

*WARREN COUNTY
BOARD OF COMMISSIONERS*

January 7, 2013

5:45 PM - Group Picture of Commissioners

6:00 PM – Regular Meeting

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

*WARREN COUNTY
BOARD OF COMMISSIONERS*

*Special Recognition
Warren County
Finance Office Personnel*

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Certificate of Achievement for Excellence in Financial Reporting

Presented to

Warren County
North Carolina

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended
June 30, 2011

A Certificate of Achievement for Excellence in Financial Reporting is presented by the Government Finance Officers Association of the United States and Canada to government units and public employee retirement systems whose comprehensive annual financial reports (CAFRs) achieve the highest standards in government accounting and financial reporting.



Christopher P. Moynell

President

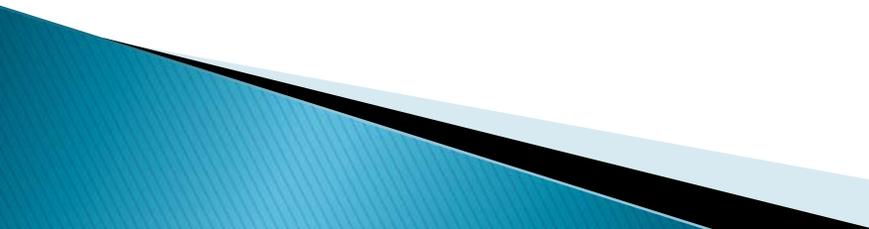
Jeffrey R. Enos

Executive Director

6:00 pm
Call to Order January 7, 2013
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.
- ▶ Ruby downey – tax releases under \$100 Percell Downey heirs on tax release, she is an heir. Manager informed that releases are info ONLY.

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.

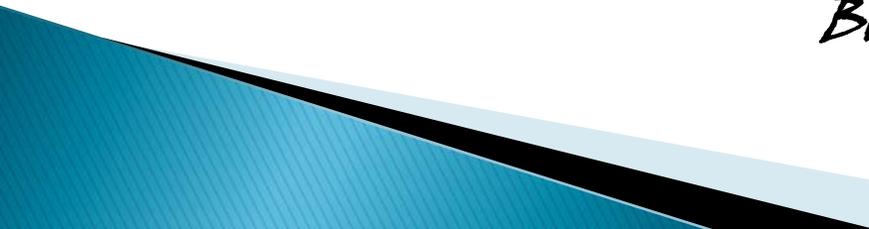
Any group of people who support or oppose the same position should
designate a spokesperson.

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: January 7, 2013

Agenda Item # 5

SUBJECT: Adopt January 7, 2013 Suggested Agenda

REQUESTED BY: Clerk / Deputy Clerk to the Board

SUMMARY: None

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



*SUGGESTED AGENDA
FOR
January 7, 2013 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Armory Civic Center - Meeting Room
WARRENTON, NORTH CAROLINA*

5:45 – Group Picture of Board Members

**Special Recognition
Warren County Finance Office Personnel**

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 January 7, 2013 Suggested Agenda
6. Consent Agenda
 - A. Approve Minutes – December 3, 2012:
 - * Organizational Meeting
 - * Regular Monthly Meeting
 - B. Interest Income Report – Finance Director Barry Mayo
 - C. Tax Collector’s Report – Interim Tax Administrator Bonnie Andrews
 - D. Tax Release Requests (Over \$100) – Interim Tax Administrator Bonnie Andrews
Tax Release Requests (Under \$100) - “ “ “ “
7. Finance Office - Employee Performance Bond Renewal for Finance Officer – Barry J. Mayo

