

*WARREN COUNTY
BOARD OF COMMISSIONERS*

*Annual Organizational
Meeting*

*December 3, 2012
5:45 pm*

WARREN COUNTY ARMORY CIVIC CENTER
COMMISSIONERS' MEETING ROOM
WARRENTON, NORTH CAROLINA

**SUGGESTED AGENDA
FOR
December 3, 2012
ANNUAL ORGANIZATIONAL MEETING**

5:45 Pm - Call to Order Organizational Meeting – County Attorney

- 1) Election of Chairman to the Board
- 2) Election of Vice-Chairman to the Board
- 3) Appointment of County Attorney
- 4) Appointment of Clerk to the Board
- 5) Appointment of Deputy Clerk to the Board
- 6) Appointment of Deputy Tax Collectors
- 7) Designation of Current Depositories for Warren County Funds
- 8) Authorization to Honor Facsimile Signatures

ADJOURN ORGANIZATIONAL MEETING



ORGANIZATIONAL MEETING

DATE: December 3, 2012

ITEM: # 1

SUBJECT: Election of Chairman to the Board of Commissioners

SUMMARY: The Board of Commissioners holds its Annual Organizational Meeting the first Monday in December, at which time, the Chairman and other officers are elected to serve for the upcoming year.

NOMINATIONS: Name: _____ Nominated by _____

Name: _____ Nominated by _____

Appointment of _____ Motion _____ 2nd _____

ACTION TAKEN:



ORGANIZATIONAL MEETING

DATE: December 3, 2012

ITEM: # 2

SUBJECT: Election of Vice-Chairman to the Board of Commissioners

SUMMARY: The Board of Commissioners holds its Annual Organizational Meeting the first Monday in December, at which time, the Vice-Chairman and other officers are elected to serve for the upcoming year.

NOMINATIONS: Name: _____ Nominated by _____

Name: _____ Nominated by _____

Appointment of _____ Motion _____ 2nd _____

ACTION TAKEN:



ORGANIZATIONAL MEETING

DATE: December 3, 2012

ITEM: # 3

SUBJECT: Appointment / Re-Appointment of the County Attorney

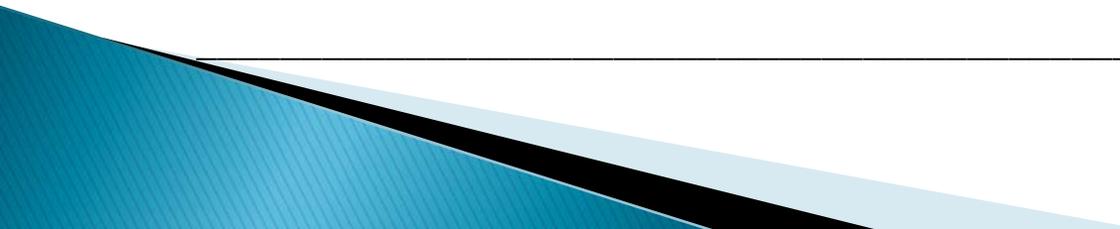
SUMMARY: The Board of Commissioners holds its Annual Organizational Meeting the first Monday in December, at which time, the County Attorney and others are appointed to serve for the upcoming year. Karlene Turrentine is currently serving and is presented for consideration for re-appointment.

NOMINATIONS: Name: _____ Nominated by _____

Name: _____ Nominated by _____

Appointment of _____ Motion _____ 2nd _____

ACTION TAKEN:



ORGANIZATIONAL MEETING

DATE: December 3, 2012

ITEM: # 5

SUBJECT: Appointment of the Deputy Clerk to the Warren County Board of Commissioners

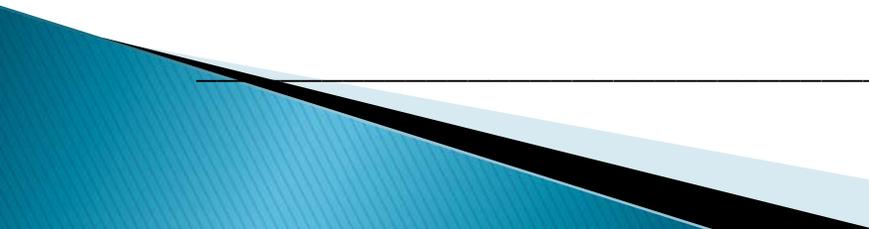
SUMMARY: The Board of Commissioners holds its Annual Organizational Meeting the first Monday in December, at which time the Deputy Clerk to the Warren County Board of Commissioners and others are appointed to serve for the upcoming year. Paula Pulley is currently serving and is presented for consideration for re-appointment.

NOMINATIONS: Name: _____ Nominated by _____

Name: _____ Nominated by _____

Appointment of _____ Motion _____ 2nd _____

ACTION TAKEN:



ORGANIZATIONAL MEETING

DATE: December 3, 2012

ITEM: # 6

SUBJECT: Appointment / Re-Appointment of Deputy Tax Collectors

SUMMARY: Each year appointments/re-appointments of certain positions are made. It is submitted to re-appoint Deputy Tax Collectors as follows. Each requires an individual motion:

	Motion	2nd to motion
Bonnie C. Andrews	_____	_____
Gladys Banks	_____	_____
Yvonne Sharps	_____	_____
 <u>Delinquent Tax Collector:</u>		
Karen Towns	_____	_____

ACTION TAKEN:



ITEM: #7

SUBJECT: Designation of Depositories for various Warren County Funds

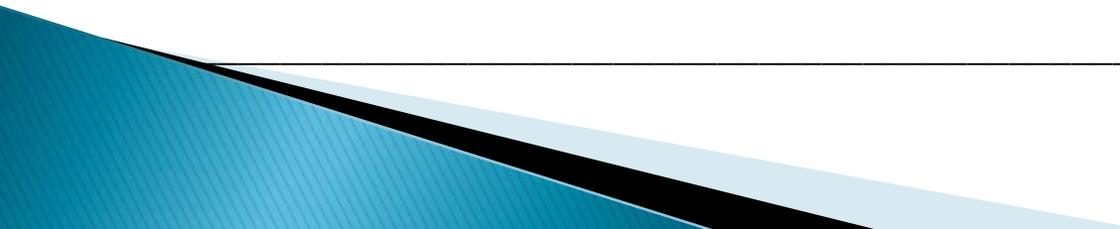
**SUMMARY: Each year designation of depositories for County funds is made.
Request is submitted for Board review and approval.**

**CURRENT DEPOSITORIES FOR
WARREN COUNTY FUNDS
AS OF DECEMBER 1, 2012**

Motion / 2nd

- | | |
|---|----------------------|
| 1. 1st Citizens Bank & Trust Company - Warrenton, NC | _____ / _____ |
| 2. Branch Banking & Trust Company - Warrenton, NC | _____ / _____ |
| 3. NC Capital Management Trust - Charlotte, NC | _____ / _____ |

ACTION TAKEN:



ORGANIZATIONAL MEETING

DATE: December 3, 2012

ITEM: # 8 - REVISED

SUBJECT: Designation of positions/individuals with Facsimile Signature Authority.

SUMMARY: Each year appointments/re-appointments of certain positions with signatory authority are made. The list of appointees/ designees is submitted for Board review and approval. Each requires an individual motion.

Signatures for Warren County Funds

- | | |
|--|---------------|
| 1. Warren County Operating Account, Warren County General Fund
<u>Payroll Account & Warren County Flexible Spending Account</u> | Motion / 2nd |
| a) County Finance Officer – Barry Mayo | _____ / _____ |
| b) Chairman of the Board of County Commissioners | _____ / _____ |
| c) Clerk to the Board of County Commissioners | _____ / _____ |
|
 | |
| 2. Warren County Department of Social Services Trust Fund
<u>Account:</u> | |
| a) Director of Social Services – Interim Director and/or County
Manager Linda T. Worth | _____ / _____ |
| b) Administrative Officer II – Mary Ann Roberson | _____ / _____ |

ACTION TAKEN:

Adjourn

Organizational Meeting

Special Recognition

Warren County
Board of Commissioners



PRESENTED TO

**WARREN COUNTY
BOARD OF COMMISSIONERS**

IN RECOGNITION OF
OUTSTANDING SUPPORT FOR PUBLIC
ELEMENTARY AND SECONDARY SCHOOLS...
FOR ESTABLISHING AN EXCELLENT WORKING
RELATIONSHIP AND FOR DILIGENT
EFFORT TOWARD CREATIVE FUNDING OF
EDUCATION



43rd ANNUAL CONFERENCE
NORTH CAROLINA SCHOOL BOARD ASSOCIATION
NOVEMBER 13, 2012

*WARREN COUNTY
BOARD OF COMMISSIONERS*

December 3, 2012

6:00 PM – Regular Meeting

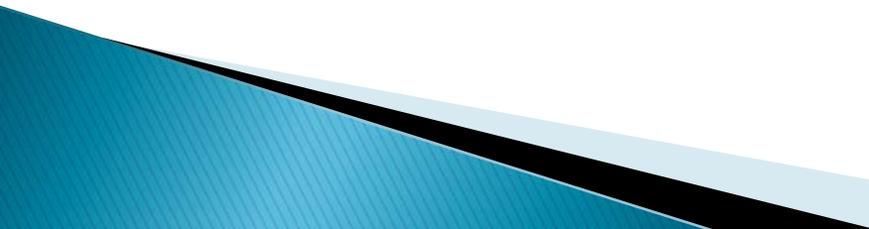
*WARREN COUNTY ARMORY CIVIC CENTER
COMMISSIONERS' MEETING ROOM
WARRENTON, NORTH CAROLINA*

6:00 PM
Call to Order December 3, 2012
Regular Monthly Meeting
By
Chairman or Designee

Agenda Item # 2
Moment of Silence

Agenda Item # 3
Conflict of Interest Disclaimer



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

Agenda Item # 4

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.

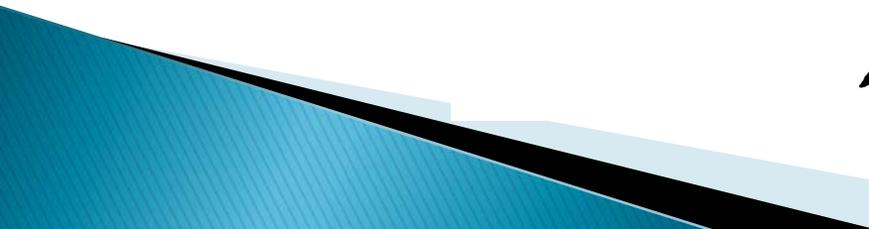
Any group of people who support or oppose the same position should
designate a spokesperson.

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: December 3, 2012

Agenda Item # 5

SUBJECT: Adopt December 3, 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:
Items
15-A1
and
16-C
Added**

*SUGGESTED AGENDA
FOR
DECEMBER 3, 2012 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Armory Civic Center Commissioner's Meeting Room
WARRENTON, NORTH CAROLINA*

**Warren County
Board of Commissioners Special Recognition**

1. Call to Order Regular Monthly Meeting – 6:00 pm by Chairman
2. Moment of Silence
3. Conflict of Interest Disclaimer
4. Citizen Comments
5. Adopt December 3, 2012 Suggested Agenda
6. Consent Agenda
 - A. Approve Minutes - November 5, 2012 Regular Monthly Meeting
 - B. Interest Income Report – Finance Director Barry Mayo
 - C. Tax Collector's Report – Bonnie Andrews, Interim Tax Administrator
 - D. Tax Release Requests (Over \$100) – Bonnie Andrews, Interim Tax Administrator
Tax Release Requests (Under \$100) - “ “ “ “
7. Finance Office – Barry Mayo
 - A. Amendment # 5 to the Warren County FY 2012-13 Budget Ordinance
 - B. Award Installment Purchase Financing Bid for Vehicle Purchases
8. Community Development Block Grant - Karen Foster
 - A. Revised Fair Housing Plan
 - B. Environmental Review for Water Hook-Up and Urgent Repair Programs

9. Board/Committee/Commission Appointments
 - A. Appoint D.L. Williams to the Parks & Recreation Commission – Dickie Williams
 - B. Appoint 2 Commissioners or representatives to the Franklin Vance Warren Opportunity Board of Directors - Sara Rudolph
10. Parks & Recreation – Dickie Williams, Director
 - A. Amendment to the Parks & Recreation Master Plan
 - B. Request Authorization to Apply for PARTF Grant
11. Emergency Services – Doug Young, Director
 - A. Adopt Amended Local Emergency Planning Committee (LEPC) Bylaws
 - B. Appoint L.C. Martin & J.O. Richardson to Arcola VFD Firefighter’s Relief Fund Board
 - C. Approve Palmer Springs VFD 2012-2015 Contract for Fire Protection
12. Public Utilities – Macon Robertson, Director
 - A. Amendment # 2 to the Water Tower Lease Agreement with CELLCO Partnership dba Verizon Wireless – Macon Robertson, Public Utilities Director
 - B. Rivers & Associates Final Adjusting Contract Change Order District 3, Phase II
13. Board of Commissioners’ Appointments:
 - A. Voting Delegate to the January 24-25, 2013 Legislative Goals Conference
 - B. Boards/Commissions/Committees effective January 2013 – December 2014
14. Board of Commissioner’s 2013 Meeting Schedule
 - A. Regular Monthly Meetings
 - B. Work Sessions
 - C. Budget Goals Setting Work Session
15. Schedule Public Hearing for DOT 2012-2013 Secondary Road Program – Steve Winstead
- 15-A1. Appoint Interim DSS Director – Charlene Brown, DSS Board Chair
16. County Manager’s Reports
 - A. Contracts Approved for November 2012
 - B. County Manager’s Monthly Report for November 2012
 - C. Designate Warren County Manager as official signatory for DSS Documents & Forms
17. ***Closed Session in accordance with GS 143-318.11(3)(6) to discuss Attorney/Client Privileged Information & Personnel Matters***
18. Adjourn December 3, 2012 Meeting

Meeting Date: December 3, 2012

Agenda Item # 6A

SUBJECT: **Approval of Minutes**

REQUESTED BY: **Clerk to the Board**

SUMMARY: **November 5, 2012 Regular Board Meeting minutes have been provided via e-mail to Board Members for review.**

FUNDING SOURCE: **N/A**

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

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

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Minutes of November 5, 2012
Regular Monthly Meeting
have been provided by e-mail
prior to this meeting

Meeting Date: December 3, 2012

Agenda Item # 6B

SUBJECT: Approve Interest Income Report

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Interest Income Report for the month of October 2012 is submitted for the Board's information.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



**COUNTY OF WARREN
FINANCE OFFICE**

P. O. BOX 185

WARRENTON, NC 27589

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

**Barry J. Mayo
Finance Officer**

**INTEREST INCOME REPORT
Month of October 2012**

FUND	OCTOBER INCOME	FISCAL YEAR TO - DATE
General	360.75	1,491.71
Revaluation	11.91	40.01
E 911 Telephone System	12.33	42.01
Buck Spring Project	13.44	49.52
Ambulance Storage Facility	9.23	40.51
National Guard Armory	0.90	3.33
Simulcast System Upgrade	4.28	15.90
Regional Water Enterprise Fund	21.66	88.96
District 1 Enterprise Fund	42.56	153.64
Solid Waste	4.30	21.67
District II Enterprise Fund	34.27	121.41
District III Capital Project Fund	0.00	30.12
District III Phase II BANS	0.17	0.64
District III Enterprise Fund	23.65	45.42
Soul City Pump Station Improvements	0.17	0.64
District III Phase III	6.60	41.24
	546.22	2,186.73

Meeting Date: December 3, 2012

CONSENT AGENDA Item # 6C

SUBJECT: Approve Tax Collector's Report

REQUESTED BY: Bonnie Andrews, Interim Tax Administrator

SUMMARY: Tax Collector's Report for the month of October 2012 is presented for the Board's information.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

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

Current Year Collections

Tax Year	Charge	Collected in OCT	Collected to Date	Balance Outstanding	Percentage Collected
OCTOBER 2012 FY13	\$16,570,741	\$1,713,158	\$3,605,017	\$12,965,724	21.76
OCTOBER 2012 FY12	\$15,445,896	\$714,410	\$3,380,970	12064926.00	21.89

Delinquent Collections

2011	\$752,305	\$124,161	\$227,685	\$524,621	30.26
2010	265,723	35,212	61,306	204,418	23.07
2009	160,514	7,876	17,289	143,225	10.77
2008	134,056	4,572	11,996	122,059	8.96
2007	133,660	3,242	4,168	129,493	3.12
2006	123,296	2,521	3,599	119,698	2.92
2005	104,042	2,119	2,613	101,429	2.51
2004	93,450	1,922	2,205	91,245	2.36
2003	80,255	1,795	2,061	78,194	2.57
2002	102,895	1,623	2,404	100,491	2.34
Total Delinquent Years	\$ 1,950,196	\$185,043	\$ 336,326	\$ 1,614,873	

Other OCT Receipts

County Penalties
Landfill User Fees
Municipalities
Fire District Taxes
Advance Taxes

\$ 31,598	\$ 52,633
\$ 141,762	\$ 294,351
\$ 53,512	\$ 128,541
\$ 92,960	\$ 190,290
\$ 41	\$ 186

OCTOBER GRAND TOTAL

\$ 2,218,074	\$ 4,606,344
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Bonnie Andrews
Bonnie Andrews Interim Tax Assessor

11/29/2010

DATE

Meeting Date: December 3, 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 Board approval. Tax releases under \$100 approved by the County Manager are presented for the Board's information.

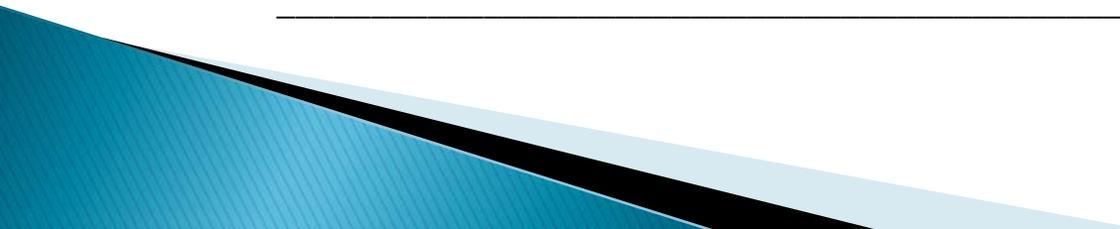
FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Request For Tax Releases Over \$100

Over \$100	11/5/2012	Date: _____
<u>ERROR CORRECTION RELEASES:</u>		
BUGG ALBERT S	2012 5323 328 G8 69	206 \$187.84 DEFERRED VALUE NOT PICKED UP
DAVIS NANCY L	2007 1403 107	43144 \$195.48 DOES NOT OWN A MH
DAVIS NANCY L	2008 1403 108	45920 \$182.79 DOES NOT OWN A MH
DAVIS NANCY L	2009 1403 109	48998 \$155.21 DOES NOT OWN A MH
DAVIS NANCY L	2010 1403 110	52704 \$182.36 DOES NOT OWN A MH
DAVIS NANCY L	2011 1403 111	59826 \$185.55 DOES NOT OWN A MH
DAVIS NANCY L	2012 1403 200	31255 \$150.39 DOES NOT OWN A MH
PROCTOR PHILLIP B	2012 5890 300 G6 28	17531 \$403.36 HSE NOT COMPLETE/ONLY 40%
TERRY JUANITA R & JAMES	2012 40026 200 C4 31	28450 \$146.50 MH UNLIVABLE PER FIELD REVIEW
SUB-TOTAL ERROR CORRECTIONS:		\$1,769.48
<u>MOTOR VEHICLE RELEASES:</u>		
EDWARDS JENNIFER M	2012 6586 111 AJP6609	57034 \$112.93 DOESN'T LIVE IN TOWN OF NORLINA
TOWNES ROBERT EARL	2012 37554 2453 ACX2779	74224 \$139.33 RELEASED TO ROCKINGHAM CO
SUB-TOTAL MOTOR VEHICLE RELEASES:		\$252.26
SUB-TOTAL CORRECTION RELEASES:		\$1,769.48
Total Releases		\$ 2,021.74
<u>LANDFILL USER FEE RELEASES:</u>		
ALLEN CECIL W & NELL T	2012 897 301 L2A 1A	8199 \$ 115.00 MH TORN DOWN FOR 2012
ALSTON RAYMOND & CAROLYN	2012 16335 200 E6 78	27158 \$ 115.00 NO LFUF/HSE UNLIVEABLE PER FR
BROWN VOYETTE P H	2012 21108 300 B6A 51	7919 \$ 115.00 NO LFUF/PRIVATE HAULER
BULLOCK PAUL & EMILY	2012 5740 300 B3 16	1735 \$ 115.00 NO DWELLING ON PROP
CAMPBELL ALLEN E JR & BONNIE G	2012 6533 333 C4 4	2184 \$ 115.00 NO LFUF/PRIVATE HAULER
CHICARIELLI FRANK	2012 3398 300 D10 22R	16549 \$ 115.00 PARCEL IS VACANT/NO LFUF
DRUMGO RHONDA	2012 2894 301 B5 74	10248 \$ 115.00 NO DWELLING ON PROP
EDWARDS RUTH	2012 15878 300 C5 78	3685 \$ 115.00 NO ELECTRICITY
FAULKNER LINDA GAIL	2012 896 300 D11 15A	20355 \$ 115.00 ONLY 1 DWELLING ON PROP
FRAZIER STELLA HEIRS	2012 15216 318 E4 31	4554 \$ 115.00 HSE NOT LIVEABLE NO LFUF
GUNN FANNIE W	2012 24994 301 J3B104	16159 \$ 115.00 NO LFUF/PRIVATE HAULER
HALES BOBBY G & FAYE S	2012 5465 300 J2A 75	8635 \$ 115.00 NO LFUF/PRIVATE HAULER
HARMON ORA MAE	2012 17504 300 D4 75	5362 \$ 345.00 NO LFUF/PRIVATE HAULER
HARMON ROBBY L & TAMMIE C	2012 17509 300 D4 75B	17392 \$ 115.00 NO LFUF/PRIVATE HAULER
HAWKINS LILLIE G	2012 18820 300 F6 149	8410 \$ 115.00 NO LFUF/PRIVATE HAULER
HUX CLIFTON LEE & MARY E	2012 5695 300 J2A 86	8110 \$ 115.00 NO LFUF/PRIVATE HAULER
JONES S R HEIRS	2012 23001 301 K2 22	7021 \$ 115.00 NO ELECTRICITY
MILLS THURMAN R	2012 27530 330 J12 5	9610 \$ 115.00 MH NOT LIVEABLE
OWEN DANNY M & DIANNE	2012 8083 200 E4 154A	19443 \$ 115.00 NO LFUF/PRIVATE HAULER
PERNELL EDNA P	2012 31104 305 D8 1	9365 \$ 115.00 NO ELECTRICITY
PERSON MILDRED J	2012 31507 300 E2 102	9549 \$ 115.00 NO LFUF/PRIVATE HAULER
PETTWAY IDELL	2012 31527 327 G6 40	9586 \$ 115.00 NO ELECTRICITY
POWELL ROOSEVELT/MARGARET BOWE	2012 7878 300 E5 146	6968 \$ 115.00 NO ELECTRICITY
RICHARDSON DEBORAH L	2012 33510 300 K9 4H	10503 \$ 115.00 NO ELECTRICITY
RICHARDSON WILLIE L & DEBORAH	2012 33510 302 I9 2A	19029 \$ 115.00 NO ELECTRICITY
SEAY RICHARD I & JANICE M	2012 7766 300 L2B 14 15	9114 \$ 115.00 NO LFUF/PRIVATE HAULER
STEMBRIDGE C F III & MICHELLE	2012 17689 300 L2D353	13441 \$ 115.00 NO LFUF/PRIVATE HAULER
SULLIVAN MARK R & JAN S	2012 9004 301 L2B 12 13	11784 \$ 115.00 NO LFUF/PRIVATE HAULER
TOLSON NEISHA L	2012 37015 300 J12 5A	24438 \$ 115.00 PARCEL IS VACANT/NO LFUF
VAUGHAN FRANK SR	2012 41735 200 C4 37	27079 \$ 115.00 NO LFUF/PRIVATE HAULER
WHITE MARCIA G & MARVIN S	2012 3343 200	28760 \$ 115.00 NO LFUF/PRIVATE HAULER
WILLIAMS JULIA & LEON	2012 4343 300 C5 42A	19332 \$ 115.00 NO LFUF/PRIVATE HAULER
WILLIAMS MARY F	2012 4799 301 H8 21	14045 \$ 115.00 NO ELECTRICITY
TOTAL LFUF RELEASES:		\$4,025.00
Total Releases		\$ 6,046.74

