellite Facility #2

EMS satellite facility #2 is 100% complete. We are working now to secure all needed furnishings for the facility. The Board of Commissioners will be asked to schedule a date for the Ribbon Cutting/Open House

Free Clinic Restroom Renovations

Accessibility renovations to the restrooms in the Free Clinic are 100% complete.

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. We are working with the Office of Community Investment to complete the Environmental Review document for this project.

November 5, 2012

*Closed Session in accordance with
GS 143-318.11(6)
Discussion of Personnel Matters*



Adjourn

November 5, 2012

Meeting