8. Board/Committee/Commission Member Appointments
 - A. Board of Health: A. O'Malley, J. Crenshaw, & M. Dieckman
 - B. Arcola VFD Firefighters Relief Fund Board: J. O. Richardson
9. Request Permission to Grant Individual Extensions of Time for Listing Real & Personal Property – Bonnie Andrews, Interim Tax Administrator
10. Request from ABC Commission to use Warren County's Travel Policy – Larry Spruill, GM
11. Community Development Block Grant (CDBG) – Karen Foster, COG Grants Coordinator
 - A. 10-C-2227 Anti-Displacement & Relocation Assistance Plan
 - B. 10-C-2227 Resolution Authorizing Persons to Sign Requisitions for Funds Forms
 - C. 11-C-2328 Anti-Displacement & Relocation Assistance Plan
 - D. 11-C-2328 Resolution Authorizing Persons to Sign Requisitions for Funds Forms
 - E. Appointment to CDBG Housing Selection Committee: A. Giddiens
12. Franklin-Vance-Warren Opportunity, Inc. Request for Consent to Submit Community Services Block Grant (CSBG) Application - Felicia Coleman-Gregory, CSBG Director
13. County Manager's Reports
 - A. Change Orders approved for Wastewater Treatment Plant Rehab Project
 - B. Manager's Status Report for December 2012
- 14. *Closed Session in accordance with NCGS § 143-318.11(3) Attorney/Client Privileged Information***
15. Adjourn January 7, 2013 Meeting

Meeting Date: January 7, 2013

Consent Agenda Item # 6A

SUBJECT: Approve Minutes of December 2012 meetings

REQUESTED BY: Clerk to the Board

SUMMARY: December 3, 2012 Minutes have been provided via e-mail to Board Members for review:

- # Organizational Meeting
- # Regular Monthly Meeting

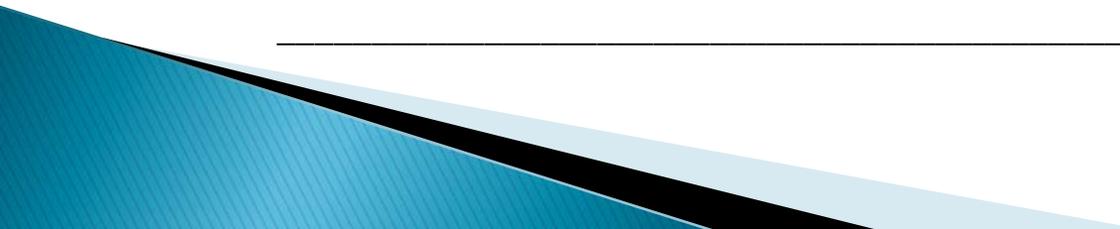
FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Minutes of December 3, 2012 meetings have been provided by e-mail:

Organizational Meeting

Regular Monthly Meeting

Meeting Date: January 7, 2013

Consent Agenda Item # 6B

SUBJECT: Interest Income Report

REQUESTED BY: Barry Mayo, Finance Director

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

FUNDING SOURCE: Various

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



INTEREST INCOME REPORT
Month of November 2012

FUND	NOVEMBER INCOME	FISCAL YEAR TO - DATE
General	354.84	1,846.55
Revaluation	10.98	50.99
E 911 Telephone System	11.09	53.10
Buck Spring Project	11.56	61.08
Ambulance Storage Facility	8.81	49.32
National Guard Armory	0.78	4.11
Simulcast System Upgrade	3.58	19.48
Regional Water Enterprise Fund	16.23	105.19
District 1 Enterprise Fund	36.59	190.23
Solid Waste	0.50	22.17
District II Enterprise Fund	29.46	150.87
District III Capital Project Fund	0.00	30.12
District III Phase II BANS	0.15	0.79
District III Enterprise Fund	20.33	65.75
Soul City Pump Station Improvements	0.15	0.79
District III Phase III	2.29	43.53
	507.34	2,694.07

Meeting Date: January 7, 2013

Consent Agenda Item # 6C

SUBJECT: Tax Collector's Report

REQUESTED BY: Bonnie Andrews, Interim Tax Administrator

SUMMARY: Tax Collector's Report for the month of November 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 and Interest Income Report are supplied for Board's
information**

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

**Tax Collector's Report for the
month of November 2012
will be provided in a separate e-mail.**



Meeting Date: January 7, 2013

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:

Recommend approval of tax releases over \$100.