Under \$100

12/3/2012

Date: *2 JW*
11/26/12

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD</u>	<u>AMOUNT</u>	<u>REASON</u>
STONEHOUSE TIMBER LODGE	2012	17355 320	K3D196	8185 \$	30.11	SOLD MH TO ACCT 36555-200

SUB-TOTAL ERROR CORRECTIONS:

\$30.11

MOTOR VEHICLE RELEASES:

ALSTON ROSELLA L	2012	801 1465	BCF8242	73236	\$3.60	GAVE AWAY
BOLTON ERNEST LEE	2012	6586 111	BW89428	57034	\$13.60	TRAILER OVERASSESSED
CRUMPLER DONALD R	2012	9923 1784	NNF9026	71849	\$22.19	SOLD
DAUGHERTY WINFIELD G JR	2012	10504 1931	XXW9070	71996	\$37.00	SOLD
DIPRIMA THOMAS E	2012	37552 2381	BS87564	74152	\$39.09	RELEASED TO HALIFAX CO
GHEE KIM LEE	2012	36409 2772	AJR6911	63747	\$25.00	STOLEN
HARRIS AHMED KATHY D	2012	4678 2047	WYY9149	74636	\$5.69	TRADED
HARRIS HEAVY HAULING LLC	2012	9198 1338	CA1794	62313	\$6.25	SOLD
HOLMES DONALD R	2012	14364 2040	TTS2235	63015	\$9.20	SOLD
JAFFE ALAN J	2012	4053 2103	VVV5661	73874	\$16.36	VALUE TOO HIGH/SALVAGEABLE
LEWIS JAMES P	2012	25419 2023	AAH5387	68199	\$22.47	GAVE AWAY
PERRY VANCE J	2012	2805 1575	WTX4579	73346	\$30.80	SOLD
RIETHMEIER HUBERT G	2012	24035 1660	NWL3594	81542	\$1.36	SOLD
SANDERS MARK W	2012	37303 1950	ADE7784	737321	\$43.28	RELEASED TO HALIFAX CO
TERRY RANDOLPH JR	2012	19471 1701	AEH2379	73472	\$16.20	SOLD
TERRY RANDOLPH JR	2012	19471 1197	AAH2877	81079	\$4.25	SOLD
THATCHER ANDREW D	2012	30687 1244	AAH7564	62219	\$8.19	SOLD
TILLET GEORGE T	2012	18751 1968	NTMVES	81850	\$44.40	SOLD
TOWNSEND PHILLIP E	2012	31571 2368	VYA6106	74139	\$99.83	RELEASED TO VANCE CO
WILLIAMS CHRISTOPHER D	2012	2913 1231	WYB8647	67407	\$11.97	TOTALED

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$460.73

SUB-TOTAL CORRECTION RELEASES:

\$ 30.11

Total Releases

\$490.84

**County
Manager
approved
Tax Releases
Under \$100**

Meeting Date: December 3, 2012

Item # 7-A

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Amendment # 5 to the Warren County FY 2012-2013 Budget Ordinance submitted for Board's approval.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment #5 to the FY 13 Budget Ordinance.

NOTES:



AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2012/2013

Amendment No. 5

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:

Health Department	1,752
SEMAA	47,659
Total	\$ 49,411

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	1,752
Restricted Intergovernmental - Other	28,876
Fund Balance Appropriated	18,783
Total	49,411

This amendment:

- appropriates funds to the Health Department to agree with current State Allocations.

Funding Source: NC Department of Public Health

- appropriates funds to the SEMAA program for continued operations of the project.

Funding Source: NASA Funds
Fund Balance Appropriated

Respectfully Submitted 12/03/2012

Barry J. Mayo

Barry J. Mayo, Finance Director

Meeting Date: December 3, 2012

Item # 7-B

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Award bid by Resolution for installment purchase financing for vehicle purchases approved during October 2012 meeting. It is recommended to award to Branch Banking & Trust Company at 1.53% - \$4,924.08 total interest for a three-year term. Authorize Chairman to sign resolution.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval to award installment purchase financing bid for vehicle purchases to Branch Banking & Trust Company at 1.53% interest rate for a three-year term, and authorize the Chairman to sign the Resolution Approving Financing Terms.

NOTES:

Financial Institution	Interest Rate	Total Interest	Costs	Total Costs
RBC Centura	No bid received			
Branch Banking & Trust	1.53	4,924.08	-	4,924.08
Bank of America	No bid received			-
First Citizens	No bid received			-
Sun Trust	Responded/below their minimum bid			



WARREN COUNTY BOARD OF COMMISSIONERS

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

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

Linda T. Worth
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

STATE OF NORTH CAROLINA COUNTY OF WARREN

RESOLUTION APPROVING FINANCING TERMS

WHEREAS: the County of Warren (the "County") has previously determined to undertake a project for the financing of vehicles, (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The County hereby determines to finance the Project through Branch Banking and Trust Company ("BB&T"), in accordance with the proposal dated November 21, 2012. The amount financed shall not exceed \$207,225.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.53%, and the financing term shall not exceed three (3) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the County are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the project as contemplated by the proposal and this resolution. The Financing Documents shall include a Financing Agreement and Deed of Trust and a Project Fund Agreement as BB&T may request.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by County officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officers' final approval of the Document's final form.

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

4. The County shall not take or omit to take any action the taking or omission of such shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The County hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The County intends that the adoption of this resolution will be declaration of the County's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T Financing described above. The County intends that funds that have been advanced, or that may be advanced, from the County's general fund or any other County fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of County officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this the 3rd day of December, 2012.

Ulysses S. Ross, Chairman
Warren County Board of Commissioners

ATTEST:

Angelena Kearney-Dunlap, Clerk

COUNTY OF WARREN
FINANCE OFFICE
P. O. BOX 185
WARRENTON, NC 27589
Telephone: (252) 257-1778 Fax: (252) 257-6523

Barry J. Mayo
Finance Director

MEMORANDUM

TO: Warren County
Board of Commissioners

FROM: Barry J. Mayo 
Finance Director

SUBJECT: Installment Purchase Financing

December 3, 2012

Warren County solicited bids from five financial institutions for the installment purchase financing of 9 Vehicles budgeted in the FY 13 budget. Financing was requested for \$207,225 for a term of 3 years with payments in arrears. The following bids were received:

Financial Institution	Interest Rate	Total Interest	Costs	Total Costs
RBC Centura	No bid received			
Branch Banking & Trust	1.53	4,924.08	-	4,924.08
Bank of America	No bid received			
First Citizens	No bid received			
Sun Trust	Responded/below their minimum bid			

As noted above, Branch Banking and Trust Company submitted the bid with the lowest costs to the County; therefore, it is my recommendation that we accept this bid with an interest rate of 1.53%.

c: Linda T. Worth

5130 Parkway Plaza Blvd.
Charlotte, N.C. 28217
(704) 954-1700
Fax (704) 954-1799

November 21, 2012

Mr. Barry J. Mayo
Finance Director
Warren County
548 Ridgeway Street
Warrenton, North Carolina 27589

Dear Mr. Mayo:

Branch Banking and Trust Company ("BB&T") is pleased to offer this proposal for the financing of vehicles (the "Project") as requested by the County of Warren (the "County").

- (1) **Project:** Vehicles
- (2) **Amount to be Financed:** \$207,225.00
- (3) **Interest Rates, Financing Terms and Corresponding Payments:**

Maturity	Rate
3 years	1.53%

Payments shall be monthly in arrears, or as requested. See the attached amortization schedule(s) for information on payments.

The financing proceeds shall be deposited on behalf of the County in a project fund account with Branch Banking & Trust. Earnings on the project fund shall accrue to the benefit of the County for use on Project costs or interest payments.

The interest rate stated above is valid for a closing not later than 45 days after today. A convenient date and time shall be mutually agreed upon for closing. Closing is contingent upon completing documentation acceptable to BB&T and upon the condition of the equipment acceptable to BB&T. BB&T shall provide a list of required documentation for closing should we be the successful proposer. Additionally, we shall review your most recent financial statements before funding this transaction.

There will be no fee for remuneration for the underwriting or origination. All applicable taxes, surveys, zoning, appraisals, permits, costs of environmental studies, title insurance premiums, LGC approval fees, costs of counsel for the County and any other costs shall be the County's responsibility and separately payable by the County. The financing documents shall allow prepayment of the principal balance in whole on a scheduled payment date with a 1% prepayment premium.

The stated interest rates assume that the County expects to borrow less than \$10,000,000 in calendar year 2013 and that the County shall comply with IRS Code Sections 141, 148, 149(e) and Section 265(b)(3). BB&T reserves the right to terminate its interest in this bid or to negotiate a mutually acceptable rate if the financing is not a qualified tax-exempt financing.

(4) Financing Documents:

BB&T and its counsel shall prepare all documentation for the County. We shall provide a sample of those documents to you should BB&T be the successful proposer. This financing shall be secured by a first lien security interest in all personal property acquired with proceeds.

* * * * *

BB&T appreciates the opportunity to provide this financing proposal and requests to be notified within ten days of this proposal should BB&T be the successful proposer.

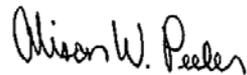
BB&T shall have the right to cancel this offer by notifying the County of its election to do so (whether or not this offer has previously been accepted by the County) if at any time prior to the closing there is a material adverse change in the County's financial condition, if we discover adverse circumstances of which we are currently unaware, if we are unable to agree on acceptable documentation with the County or if there is a change in law (or proposed change in law) that changes the economic effect of this financing to BB&T. We reserve the right to negotiate and/or terminate our interest in this transaction should we be the successful proposer.

Should we become the successful proposer, we have attached the form of a resolution that your governing board can use to award the financing to BB&T. If your board adopts this resolution, then BB&T shall not require any further board action prior to closing the transaction.

Please call me at (336) 376-0254 or Louis Loyd at (704) 954-1700 with your questions and comments. We look forward to hearing from you.

Sincerely,

BRANCH BANKING AND TRUST COMPANY



Alison W. Peeler
Senior Vice President

Enclosure

Warren County NC

Compound Period: Monthly

Nominal Annual Rate: 1.530%

AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

	Date	Payment	Interest	Principal	Balance						
Loan	11/20/2012				207,225.00						
1	12/20/2012	5,893.03	264.21	5,628.82	201,596.18						
2	1/20/2013	5,893.03	257.04	5,635.99	195,960.19						
3	2/20/2013	5,893.03	249.85	5,643.18	190,317.01						
4	3/20/2013	5,893.03	242.65	5,650.38	184,666.63						
5	4/20/2013	5,893.03	235.45	5,657.58	179,009.05						
6	5/20/2013	5,893.03	228.24	5,664.79	173,344.26						
7	6/20/2013	5,893.03	221.01	5,672.02	167,672.24						
2013 Totals		41,251.21	1,698.45	39,552.76							
8	7/20/2013	5,893.03	213.78	5,679.25	161,992.99						
9	8/20/2013	5,893.03	206.54	5,686.49	156,306.50						
10	9/20/2013	5,893.03	199.29	5,693.74	150,612.76						
11	10/20/2013	5,893.03	192.03	5,701.00	144,911.76						
12	11/20/2013	5,893.03	184.76	5,708.27	139,203.49						
13	12/20/2013	5,893.03	177.48	5,715.55	133,487.94						
14	1/20/2014	5,893.03	170.20	5,722.83	127,765.11						
15	2/20/2014	5,893.03	162.90	5,730.13	122,034.98						
16	3/20/2014	5,893.03	155.59	5,737.44	116,297.54						
17	4/20/2014	5,893.03	148.28	5,744.75	110,552.79						
18	5/20/2014	5,893.03	140.95	5,752.08	104,800.71						
19	6/20/2014	5,893.03	133.62	5,759.41	99,041.30						
2014 Totals		70,716.36	2,085.42	68,630.94							
20	7/20/2014	5,893.03	126.28	5,766.75	93,274.55	34	9/20/2015	5,893.03	22.48	5,870.55	11,763.70
21	8/20/2014	5,893.03	118.93	5,774.10	87,500.45	35	10/20/2015	5,893.03	15.00	5,878.03	5,885.67
22	9/20/2014	5,893.03	111.56	5,781.47	81,718.98	36	11/20/2015	5,893.03	7.36	5,886.67	0.00
23	10/20/2014	5,893.03	104.19	5,788.84	75,930.14	2016 Totals		29,465.15	112.22	29,352.93	
24	11/20/2014	5,893.03	96.81	5,796.22	70,133.92	Grand Totals		212,149.08	4,924.08	207,225.00	
25	12/20/2014	5,893.03	89.42	5,803.61	64,330.31						
26	1/20/2015	5,893.03	82.02	5,811.01	58,519.30						
27	2/20/2015	5,893.03	74.61	5,818.42	52,700.88						
28	3/20/2015	5,893.03	67.19	5,825.84	46,875.04						
29	4/20/2015	5,893.03	59.77	5,833.26	41,041.78						
30	5/20/2015	5,893.03	52.33	5,840.70	35,201.08						
31	6/20/2015	5,893.03	44.88	5,848.15	29,352.93						
2015 Totals		70,716.36	1,027.99	69,688.37							
32	7/20/2015	5,893.03	37.42	5,855.61	23,497.32						
33	8/20/2015	5,893.03	29.96	5,863.07	17,634.25						

Gloria Edmonds

From: Stoddard.Jeff [Jeff.Stoddard@SunTrust.com]
Sent: Tuesday, November 20, 2012 10:54 AM
To: Gloria Edmonds
Subject: RE: Request for proposal for installment purchase financing

Gloria

This is below our minimum to quote a rate that is acceptable to you. Sorry we cannot help but I didn't want to just "no show".

Jeff.

From: Gloria Edmonds [mailto:gedmonds@co.warren.nc.us]
Sent: Friday, November 16, 2012 2:11 PM
To: Brown, Rick T; Loyd, Louis; 'Smith, Marcus'; Stoddard.Jeff; Watt, Robert
Cc: Mayo, Barry J
Subject: Request for proposal for installment purchase financing
Importance: High

**COUNTY OF WARREN
FINANCE OFFICE**

Barry J. Mayo
Finance Director

548 W. RIDGEWAY ST.
WARRENTON, NC 27589
Telephone: (252) 257-1778 Fax: (252) 257-6523

November 16, 2012

To Whom It May Concern:

Warren County is seeking proposals for installment purchase financing in the amount of \$207,225 for a term of three (3) years with monthly payments in arrears. *Your proposal must include an amortization schedule.* Financing is for the following vehicles/equipment:

Description	Quantity	Unit Price	Total Amount to Finance
2013 Dodge Chargers	6	\$22,024.00	\$132,144.00
2013 Ford Explorer 4x4	1	25,134.00	25,134.00
2013 Chevrolet Suburban	1	35,000.00	35,000.00

2013 Ford F-150	1	14,947.00	14,947.00
			<hr/>
			<u>\$207,225.00</u>

Your proposal should be mailed to the Warren County Finance Office, 548 W. Ridgeway St., Warrenton, NC 27589, faxed to (252) 257-6523 or emailed to gedmonds@co.warren.nc.us for receipt no later than 12:00 noon on Wednesday, November 21, 2012.

If you have any questions, please contact our office.

Sincerely,

Barry J. Mayo/gme

Barry J. Mayo,
Finance Director

LEGAL DISCLAIMER

The information transmitted is intended solely for the individual or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of or taking action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you have received this email in error please contact the sender and delete the material from any computer.

By replying to this e-mail, you consent to SunTrust's monitoring activities of all communication that occurs on SunTrust's systems.

SunTrust is a federally registered service mark of SunTrust Banks, Inc. Live Solid. Bank Solid. is a service mark of SunTrust Banks, Inc.

[ST:XCL]

Meeting Date: December 3, 2012

Agenda Item # 8-A

SUBJECT: Amendment to CDBG Fair Housing Plan

REQUESTED BY: Karen Foster, COG CDBG Program Administrator

SUMMARY: It is submitted to adopt the amended CDBG Recipient's Plan to Further Fair Housing as presented. Fourth quarter activities for 2012 have been revised. Authorize Chairman to sign document.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of amended CDBG Recipient's Plan to Further Fair Housing and authorize the Chairman to sign the document.

NOTES:

Angelena,

As you know we experienced some difficulty trying to collaborate with the sponsor of a community event/festival in our attempt to set up a booth to display and briefly discuss fair housing materials in accordance with the County's approved Fair Housing Plan activity for the Fall of 2012. Because of this experience, we foresee this as an impediment to our being successful in fulfilling this activity in the future, therefore, we recommend that the Fair Housing Plan be amended to involve a regional fair housing workshop rather than piggyback on a community event/festival where the focus would not be on fair housing.

The quarters and activities affected by the proposed amendment are October - December, 2012; April - June, 2013; October - December, 2013 and April - June, 2014. Please see the activity changes in the attached Fair Housing Plan.

We are requesting that this amendment request be placed on your December 3, 2012 agenda for approval in order to be able to fulfill our obligation to conduct a Fall Quarter Fair Housing Activity.

Recipient's Plan to Further Fair Housing

Grantee: Warren County

**Recipient's Address: 602 W. Ridgeway Street
Warrenton, NC 27589**

**Contact Person: Karen Foster, Kerr-Tar
Regional Council of Governments**

Contact Phone #: 252/436-2043

Contact Email: kfoster@kerrtarcog.org

Mail to: lworth@warrencounty.nc.us.net

TDD #:1(800)735-2962

I. Indicate if the Recipient will be affirmatively furthering fair housing for the first time or has implemented specific activities in the past.

First Time _____ Past Activities ___✓___

II. Identify and analyze obstacles to affirmatively furthering fair housing in recipient's community. (Use additional pages as necessary)

- *Lack of a "One-Stop" or Central Resource Center for Housing Related Activities in Warren County:* Warren County's housing activities are divided amongst a number of public, private and non-profit organizations. Such divisions may create confusion or difficulty for residents when attempting to access and utilize fair housing resources and information.
- *Lack of Public Education Regarding State and Federal Housing Laws:* Because activities related to housing, including fair housing resources, are divided amongst a variety of organizations, it is difficult to identify the extent to which residents are able to access and utilize information regarding housing laws. In addition, the rural makeup of Warren County and potential difficulty in accessing transportation could further complicate residents' ability to obtain information regarding housing laws.
- *Lack of Fair Housing Complaints:* A lack of complaints regarding fair housing could result if residents are unaware of fair housing complaint procedures. Although Warren County received no complaints regarding fair housing, it does not provide conclusive evidence that discriminatory practices do not exist within the jurisdiction.

III. Will the above activities apply to the total municipality or county?

Yes No

If no, provide an explanation.
(Use additional pages as necessary)

IV. Briefly describe the quarterly activities that the recipient will undertake over the active period of the grant to affirmatively further fair housing in their community. A time schedule and estimated cost for implementation of these activities must be included. *Activities must be scheduled for implementation at least on a quarterly basis.* (Use attached table)

- *Enhance Educational Opportunities:* An on-going educational program regarding fair housing choice and home buying programs should be made available to all residents including prospective renters/buyers, landlords and realtors and lending institutions. Potential organizations to host educational seminars include the county, private organizations, and non-profits and organizations already providing some educational training. Specific activities to enhance education regarding fair housing and housing laws include publishing and distributing fair housing information and providing fair housing brochures, pamphlets and posters to organizations involved in housing activities in Warren County.
- *Collaborative Effort to Strengthen Education and Awareness:* Housing counseling and information regarding fair housing is divided among a number of organizations. Home buying seminars and fair housing access seminars are not held regularly. Local organizations in the area will work together to identify gaps in training and housing seminars and provide such training on a regular basis.
- *Improve Accessibility to Resources:* Due to Warren County's small population and rural makeup, low and moderate income residents may have a difficult time obtaining transportation to housing resources. Public and private organizations should strengthen the advertisement of resources to reach target populations and maximize opportunities available to residents. Specific activities include advertising and publishing information, notices and complaint procedures related to fair housing in local newspapers and ensuring local organizations have access to such materials.