NOTES:

Request For Tax Releases Over \$100

Over \$100

1/7/2013

Date: _____

ERROR CORRECTION RELEASES:

WATSON DANIEL L	2012 10304 300	D6 60	13513	\$312.52	NO HSE HERE ONLY A DW
WHITE MARCIA & MARVIN	2011 3343 111	I3D304	59690	\$277.61	MH PURCHASED 7/2012

SUB-TOTAL ERROR CORRECTIONS:

\$590.13

MOTOR VEHICLE RELEASES:

FLETCHER RANDOLPH M	2012 4586 2474	GOBRAVEZ	75915	\$114.12	RELEASED TO DURHAM CO
READ ROBERT L	2012 1762 2646	BCS7337	74417	\$294.69	GAVE AWAY

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$408.81

SUB-TOTAL CORRECTION RELEASES:

\$590.13

Total Releases

\$ 998.94

LANDFILL USER FEE RELEASES:

BKING PROPERTIES LLC	2012 35595 300	F6119	6791	\$ 3,565.00	PRIVATE HAULER
BOWES DEBORAH W	2012 3931 302	D4 6	13019	\$ 115.00	PRIVATE HAULER
BOWEN DEBORAH W & WILLIAM	2012 3931 301	D4 7	13119	\$ 115.00	PRIVATE HAULER
BOYD FRANK	2012 5142 301	C2 2F	21078	\$ 115.00	PRIVATE HAULER
BROWN ALLEN & MARY	2012 4821 300	F7 24B	1537	\$ 115.00	PRIVATE HAULER
BULLOCK JAMES S HEIRS	2012 5616 300	B5 59	1811	\$ 115.00	HSE NOT LIVEABLE NO LFUF
BULLOCK MELVIN	2012 11697 300	C5 38	1783	\$ 115.00	HSE NOT LIVEABLE NO LFUF
BULLOCK JANET	2012 4387 303	F6A 4	1718	\$ 115.00	PRIVATE HAULER
CARTER DEREK	2012 14094 300	K5 43	2337	\$ 115.00	PRIVATE HAULER
DAVIS CALVIN	2012 10607 300	D7A 15	3539	\$ 115.00	PRIVATE HAULER
DAVIS MICHAEL & SARAH	2012 31628 300	C6 56 A1	23922	\$ 115.00	HSE NOT LIVEABLE NO LFUF
DOWNEY PERCELL HEIRS	2012 8975 200	D2 7	26868	\$ 115.00	NO ELECTRICITY
DOWNEY RONNIE & RUBY	2012 12134 300	D2 7D 1	16582	\$ 115.00	PRIVATE HAULER
DOWNEY RUBY	2012 12132 300	D2 7A	5168	\$ 115.00	PRIVATE HAULER
ENGEL MARTIN	2012 1890 300	C1 8A	6166	\$ 115.00	PRIVATE HAULER
FLOOD SHIRLEY J ROBINSON	2012 13042 300	E2 16A	18556	\$ 115.00	PRIVATE HAULER
GREER BROTHERS INC	2012 16427 327	G7 37 1X	5702	\$ 115.00	PRIVATE HAULER
HARRIS CHRISTINE & P CASTON	2012 24858 300	H5 23D	9329	\$ 115.00	PRIVATE HAULER
JORDAN MARY ELIZA	2012 7784 300	C5 21	14163	\$ 115.00	PRIVATE HAULER
HICKERSON DONNA K	2012 23879 300	B7 139	20540	\$ 115.00	PRIVATE HAULER
HOLTZMANN BARBARA W	2012 20504 305	C4 18	7579	\$ 115.00	PRIVATE HAULER
HOLTZMANN GARY DEAN	2012 20510 300	C4 18A	17966	\$ 115.00	PRIVATE HAULER
HOLTZMANN LAURA & RANDY	2012 3173 200	C4 18	26910	\$ 115.00	PRIVATE HAULER
MUSTIAN HOWARD & ELEANOR	2012 28407 311	D3 65	10546	\$ 115.00	NO ELECTRICITY
MYRICK EDWARD & LISA	2012 2881 304	I6 76	10588	\$ 115.00	NO ELECTRICITY
MYRICK EDWARD & LISA	2012 2881 303	I6 77	10590	\$ 115.00	NO ELECTRICITY
N C F INVESTMENTS LLC	2012 9042 303	C1 8B	12960	\$ 115.00	PRIVATE HAULER
N C F INVESTMENTS LLC	2012 9042 300	E3 4	12642	\$ 115.00	PRIVATE HAULER
N C F INVESTMENTS LLC	2012 9042 301	C1 8	6941	\$ 230.00	PRIVATE HAULER
PHELPS HENRY F	2012 31538 300	I3D 305	9580	\$ 115.00	PRIVATE HAULER
REID MARY P	2012 10369 301	E2 118A	21851	\$ 115.00	PRIVATE HAULER
RICHARDSON PATTIE B	2012 34018 300	H8 39A	16540	\$ 115.00	PRIVATE HAULER
ROGERSON JASON M & MELINDA	2012 18746 300	J2A 136	16053	\$ 115.00	PRIVATE HAULER
S R S OF HENDERSON LLC	2012 31864 300	E4 54 A2	16959	\$ 115.00	PRIVATE HAULER
SMITH MARY A	2012 38001 307	L2D 130I	19636	\$115.00	PRIVATE HAULER
SMITH MARY A	2012 38001 300	L2C 213	9029	\$115.00	PRIVATE HAULER
SMITH MARY A	2012 38001 329	K8 33	310	\$115.00	PRIVATE HAULER
SMITH MARY A	2012 38001 304	L2A 61A	19270	\$115.00	PRIVATE HAULER
SMITH MARY A	2012 38001 301	L2C 211	10032	\$115.00	PRIVATE HAULER
SMITH MARY A	2012 38001 322	L2C 128	11857	\$115.00	PRIVATE HAULER
TERRY JOHN & ELLEN	2012 2796 300	B6 55	19463	\$115.00	PRIVATE HAULER
TUCKER CARL V	2012 6255 300	C5 154A	20433	\$115.00	PRIVATE HAULER
VAUGHAN LARRY	2012 48402 200	C4 37	27081	\$115.00	PRIVATE HAULER
WILKINS ALFRED	2012 43707 200		28907	\$115.00	NO ELECTRICITY
WINSLOW JACK & AMY	2012 18707 301	L3D 80	21223	\$115.00	PRIVATE HAULER