Grantee: Warren County

Quarterly Fair Housing Activity	Months	Year	Estimated Cost	Actual Cost
<i>Example: Establish FH policy, Complaint Procedure</i>	Jan-Mar.	20xx	\$xxxx	\$xxxx
Read New Fair Housing Policies Update Analysis to Impediments to FH. Submit to Compliance@nccommerce.com for review.	Sept- Dec	2010	2,090	
Continue to update Analysis to Impediments to FH based on comments from CIA Compliance Dept. recommendation. Establish FH complaint procedure	Jan- Mar	2011	440	
Publish FH complaint procedure in newspaper	Apr-Jun	2011	630	
Conduct inventory of current FH educational materials in English and Spanish	Jul- Sept	2011	55	
Request posters and brochures in English and Spanish from the NC Human Relations Commission Check County Manager to see if a resident(s) has filed a complaint. Check with Human Relations Commission to see if resident(s) has filed a complaint	Oct-Dec	2011	55	
Place English and Spanish educational materials in the public Library and other public agencies	Jan-Mar	2012	75	
Develop Fair Housing Month flyer and place at public library and other public agencies	Apr-June	2012	290	
Place FH coloring sheets for children in public library and other public agencies	Jul-Sep	2012	90	
Place fair housing brochures in the Warren County Public Library, Public Utilities Department, and Social Services Department.	Oct-Dec	2012	75	
Check with NC Human Relations Commission for FH complaints and to order additional FH materials	Jan-Mar	2013	58	
Collaborate with the counties in Region K to provide a Regional Fair Housing Workshop during this quarter.	Apr-Jun	2013	335	
Place FH coloring sheets for children in public library and other public agencies.	Jul-Sept	2013	58	
Place fair housing brochures in the Warren County Public Library, Public Utilities Department, and Social Services Department.	Oct-Dec	2013	75	
Check the Human Relations Commission for FH complaints and to order additional FH materials Check with Manager for FH complaints	Jan-Mar	2014	58	
Collaborate with the counties in Region K to provide a Regional Fair Housing Workshop during this quarter	Apr-Jun	2014	335	

Place FH coloring sheets for children in public library and other public agencies	Jul-Sep	2014	58	
Read New Fair Housing Policies	Oct-Dec	2014	58	
Start to analyze existing Impediments to FH study Review any complaint data received over 4-year period in effort to measure progress in FH education	Jan- Mar	2015	180	
Publish FH complaint procedure in newspaper Distribute FH flyer for FH Month to local library and other public agencies	Apr-Jun	2015	680	
Conduct inventory of current FH educational materials in English and Spanish. Replenish as necessary	Jul- Sept	2015	60	
Request posters and brochures in English and Spanish From the NC Human Relations Commission. Check to see if a resident(s) has filed a complaint	Oct-Dec	2015	60	

- V. **Describe recipient's method of receiving and resolving housing discrimination complaints. This may be either a procedure currently being implemented or one to be implemented under this CDBG grant. Include a description of how the recipient informs the public about the complaint procedures.** (Use additional pages as necessary)
- 1) Any person or persons wishing to file a complaint of housing discrimination in the *town/city/county* may do so by **informing the *town/city/county* administrator** of the facts and circumstance of the alleged discriminatory acts or practice.
 - 2) Upon receiving a housing discrimination complaint, the *town/city/county administrator* shall acknowledge the complaint within **10 days in writing** and inform the Division of Community Investment and Assistance and the North Carolina Human Relations Commission about the complaint.
 - 3) The *town/city/county administrator* shall **offer assistance** to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the *town/city/county*.
 - 4) The *town/city/county administrator* shall **publicize** in the local newspaper, with the TDD#, the local agency to contact with housing discrimination complaints.

Approved By:

Ulysses S. Ross, Chairman

Name and Title of
Chief Elected or Executive Officer

Signature

Date



Meeting Date: December 3, 2012

Agenda Item # 8-B

SUBJECT: CDBG Environmental Review

REQUESTED BY: Karen Foster, COG CDBG Program Administrator

SUMMARY: It is submitted to approve CDBG Environmental Review for Water Hook-Up and Urgent Repair Projects. Documentation will be presented during the meeting.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

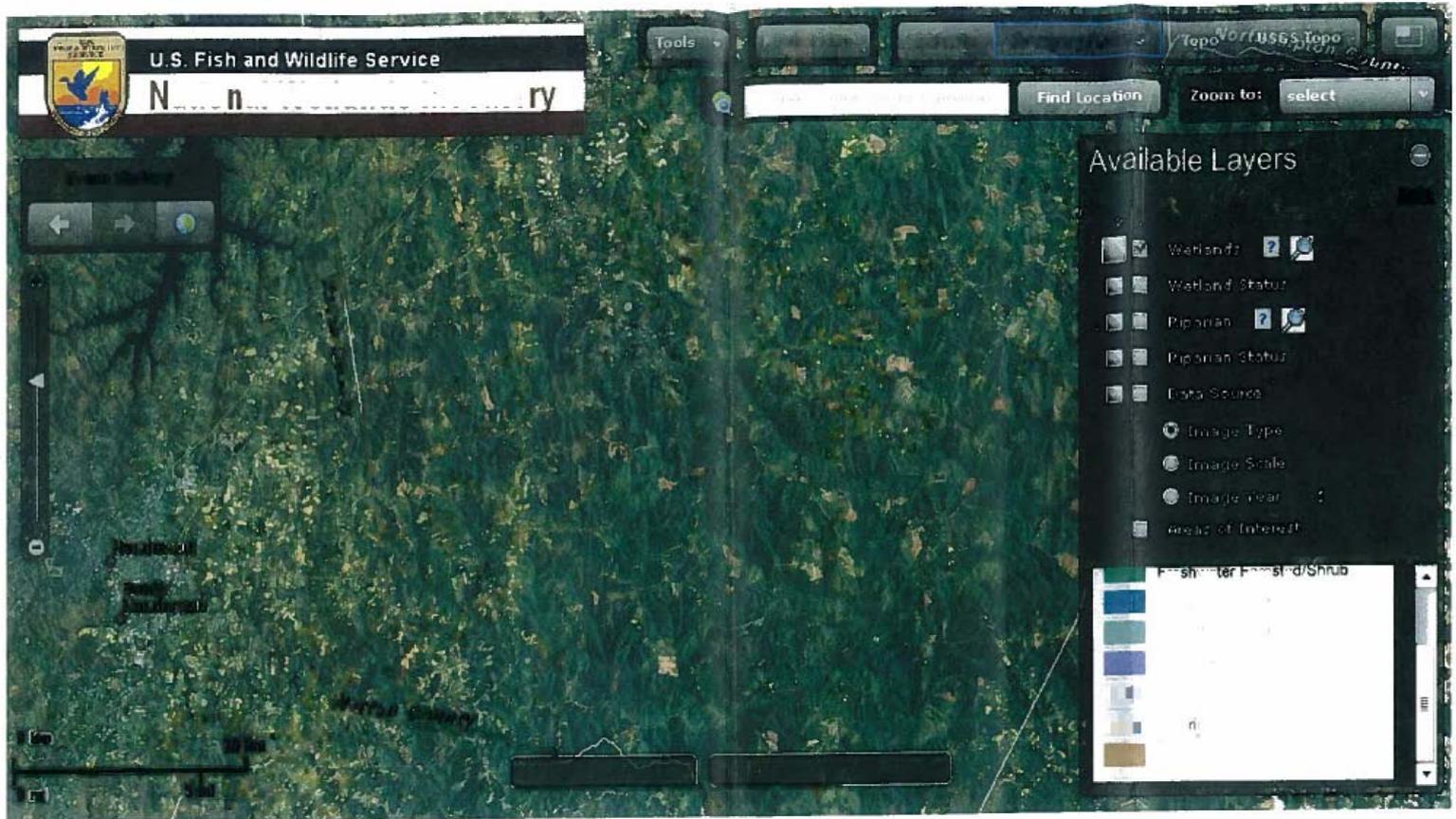


Angelena,

The Environmental Review Record is ready for the Commissioners consideration at their December 4 meeting, except we have not gotten a response back from Ms. Totherow of the Catawba Indian Nation. Our letter to her was mailed on October 31, 2012 and the ER regulations mandate a 30 day response time before the Chief Elected Official (CEO) can sign the review documents.

Would you be able to include the approval of the ER at the December 4 meeting? We expect to get a letter from Ms. Totherow; however, no response by the end of the 30 days is considered a response.

*Gwendolyn G. Wright
Community Development Specialist
Kerr Tar Regional Council of Governments
PO Box 709/1724 Graham Avenue
Henderson, NC 27536
252-436-6545 Phone
252-436-2055 Fax*



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

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

Entire 85 page document has been provided in separate e-mail.

1. Grantee (Responsible Entity) Name [24 CFR 58.2]: Warren County		2. Grant Number: 10-C-2227
3. Responsible Entity Mailing Address: Warren County 602 W. Ridgeway Road Warrenton, NC 27589		4. Project Name and Location (City and County): Contingency Infrastructure Hook-Up (IFHU)
5. Local Government Project Representative Name: Linda Worth Title: County Manager		Email: lworth@co.warren.nc.us Telephone: 252-257-3115
6. Preparer Contact Information Name/Title/Organization: Gwen Wright, Kerr-Tar Regional COG Address: P. O. Box 709 City/State/ZIP: Henderson, NC 27536		Phone: 252-436-6545 E-mail: gwright@kerrtarco.org Date: Signature:
7. Responsible Entity Certifying Officer [24 CFR 58.2] Name: Ulysses R. Ross Title: Chairman to Board of Commissioners		Date: Signature:
8. Grant Category: Infrastructure Hook-Up	9. Checklists Included: <input checked="" type="checkbox"/> Exempt [24 CFR 58.34] <input type="checkbox"/> Categorical excluded (not subject to 58.5) [24 CFR 58.35(a)] <input checked="" type="checkbox"/> Categorical excluded (subject to 58.5) [24 CFR 58.35(b)]	
10. Project Activities:	CDBG Funds Budgeted:	Other Funds Budgeted:
Water connections	\$150,000	
Urgent Repair	75,000	
Administration	25,000	
Total:	\$250,000	
11. Project Description: (Briefly describe the project. Include all contemplated actions which logically are either geographically or functionally a composite part of the project, regardless of the source of funding. [24 CFR 58.32, 40 CFR 1508.25]. Please include a project map. If the project is occurring in multiple places, identify all sites and provide addresses. Please provide labeled photos of all project sites. If structures are involved, please indicate age and what work is proposed.) Will connect 30 homes to the County Water System in scattered locations. Old hand dug drilled and bored wells will be disconnected from the house, but may be connected to an outside tap for plant watering purposes. An additional 10 to 14 homes will receive urgent repairs. These will also be scattered through the County.		
See the attached list of properties that have been selected and reviewed for the purpose of this document.		

12. Determination:

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

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

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

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

Environmental Review for Categorically Excluded Projects

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

14. Planning and Zoning

- a. Is the project in compliance or conformance with local zoning?
 Yes No Explain:
- b. Is the proposal consistent or compatible with completed components of the local or regional comprehensive plan?
 Yes No Explain:
- c. Are there any unresolved conflicts concerning the use of the site?
 Yes No Explain:
- d. Does the project require mitigation in regards to local zoning?
 Yes No
- e. Comments and Source Documentation: There will be no changes in the use of the land and no changes to the foot print of the buildings for urgent repair. See comments from Warren County's Planning, Zoning and Code Enforcement Officer.

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

- a. Is the project within a "non-attainment" or "maintenance" area identified in the air quality State Implementation Plan (SIP)?
 Yes No
- b. Does the project involve transportation facilities?
 Yes No

- c. Does the project comply with the Noxrrth Carolina Air Quality Implementation Plan (SIP)?
 Yes No Explain: Warren County is a "non-attainment" or maintenance area.
- d. Does the project require mitigation in regards to air quality? Yes No
- e. Comments and Source Documentation: Executive Summary of the Redesignation Demonstration and Maintenance Plan for the Raleigh-Durham-Chapel Hill, North Carolina 8-Hour Ozone Nonattainment Area distributed by NCDENR includes Warren County.

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

- a. Is the project listed in a Coastal Area Management Act (CAMA) county?
 Yes No
- b. Does the project involve new construction, land conversion, major rehabilitation, and substantial improvement activities?
 Yes No
- c. Does the project require a consistency review with NCDCM? Yes No Explain:
 If yes to c, please provide an analysis in the space below of how the proposed financial assistance would result in a project (when constructed) that would be consistent with the State's coastal management program.
- d. Is the project located within a coastal barrier designated on a current FEMA flood map or Department of Interior coastal barrier resources map?
 Yes No
- e. Comments and Source Documentation: Project is not located in designated coastal barriers. See attached maps.

17. Historic Preservation [36 CFR 800]

- a. Have you notified the State Historic Preservation Office (SHPO) and/or the Advisory Council on Historical Places (AHCP) of the project and requested their comments?
 Yes No
- b. Is the property listed on or eligible for listing on the National Register of Historic Places?
 Yes No
- c. Is the property located within or directly adjacent to an historic district?
 Yes No
- d. Does the property's area of potential effects include an historic district or property?
 Yes No
- e. Does the project require mitigation in regard to historic preservation?
 Yes No
- f. Comments and Source Documentation: Two properties are being considered for urgent repairs for a cost up to a maximum of \$5,000. 196 Perrytown Road, Warrenton 27589 is a double wide mobile home constructed in 1994 (See attached Tax Map. Historical map not available), and 1131 Burchette Road is a 1,032 sq. ft, conventional dwelling constructed in 1981 (see attached picture and map).

18. Cultural Preservation [36 CFR 800]

- a. What kind, if any, site preparation has already been conducted on the site? No site preparation is required for this project.
- b. Has the area been previously surveyed by an archaeologist?
 Yes No
- If so, give name of principal investigator and date of survey:
- c. Have you notified the Catawba Indian Nation Tribal Historic Preservation Officer of the project and requested their comments?
 Yes No
- d. Have you notified the Eastern Band of Cherokee Indians Tribal Historic Preservation Officer of the project and requested their comments?
 Yes No
- e. Have you notified the Tuscarora Nation of New York Tribal Historic Preservation Officer of the project and requested their comments?
 Yes No
- f. Does the project require mitigation in regard to cultural preservation?
 Yes No
- g. Comments and Source Documentation: water hook-ups and two urgent repairs

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

- a. Is the project area located within a 100-year floodplain (500-year for "critical actions") designated on a current FEMA flood map?
 Yes No
- b. Identify and attach the FEMA flood map used to make this finding with the project site(s) clearly marked:
- i. Community Name and Number: Warrenton- 370536; Warren County-370396; Norlina-370594; Macon- 370585
 - ii. Map Panel Number and Date of Map Panel: 2924, 2984, 2900, 2070, 2000, 2964, 2958 (4/16/2007); 2980, 3904 (7/3/2007)
- c. Is the 8 step decision making process required for this project (§ 55.20)? Yes No
- d. Is there a building located or to be located within a Special Flood Hazard Area identified on a current Flood Insurance Rate Map (FIRM)?
 Yes No
- e. Is flood insurance protection required for this project? Yes No Explain:
- f. Does the project require floodplain mitigation measures? Yes No
- g. Comments and Source Documentation: The properties are not located in floodplain areas. See the attached flood plain maps for each individual property.

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

- a. Are there drainage ways, streams, rivers, or coastlines on or near the site? Yes No
- b. Are there ponds, marshes, bogs, swamps, or other wetlands on or near the site? Yes No
- c. Are there soils or vegetation characteristic of wetlands on or near the site? Yes No

Entire 85 page document has been provided in separate e-mail.

- d. Does the project have the potential to affect or be affected by a wetland? Yes No
- e. For projects involving ground disturbance, are there any streams that surface waters drain into? (Attach a map).
Yes No
- f. For projects proposing ground disturbance, is the project located within a wetland designated on a National Wetland Inventory Map of the Department of Interior?
Yes No
- g. Is the 8 step decision-making process required for this project (§ 55.20)? Yes No
- h. Does the project involve any impoundment or withdrawal of water? Yes No
If so, please specify and describe with appropriate maps.
- i. Is the proposed project or activity subject to compliance with conditions set forth by the U.S. Army Corps of Engineers, concerning permits for dredge and fill activity?
Yes No
- j. Does the project require wetland mitigation measures? Yes No
- k. Comments and Source Documentation: This is a water-hook up project. See Floodplain Map for 386 Waverly Thompson Road. There is a small creek on the property neighboring 386 Waverly Thompson Road (the single wide mobile home) that causes no wetland problems in the area according to property owner via phone. See National Wetlands Inventory Map.
- l.

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

- a. Will the project affect a Wild and Scenic River or a river in the Nationwide Rivers inventory?
Yes No
- b. Does the project require mitigation measures in regard to wild and scenic rivers? Yes No
- c. Comments and Source Documentation: There are no wild and scenic in the area. See the National Wetlands Inventory.

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

- a. Is the project located within 5 miles of a civil airport? Yes No
- b. Is the project located within 15 miles of a military airfield? Yes No
- c. Is the project located within 1,000 feet of a major highway or busy road? Yes No
- d. Is the project located within 3,000 feet of a railroad? Yes No
- e. Does the project involve development of noise-sensitive uses? Yes No
- If yes to e and any of a-d, calculate and attach the Day/Night Noise Level (DNL) caP/rojectulator or Noise Assessment Guidelines worksheets.
- f. Describe any temporary noise resulting from the project: Project involves only water hook-ups and urgent repairs.
- g. Does the project require noise attenuation or mitigation measures? Yes No

Meeting Date: December 3, 2012

Agenda Item # 9-A

SUBJECT: Board/Commission Member Appointment(s)

**REQUESTED BY: Richard "Dickie" Williams, Director
Parks & Recreation**

SUMMARY: It is submitted to appoint Danielle L. Williams to the Recreation Commission for a three year term on recommendation of Director Williams. Term expires February 2016.

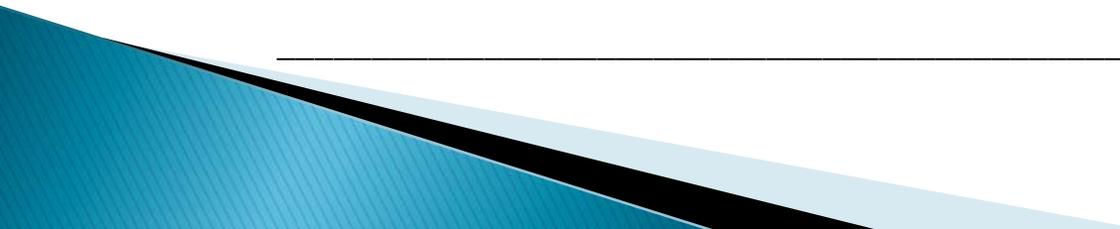
FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Recreation Commission

Term of Office: Three years, expires in February

Authority: Article 18, Chapter 160A

Membership: Appointed

Responsibilities:

Meeting Schedule: 2nd Thursday of each month

Staff Liaison: Richard "Dickie" Williams, Parks & Recreation (252) 257-2272

Angelena,

Please place this on the Board meeting agenda for action.

Dickie Williams

Member	Position	Term
Commissioner Jennifer Jordan	Designated (2nd term)	Jan09–Dec10, Jan11–Dec2012
Dr. S Charmaine McKissick–Melton	Appointed (2nd Term)	Apr09–Feb12, Feb12–Feb 1, 2015
Franklin Fleming	Appointed (3rd Term)	Jan06–Jan12, Jan12–Feb2015
Linda A. Thomas	Appointed (1st term)	Dec.2011–Feb.2014
Michael Martin	Appointed (3rd Term)	Nov05–Jan12, Jan12–Feb2015
Danielle L. Williams	Fill R. Brown vacancy	Dec 2012 – Feb. 2016
Vacancy	(Humphries)	Dec2010–_____
Walter Eugene Powell	Appointed (2nd Term)	Sept04–Dec10, Jan11–Feb2014
William A. Kearney, Parks & Rec	Appointed (4th Term)	Oct03–Jan12, Feb12–Feb2015

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. Recreation Board
2. _____
3. _____
4. _____

Your full name Danielle L. Williams
Date of Birth 9/28/84 Sex F Race W
Mailing Address 139 Haddad Dr. Warrenton, NC
City and Zip Code Warrenton, 27589
Street Address Same
City and Zip Code _____
Home Phone 257-0697 Work Phone 820-2838
Job Title Music Teacher
Company or Agency Warren Co. Schools
Email Address pandela28@yahoo.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Sun Valley High, Monroe, NC
Name and Address of College Attended Catawba College
Degree Received BA Music Education

Please list any military experience _____

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 taught music in grades K-5 for 5 years. I also have worked with high school marching bands. In college I had an intramural sports workstudy that dealt with many different sports.

Volunteer Experience I have coached Warren Co. Rec softball for 4 years, and have helped with a rec basketball team as well.

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

J. Smith J. W. Miller

Date

10/6/12

Please feel free to attach a resume if so desired.

Danielle L. Williams
139 Haddad Dr, Warrenton, NC 27589
252.820.2838 dpetrin@warrenk12nc.org

Strengths

Experience with media and event planning, ties with community organizations, knowledge of education system.

Current Employment

Warren County Schools

K-5 Music Teacher, Mariam Boyd/South Warren Elementary Schools

Previous Employment

MENC: The National Association for Music Education

Special Projects Manager, 2008

Organize and coordinate audition and selection process of the U.S. Army All-American Marching Band. Prepare audition tapes and essays for judging panel. Create photo discs for media. Prepare any materials needed and answer any questions or concerns surrounding the U.S. Army All-American Marching Band. Serve as liaison to All-American Bowl production company Sportslink.

Sportslink

Selection Tour Team Leader, 2007

Travel to high schools of students selected to participate in the U.S. Army All-American Marching Band and prepare and orchestrate press conference at school. Serve as Sportslink spokesperson at press conference. Contact media outlets. Speak with media and answer any questions related to All-American Bowl/Band. Prepare press packets and statements. Prepare photos and video to be sent to home office.

U.S. Army All-American Marching Band Intern, 2007

Create spreadsheets in Microsoft Excel, finalize travel arrangements of All-American Band members and directors to and from San Antonio. Contact band directors and principals of students selected to prepare dates for selection press conference. Assist director and sponsors in San Antonio before and during bowl game with anything related with the U.S. Army All-American Marching Band.

Collegiate Work/Volunteer Experience

Student Government (Student Body President)

- Attend College Trustee meetings
- Organize, appoint, and manage committees
- Work cooperatively with other college organizations

Catawbapalooza Board Chair

- Oversee planning and preparation of Catawbapalooza(\$50,000 carnival)
- Regularly meet with Student Activities Director on progress

Intramural Sports Work Study

- Organize registration for intramural teams.
- Create game schedules
- Keep score at intramural events

Public Relations Work Study

- Prepare and fax press releases
- Take photos at college functions

Catawba College Mascot Task Force

- Serve on board with alumni, professors, and coaches to discuss sensitivity of Mascot
- Participate on making a decision to keep or change mascot.

Meeting Date: December 3, 2012

Agenda Item # 9-B

SUBJECT: Board/Commission Member Appointment(s)

**REQUESTED BY: Sara Rudolph, Chief Executive Officer
Franklin Vance Warren Opportunity, Inc.**

SUMMARY: It is submitted to appoint two Commissioners to serve on the above referenced FVW Board of Directors. At present Patricia Daniel and Milo Alston serve as alternates to Board members.

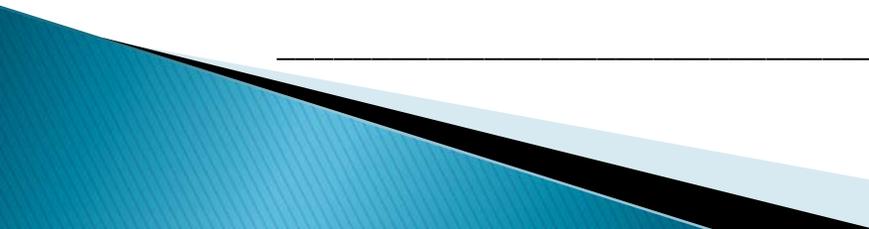
FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



FRANKLIN-VANCE-WARREN OPPORTUNITY, INC.

POST OFFICE BOX 1453, 180 S. BECKFORD DRIVE, HENDERSON, NORTH CAROLINA 27536
TELEPHONE: 252-492-0161 TOLL FREE: 1-800-682-1163 (NORTH CAROLINA) – FAX (252) 492-6250
<http://www.fvwopp.com>
srudolph@fvwopp.com

October 15, 2012

Chairman Ulysses S. Ross
Warren County Commissioners
388 Ebony Road
Littleton, NC 27850

Dear Chairman Ross:

Franklin-Vance-Warren Opportunity, Inc., has two seats on our Board of Directors representing the Warren County Commissioners. At the present time, we have two alternates representing the Warren County Commissioners, but they are not County Commissioners.

At your earliest convenience, please name two County Commissioners to serve on our Board. These two alternates, Mr. Jonas Milo Alston and Patricia Gray Daniel has served for approximately ten years and they can continue to serve as the alternates for the two County Commissioners that you select. Mrs. Patricia Gray Daniel has served faithfully for these years and we would be highly honored if Mrs. Daniel could continue to represent one of the County Commissioners.

Thank you very much for your prompt response.

Sincerely,


Sara S. Rudolph
Chief Executive Officer

SSR/sr

Meeting Date: December 3, 2012

Agenda Item # 10-A

SUBJECT: Amendment to the Parks & Recreation Master Plan

**REQUESTED BY: Richard “Dickie” Williams, Director
Parks & Recreation**

**SUMMARY: Page 40, item 7 of the Warren County Parks & Recreation Master Plan
(Summary of Recommendation) as amended to add the Buck Spring Park Project, is
submitted for Board’s review and adoption.**

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

**Recommend approval of proposed amendment to add the Buck Spring Park Project to the
Warren County Parks & Recreation Master Plan.**

NOTES:

SUMMARY OF RECOMMENDATIONS

Based on the results of the survey's, comments from the citizens of Warren County at the public meetings and the positive attitude of the governing bodies of the county and towns in Warren County, there is a definite need to improve the recreation opportunities for the citizens of Warren County.

There is a need for a centrally-located recreation complex and playground areas located in the four quadrants of Warren County (Appendix III).

Acquisition and Development

1. Site for applying for PARTF grant for recreation complex. This will need to be done in two phases. The first phase will be for the acquisition and development of some of the facilities at this site. Phase Two will be for the completion of this facility. This will take a second PARTF grant application. Based on the survey's results and the SCORP plan, the following facilities will be located at this site:

- Three softball and baseball fields (lighted)
- One football field (lighted)
- One soccer field
- Concession, restrooms and storage building
- Walking track
- Playground area
- Picnic shelter
- Paved parking lot
- Two outdoors basketball courts
- Two tennis courts

This site is currently proposed to be located on Hwy 158 By-pass between Macon and Warren County High School.

2. Construction of playgrounds areas in the following locations:
 - Wise community
 - Town of Warrenton
 - Town of Norlina
 - Town of Macon
 - Soul City Park
3. Construction of park area in the Arcola area with the following facilities at this site
 - Playground area
 - Picnic shelter
 - One ball field
4. The development of a park at the PCB Landfill. The location of over 60,000 square feet of usable concrete surface should be put to good recreational use. The following facilities could be at this site:
 - Playground area
 - Picnic shelter (shed is already there)

- Basketball courts
 - Tennis courts
 - Walking trail
 - Shuffleboard
 - Putt-Putt course
5. With the county take over of the Armory building, this site could help expand the winter programs that could be offers by the Recreation Dept. The inside has been and could be set up for basketball and volleyball use. There is also a need to have a place to walk on the inside during the evening hours.
 6. The Magnolia Ernest Recreation Park is located in the Northwest Region of Warren County. This region is the most populated of the four regions of the county. One of the results from the county-wide survey done several years ago was the need of more parks and playground areas in the county. At this time, Warren County was leasing the Magnolia Ernest Recreation Park.

In August of 2008, the Magnolia Ernest Recreation Park was deeded over to Warren County. The county was deeded the property from the Soul City Parks and Recreation Association. The county has been leasing the property for the past twenty years. Significant upgrades are needed to the park. This park consists of 8.05 acres which has two outdoor basketball courts, three tennis courts, a pool, bathhouse and picnic tables and grills.

To provide renovations to the facility, the county will need to make plans to apply for a PARTF grant to help with the renovation of the Magnolia Ernest Recreation Park. Renovations that will need to be made are the resurfacing of the tennis courts, basketball courts and parking lot as well as renovation of the pool. Also the addition of a playground area, picnic area and horseshoes pits will provide additional recreational units to the facility.

7. The Buck Spring Park is located in the Northeast region of Warren County. This 71 acre tract of land was purchased by the county from the Family of Nathaniel Macon, the Eighteenth century Congressional-Senatorial lawmaker of North Carolina and the U. S. Congress. This property has a nature trail, waterfront pier, picnic shelter with bathrooms and kitchen area, and an access road to the fishing pier.

Significant renovations are needed at this recreational facility to make it functional, accessible and safe for citizens to use. Warren County will apply for a Parks and Recreation Trust Fund (PARTF) grant to help fund the proposed renovations that have been identified as critical to the continued usability of this facility. Renovations proposed to be made include: 1) replacing the decking on the fishing pier and installing a rail system for safety; 2) renovations to the bathrooms and kitchen area at the picnic shelter; 3) replacing the picnic tables; 4) upgrading the access road; and 5) creating a tie-end from the nature trail to the pier access road. Proposed new additions to the facility include: 1) creation of a playground area with play equipment; 2) installation of a trail head sign and informational and directional signs

on the trail, 3) installation of benches along the trail; and, 4) creation of a small picnic area with parking at the pier.

Results from a county-wide survey conducted several years ago indicated that walking and fishing were the third and fourth, respectively, most popular activities that the respondents liked to participate in. The proposed renovations to this facility would give the citizens of Warren County an additional recreational outlet to participate in these physical outdoor activities that also help promote healthier lifestyles.

Meeting Date: December 3, 2012

Agenda Item # 10-B

SUBJECT: Parks & Recreation

**REQUESTED BY: Richard "Dickie" Williams, Director
Parks & Recreation**

SUMMARY: Parks & Recreation Director requests authorization to apply for NC Parks & Recreation Trust Fund (PARTF) Grant, with a \$49,828 local 50/50 match requirement. Authorize Chairman Ross to sign application.

FUNDING SOURCE: 50% PARTF Funds / 50% Local Funds

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

**Recommend approval, however, County's 50% match must be identified.
Suggest consider appropriating: \$13,213 Buck Spring Trail Grant + \$20,000 Roanoke Park
Funding + \$16,615 Fund Balance for a total of \$49,828.**

NOTES:

**N.C. Parks and Recreation Trust Fund (PARTF)
2012-13 Basic Facts and Assurances**

Local Government Name: Warren County		County: Warren
Federal Employer I.D. Number: 56-6000348		
Local Government's Contact Person: Name: Dickie Williams Title: Recreation Director Address: P.O. Box 228 City/State/Zip: Warrenton, N. C. 27589 Telephone: 252-257-2272 E-mail: dickiewms@yahoo.com		Local Government Manager: Name: Ms. Linda T. Worth Title: County Manager Address: P. O. Box 619 City/State/Zip: Warrenton, N. C. 27589 Telephone: 252-257-3115 E-mail: lworth@co.warren.nc.us
Chief Elected Official: Name: Mr. Ulysses Ross Title: Chairman-Board of Commissioners Address: P. O. Box 619 City/State/Zip: Warrenton, N. C. 27589		Type of project: <input type="checkbox"/> Acquisition <input checked="" type="checkbox"/> Development <input type="checkbox"/> Acquisition and Development
Site Control: <input checked="" type="checkbox"/> Owned by local government <input type="checkbox"/> Owned by school board <input type="checkbox"/> Leased by applicant for 25 years or more <input type="checkbox"/> Easement		Costs rounded to nearest dollar: PARTF funds requested: \$ <u>49,828</u> Local government's matching funds: \$ <u>49,828</u> Total cost of project \$ <u>99,656</u>
Recreation Resources Service (RRS) regional consultant: Steve Moler		
Short title of project: Buck Spring Park		
Provide a brief description of the project: Renovation of the picnic shelter, which includes kitchen, bathrooms and amenities, the fishing pier and the access road to the pier. The addition of a trailhead and informational/directional signs, a playground area and picnic area by pier.		
Approval by local governing board: (The local governing board must approve this certification.) I hereby certify the information contained in the attached application is true and correct and the required dollar-for-dollar matching funds will be available during the project period.		
Adopted this day of (give date):		
Chief Elected Official: _____		_____
(Signature)		(Print or Type Name and Title)
(For applications sponsored by two or more local governments, or a local government and school administrative unit, one copy of this form must be completed and signed by each applicant. One of the local governments must be identified as the primary sponsor in the "Applicant" section at the top of this page.)		

Meeting Date: December 3, 2012

Agenda Item # 11-A

SUBJECT: Emergency Services – Amended LEPC Bylaws

REQUESTED BY: Doug Young, Director
Warren County Emergency Services

SUMMARY: Mr. Young presents amended Local Emergency Planning Committee Bylaws for Board’s review and adoption. The County Attorney has reviewed same. Authorize Chairman Ross to sign document.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of the amended Warren County LEPC Bylaws.

NOTES:

THE BYLAWS
OF
WARREN COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
(Created and governed by 42 U.S.C. 11000)

ARTICLE 1 - NAME

This organization, appointed by the State Emergency Response Commission, shall be known as the Warren County Local Emergency Planning Committee (hereinafter either, "LEPC" or "Committee").

ARTICLE II - PURPOSE

The duties and activities of the Committee are set forth in the Emergency Planning and Community Right-To-Know Act ("EPCRA") which is Title III of the Superfund Amendments and Reauthorization Act of 1986 ("SARA"). Pursuant thereto, the Committee shall:

- a. Establish procedures for receiving and processing requests from the public for information under §324 of SARA, including tier II information under §312 of SARA.
- b. Establish procedures for receiving and handling Material Safety Data Sheets (MSDS) Tier I, and Tier II information submitted by facilities.
- c. Annually review the emergency response plan, or more frequently as circumstances change in the community or as any facility may require, and submit any and all revisions of the emergency response plan, to the State Emergency Response Commission for review.
- d. In reviewing the emergency response plan, the Committee will evaluate available resources for preparing for and responding to a potential chemical accident. The plan must include:
 1. Identification of facilities and extremely hazardous substances transportation routes, and;
 2. Emergency response methods and procedures to be followed by facility owners and operators and local emergency and medical personnel, on-site and off-site, and;

3. The designation of a community coordinator, who shall be informed of hazardous chemical releases reported by the owners and operators of covered facilities and who shall, in turn, inform the LEPC and the facility-designated representative who will participate in the emergency planning process as facility emergency coordinators, to implement the plan, and;
4. Reliable, effective, and timely emergency notification procedures, and;
5. Methods for determining the occurrence of a release and the probable affected area and population, and;
6. Description of emergency equipment and facilities in the community, and the identity of persons responsible for them, and;
7. Evacuation plans including alternative traffic routes, and;
8. Training programs, including schedules, for training of local emergency response and medical personnel, and;
9. Methods and schedules for exercising emergency response plans, and;
10. Provision of information of each facility subject to the requirements of EPCRA.

ARTICLE III - MEMBERS

Section 1 **Members:** Pursuant to § 301 of EPCRA, the LEPC includes, at a minimum, one representative from each of the following groups or organizations:

- a. Elected State and/or local official, and;
- b. Law Enforcement (city, county, or State), and;
- c. Emergency Medical Services, and;
- d. Emergency Management, and;
- e. Health (public, local or State government), and;
- f. Hospital personnel, and;
- g. Firefighting (Captain or above), and;
- h. Environmental (local professional environmental official), and;
- i. Transportation (trucking industry, school, railroad, evacuation or DOT), and;
- j. Media (one each of radio, and print), and;
- k. Community groups (citizen group or private community group), and;

- l. Owner and Operator of facility/ties subject to the requirements of EPCRA (private or public sector), and;
- m. Member of general public, and;
- n. Agriculture (in extension service), and;
- o. Any other/s as designated by the Warren County Board of County Commissioners.

A single member may represent more than one of the above-required groups or organizations. Likewise, a group may be represented by more than one member. Members who do not have a background in hazardous materials should be encouraged to attend a hazardous materials awareness course to gain the necessary background and information in order to serve effectively on the LEPC.

Section 2 **Inactive Member:** An appointed member shall be considered inactive when they miss more than two (2) consecutive meetings without notification to the Committee chairperson or staff office, with significant reasons why they were unable to attend the meetings.

Section 3 **Removal of Member and/or Appointment of New Member Due to Revised Designation/s:** A member may be removed and/or a new member appointed (based on a revised designation by the State Emergency Response Commission) to the LEPC by petition to the State Emergency Response Commission for modification of the membership of the LEPC, pursuant to § 301 of EPCRA and/or N.C.G.S. § 143B-16.

Section 4 **Unexpired-Term Vacancies:** The Warren County Board of Commissioners shall fill vacancies for remainder of any unexpired term/s, pursuant to N.C.G.S. § 153A-77.

ARTICLE IV - OFFICERS

Section 1 **Officers and Executive Board Named:** The Executive Board of the Committee shall consist of the following Officers: Chairperson, Vice-Chairperson, and Secretary. In addition, a Coordinator of Information shall also be elected as an Officer, but shall not be part of the Executive Board.

Section 2 **Election and Term:** During the April Business meeting the Committee shall elect, from its own membership, the Chairperson, Vice-Chairperson, Secretary, and Coordinator of Information, each of whom shall

serve for two (2) years, or until one of the following events occurs prior: resignation, retirement, removal, disqualification, or his/her successor shall have been elected and qualified.

Section 3 **Removal of an Officer:** Any Officer may be removed by majority vote of the Committee whenever, in its judgment, the best interests of the public will be served thereby.

Section 4 **Officer Vacancies:** The Committee shall fill Officer vacancies as provided in Article IV, Section 2 herein.

ARTICLE V - DUTIES OF THE OFFICERS

Section 1 **Duties of the Chairperson:** To preside at all meetings of the Committee, preserve order during meetings, appoint all sub-committees, serve as an ex-officio member of such sub-committee, sign all minutes, and such other records, vouchers, and/or documents resulting from the work of the LEPC and requiring formal execution.

Section 2 **Duties of the Vice-Chairperson:** In the absence of the Chairperson or in the event of his/her inability or refusal to act, the Vice-Chairperson, unless otherwise determined by the Committee, shall perform the duties of the Chairperson and, when so acting, shall have all the powers and obligations of the Chairperson. He/she shall exercise such other duties as from time to time may be assigned to him/her by the Chairperson or the Committee.

Section 3 **Duties of the Secretary:** To take charge of all books, papers, records, and other documents of the Committee. The Secretary shall further: a) create and maintain accurate minutes of all LEPC meetings, including those of the LEPC executive board; b) issue all correspondence pertaining to the office of the secretary; c) compile statistics and other data as may be required for the use of the members of the committee, and; d) perform such other duties as may be directed by the LEPC executive board.

Section 4 **Duties of the Coordinator of Information:** The Coordinator of Information, also known as the Community Coordinator as referenced in Article II (d) (3), shall act as liaison between owners and operators of covered facilities and the LEPC, keeping abreast of any necessary changes and, assuring quick and complete exchange of information regarding actual and/or potential hazardous chemical releases in order to expedite the LEPC's enactment of its planned

response. The Coordinator of Information may also perform such other duties as may be directed by the LEPC.

ARTICLE VI - STAFF

The Committee may hire and discharge its own staff, if it so desires, or it may use the personnel of Warren County Emergency Services with the approval of that agency's head.

ARTICLE VII - MEETINGS

Section 1 **Regular Meetings:** The Committee shall meet at least twice a year (April and October).

Section 2 **Special Meetings:** The Chairperson may call such special meetings as deemed necessary to carry out the duties of the Committee. Upon the written request of at least eight (8) members, the Chairperson shall call a meeting within ten (10) days.

Section 3 **Hearings:** The Committee shall hold such public hearing forums as it deems necessary and desirable at such times and places as may be determined by a majority vote of the Committee in regular meeting.

Section 4 **Quorum:** To transact LEPC business during a regular and/or special meeting, a quorum shall be required and shall consist of a minimum of eight (8) Committee members as listed in Article III Section 1. However, absent members may also vote by proxy (and thereby establish a quorum). To vote by proxy, a member must designate, in writing, another member to vote in his/her stead and must specifically identify whether the absent member is granting his/her proxy to vote on all issues arising during the meeting or only one (1) particular issue arising during the meeting. The absent member's proxy documentation must be presented to the Chairman before the meeting begins.

Section 5 **Agenda:** Any member may request the Chairperson to place an item on the Agenda. Such request shall be made a minimum of fifteen (15) days before the meeting in which the matter is to be considered. If the Chairperson refuses to place a matter on the Agenda, a member may have such item placed on the agenda by submitting it in writing to the Chairperson with supporting signatures of three (3) other members.

Section 6 **Governing Rules & Decorum of Meetings:** Parliamentary Procedures, shall govern rules of order and deliberations of all meetings of the Committee and its various sub-committees.

Section 7 **Notice of Meetings:** The Secretary shall provide written notice to all members of the time, place, and Agenda items to be considered at each meeting at least seven (7) days prior to each meeting. Any matters not appearing on the Agenda may be considered upon a favorable vote of a majority of members present. Notice of special meetings and intended Agenda items shall be given to all Committee members via facsimile, email or telephone at least seven (7) days in advance of any special meeting.

ARTICLE VIII - VOTING

Section 1 **One Vote Each:** Committee members including the Chairperson, shall be entitled to only one vote—regardless of whether such member may represent more than one member group or organization.

Section 2 **Proxy Vote:** Pursuant to Article VII Section 4 above, an absent member may vote by proxy.

Section 3 **Conflict of Statement:** Members must complete an annual conflict of interest statement which, being retained with the LEPC files by the Secretary, shall be available for public review at the Warren County Clerk of Commissioner Office.

Section 4 **Abstentions:** Members may register their abstention on any vote, which shall be reflected in the minutes. Further, members are required to abstain from voting on any and all matters, with which they have (or appear to have) a conflict of interest.

Section 5 **Determination of Actions:** All final actions, Committee positions, or policy recommendations shall require the favorable vote of a majority of those Committee members present at a duly called meeting—but never less than a quorum.

ARTICLE IX - REPORTS AND RECOMMENDATIONS

Section 1 **Annual Report:** By June 1, the Committee shall make an Annual Report describing its activities for the preceding 12 months (March 31 to March 1) to the Warren County Board of Commissioners.

Section 2 **Annual Report & Other Reports Review:** The Executive Committee of the LEPC shall distribute to all members of the Committee a copy of any draft report and/or proposed Annual Report for approval before released to the public (and/or the Warren County Board of Commissioners), in order that the full Committee may have opportunity to review its accuracy.

Section 3 **Issuance of Reports:** No reports of any kind shall be released in the name of the Committee unless and until it has been duly adopted by a favorable vote of a majority of the members of the Committee.

Section 4 **Committee Recommendations:** The LEPC may address matters regarding legislation to be endorsed by the State Emergency Response Commission in between regularly scheduled meetings. This may be accomplished by means of telephone conferences/electronic mail. The Committee Chairperson shall be a party to all conference/electronic mail.

ARTICLE X - AMENDMENTS

These by-laws may be amended or replaced upon the affirmative vote of a majority of the members of the Committee at any regular meeting of the committee, so long as proposed changes have been circulated to all members a minimum of thirty (30) days prior to any action thereon.

ARTICLE XI - RATIFICATION PROVISIONS

A majority of the members of the Committee duly amends these by-laws on this _____ day of _____ meeting in Warrenton, North Carolina. The signatures of those officers subscribing to these by-laws are set forth below.

SIGNATURE PAGE FOLLOWS

Chairperson
Local Emergency Planning Committee

Chairperson
Board of Commissioners

Secretary

Clerk Board of Commissioners

Original Adoption - June 22, 1994; Amended October 4, 2012;

Adopted October 4, 2012

Meeting Date: December 3, 2012

Agenda Item # 11-B

SUBJECT: Emergency Services – Appointments to Firefighters’ Relief Fund Board

REQUESTED BY: Doug Young, Director - Warren County Emergency Services

SUMMARY: Mr. Young presents the following individuals for appointment to the Arcola VFD Firefighters’ Relief Fund Board for 2013: Lynn Capps Martin and Joseph Oliver Richardson

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



COUNTY OF WARREN, NC

DEPARTMENT OF EMERGENCY SERVICES

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

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

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

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

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

BACKGROUND:

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

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

RECOMMENDATION:

It is recommended that the Board of Commissioners appoint the following individuals to fill the positions on the Fireman's Relief Fund board at Arcola Fire Department for the year 2013: Lynn Capps Martin and Joseph Richardson

NAME OF FIRE DISTRICT Arvola COUNTY Warren
DISTRICT IS SERVED BY Arvola FIRE DEPARTMENT

Mail to the N.C. Department of Insurance, Office of State Fire Marshal, 1202 Mail Service Center, Raleigh, N.C., 27699-1202

IT IS RECOMMENDED THIS REPORT BE RETURNED BY CERTIFIED MAIL

NOTE: This report must be filled out completely, must be signed and sworn to, and returned to the Insurance Commissioner before October 31st or no later than January 31. Reports postmarked after this date are in non-compliance and the fire department will not be eligible to receive their Firemen's Relief Fund monies.



NORTH CAROLINA
RURAL FIRE DISTRICT
REPORT OF FIRE CONDITIONS



As required by General Statute 58-84-46 of North Carolina, I Clerk do hereby make the following report on the Rural Fire District:

Arvola County of Warren

LOCAL FIREMEN'S RELIEF FUND BOARD

N.C. General Statutes 58-84-30

(This information must be provided each year)

IF DEPARTMENT DOES NOT WISH TO PARTICIPATE, PLEASE INDICATE IN THIS SECTION

Firemen's Relief Fund Trustees appointed by Fire Department (2)

- | | |
|--------------------------------|--------------------------------|
| 1. Mr. <u>Lonny C. Harris</u> | 2. Mr. <u>Lester D. Capper</u> |
| Address <u>176 Hamlet Road</u> | <u>P.O. Box 321</u> |
| <u>Warrenton, NC 27589</u> | <u>Warrenton NC 27589</u> |

Firemen's Relief Fund Trustees appointed by County Commissioners (2)

- | | |
|------------------------------------|--|
| 3. Mrs. <u>Lynne Capper Martin</u> | 4. Mr. <u>Joseph Oliver Richardson</u> |
| Address <u>643 Tutale Road</u> | <u>641 Rebligham Road</u> |
| <u>Warrenton, NC 27589</u> | <u>Warrenton, NC 27589</u> |

Firemen's Relief Fund Trustee appointed by the Insurance Commissioner (1)

- | | |
|---------------------------------|--|
| 5. Mr. <u>McConnell Silver</u> | Same as last year? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Address <u>1823 N.C. Hwy 43</u> | If no: attach a copy of former Insurance Commissioner appointee's |
| <u>Warrenton NC 27589</u> | letter of resignation AND a copy of Fire Chief's letter of recommendation. |

Circle position number of Firemen's Relief Fund Treasurer: 1 2 3 4 5

I, _____ Clerk Finance Officer of _____ County, NC do hereby certify that the foregoing is a true, full, and correct report of the Fire Department and fire conditions in said county, made by me as required under General Statute 58-84-46 of North Carolina.

Signature

Sworn to and subscribed before me, this _____ day of _____, 20 _____

Notary Signature

[SEAL]

NOTE: This report can not be accepted unless sworn to before a Notary or other officer with Seal.

5,000 copies of this public document were printed at a cost of \$192.78 or \$0.04 each.

Meeting Date: December 3, 2012

Agenda Item # 11-C

SUBJECT: Emergency Services – Approve Palmer Springs VFD Contract for Fire Protection

REQUESTED BY: Doug Young, Director
Warren County Emergency Services

SUMMARY: Mr. Young presents the above referenced contract between the County of Warren and Palmer Springs VFD in Virginia for fire protection, effective July 1, 2012 through July 1, 2015 with an annual allocation of \$2,000. Authorize Chairman Ross to sign document.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:
Recommend approval.

NOTES:



COUNTY OF WARREN, NC

DEPARTMENT OF EMERGENCY SERVICES

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

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

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

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

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

BACKGROUND

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

RECOMMENDATION:

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

Palmer Springs Fire Department
Contract Amount \$2000.00

**STATE OF NORTH CAROLINA
CONTRACT FOR FIRE PROTECTION SERVICES IN TAX DISTRICT
COUNTY OF WARREN**

THIS CONTRACT, made and entered into this July 1, 2012, by and between the **COUNTY OF WARREN**, a body politic and corporate of the State of North Carolina, hereinafter referred to as the **COUNTY**, party of the first part, and the **PALMER SPRINGS** Volunteer Fire Department a private non-profit corporation incorporated under the laws of North Carolina, with principal offices in Warren County, North Carolina, hereinafter referred to as the **FIRE DEPARTMENT**, party of the second part;

W I T N E S S E T H

WHEREAS, Rural Fire Protection Districts have been duly and properly created in Warren County under the provisions of North Carolina General Statutes NCGS Chapter 69, Article 3A, in order to provide fire protection services to areas encompassed by such districts;

WHEREAS, within each Rural Fire Protection District, the Board of County Commissioners have designated one or more areas of responsibility (each hereinafter referred to as **FIRE DISTRICTS**), each of which is intended to be served by one Fire Department;

WHEREAS, Board of County Commissioners, under the provisions of NCGS Section 69-25.5, may provide fire protection services in rural fire protection districts by contract with one or more private non-profit volunteer fire departments and desires to enter into a continuing contract under the provisions of NCGS Section 153A-13, with the **FIRE DEPARTMENT** to provide fire protection services in the **FIRE DISTRICT** identified in said contract;

WHEREAS, the Board of County Commissioners of the **COUNTY** is authorized and directed under the provisions of NCGS Section 69-25.4, to levy and collect taxes from year-to-year in each Rural Fire Protection District in such amount as it may deem necessary, not exceeding Fifteen (15) Cents on each One Hundred Dollars (\$100) valuation of property in said Districts, and shall keep and administer the same in a separate and special trust fund (hereinafter the Trust Fund) to be used only for furnishing fire protection services within the **FIRE DISTRICTS**;

WHEREAS, the Board of County Commissioners is vested by NCGS Section 69-25.4 with discretion as to which rate of tax to levy within the Rural Fire Protection Districts and, in accordance with the provisions of NCGS Section 159-14, must set that rate based on an annual budget estimate setting forth the monetary requirements for providing fire protection services that year in the **FIRE DISTRICTS**;

WHEREAS, the Board of County Commissioners of the County, also acting pursuant to NCGS Section 159-14, as the governing body of each Rural Fire Protection District, must adopt an annual budget ordinance appropriating tax monies levied and collected from the Districts and authorizing transfers and expenditures from the Trust Fund only for fire protection services in the **FIRE DISTRICTS** as specified in the continuing contracts; and

WHEREAS, the **COUNTY** desires to standardize its contractual arrangements with all rural volunteer fire departments in the **COUNTY**;

NOW THEREFORE, in consideration of the mutual promises and agreements herein contained and the mutual benefits to be derived there from, the parties hereto promise and agree as follows:

I.

The FIRE DEPARTMENT promises and agrees as follows:

1. *Scope of Service:*

- A. *Territorial Responsibility:* The FIRE DEPARTMENT shall provide the foregoing services within the boundaries of the **PALMER SPRINGS** FIRE DISTRICT as defined in the map of the FIRE DISTRICT on file with the county
- B. *Service Responsibility:*
 - (1) The primary responsibility of the FIRE DEPARTMENT shall be to furnish adequate fire protection as determined by the North Carolina Department of Insurance (Division of Fire and Rescue Services), other pertinent federal, state and local laws and regulations, and this contract for all persons and property located within its area of responsibility.
 - (2) The FIRE DEPARTMENT shall participate, within the limits of its personnel and equipment resources and capabilities and with deference to its primary responsibility, in any county-wide, inter-county or county-municipality mutual aid entered into by the COUNTY under the conditions set forth below.
 - (3) The FIRE DEPARTMENT upon request from state or local government shall remove debris from the travel portion of the roadway to the shoulder or adjacent area to allow for passage of emergency equipment.
 - (4) The FIRE DEPARTMENT shall provide, within the limits of its personnel and equipment resources and capabilities and with deference to its primary responsibility, support to Rescue functions of Vehicle Extrication and Search and Recovery Dive Team within its area of responsibility.
- C. *Facilities, Equipment and Personnel:* The FIRE DEPARTMENT shall provide all facilities, equipment and personnel necessary to furnish fire protection services and all other services provided by that department as herein above required.
- D. *Standards of Performance:* The FIRE DEPARTMENT shall furnish fire protection and all other services in a professional, efficient and workmanlike manner, in particular so as to meet the requirements of and comply with the rules and regulations of the North Carolina Insurance Rating Bureau and other pertinent federal, state, and COUNTY laws, regulations and standards.
- E. *Use of Funds Provided:* The FIRE DEPARTMENT shall hold and use tax monies received under the provisions of this Contract and any property acquired with such monies solely and exclusively to provide the fire protection services set forth above. Such use encompasses payment of any necessary and lawful fire protection expense

including payment of principal and interest in satisfaction of any indebtedness incurred in acquisition of facilities and equipment.

- F. *Training:* The FIRE DEPARTMENT shall be responsible for the training of all its personnel in accordance with the rules and regulations of North Carolina Insurance Rating Bureau and other pertinent federal, state, and COUNTY laws and regulations or otherwise with commonly accepted professional standards, so as to qualify such personnel to perform the services required by this contract.
2. *Incorporation:* The FIRE DEPARTMENT, during the period of this Contract is in effect, shall remain incorporated and do business as a private non-profit corporation under the provisions of the North Carolina Non-Profit Corporation Act. A true copy of the Articles of Incorporation, existing By-Laws, and any changes made from time-to-time to either will be filed with the COUNTY. The FIRE DEPARTMENT will adopt By-Laws which meet all minimum legal requirements of said Act.
3. *Budget Estimates:* Not later than the last business day of March each year, the FIRE DEPARTMENT shall transmit to the Board of Commissioners of the COUNTY a budget estimate, approved by the districts FIRE SERVICE TAX BOARD, containing financial needs of the FIRE DEPARTMENT for the fiscal year commencing the 1st day of July next following, to the extent that such financial requirements are to be satisfied out of FIRE DISTRICT tax revenues.
4. *Accounting:*
- A. *Records:* The FIRE DEPARTMENT shall establish and maintain records and accounts and monies entrusted to it under the provisions of this Contract and expenditures there from in accordance with generally accepted accounting principles.
- B. *Annual Audit:* The FIRE DEPARTMENT will present to the Board of Commissioners of the COUNTY an annual audit which shall be in conformity with existing audit policies of the COUNTY.
- C. *Inspections:* The COUNTY, or their representatives, may inspect all records and accounts which the FIRE DEPARTMENT is required to establish and maintain under the provisions of this contract and may make such inspections at any reasonable time.

II.

The COUNTY promises and agrees as follows:

1. FIRE DISTRICT *Budget Ordinance:* Not later than the 1st day of July of each year this Contract is in effect the Board of Commissioners of the COUNTY, acting as the governing body of the FIRE DISTRICT, shall adopt a budget ordinance for said FIRE DISTRICT in which sufficient monies will be appropriated to provide fire protection services for said district in accordance with this agreement. The budget ordinance shall be in a form and subject to the directions and limitations prescribed or provided in NCGS Section 159-13.

2. *Levy and Collection of Taxes:* Not later than the 1st day of July of each year this Contract is in effect, the COUNTY will determine, within the limits prescribed by law, what rate of special ad valorem tax it will levy against property in the FIRE DISTRICT. In prescribing such rate the COUNTY shall consider the budget estimates of fiscal requirements submitted by the fire department, the recommendations of the district FIRE SERVICE TAX BOARD, and the tax basis of the FIRE DISTRICT. Upon approval of the budget ordinance for the FIRE DISTRICT as heretofore provided, the COUNTY shall levy and collect a special ad valorem tax in such District as provided by law.
3. *Payment of FIRE DEPARTMENT;* Annually, as requested by the FIRE DEPARTMENT, commencing the 1st day of July of each year, to the extent special FIRE DISTRICT tax revenues have been collected and appropriated in the FIRE DISTRICT Budget Ordinance, but no less frequently than once per month, the county shall pay over to the FIRE DEPARTMENT the monies contained in the Trust Fund or sub-fund established for the area of responsibility of FIRE DEPARTMENT.
4. *General Fund Monies:* In consideration for the FIRE DEPARTMENT agreement to:
 - A. provide mutual aid
 - B. protect public and private property, and
 - C. will remove debris from the travel portion of the roadways,The COUNTY agrees to pay the sum of \$2,000.00 to the FIRE DEPARTMENT in 12 monthly payments for the services of Fire Protection.

III.

The COUNTY and FIRE DEPARTMENT mutually agree as follows:

1. *Duration:* This Contract shall be valid and effective from July 1, 2012 until June 30, 2015 and continue in effect until superseded by a new agreement or until terminated as herein provided.
2. *Amendment:* This Contract may be amended only by mutual agreement of the parties in a written addendum hereto, except that in the event a provision of the Contract becomes inconsistent with any state or local law duly and properly enacted hereafter, then and in the event only, such provision shall be deemed by both parties hereto to be amended to conform with such state or local law without necessity of any further action by either party.
3. *Termination:*
 - A. *For Cause:* At any time during the period of this Contract is in effect, either party may terminate this Contract for cause upon breach of or failure to perform said Contract on the part of the other party; such termination becomes effective on the date of such breach or failure to perform, provided that the aggrieved party within the reasonable time after such breach or failure to perform, shall provide written notice specifying such breach or failure to perform and allow the party at fault ninety (90) days within which to cure or correct such breach or failure to perform. In the event the breach or failure to perform is cured or corrected within such period, the Contract shall continue in effect as though

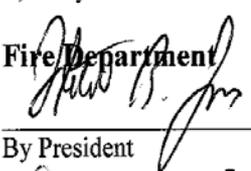
such breach or failure to perform had not occurred; in the event there is no cure or correction of such breach or failure to perform within the prescribed time, the Contract shall terminate as heretofore provided.

- B. *Superseded:* In the event this Contract is superseded by a new agreement executed in writing between the parties, this contract is forthwith terminated.
- C. *Non-appropriation:* In the event, for reasons beyond the control of the Board of Commissioners of the COUNTY or within the lawful legislative discretion of said Board, special ad valorem property taxes are not levied in the FIRE DISTRICT or tax revenues are not appropriated for the FIRE DISTRICT Budget Ordinance for any forthcoming fiscal year in which this agreement is to be in effect, this agreement is terminated as of the end of the fiscal year next preceding such forthcoming fiscal year.
- D. *By Either Party:* This contract may be terminated by either party at the end of any fiscal year by giving 180 days written notice of its intent to so terminate to the other party by registered or certified mail.

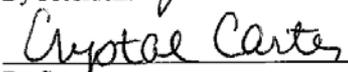
IN TESTIMONY WHEREOF, on the date and year first above written, the COUNTY has caused this instrument to be executed by the Chairman of the Board of Commissioners of the COUNTY and attested by the Clerk to said Board, and the FIRE DEPARTMENT has caused this instrument to be signed in its name by its Chairman, attested by its Secretary, and its corporate seal hereto affixed, all by order of its Board of Directors duly given.

ATTEST:

Fire Department



By President



By Secretary

ATTEST:

Warren County

By Chairman - Board of Commissioners

By Clerk to the Board

Meeting Date: December 3, 2012

Agenda Item # 12-A

SUBJECT: Public Utilities – Amendment to Water Tower Lease Agreement

REQUESTED BY: Macon Robertson, Director

SUMMARY: It is submitted to adopt Amendment #2 to the Water Tower Lease Agreement between Warren County, NC and CELLCO Partnership doing business as Verizon Wireless. Authorize Chairman Ross to sign documentation.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Second Amendment to Water Tower Lease Agreement, and authorize Chairman to sign the document.

NOTES:



PENNINGTON
LAW FIRM, LLC

KELLI H. GRAHAM, ESQUIRE*
KELLI@PENNLAWFIRM.COM
*LICENSED IN SOUTH CAROLINA

November 13, 2012

VIA OVERNIGHT EXPRESS

Mr. Macon Robertson
Warren County Public Utilities
712 US Hwy. 158 Business West
Warrenton, North Carolina 27589

RE: SECOND AMENDMENT TO WATER TOWER LEASE AGREEMENT
BETWEEN WARREN COUNTY, NORTH CAROLINA AND CELLCO
PARTNERSHIP D/B/A VERIZON WIRELESS

(NORTH OINE SECOND AMENDMENT)
(PC LAW NO. 1030-4419)

Dear Macon:

I hope this letter finds you well. Enclosed for signature please find three (3) Second Amendments to Water Tower Lease Agreement for the above-referenced matter. Please have the documents executed and return them to me in the **enclosed self-addressed FedEx envelope**.

If you have questions or comments, or if you need additional information, please do not hesitate to contact me.

Sincerely,

PENNINGTON LAW FIRM, L.L.C.

Kelli H. Graham

Enclosures

R:\LTCarolina\FAYETTEVILLE MARKET\NORTH OINE\Landlord Letter--original Docs.doc

1501 Main Street, Suite 600 (29201)
Post Office Box 2844, Columbia, South Carolina 29202
Telephone: 803-929-1070 Fax: 803-929-1075

www.pennlawfirm.com

**SECOND AMENDMENT TO
WATER TOWER LEASE AGREEMENT**

This Second Amendment to Water Tower Lease Agreement (this "Amendment") is made this ___ day of _____, 20___, by and between **WARREN COUNTY, NORTH CAROLINA**, with a mailing address of Post Office Box 577, Warrenton, North Carolina 27589, hereinafter "Lessor", and **CELLCO PARTNERSHIP** d/b/a Verizon Wireless, with its principal offices located at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920, hereinafter "Lessee". Lessor and Lessee are at times collectively referred to hereinafter as the "Parties" or individually as the "Party".

WHEREAS, Lessor and Lessee entered into a Tower Lease Agreement on September 20, 2007, as amended by that certain First Amendment to Water Tower Lease Agreement dated September 2, 2010 (the "Agreement"), whereby Lessee leased from Lessor certain space on a water tank located at 105 Blue Mud Swamp Road, Norlina, North Carolina, as described in that certain Agreement;

WHEREAS, Lessor and Lessee desire to amend the Agreement in order to modify Lessee's equipment.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree to be legally bound to this Amendment as follows:

1. Exhibit B-1 is hereby deleted in its entirety and replaced and superseded with Exhibit B-2, attached hereto and incorporated herein.
2. Commencing December 1, 2012, the monthly rent shall increase by Three Hundred and no/100ths (\$300.00) Dollars.
3. Lessor and Lessee each hereby warrant to the other that the person executing this Amendment on behalf of the warranting Party has the full right, power and authority to enter into, and execute, this Amendment on that Party's behalf, and that no consent from any other person or entity is necessary as a condition precedent to the legal effect of this Amendment.
4. All remaining provisions of the Agreement shall remain in full force and effect as to all other terms and conditions, and shall remain binding on the Parties hereto.
5. The Agreement and Amendment contain all agreements, promises or understandings between Lessor and Lessee and no verbal or oral

North Oline/72478
KHG/10.8.12

agreements, promises or understandings shall be binding upon either the Lessor or Lessee in any dispute, controversy or proceeding at law, and any addition, variation or modification to the Agreement and Amendment shall be void and ineffective unless made in writing and signed by the Parties. In the event any provision of the Agreement and Amendment is found to be invalid or unenforceable, such a finding shall not affect the validity and enforceability of the remaining provisions of the Agreement and Amendment.

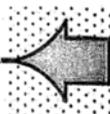
KHG/10.8.12

IN WITNESS WHEREOF, the Parties have set forth their hand and seal as of the date indicated above.

LESSOR:

**WARREN COUNTY, NORTH
CAROLINA**

By: _____
Ulysses S. Ross
Chairman of the Board of
Commissioners



WITNESS

LESSEE:

**CELLCO PARTNERSHIP d/b/a Verizon
Wireless**

By: _____
Hans F. Leutenegger
Area Vice President Network

WITNESS

EXHIBIT "B-2"

EQUIPMENT DESCRIPTION

ANTENNA INFORMATION

ANTENNAS: Twelve (12) antennas at 182' A.G.L. rad center;
Six (6) diplexers

Orientation: 30/160/270

Diameter of transmission line: 1 5/8"

Meeting Date: December 3, 2012

Agenda Item # 12-B

**SUBJECT: Public Utilities – Rivers & Associates Final Adjusting
Change Order to Contract for District 3, Phase II Project**

REQUESTED BY: Macon Robertson, Director

**SUMMARY: It is submitted to approve the final adjusting Change Order to the
Construction Contract for District 3, Phase II Water Project. Revised Final Change
Order #7 adjusts contract quantities to agree with the actual quantities completed
resulting in a decrease of \$82,286.93 in the contract price.**

FUNDING SOURCE: District 3, Phase II Project Budget

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

**Recommend approval of Revised Final Change Order #7 for District 3, Phase II Water Project
Contract, and authorize the Chairman to sign same.**

NOTES:

Form RD 1924-7
(Rev. 2-97)

FORM APPROVED
OMB NO. 0575-0042

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT AND
FARM SERVICE AGENCY

ORDER NO.	7 - REVISED FINAL
DATE	November 27, 2012
STATE	North Carolina
COUNTY	Warren

CONTRACT CHANGE ORDER

CONTRACT FOR	Contract I - Water & Sewer District No. 3 Phase II, Water Distribution System
OWNER	Warren County Board of Commissioners

To Herring & Rivenbark, Inc.

(Contractor)

You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes (Supplemental Plans and Specifications Attached)	DECREASE in Contract Price	INCREASE in Contract Price
Adjust Contract Quantities to agree with the actual quantities completed	\$82,286.93	
TOTALS	\$82,286.93	
NET CHANGE IN CONTRACT PRICE	\$82,286.93	

JUSTIFICATION:

This Change Order No. 7 - Revised Final adjusts the Contract quantities to agree with the actual quantities completed.

ATTACHMENTS:

Attachment 1 - Cost Estimate for Final Adjusting Change Order.

The amount of the Contract will be (Decreased) (Increased) By The Sum Of: Eighty-Two Thousand Two Hundred
Eighty-Six and 93/100 Dollars (\$ 82,286.93)

The Contract Total Including this and previous Change Orders Will Be: Seven Million Eight Hundred Twenty-Two Thousand
Four Hundred Thirty-Three and 94/100 Dollars (\$ 7,822,433.94)

The Contract Period Provided for Completion Will Be (Increased) (Decreased) (Unchanged): 0 Days.

This document will become a supplement to the contract and all provisions will apply hereto.

Requested _____ (Owner) _____ (Date)

Recommended Julia S. Stave _____ (Owner's Architect/Engineer) 11/27/12 (Date)

Accepted _____ (Contractor) _____ (Date)

Approved by Agency _____ (Name and Title) _____ (Date)

Modified by Rivers & Associates, Inc. 3/2002

Form RD 1924-7 (Rev. 2-97)

WARREN COUNTY DISTRICT NO. 3, PHASE II - CONTRACT I - WATER SYSTEM IMPROVEMENTS
CHANGE ORDER NO. 7 - REVISED FINAL
ATTACHMENT 1 - COST ESTIMATE FOR FINAL ADJUSTING CHANGE ORDER

CONTRACT INCLUDING CHANGE ORDER NO. 1, NO. 2, AND NO. 4

ITEM NO.	QTY	UNIT	DESCRIPTION	CURRENT CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		NET ADD/DEDUCT (THROUGH C.O.#)		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST
1.	1	LS	Ridgeway Booster Pump Station Improvements (Includes Controls and Electrical Improvements)	\$118,000.00	\$118,000.00	100%	\$118,000.00	0	\$0.00	1	\$118,000.00
2.	1	LS	Vaughan Booster Pump Station, Sitework, & Electrical	\$227,804.00	\$227,804.00	100%	\$227,804.00	0	\$0.00	1	\$227,804.00
2a.	1	LS	Addition of Pump Control Valves at Vaughan Booster Pump Station (Change Order No. 4)	\$28,327.20	\$28,327.20	100%	\$28,327.20	0	\$0.00	1	\$28,327.20
3.	1	LS	Church Hill Pressure Reducing Valve Station, Sitework, & Electrical	\$62,552.00	\$62,552.00	100%	\$62,552.00	0	\$0.00	1	\$62,552.00
4.	1	LS	Eatons Ferry Pressure Reducing Valve Station, Sitework, & Electrical	\$72,052.00	\$72,052.00	100%	\$72,052.00	0	\$0.00	1	\$72,052.00
5.	1	LS	Fork Chapel Pressure Reducing Valve Station, Sitework, & Electrical	\$62,552.00	\$62,552.00	100%	\$62,552.00	0	\$0.00	1	\$62,552.00
6.	1	LS	Pleasant Zion Pressure Reducing Valve Station, Sitework, & Electrical	\$90,552.00	\$90,552.00	100%	\$90,552.00	0	\$0.00	1	\$90,552.00
7.	1	LS	Sitework and Electrical - Vaughan Elevated Tank Site	\$36,112.00	\$36,112.00	100%	\$36,112.00	0	\$0.00	1	\$36,112.00
8.	1	LS	Telemetry Control (SCADA) System	\$148,600.00	\$148,600.00	100%	\$148,600.00	0	\$0.00	1	\$148,600.00
9.	1	LS	Eatons Ferry Bridge Crossing (NC Hwy. 803) (Attach 6" RJ/DIP to Bridge)	\$172,500.00	\$172,500.00	0%	\$0.00	-1	(\$172,500.00)	0	\$0.00
10.	1	LS	Creek Crossing No. 1 - NC Hwy. 58 10" HDPE Directional Bore (Long Branch Creek)	\$14,000.00	\$14,000.00	100%	\$14,000.00	0	\$0.00	1	\$14,000.00
11.	0	LS	Creek Crossing No. 2 - NC Hwy. 58 10" HDPE Directional Bore (Fishing Creek)	\$222,200.00	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
12.	1	LS	Creek Crossing No. 3 - SR 1649 10" HDPE Directional Bore (Fishing Creek)	\$34,628.00	\$34,628.00	1	\$34,628.00	0	\$0.00	1	\$34,628.00
13.	1	LS	Creek Crossing No. 4 - SR 1352 8" HDPE Directional Bore (Big Stonehouse Creek)	\$18,500.00	\$18,500.00	1	\$18,500.00	0	\$0.00	1	\$18,500.00
14.	0	LS	Creek Crossing No. 5 - SR 1621 6" RJ/DIP Reedy Creek Bridge Crossing (Piers)	\$12,000.00	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
15.	80	LF	Creek Crossing No. 6 - NC Hwy. 803 8" RR/DIP Aerial Creek Crossing (Big Stone House Creek)	\$60.00	\$4,800.00	80	\$4,800.00	0	\$0.00	80	\$4,800.00
16.	0	LS	Creek Crossing No. 7 - SR 1808 6" RJ/DIP Sixpound Creek Bridge Crossing (Piers)	\$45,000.00	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
17.	80	LF	Creek Crossing No. 8 - SR 1707 8" RR/DIP Aerial Creek Crossing (Sixpound Creek/Lake Gaston)	\$60.00	\$3,600.00	80	\$3,600.00	0	\$0.00	80	\$3,600.00
18.	500	LF	10" PVC Water Main	\$18.36	\$9,180.00	300	\$5,508.00	-200	(\$3,672.00)	300	\$5,508.00
19.	243,200	LF	6" PVC Water Main	\$7.99	\$1,943,188.00	223,488	\$1,785,889.12	-19,712	(\$157,498.88)	223,488	\$1,785,889.12
20.	206,205	LF	6" PVC Water Main	\$5.64	\$1,204,237.20	192,008	\$1,121,326.72	-14,197	(\$82,910.48)	192,008	\$1,121,326.72
21.	21,470	LF	4" PVC Water Main	\$3.38	\$72,189.20	17,831	\$59,912.16	-3,639	(\$12,227.04)	17,831	\$59,912.16
22.	11,000	LF	2" PVC Water Main	\$2.26	\$24,760.00	9,313	\$20,954.25	-1,687	(\$8,765.75)	9,313	\$20,954.25
23.	100	LF	10" DIP Water Main (Elevated Tank Sites)	\$26.36	\$2,636.00	181	\$3,453.16	31	\$817.16	181	\$3,453.16
24.	500	LF	8" DIP Water Main	\$18.36	\$9,180.00	166	\$3,047.76	-334	(\$6,132.24)	166	\$3,047.76
25.	1,000	LF	6" DIP Water Main	\$14.38	\$14,380.00	132	\$1,895.52	-868	(\$12,484.48)	132	\$1,895.52

26.	6,000	LB	Miscellaneous Ductile Iron Fittings	\$2.00	\$10,000.00	1,137	\$2,274.00	-3,869	(\$7,728.00)	1,137	\$2,274.00
27.	175	LF	16" Steel Casing (Jack & Bore)	\$126.00	\$21,875.00	125	\$16,626.00	-60	(\$6,250.00)	125	\$16,626.00
28.	209	LF	12" Steel Casing (Jack & Bore)	\$110.00	\$22,990.00	149	\$16,360.00	-54	(\$6,630.00)	149	\$16,360.00
29.	4	EA	10" Gate Valve & Box	\$1,100.00	\$4,400.00	3	\$3,300.00	-1	(\$1,100.00)	3	\$3,300.00
30.	94	EA	8" Gate Valve & Box	\$900.00	\$75,200.00	72	\$57,600.00	-22	(\$17,600.00)	72	\$57,600.00
31.	182	EA	6" Gate Valve & Box	\$525.00	\$95,550.00	157	\$82,425.00	-25	(\$13,125.00)	157	\$82,425.00
32.	28	EA	4" Gate Valve & Box	\$435.00	\$12,180.00	28	\$12,180.00	0	\$0.00	28	\$12,180.00
33.	26	EA	2" Gate Valve & Box	\$340.00	\$8,500.00	25	\$8,500.00	0	\$0.00	25	\$8,500.00
34.	4	EA	Tie-into Existing 6" Main	\$1,000.00	\$4,000.00	3	\$3,000.00	-1	(\$1,000.00)	3	\$3,000.00
36.	9	EA	Tie-into Existing 8" Main	\$1,200.00	\$10,800.00	12	\$14,400.00	3	\$3,600.00	12	\$14,400.00
36.	1	EA	6" x 6" Tapping Tee & Valve	\$1,500.00	\$1,500.00	0	\$0.00	-1	(\$1,500.00)	0	\$0.00
37.	1	EA	6" x 6" Tapping Saddle	\$1,500.00	\$1,500.00	0	\$0.00	-1	(\$1,500.00)	0	\$0.00
38.	11	EA	6" x 2" Tapping Saddle	\$600.00	\$6,600.00	5	\$3,000.00	-6	(\$3,600.00)	5	\$5,000.00
38.	1	EA	Cut & Cap Existing 6" Water Main	\$1,500.00	\$1,500.00	0	\$0.00	-1	(\$1,500.00)	0	\$0.00
40.	2	EA	6" Threaded Plug w/ 2" Tap	\$125.00	\$250.00	0	\$0.00	-2	(\$250.00)	0	\$0.00
41.	1	EA	Cut-In 12" Valve	\$3,200.00	\$3,200.00	1	\$3,200.00	0	\$0.00	1	\$3,200.00
42.	1	EA	Cut-In 8" Valve	\$2,500.00	\$2,500.00	0	\$0.00	-1	(\$2,500.00)	0	\$0.00
43.	2	EA	Cut-into existing 12" Main (Vaughan BPS - 2 Tie-Ins: Suction & Discharge)	\$4,000.00	\$8,000.00	2	\$8,000.00	0	\$0.00	2	\$8,000.00
44.	1	EA	Cut-into existing 8" Main (Vaughan Elevated Tank Site)	\$2,500.00	\$2,500.00	1	\$2,500.00	0	\$0.00	1	\$2,500.00
45.	1	EA	8" Thrust Collar Assembly	\$1,300.00	\$1,300.00	0	\$0.00	-1	(\$1,300.00)	0	\$0.00
46.	1	EA	6" Thrust Collar Assembly	\$1,000.00	\$1,000.00	0	\$0.00	-1	(\$1,000.00)	0	\$0.00
47.	115	EA	Fire Hydrant with Valve & Box	\$2,800.00	\$284,500.00	105	\$241,500.00	-10	(\$23,000.00)	105	\$241,500.00
48A.	1,120	EA	3/4" Water Service Connection less specified Standard Meter and Touch Read Pad	\$407.00	\$456,840.00	1,076	\$437,525.00	-45	(\$18,315.00)	1,076	\$437,525.00
49.	33,600	LF	3/4" Service Line	\$1.25	\$42,000.00	34,185	\$42,731.25	585	\$731.25	34,185	\$42,731.25
50.	16,800	LF	Bore for 3/4" Service Line	\$2.25	\$37,800.00	11,560	\$26,010.00	-5,240	(\$11,790.00)	11,560	\$26,010.00
51A.	8	EA	1" Water Service Connection less specified Standard Meter and Touch Read Pad	\$557.00	\$4,456.00	22	\$12,254.00	14	\$7,798.00	22	\$12,254.00
52.	240	LF	1" Service Line	\$1.75	\$420.00	630	\$1,102.50	390	\$682.50	630	\$1,102.50
53.	120	LF	Bore for 1" Service Line	\$2.75	\$330.00	180	\$486.00	60	\$166.00	180	\$486.00
54A.	2	EA	2" Water Service Connection less specified Standard Meter and Touch Read Pad	\$2,800.00	\$5,600.00	0	\$0.00	-2	(\$5,600.00)	0	\$0.00
55.	80	LF	2" Service Line	\$4.00	\$240.00	0	\$0.00	-80	(\$240.00)	0	\$0.00
56.	30	LF	Bore for 2" Service Line	\$6.00	\$180.00	0	\$0.00	-30	(\$180.00)	0	\$0.00
57.	340	EA	3/4" PRV @ Service (Same Box as Meter)	\$230.00	\$78,200.00	753	\$173,190.00	413	\$94,990.00	753	\$173,190.00
58.	4	EA	1" PRV @ Service	\$620.00	\$1,280.00	0	\$0.00	-4	(\$1,280.00)	0	\$0.00
59.	1	EA	2" PRV @ Service	\$525.00	\$525.00	0	\$0.00	-1	(\$525.00)	0	\$0.00
60.	48	EA	2" Post Flushing Hydrant	\$960.00	\$45,080.00	48	\$45,080.00	0	\$0.00	48	\$45,080.00
61.	120	EA	1" Manual Air Release Valve	\$300.00	\$36,000.00	70	\$21,000.00	-60	(\$15,000.00)	70	\$21,000.00
62.	4,000	LF	Replace Asphalt Pavement	\$20.00	\$80,000.00	3,884	\$77,680.00	-116	(\$2,320.00)	3,884	\$77,680.00
63.	800	LF	Concrete Replacement	\$30.00	\$24,000.00	26	\$840.00	-772	(\$23,160.00)	26	\$840.00
64.	800	LF	ABC Stone in Roads	\$10.00	\$8,000.00	213	\$2,130.00	-587	(\$5,870.00)	213	\$2,130.00
65.	800	LF	Concrete Driveway Replacement	\$30.00	\$24,000.00	359	\$10,770.00	-441	(\$13,230.00)	359	\$10,770.00
66.	1,000	LF	Asphalt DW & SW Replacement	\$10.00	\$10,000.00	959	\$9,590.00	-41	(\$410.00)	959	\$9,590.00
67.	15,200	LF	ABC Stone in Driveways	\$5.00	\$76,000.00	10,350	\$51,750.00	-4,850	(\$24,250.00)	10,350	\$51,750.00
68.	1,912	CY	Rock Excavation	\$30.00	\$57,360.00	460.49	\$13,814.70	-1,452	(\$43,545.30)	460	\$13,814.70
69.	4,188	CY	Select Backfill	\$5.00	\$20,940.00	94	\$470.00	-4,094	(\$20,470.00)	94	\$470.00
70.	1,000	CY	Stabilization Stone	\$20.00	\$20,000.00	0	\$0.00	-1,000	(\$20,000.00)	0	\$0.00
71.	580	EA	Rock Silt Check Dem	\$100.00	\$58,000.00	230	\$23,000.00	-350	(\$35,000.00)	230	\$23,000.00
72.	400	TN	Rio Ras	\$45.00	\$18,000.00	0	\$0.00	-400	(\$18,000.00)	0	\$0.00

73.	5,600	LF	Silt Fence	\$3.00	\$16,800.00	0	\$0.00	-5,600	(\$16,800.00)	0	\$0.00
74.	2,000	SY	Mulch for Erosion Control	\$3.00	\$6,000.00	3969.22	\$11,056.66	1,689	\$5,056.66	3,689	\$11,056.66
75.	12	EA	Buried Pipeline Warning Sign	\$200.00	\$2,400.00	10	\$2,000.00	-2	(\$400.00)	10	\$2,000.00
76.	483,135	LF	Pipeline Pressure Testing, Disinfection, Cleanup & Seeding	\$1.84	\$792,341.40	444,909	\$729,650.78	-58,228	(\$62,680.64)	444,809	\$729,650.78
77.	3	EA	Project Sign	\$400.00	\$1,200.00	3	\$1,200.00	0	\$0.00	3	\$1,200.00
78.	1	LS	Electrical Service Entrance Allowance (Vaughan Beaster Pump Station)	\$60,000.00	\$60,000.00	0.4463457	\$26,960.74	-0.55065433	(\$33,039.26)	0	\$26,960.74
79.	1	LS	Electrical Service Entrance Allowance (Church Hill Pressure Reducing Valve Station)	\$3,000.00	\$3,000.00	0	\$0.00	-1	(\$3,000.00)	0	\$0.00
80.	1	LS	Electrical Service Entrance Allowance (Eakins Ferry Pressure Reducing Valve Station)	\$3,000.00	\$3,000.00	0	\$0.00	-1	(\$3,000.00)	0	\$0.00
81.	1	LS	Electrical Service Entrance Allowance (Folk Chapel Pressure Reducing Valve Station)	\$3,000.00	\$3,000.00	0	\$0.00	-1	(\$3,000.00)	0	\$0.00
82.	1	LS	Electrical Service Entrance Allowance (Pleasant Zion Pressure Reducing Valve Station)	\$3,000.00	\$3,000.00	0	\$0.00	-1	(\$3,000.00)	0	\$0.00
83.	1	LS	Electrical Service Entrance Allowance (Vaughan Elevated Tank Site)	\$3,000.00	\$3,000.00	0	\$166.66	-1	(\$2,833.34)	0	\$166.66
89.	1	LS	Testing Allowance	\$15,000.00	\$15,000.00	0	\$0.00	-1	(\$15,000.00)	0	\$0.00
90.	3	EA	HDPE-DIP-PVC Transition Fitting - Two (2) per Directional Bore	\$3,000.00	\$9,000.00	5	\$15,000.00	2	\$6,000.00	5	\$15,000.00
91.	2	EA	2" Blowoff Valves @ NC Hwy 58 Bridge over Fishing Creek	\$600.00	\$1,200.00	2	\$1,200.00	0	\$0.00	2	\$1,200.00
92.	1,200	LF	Unit Price Increase of \$5.00 per LF of 8" PVC Water Main along Nogans Causeway	\$5.00	\$6,000.00	1200	\$6,000.00	0	\$0.00	1,200	\$6,000.00
93.	0	LS	Food Ucn Entrance	\$2,700.00	\$0.00	1	\$2,700.00	1	\$2,700.00	1	\$2,700.00
94.	1	LS	10" HDPE Directional Bore on South Side of SR 1306	\$84,000.00	\$84,000.00	1	\$84,000.00	0	\$0.00	1	\$84,000.00

TOTAL CONTRACT 1 LESS CHANGE ORDER NO. 3 AND NO. 5

\$7,035,257.00

\$6,217,909.36

(\$817,347.64)

\$6,217,909.36

CHANGE ORDER NO. 3

(A) GENERAL CONTRACT ITEMS

ITEM NO.	QTY	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADDED/DUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST
11.	1	LS	Creek Crossing No. 2 - NC Hwy. 58 10" HDPE Directional Bore (Fishing Creek)	\$222,200.00	\$222,200.00	100%	\$222,200.00	0	\$0.00	1	\$222,200.00
24.	300	LF	6" D.I.P. Water Main	\$16.36	\$5,808.00	0	\$0.00	-300	(\$5,508.00)	0	\$0.00
25.	800	LF	6" D.I.P. Water Main	\$14.26	\$8,816.00	0	\$0.00	-800	(\$8,616.00)	0	\$0.00
47.	10	EA	Fire Hydrant with Valve & Box	\$2,300.00	\$23,000.00	14	\$32,200.00	4	\$9,200.00	14	\$32,200.00
68.	1,800	CY	Rock Excavation	\$30.00	\$54,000.00	0	\$0.00	-1,800	(\$54,000.00)	0	\$0.00
TOTAL					\$304,324.00		\$284,400.00		(\$49,924.00)		\$284,400.00

(B) WATER MAIN SEGMENTS TO BE ADDED

SR 1625 West from NC Hwy 58 (South of Inez)

ITEM NO.	QTY	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADDED/DUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST
20.	3,240	LF	6" PVC Water Main	\$5.84	\$16,921.60	7,075	\$41,818.00	3,835	\$22,536.40	7,075	\$41,818.00
31.	1	EA	6" Gate Valve & Box	\$325.00	\$325.00	0	\$0.00	-1	(\$25.00)	0	\$0.00
71.	4	EA	Rock Silt Check Dam	\$100.00	\$400.00	7	\$700.00	3	\$300.00	7	\$700.00
73.	40	LF	Silt Fence	\$3.00	\$120.00	0	\$0.00	-40	(\$120.00)	0	\$0.00
76.	3,240	LF	Pipeline Pressure Testing, Disinfection, Cleanup & Seeding	\$1.84	\$5,931.60	7,075	\$11,805.00	3,835	\$6,269.40	7,075	\$11,805.00
34.	0	EA	Tie-into Existing 6" Main	\$1,000.00	\$0.00	2	\$2,000.00	2	\$2,000.00	2	\$2,000.00
28.	0	LF	1/2" Steel Casing (Jack & Bore)	\$110.00	\$0.00	34	\$3,740.00	34	\$3,740.00	34	\$3,740.00
67.	0	LF	ABC Stone in Driveways	\$5.00	\$0.00	56	\$280.00	56	\$280.00	56	\$280.00
TOTAL					\$26,280.20		\$59,641.00		\$34,360.80		\$59,641.00

SR 1513 Northeast from SR 1640 (East of Inez)

ITEM NO	QTY	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADDED/DUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST
20.	7,530	LF	6" PVC Water Main	\$5.84	\$43,975.20	10,305	\$60,181.20	2,775	\$16,208.00	10,305	\$60,181.20
31.	1	EA	6" Gate Valve & Box	\$525.00	\$525.00	0	\$0.00	-1	(\$525.00)	0	\$0.00
71.	8	EA	Rock Silt Check Dam	\$100.00	\$800.00	4	\$400.00	-4	(\$400.00)	4	\$400.00
73.	80	LF	Silt Fence	\$3.00	\$240.00	0	\$0.00	-80	(\$240.00)	0	\$0.00
78.	7,530	LF	Pipeline Pressure Testing, Disinfection, Cleanup & Seeding	\$1.84	\$12,349.20	10,305	\$18,900.20	2,775	\$4,551.00	10,305	\$18,900.20
34.	0	EA	Tie-into Existing 6" Main	\$1,000.00	\$0.00	1	\$1,000.00	1	\$1,000.00	1	\$1,000.00
28.	0	LF	Replace Asphalt Pavement	\$20.00	\$0.00	21	\$420.00	21	\$420.00	21	\$420.00
67.	0	LF	ABC Stone in Driveways	\$5.00	\$0.00	198	\$990.00	198	\$990.00	198	\$990.00
68.	0	LF	Asphalt D/W & S/W Replacement	\$10.00	\$0.00	20	\$200.00	20	\$200.00	20	\$200.00
TOTAL					\$57,888.40		\$80,081.40		\$22,192.00		\$80,081.40

SR 1609 North from the Intersection with SR 1530

ITEM NO	QTY	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADDED/DUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST
20.	3,200	LF	6" PVC Water Main	\$5.84	\$18,688.00	2,984	\$17,309.76	-236	(\$1,378.24)	2,984	\$17,309.76
31.	1	EA	6" Gate Valve & Box	\$525.00	\$525.00	2	\$1,050.00	1	\$525.00	2	\$1,050.00
71.	2	EA	Rock Silt Check Dam	\$100.00	\$200.00	9	\$900.00	7	\$700.00	9	\$900.00
73.	20	LF	Silt Fence	\$3.00	\$60.00	0	\$0.00	-20	(\$60.00)	0	\$0.00
78.	3,200	LF	Pipeline Pressure Testing, Disinfection, Cleanup & Seeding	\$1.84	\$5,248.00	2,984	\$4,280.88	-236	(\$387.04)	2,984	\$4,660.99
74.	0	SY	Matting for Erosion Control	\$3.00	\$0.00	406	\$1,215.00	406	\$1,215.00	406	\$1,215.00
67.	0	LF	ABC Stone in Driveways	\$5.00	\$0.00	140	\$700.00	140	\$700.00	140	\$700.00
TOTAL					\$24,721.00		\$26,035.72		\$1,314.72		\$26,035.72

SR 1630 Southeast from EOL Hydrant on SR 1630 (near US Hwy 156)

ITEM NO	QTY	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADDED/DUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST
20.	20,840	LF	6" PVC Water Main	\$5.84	\$121,705.80	20,087	\$117,308.08	-753	(\$4,397.52)	20,087	\$117,308.08
31.	3	EA	6" Gate Valve & Box	\$525.00	\$1,575.00	4	\$2,100.00	1	\$525.00	4	\$2,100.00
34.	1	EA	Tie-into Existing 6" Main	\$1,000.00	\$1,000.00	1	\$1,000.00	0	\$0.00	1	\$1,000.00
71.	20	EA	Rock Silt Check Dam	\$100.00	\$2,000.00	24	\$2,400.00	4	\$400.00	24	\$2,400.00
73.	230	LF	Silt Fence	\$3.00	\$690.00	0	\$0.00	-230	(\$690.00)	0	\$0.00
78.	20,840	LF	Pipeline Pressure Testing, Disinfection, Cleanup & Seeding	\$1.84	\$34,177.80	20,087	\$32,942.68	-753	(\$1,234.92)	20,087	\$32,942.68
28.	0	LF	Replace Asphalt Pavement	\$20.00	\$0.00	31	\$620.00	31	\$620.00	31	\$620.00
67.	0	LF	ABC Stone in Driveways	\$5.00	\$0.00	154	\$770.00	154	\$770.00	154	\$770.00
68.	0	LF	Asphalt D/W & S/W Replacement	\$10.00	\$0.00	30	\$300.00	30	\$300.00	30	\$300.00
64.	0	LF	ABC Stone in Roads	\$10.00	\$0.00	21	\$210.00	21	\$210.00	21	\$210.00
TOTAL					\$181,148.20		\$157,650.76		(\$3,497.44)		\$167,650.76

SR 1529 (South of US Hwy 168)

ITEM NO.	QTY	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADD/DEDUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST
21.	3,180	LF	4" PVC Water Main	\$3.88	\$12,638.40	2,898	\$9,838.86	-222	(\$745.92)	2,658	\$9,838.86
31.	1	EA	4" Gate Valve & Box	\$435.00	\$435.00	1	\$435.00	0	\$0.00	1	\$435.00
71.	4	EA	Rock Silt Check Dam	\$100.00	\$400.00	0	\$0.00	-4	(\$400.00)	0	\$0.00
73.	40	LF	Silt Fence	\$3.00	\$120.00	0	\$0.00	-40	(\$120.00)	0	\$0.00
78.	3,180	LF	Pipeline Pressure Testing, Disinfection, Cleanup & Seeding	\$1.84	\$5,851.20	2,898	\$4,851.12	-222	(\$894.08)	2,658	\$4,851.12
67.	0	LF	ABC Stone In Driveways	\$5.00	\$0.00	28	\$140.00	28	\$140.00	28	\$140.00
80.	0	EA	2" Post Flushing Hydrant	\$960.00	\$0.00	1	\$960.00	1	\$960.00	1	\$960.00
84.	0	LF	ABC Stone In Roads	\$10.00	\$0.00	2,080	\$20,800.00	2,080	\$20,800.00	2,080	\$20,800.00
TOTAL					\$16,855.00		\$37,225.00		\$20,370.00		\$37,225.00

SR 1380 (North and South of US Hwy 168)

ITEM NO.	QTY	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADD/DEDUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST
20.	6,400	LF	6" PVC Water Main	\$5.84	\$37,376.00	6,331	\$36,973.04	-69	(\$402.96)	6,331	\$36,973.04
21.	850	LF	4" PVC Water Main	\$3.38	\$2,855.00	2,576	\$8,655.36	1,726	\$5,799.36	2,678	\$8,655.36
31.	3	EA	6" Gate Valve & Box	\$525.00	\$1,575.00	2	\$1,050.00	-1	(\$525.00)	2	\$1,050.00
31.	1	EA	4" Gate Valve & Box	\$435.00	\$435.00	1	\$435.00	0	\$0.00	1	\$435.00
71.	6	EA	Rock Silt Check Dam	\$100.00	\$600.00	2	\$200.00	-4	(\$400.00)	2	\$200.00
73.	60	LF	Silt Fence	\$3.00	\$180.00	0	\$0.00	-60	(\$180.00)	0	\$0.00
78.	7,250	LF	Pipeline Pressure Testing, Disinfection, Cleanup & Seeding	\$1.84	\$13,340.00	9,907	\$14,607.48	1,657	\$2,717.48	9,907	\$14,607.48
34.	0	EA	Tie-into Existing 6" Main	\$1,000.00	\$0.00	3	\$3,000.00	3	\$3,000.00	3	\$3,000.00
67.	0	LF	ABC Stone In Driveways	\$5.00	\$0.00	168	\$840.00	168	\$840.00	168	\$840.00
62.	0	LF	Replace Asphalt Pavement	\$20.00	\$0.00	22	\$440.00	22	\$440.00	22	\$440.00
28.	0	LF	12" Steel Casing (Jack & Bore)	\$110.00	\$0.00	34	\$3,740.00	34	\$3,740.00	34	\$3,740.00
84.	0	LF	ABC Stone In Roads	\$10.00	\$0.00	20	\$200.00	20	\$200.00	20	\$200.00
80.	0	EA	2" Post Flushing Hydrant	\$960.00	\$0.00	1	\$960.00	1	\$960.00	1	\$960.00
TOTAL					\$54,912.00		\$71,100.88		\$16,188.88		\$71,100.88

SR 1351 West from the Intersection with SR 1357

ITEM NO.	QTY	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADD/DEDUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST
20.	6,370	LF	6" PVC Water Main	\$5.84	\$37,200.80	6,328	\$36,855.52	-42	(\$245.28)	6,328	\$36,855.52
31.	1	EA	6" Gate Valve & Box	\$525.00	\$525.00	1	\$525.00	0	\$0.00	1	\$525.00
71.	4	EA	Rock Silt Check Dam	\$100.00	\$400.00	0	\$0.00	-4	(\$400.00)	0	\$0.00
73.	50	LF	Silt Fence	\$3.00	\$150.00	0	\$0.00	-50	(\$150.00)	0	\$0.00
78.	6,370	LF	Pipeline Pressure Testing, Disinfection, Cleanup & Seeding	\$1.84	\$11,720.80	6,328	\$11,637.52	-42	(\$78.88)	6,328	\$11,637.52
30.	0	EA	6" Gate Valve & Box	\$600.00	\$0.00	2	\$1,200.00	2	\$1,200.00	2	\$1,200.00
34.	0	EA	Tie-into Existing 6" Main	\$1,000.00	\$0.00	1	\$1,000.00	1	\$1,000.00	1	\$1,000.00
67.	0	LF	ABC Stone In Driveways	\$5.00	\$0.00	182	\$910.00	182	\$910.00	182	\$910.00
62.	0	LF	Replace Asphalt Pavement	\$20.00	\$0.00	23	\$460.00	23	\$460.00	23	\$460.00
25.	0	LF	6" DIP Water Main	\$14.38	\$0.00	18	\$258.84	18	\$258.84	18	\$258.84
TOTAL					\$48,722.60		\$52,086.62		\$3,364.32		\$52,086.62

SR 1348 Northwest from the Intersection with SR 1344

ITEM NO.	QTY	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADDED/DUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST
20.	7,840	LF	6" PVC Water Main	\$6.84	\$45,786.80	4,345	\$25,374.80	-3,495	(\$20,410.80)	4,345	\$25,374.80
31.	1	EA	6" Gate Valve & Box	\$525.00	\$525.00	1	\$525.00	0	\$0.00	1	\$525.00
71.	4	EA	Rock Silt Check Dam	\$100.00	\$400.00	6	\$600.00	2	\$200.00	6	\$600.00
73.	40	LF	Silt Fence	\$3.00	\$120.00	0	\$0.00	-40	(\$120.00)	0	\$0.00
76.	7,840	LF	Pipeline Pressure Testing, Disinfection, Cleanup & Seeding	\$1.64	\$12,857.60	4,345	\$7,125.80	-3,495	(\$5,731.80)	4,345	\$7,125.80
34.	0	EA	Tie-into Existing 6" Main	\$1,000.00	\$0.00	1	\$1,000.00	1	\$1,000.00	1	\$1,000.00
97.	0	LF	ABC Stone in Driveways	\$5.00	\$0.00	42	\$210.00	42	\$210.00	42	\$210.00
98.	0	LF	Asphalt D/W & S/W Replacement	\$10.00	\$0.00	68	\$680.00	68	\$680.00	68	\$680.00
TOTAL					\$53,688.20		\$35,519.60		(\$24,172.60)		\$35,519.60

SR 1335 Southeast from the Intersection with SR 1335

ITEM NO.	QTY	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADDED/DUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST
20.	4,240	LF	6" PVC Water Main	\$5.84	\$24,781.60	4,224	\$27,004.16	384	\$2,242.56	4,224	\$27,004.16
31.	1	EA	6" Gate Valve & Box	\$525.00	\$525.00	1	\$525.00	0	\$0.00	1	\$525.00
71.	6	EA	Rock Silt Check Dam	\$100.00	\$600.00	0	\$0.00	-6	(\$600.00)	0	\$0.00
73.	80	LF	Silt Fence	\$3.00	\$180.00	0	\$0.00	-80	(\$180.00)	0	\$0.00
76.	4,240	LF	Pipeline Pressure Testing, Disinfection, Cleanup & Seeding	\$1.64	\$6,953.60	4,224	\$7,583.36	384	\$623.76	4,224	\$7,583.36
34.	0	EA	Tie-into Existing 6" Main	\$1,000.00	\$0.00	1	\$1,000.00	1	\$1,000.00	1	\$1,000.00
97.	0	LF	ABC Stone in Driveways	\$5.00	\$0.00	28	\$140.00	28	\$140.00	28	\$140.00
TOTAL					\$33,020.20		\$38,252.52		\$3,232.32		\$38,252.52

NC Hwy 903 Southeast towards Littleton

ITEM NO.	QTY	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADDED/DUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST
19.	6,800	LF	6" PVC Water Main	\$7.98	\$54,232.00	6,777	\$54,148.23	-23	(\$183.77)	6,777	\$54,148.23
31.	1	EA	6" Gate Valve & Box	\$800.00	\$800.00	2	\$1,600.00	1	\$800.00	2	\$1,600.00
71.	9	EA	Rock Silt Check Dam	\$100.00	\$900.00	18	\$1,800.00	9	\$900.00	18	\$1,800.00
73.	80	LF	Silt Fence	\$3.00	\$240.00	0	\$0.00	-80	(\$240.00)	0	\$0.00
76.	6,800	LF	Pipeline Pressure Testing, Disinfection, Cleanup & Seeding	\$1.64	\$11,152.00	6,777	\$11,114.28	-23	(\$37.72)	6,777	\$11,114.28
34.	0	EA	Tie-into Existing 6" Main	\$1,200.00	\$0.00	1	\$1,200.00	1	\$1,200.00	1	\$1,200.00
97.	0	LF	ABC Stone in Driveways	\$5.00	\$0.00	140	\$700.00	140	\$700.00	140	\$700.00
98.	0	LF	Concrete Driveway Replacement	\$30.00	\$0.00	11	\$330.00	11	\$330.00	11	\$330.00
TOTAL					\$67,424.00		\$70,882.51		\$3,458.51		\$70,882.51
TOTAL - WATER MAINS ADDED IN CHANGE ORDER NO. 3					\$603,984.80		\$880,882.31		\$26,887.51		\$880,882.31

CHANGE ORDER NO. 5

(A) GENERAL CONTRACT ITEMS

ITEM NO.	QTY	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADDED/DEDUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST
25	150	LF	6" DIP Water Main	\$14.38	\$2,154.00	60	\$861.50	-90	(\$1,292.40)	60	\$861.50
26	500	LB	Miscellaneous Ductile Iron Fittings	\$2.00	\$1,000.00	106	\$212.00	-394	(\$788.00)	106	\$212.00
48A	145	EA	3/4" Water Service Connection	\$407.00	\$59,015.00	65	\$28,455.00	-80	(\$32,560.00)	65	\$28,455.00
49	4,950	LF	3/4" Service Line	\$1.25	\$6,187.50	1,995	\$2,493.75	-2,955	(\$3,693.75)	1,995	\$2,493.75
50	2,175	LF	Bore for 3/4" Service Line	\$2.25	\$4,893.75	660	\$1,530.00	-1,485	(\$3,363.75)	660	\$1,530.00
51A	5	EA	1" Water Service Connection	\$557.00	\$2,785.00	0	\$0.00	-5	(\$2,785.00)	0	\$0.00
52	160	LF	1" Service Line	\$1.75	\$282.50	0	\$0.00	-160	(\$282.50)	0	\$0.00
53	75	LF	Bore for 1" Service Line	\$2.75	\$206.25	0	\$0.00	-75	(\$206.25)	0	\$0.00
57	50	EA	3/4" PRV @ Service (Same Box as Meter)	\$230.00	\$11,900.00	19	\$4,370.00	-31	(\$7,130.00)	19	\$4,370.00
58	2	EA	1" PRV @ Service	\$320.00	\$640.00	0	\$0.00	-2	(\$640.00)	0	\$0.00
61	25	EA	1" Manual Air Release Valve	\$300.00	\$7,500.00	0	\$0.00	-25	(\$7,500.00)	0	\$0.00
62	500	LF	Replace Asphalt Pavement	\$20.00	\$10,000.00	76	\$1,500.00	-424	(\$16,500.00)	76	\$1,500.00
63	150	LF	Concrete Replacement	\$30.00	\$4,500.00	0	\$0.00	-150	(\$4,500.00)	0	\$0.00
64	500	LF	ABC Stone in Roads	\$10.00	\$5,000.00	40	\$400.00	-460	(\$4,600.00)	40	\$400.00
65	180	LF	Concrete Driveway Replacement	\$30.00	\$4,500.00	48	\$1,380.00	-134	(\$3,120.00)	48	\$1,380.00
66	200	LF	Asphalt Driveway & S/W Replacement	\$10.00	\$2,000.00	26	\$260.00	-174	(\$1,720.00)	26	\$260.00
67	500	LF	ABC Stone in Driveway	\$5.00	\$2,500.00	1,285	\$6,425.00	785	\$3,925.00	1,285	\$6,425.00
68	250	CY	Rock Excavation	\$30.00	\$7,500.00	0	\$0.00	-250	(\$7,500.00)	0	\$0.00
69	250	CY	Select Backfill	\$5.00	\$1,250.00	0	\$0.00	-250	(\$1,250.00)	0	\$0.00
70	0	EA	3/4" PRV (Not Installed) - Delivered to Warren Co. Public Utilities	\$100.00	\$0.00	80	\$3,000.00	80	\$3,000.00	80	\$3,000.00
TOTAL					\$140,944.00		\$48,907.35		(\$91,736.65)		\$48,907.35

(B) WATER MAIN SEGMENTS TO BE ADDED

NC Hwy 58 South from SR 1640

ITEM NO.	QTY	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADDED/DEDUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST
20.	17,000	LF	6" PVC Water Main (Original Unit Price)	\$5.84	\$99,280.00	17,000	\$99,280.00	0	\$0.00	17,000	\$99,280.00
20A.	7,640	LF	6" PVC Water Main (Negotiated Unit Price)	\$5.32	\$40,644.80	7,677	\$40,909.64	-39	(\$264.16)	7,677	\$40,909.64
31.	3	EA	6" Gate Valve & Box	\$525.00	\$1,575.00	6	\$3,150.00	3	\$1,575.00	6	\$3,150.00
35.	1	EA	Tie-into Existing 6" Main	\$1,200.00	\$1,200.00	1	\$1,200.00	0	\$0.00	1	\$1,200.00
47.	4	EA	Fire Hydrant with Valve & Box	\$2,300.00	\$9,200.00	5	\$11,500.00	1	\$2,300.00	5	\$11,500.00
71.	28	EA	Rock Silt Check Dam	\$100.00	\$2,300.00	28	\$2,800.00	5	\$500.00	28	\$2,800.00
73.	220	LF	Silt Fence	\$3.00	\$660.00	0	\$0.00	-220	(\$660.00)	0	\$0.00
78.	24,640	LF	Pipeline Cleanup & Seeding	\$1.64	\$40,409.60	24,577	\$40,308.28	-63	(\$103.32)	24,577	\$40,308.28
TOTAL					\$195,289.40		\$198,545.92		\$3,276.52		\$198,545.92

SR 1628 East from NC Hwy 68 (South of Inez)

ITEM NO.	QTY	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADD/DEDUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST
20A.	13,350	LF	8" PVC Water Main (Negotiated Unit Price)	\$5.32	\$72,088.00	14,350	\$79,342.00	800	\$4,286.00	14,350	\$79,342.00
31.	1	EA	8" Gate Valve & Box	\$525.00	\$525.00	2	\$1,050.00	1	\$525.00	2	\$1,050.00
47.	1	EA	Rock Silt Check Dam	\$2,300.00	\$2,300.00	2	\$4,600.00	1	\$2,300.00	2	\$4,600.00
71.	8	EA	Silt Fence	\$100.00	\$800.00	2	\$200.00	-6	(\$600.00)	2	\$200.00
73.	80	LF	Pipeline Pressure Testing, Disinfection, Cleanup & Seeding	\$3.00	\$240.00	0	\$0.00	-80	(\$240.00)	0	\$0.00
78.	13,350	LF	Tie-into Existing 8" Main	\$1.84	\$22,222.00	14,350	\$23,534.00	800	\$1,312.00	14,350	\$23,534.00
TOTAL					\$98,173.00		\$108,726.00		\$7,583.00		\$108,726.00

SR 1909 South from the Intersection with SR 1530

ITEM NO.	QTY	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADD/DEDUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST
20A.	5,130	LF	8" PVC Water Main (Negotiated Unit Price)	\$5.32	\$27,291.80	4,678	\$24,354.96	-592	(\$2,936.84)	4,678	\$24,354.96
31.	1	EA	8" Gate Valve & Box	\$525.00	\$525.00	0	\$0.00	-1	(\$525.00)	0	\$0.00
47.	1	EA	Rock Silt Check Dam	\$2,300.00	\$2,300.00	1	\$2,300.00	0	\$0.00	1	\$2,300.00
71.	2	EA	Silt Fence	\$100.00	\$200.00	10	\$1,000.00	8	\$800.00	10	\$1,000.00
73.	20	LF	Pipeline Pressure Testing, Disinfection, Cleanup & Seeding	\$3.00	\$60.00	0	\$0.00	-20	(\$60.00)	0	\$0.00
78.	5,130	LF	Walling for Erosion Control	\$1.84	\$8,413.20	4,678	\$7,507.92	-552	(\$995.28)	4,678	\$7,507.92
84.	0	EA	Tie-into Existing 8" Main	\$1,000.00	\$0.00	1	\$1,000.00	1	\$1,000.00	1	\$1,000.00
TOTAL					\$38,793.80		\$38,162.98		(\$628.82)		\$38,162.88

SR 1521 South from the Intersection of SR 1517, SR 1521, and SR 1522

ITEM NO.	QTY	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADD/DEDUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST
20A.	5,130	LF	8" PVC Water Main (Negotiated Unit Price)	\$5.32	\$27,291.80	5,130	\$27,291.80	0	\$0.00	5,130	\$27,291.80
31.	0	EA	8" Gate Valve & Box	\$525.00	\$0.00	1	\$525.00	1	\$525.00	1	\$525.00
34.	1	EA	Tie-into Existing 8" Main	\$1,000.00	\$1,000.00	1	\$1,000.00	0	\$0.00	1	\$1,000.00
47.	1	EA	Fire Hydrant with Valve & Box	\$2,300.00	\$2,300.00	1	\$2,300.00	0	\$0.00	1	\$2,300.00
71.	2	EA	Rock Silt Check Dam	\$100.00	\$200.00	10	\$1,000.00	8	\$800.00	10	\$1,000.00
73.	30	LF	Silt Fence	\$3.00	\$90.00	0	\$0.00	-30	(\$90.00)	0	\$0.00
78.	6,130	LF	Pipeline Cleanup & Seeding	\$1.84	\$8,413.20	5,130	\$8,413.20	0	\$0.00	5,130	\$8,413.20
TOTAL					\$39,294.80		\$40,529.80		\$1,235.00		\$40,529.80

SR 1517 West from the Intersection of SR 1517, SR 1521, and SR 1522

ITEM NO.	QTY	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADD/DEDUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST
20A.	6,200	LF	8" PVC Water Main (Negotiated Unit Price)	\$5.32	\$32,984.00	5,885	\$31,201.80	-355	(\$1,782.20)	5,885	\$31,201.80
31.	2	EA	8" Gate Valve & Box	\$525.00	\$1,050.00	2	\$1,050.00	0	\$0.00	2	\$1,050.00
47.	1	EA	Fire Hydrant with Valve & Box	\$2,300.00	\$2,300.00	1	\$2,300.00	0	\$0.00	1	\$2,300.00
71.	0	EA	Rock Silt Check Dam	\$100.00	\$0.00	11	\$1,100.00	11	\$1,100.00	11	\$1,100.00
78.	6,200	LF	Pipeline Cleanup & Seeding	\$1.84	\$10,168.00	5,885	\$9,018.80	-335	(\$549.40)	5,885	\$9,018.80
TOTAL					\$46,502.00		\$46,270.40		(\$1,231.60)		\$46,270.40

SR 1622 East from the Intersection of SR 1617, SR 1621, and SR 1622

ITEM NO.	QTY.	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADD/DEDUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY.	COST	QTY.	COST	QTY.	COST
20A.	4,000	LF	6" PVC Water Main (Negotiated Unit Price)	\$5.32	\$21,280.00	3,700	\$19,684.00	-900	(\$1,696.00)	3,700	\$19,684.00
31.	2	EA	6" Gate Valve & Box	\$525.00	\$1,050.00	1	\$525.00	-1	(\$525.00)	1	\$525.00
47.	1	EA	Fire Hydrant with Valve & Box	\$2,300.00	\$2,300.00	1	\$2,300.00	0	\$0.00	1	\$2,300.00
78.	4,000	LF	Pipeline Cleanup & Seeding	\$1.84	\$8,960.00	3,700	\$8,068.00	-300	(\$492.00)	3,700	\$8,068.00
TOTAL					\$31,190.00		\$28,577.00		(\$2,613.00)		\$28,577.00

SR 1621 South from Odell to the Intersection with SR 1622 and SR 1617

ITEM NO.	QTY.	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADD/DEDUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY.	COST	QTY.	COST	QTY.	COST
14.	1	LS	Creek Crossing No. 5 - SR 1621 - Piers	\$12,000.00	\$12,000.00	1	\$12,000.00	0	\$0.00	1	\$12,000.00
20A.	16,470	LF	6" PVC Water Main (Negotiated Unit Price)	\$5.32	\$87,620.40	16,095	\$85,625.40	-375	(\$1,995.00)	16,095	\$85,625.40
31.	1	EA	6" Gate Valve & Box	\$525.00	\$525.00	1	\$525.00	0	\$0.00	1	\$525.00
47.	1	EA	Fire Hydrant with Valve & Box	\$2,300.00	\$2,300.00	1	\$2,300.00	0	\$0.00	1	\$2,300.00
71.	18	EA	Rock Silt Check Dam	\$100.00	\$1,800.00	23	\$2,300.00	7	\$700.00	23	\$2,300.00
73.	100	LF	Silt Fence	\$3.00	\$300.00	0	\$0.00	-100	(\$300.00)	0	\$0.00
78.	16,470	LF	Pipeline Cleanup & Seeding	\$1.84	\$27,010.80	16,095	\$26,395.80	-375	(\$615.00)	16,095	\$26,395.80
TOTAL					\$131,336.20		\$129,146.20		(\$2,210.00)		\$129,146.20

SR 1609 West from Odell

ITEM NO.	QTY.	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADD/DEDUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY.	COST	QTY.	COST	QTY.	COST
20A.	645	LF	6" PVC Water Main (Negotiated Unit Price)	\$5.32	\$3,431.40	1,150	\$8,118.00	505	\$2,686.60	1,150	\$8,118.00
31.	1	EA	6" Gate Valve & Box	\$525.00	\$525.00	1	\$525.00	0	\$0.00	1	\$525.00
71.	1	EA	Fire Hydrant with Valve & Box	\$2,300.00	\$2,300.00	1	\$2,300.00	0	\$0.00	1	\$2,300.00
73.	645	LF	Pipeline Cleanup & Seeding	\$1.84	\$1,067.80	1,150	\$1,888.00	505	\$628.20	1,150	\$1,888.00
TOTAL					\$7,314.20		\$10,628.00		\$3,514.80		\$10,628.00

SR 1609 North from Odell

ITEM NO.	QTY.	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADD/DEDUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY.	COST	QTY.	COST	QTY.	COST
20A.	1,300	LF	6" PVC Water Main (Negotiated Unit Price)	\$5.32	\$8,916.00	2,000	\$10,640.00	700	\$3,724.00	2,000	\$10,640.00
31.	1	EA	6" Gate Valve & Box	\$525.00	\$525.00	1	\$525.00	0	\$0.00	1	\$525.00
47.	1	EA	Fire Hydrant with Valve & Box	\$2,300.00	\$2,300.00	1	\$2,300.00	0	\$0.00	1	\$2,300.00
71.	2	EA	Rock Silt Check Dam	\$100.00	\$200.00	8	\$800.00	6	\$600.00	8	\$800.00
73.	30	LF	Silt Fence	\$3.00	\$90.00	0	\$0.00	-30	(\$90.00)	0	\$0.00
78.	1,300	LF	Pipeline Cleanup & Seeding	\$1.84	\$2,392.00	2,000	\$3,280.00	700	\$1,148.00	2,000	\$3,280.00
TOTAL					\$12,163.00		\$17,548.00		\$5,382.00		\$17,548.00

SR 1649 West from NC Hwy 58 (South of Inez)

ITEM NO.	QTY.	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADDED/DEDUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY.	COST	QTY.	COST	QTY.	COST
20A.	3,240	LF	6" PVC Water Main (Negotiated Unit Price)	\$5.32	\$17,236.80	4,139	\$22,018.48	899	\$4,782.88	4,139	\$22,018.48
28.	40	LF	12" Steel Casing (Jack & Bore)	\$110.00	\$4,400.00	31	\$3,410.00	-9	(\$990.00)	31	\$3,410.00
31.	1	EA	6" Gate Valve & Box	\$825.00	\$825.00	1	\$825.00	0	\$0.00	1	\$825.00
47.	1	EA	Fire Hydrant with Valve & Box	\$2,300.00	\$2,300.00	1	\$2,300.00	0	\$0.00	1	\$2,300.00
71.	4	EA	Rock Silt Check Dam	\$100.00	\$400.00	0	\$0.00	-4	(\$400.00)	0	\$0.00
73.	40	LF	Silt Fence	\$3.00	\$120.00	0	\$0.00	-40	(\$120.00)	0	\$0.00
76.	3,240	LF	Pipeline Cleanup & Seeding	\$1.64	\$5,313.60	4,139	\$6,787.58	899	\$1,474.36	4,139	\$6,787.93
TOTAL					\$30,286.40		\$56,042.44		\$4,747.04		\$56,042.44

SR 1627 West from NC Hwy 58 (South of Inez)

ITEM NO.	QTY.	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		ADDED/DEDUCT		FINAL ADJUSTED QUANTITIES	
				UNIT PRICE	COST	QTY.	COST	QTY.	COST	QTY.	COST
20A.	3,940	LF	6" PVC Water Main (Negotiated Unit Price)	\$5.32	\$20,980.80	2,899	\$15,390.76	-1,047	(\$5,570.04)	2,899	\$15,390.76
28.	40	LF	12" Steel Casing (Jack & Bore)	\$110.00	\$4,400.00	40	\$4,400.00	0	\$0.00	40	\$4,400.00
31.	1	EA	6" Gate Valve & Box	\$825.00	\$825.00	1	\$825.00	0	\$0.00	1	\$825.00
47.	1	EA	Fire Hydrant with Valve & Box	\$2,300.00	\$2,300.00	1	\$2,300.00	0	\$0.00	1	\$2,300.00
71.	2	EA	Rock Silt Check Dam	\$100.00	\$200.00	0	\$0.00	-2	(\$200.00)	0	\$0.00
73.	30	LF	Silt Fence	\$3.00	\$90.00	0	\$0.00	-30	(\$90.00)	0	\$0.00
76.	3,940	LF	Pipeline Cleanup & Seeding	\$1.64	\$6,461.60	2,893	\$4,744.82	-1,047	(\$1,717.08)	2,893	\$4,744.82
TOTAL					\$34,837.40		\$27,360.28		(\$7,577.12)		\$27,360.28
TOTAL - CHANGE ORDER NO. 5 COST					\$905,929.20		\$723,642.27		(\$82,286.93)		\$723,642.27

SUMMARY: FINAL ADJUSTING CHANGE ORDER	
ACTUAL FINAL WORK COMPLETE:	\$7,822,433.94
CONTRACT PRICE THROUGH CHANGE ORDER NO. 6:	\$7,904,720.87
ADD/(DEDUCT):	(\$82,286.93)
REVISED FINAL CONTRACT PRICE:	\$7,822,433.94

Meeting Date: December 3, 2012

Item # 13-A

SUBJECT: Board of Commissioners Appointments

REQUESTED BY: Clerk to the Board

SUMMARY: NC Association of County Commissioners has scheduled a Legislative Goals Conference for January 24 & 25, 2013, it is requested that each county appoint a voting delegate from it's Board.

NOTE: Chairman Ross has registered to attend.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Memorandum

RETURN FORM BY JANUARY 11, 2013

**VOTING DELEGATE DESIGNATION FORM
LEGISLATIVE GOALS CONFERENCE
January 24-25, 2013 (Thursday – Friday)
Sheraton Imperial - RTP**

NOTE: Please place this action on your board meeting agenda.

Each Board of County Commissioners is hereby requested to designate a commissioner or other official as a voting delegate. Each voting delegate should complete and sign the following statement and **RETURN IT TO THE ASSOCIATION NO LATER THAN FRIDAY, JANUARY 11, 2013.**

PLEASE RETURN FORM TO SHEILA SAMMONS, CLERK TO THE BOARD BY EMAIL: SHEILA.SAMMONS@NCACC.ORG OR FAX: 919-733-1065.

I, _____, hereby certify that I am the duly designated voting delegate for **Warren** County at the North Carolina Association of County Commissioners 2013 Legislative Goals Conference.

Signed: _____

Title: _____

Article VI, Section of the Association's Constitution provides:

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its County Commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the Board of County Commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues.”

Voting Delegate Form: Legislative Goals Conference

The Conference is a one-and-a-half-day event, as goals adoption continues the morning of Jan. 25. We typically have several goals that are proposed at the conference, and our Screening Committee meets late afternoon on Jan. 24 to consider whether those goals will be allowed to be voted on the next day (this necessitates the second day). Agenda is below.

Registration is hopefully going live this afternoon as long as Finance confirms the credit card processing works correctly. Keep in mind that we are offering “Leading Your County Governing Board” (the new board chair orientation, open to all but preference to board chairs and vice chairs) on Wednesday (also at the Sheraton RTP) if you have members interested in attending.

Thursday January 24, 2013

7:30AM - 4:30PM
8:30AM
9:30AM
12:00PM
1:00PM
1:00PM
3:00PM
3:30PM
4:45PM

Legislative Goals Conference Registration - *Imperial Pre-Function*
Newcomer Breakfast Social - *Imperial IV*
Information Session - *Imperial I, II & III*
Lunch - *Imperial IV, V, VI & VII*
Deadline to submit new goals - *Registration desk*
Legislative Goals Adoption - *Imperial I, II & III*
Break - *Imperial Pre-Function*
Legislative Goals Adoption - *Imperial I, II & III*
Screening Committee Meeting - *Royal*

Friday January 25, 2013

7:30AM - 10:30AM
9:00AM - 12:00PM

Registration - *Imperial Pre-Function*
Legislative Goals Adoption - *Imperial I, II & III*



Jason King
Associate Director of Education
N.C. Association of County Commissioners
Phone (919) 715-0045 | Fax (919) 733-1065
www.ncacc.org



Meeting Date: December 3, 2012

Item # 13-B

SUBJECT: Board of Commissioner Appointments

REQUESTED BY: Clerk to the Board

**SUMMARY: It is submitted to appoint Board of Commissioners to various Boards/
Committees/Commissions for two year terms expiring December 2014.
See attached listing.**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

**Warren County Boards & Commissions Appointments
Term Duration January 2013 –December 2014**

	Meet Day/date	Meet Frequency	Commissioner(s)Appointed.
Five County COC	4th Monday	Monthly	_____
Benefits (2members)	As needed	As needed	_____ / _____
Council of Government	4th Thursday	Monthly	_____
Economic Development Comm.	3rd Monday	Quarterly	_____
EMS Advisory Board	4th Tuesday	Quarterly	_____
Equalization & Review (E&R)	_____	_____	_____
Finance Committee	As needed	As needed	_____
Fire Commission	4th Wed.	Monthly	_____
Halifax Warren Smart Start	4th Thursday	Monthly	_____
Health, Board of	3rd Tuesday	Monthly	_____
Historic Preservation Commission	_____	_____	_____
Home & Community Care	As needed	As needed	_____
Juvenile Crime Prevention Council (JCPC)	2nd Monday	Monthly	_____
Kerr Area Rural Transportation Authority (KARTS)	3rd Tuesday	Monthly	_____
Kerr-Tar HUB Triangle North Bd. of Directors	_____	_____	_____

Warren County Boards & Commissions Appointments - Term Duration January 2013 –December 2014
(Continued)

	Meet Day/date	Meet Frequency	Commissioner(s)Appointed.
Kerr-Lake Regional Water System Advisory Bd.	_____	_____	_____
Kerr-Tar Rural Transportation Planning Committee (RPO)	As needed	As needed	_____
Lake Gaston Weed Control Council	As needed	As needed	_____
Local Emergency Planning Committee (LEPC)	2nd Thursday	Quarterly	_____
Personnel Committee (2 members)	As needed	As needed	_____/_____
Recreation Commission	2nd Thursday	Monthly	_____
Resource Conservation & Development Council (RC&D)	As needed	As needed	_____
Senior Center	4th Tuesday	Quarterly	_____
Social Services Board	2nd Monday	Monthly	_____
Water Committee	As needed	As needed	_____

Meeting Date: December 3, 2012

Agenda Item # 14-A

SUBJECT: 2013 Board of Commissioners Regular Meeting Schedule

REQUESTED BY: Clerk to the Board

**SUMMARY: It is submitted to adopt 2013 Regular Monthly Meeting schedule
(see next page).**

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:





Warren County Board of Commissioners
&
Warren County Board of Commissioners
As
Governing Body of Water District III
2013 Meeting Schedule

The Warren County Board of Commissioner’s regularly scheduled meetings are held on the first Monday of each month at 6:00 pm. Mid-Monthly meetings shall be scheduled as needed. All meetings are in the Board of Commissioners’ Official meeting room at the Warren County Armory Civic Center unless otherwise posted.

PLEASE NOTE:

* The 1st Monday in March is NACo Legislative Conference and September is County observed Holiday, therefore these meetings will be held as indicated.

January 7, 2013	July 1st
February 4th	August 5th
March 11th * (2nd Monday)	September 3rd * (Sept 2nd is a holiday)
April 1st	October 7th
May 6th	November 4th
June 3rd	December 2nd

Meeting Date: December 3, 2012

Agenda Item # 14-B

SUBJECT: 2013 Board of Commissioners Work Session Schedule

REQUESTED BY: Clerk to the Board

SUMMARY: It is submitted to adopt 2013 Work Session schedule:

February 20th, April 17th, June 19th, August 21st, October 16th & December 11th

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:





Warren County Board of Commissioners

2013 Work Session Schedule

Work Sessions are held the 3rd Wednesday of every other month unless otherwise posted.

Regular Commissioner Work Sessions

6:00 pm in the Warren County
Board of Commissioners'
Armory Civic Center Meeting Room

February 20th
August 21st

April 17th
October 16th

June 19th
December 11th

Meeting Date: December 3, 2012

Agenda Item # 14-C

SUBJECT: 2013 Board of Commissioners Budget Goal Setting Work Session

REQUESTED BY: Clerk to the Board

**SUMMARY: It is submitted to adopt 2013 Budget Goal Setting Work Session date and time:
January 16, 2013 – 10:00 a.m. – 3:00 p.m.**

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



January 16th
Budget Goal Setting Work Session

TIME:
10:00 am – 3:00 pm

LOCATION:
Armory Civic Center Meeting Room

Meeting Date: December 3, 2012

Agenda Item # 15

SUBJECT: Schedule Public Hearing

REQUESTED BY: Steve Winstead, DOT District Engineer

SUMMARY: Mr. Winstead requests the Board of Commissioners schedule a public hearing to hear citizen comments regarding 2012-2013 DOT Secondary Road Program for Monday, February 4, 2013 at 5:45 pm.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Angelena,

We'll need to move it to Feb. 2013 meeting date. The date would be Feb. 4, 2013 correct? I will need a time earmarked so I can advertise in the newspaper the public hearing on the Feb. 4th date. Please advise once the Board adopts their calendar for next year's dates and times. Also, in the Jan 2013 CC meeting that's when the public meeting would also have to be shown as well correct?

Thanks

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

From: Angelena Kearney-Dunlap [<mailto:adunlap@co.warren.nc.us>]
Sent: Tuesday, November 06, 2012 9:17 AM
To: Winstead, Stephen D
Subject: Board of Commissioners Meeting
Importance: High

Steve,

The Board of Commissioners cancelled their Dec. 19th work session!
I suggest you put scheduling a public hearing on the December 3rd agenda to hold the public hearing in January. Will that work or is January too late?

Sorry for the delay,

Angelena



Angelena Kearney-Dunlap, NCCCC
NC Certified County Clerk
Warren County Board of Commissioners
Post Office Box 619
602 W. Ridgeway St.
Warrenton, NC 27589

Meeting Date: December 3, 2012

Item # 15-A1

SUBJECT: Appoint Interim DSS Director

REQUESTED BY: Charlene Brown, DSS Board Chair

SUMMARY: Appoint Interim DSS Director. Further information will be available at time of meeting.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Meeting Date: December 3, 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.

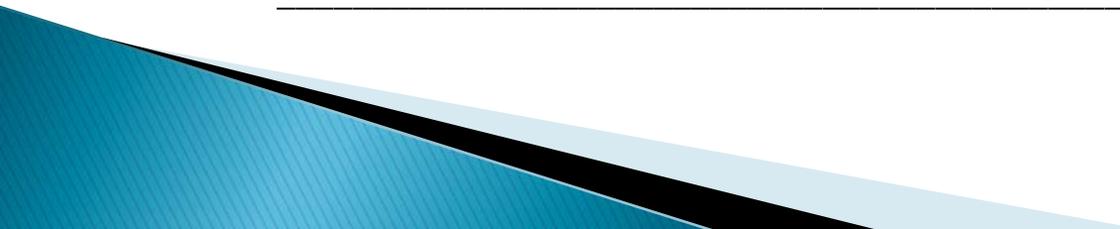
FUNDING SOURCE: Various

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Entire 29 page document has been provided in separate e-mail.

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:

Senior Center

Cardinal Innovations
4855 Milestone Avenue
Kannapolis, NC 28081

I have executed the professional services agreement with Cardinal Innovations for implementation of the Senior Center RAPIDD Program. This is a grant funded program that is housed at the Senior Center. Grant funds total \$21,580.

Tax Assessor's Office

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

I have executed an Agreement with Pearson's Appraisal Services, Inc. for appraisal of approximately 260 parcels of real property at a cost not to exceed \$4,900. Funds are budgeted in the Tax Assessor's departmental budget to pay for these professional appraisal services.

Soil & Water Conservation District

Marsha C. West
P.O. Box 157
Warrenton, NC 27589

A Lease Agreement has been executed for office space to house the Soil & Water Conservation District (SWCD) Office. Funds are budgeted in the SWCD departmental budget to pay the monthly rental expense of \$1,355.

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

Attachments

Meeting Date: December 3, 2012

Item # 16-B

SUBJECT: County Manager's Report

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: County Manager's Report of activities for November 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:



RE: November Status Report

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

Administration

- Visited the Cold Storage Facility component of the BCBS Growing Local/Buying Local Project with the Program Administrator (11/1/12)
- Mtg. with Finance Director, Public Utilities Director, and reps from Baird & Co. to discuss county debt refinancing (11/1/12)
- Prepared for and attended Board of Commissioners Regular Meeting (11/5/12)
- Annual Leave (11/7-9/12)
- Participated in Triangle North Advisory Board conference call (11/8/12)
- Veterans Day Holiday (11/12/12)
- Met with C. Larkins to discuss Win Every Job Program (11/14/12)
- Met with County Attorney to discuss county legal matters (11/15/12)
- Met with Recreation Director to discuss Buck Spring Project PARTF Grant Application (11/19/12)
- Attended JCPC Advisory Board Meeting (11/20/12)
- Thanksgiving Holidays (11/22-23/12)
- Attended DSS Special Called Meeting (11/26/12)
- Met with M. West to sign Lease Agreement for SWCD office space (11/26/12)
- Participated in Conference Call along with K. Krulik and rep of Kimley-Horn & Associates, Inc. to discuss funding improvements to I-95 (11/27/12)
- Met with reps from E-911 Center and E911 Board rep to discuss back-up PSAP (11/27/12)
- Attended Sexual Harassment Training (11/28/12)
- Prepared for and attended monthly Department Heads Meeting (11/29/12)

Other Activities

- Attended Senator Kay Hagan's Meeting with Constituents (11/12/12)
- Attended 43rd NCSBA Annual Conference 2012 Awards Ceremony (11/13/12)
- Attended Warren County Service Awards Luncheon (11/14/12)
- Attended and participated in Warren County Grant Workshop (11/15/12)
- Attended DSS Angel Tree Luncheon (11/20/12)
- Attended Vance County Com. T. Pegram Retirement Reception (11/28/12)
- Attended and participated in Ribbon Cutting & Open House at EMS Station #3 (11/30/12)

Project Updates

Construction Projects

EMS Satellite Facility #2

EMS Station #3 is 100% complete. The Ribbon Cutting/Open House is scheduled for Friday, 11/30/12.

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.

Meeting Date: December 3, 2012

Item # 16-C

SUBJECT: County Manager's Report

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: Designate County Manager Linda T. Worth as the approved interim signatory for all official Department of Social Services documents and/or forms until such time as an Interim or permanent Department of Social Services Director is appointed.

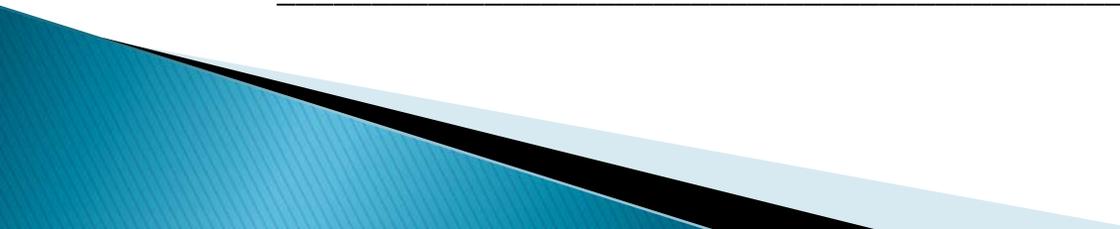
FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Closed Session in accordance with
§ 143-318.11(3) (6)

== =

Attorney/Client Privileged Information
&
Personnel Matters

Adjourn

December 3, 2012
Regular Meeting