TOTAL LFUF RELEASES:

\$8,740.00

Total Releases

\$ 9,738.94

County Manager approved Tax Releases Under \$100

Under \$100

1/7/2013

Date:

LW
1/2/13

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD</u>	<u>AMOUNT</u>	<u>REASON</u>
DENTON PATRICK VAN & VICKY B	2012	35472 300	K4A 38	4486 \$	11.47	DOES NOT OWN BOAT
ONEAL LUCIOUS SR HEIRS	2012	29409 300	D8 23	8481 \$	14.61	FIRE TAX NOT CORRECT
PHELPS HENRY F	2012	31538 300	I3D305	9580 \$	2.00	DOES NOT HAVE A DOG
POWELL SAM HEIRS OF	2012	32805 300	J5 16C	24108 \$	25.17	LAND DESIGNATED AS CEMETERY
PUBLIC SERVICE CO ON NC INC	2012	38070 200		27577 \$	55.44	VALUES ADDED IN ERROR
RICHARDSON HELEN & WORTHAM E	2012	10773 300	I9 33C	17828 \$	19.38	MH SOLD TO REC N 17179
STONEHOUSE TIMBER LODGE INC	2012	17355 320	K3D196 35X	8185 \$	3.67	SOLD MH IN 2011

SUB-TOTAL ERROR CORRECTIONS:

\$14.61

MOTOR VEHICLE RELEASES:

ADAMS CAROLYN P	2012	16870 9999	SXT4140	28483	\$12.65	GAVE AWAY
ALFORD JOHN B JR	2012	46211 1823	XVN5633	62798	\$7.76	SOLD
ALSTON DOUGLAS M	2012	14003 2588	4P6799	68684	\$15.56	SOLD
ALSTON MARGUERITE E	2012	19675 1741	SYJ8722	75182	\$54.48	TRADED
ALSTON MARTHA JANE	2012	13952 111	AJP3769	57774	\$15.70	TRADED
ARRINGTON DONALD	2012	20417 3209	WNN4817	69385	\$87.85	DMV ERROR
ASHWORTH AIRON D	2012	12370 1112	NNH8108	62087	\$3.36	SOLD
BANKS YOLANDA S	2012	36695 1884	AJR5726	81766	\$1.02	GAVE AWAY
BARHAM BARBARA F	2012	152 1282	YPS6588	65763	\$7.60	DMV ERROR
BARTHOLOMEW WILLIAM D	2012	21391 1523	SNW5446	67699	\$19.65	DMV ERROR
BASSE WARNER P	2012	1307 1973	1957USNA	66454	\$77.92	MOVED TO ARIZONA
BERNARD ROSEMARY A	2012	33883 2114	HD82481	66595	\$37.86	SOLD
BOLTON IVERY A JR	2012	3730 2557	ACV3104	72622	\$12.25	WRONG VALUE PUT ON VEHICLE
BURCHETTE TRACY G	2012	21557 111	AAZ9751	59049	\$17.90	TRADED
CAROLINA TELEPHONE & TELEGRAPH	2012	1748 2526	DW1486	63501	\$76.89	PAID THROUGH DEPT OF REV
CHEEK HORACE R	2012	8865 2012	ZSW6450	75088	\$11.34	SOLD
COOKE ALTON	2012	178785 1192	TSN1346	67368	\$10.53	DMV ERROR
COLLIER BECKY E	2012	9039 2985	VPT4386	69141	\$45.35	DMV ERROR
COLLYMORE BEY C	2012	24558 1452	HD58825	65933	\$1.36	SOLD
CREWS LAMONTE	2012	29276 1562	YRP1872	67738	\$3.66	DMV ERROR
DAVIS KERWIN	2012	8043 2033	KXY1936	68209	\$13.25	DMV ERROR
EPPS LAWRENCE	2012	37203 2576	AMH4362	67057	\$21.00	WRECKED
EVANS EARL C	2012	14864 1381	ZTJ2211	73152	\$6.87	HIGH MILEAGE ON TRUCK
FALTZ FELICIA R	2012	25893 1969	YRN6878	68145	\$8.11	DMV ERROR
FALTZ FELICIA R	2012	25893 2318	AMH5126	66799	\$6.70	SOLD
FOSTER CLARA M	2012	15036 2993	YSK4122	69169	\$86.76	DMV ERROR
GARZA LEIGH A	2012	680 2226	ADF3023	72580	\$23.20	SOLD
GARZA LEIGH A	2012	680 2226	VWW5958	68402	\$10.26	SOLD
GASLP FREDEROCL A	2012	9824 111	PSR5426	57106	\$22.00	SOLD
GEAR JASON T	2012	9961 2249	BS87975	75680	\$52.70	SOLD
GROSS RICHARD H	2012	9177 1546	RWX4043	73317	\$45.31	SOLD
HARRIS HEAVY HAULING LLC	2012	9198 2802	WNN5506	63577	\$20.48	SOLD
HARRISON CAROLYN F	2012	18438 1333	AMH4437	65814	\$10.78	GAVE AWAY
HEDGEPEETH AMY LYNN	2012	37662 2023	VWW9178	75464	\$69.23	RELEASED TO VANCE CO
HEISLER FREDRICK SR	2012	20736 1679	BCH3350	76739	\$27.99	NOT IN TOWN OF WARRENTON
HUDSON GINO	2012	23147 2359	ZPW4368	68535	\$18.83	DMV ERROR
HUTTON KENNETH S	2012	23283 1864	VVV4063	66345	\$4.40	GAVE AWAY
JACKSON CLIFTON B JR	2012	6154 1151	XNB8531	67327	\$10.95	DMV ERROR
JACKSON CLIFTON B JR	2010	6154 110	XNB8531	52091	\$11.67	DMV ERROR
JENKINS HELENA A	2012	9564 2213	AUNTPOON	68389	\$44.24	DMV ERROR
JONES LAKIA C	2012	398 111	YVT3044	55687	\$37.33	DMV ERROR

County Manager approved Tax Releases under \$100 con't.

KIMBLE GEORGE P	2012 21428 1835	MZW6899	75276	\$11.90	GAVE AWAY
KINNIN COREY B	2012 21768 111	MRT6731	59423	\$28.64	TRADED
MCAUSLAN JAMES L	2012 26204 1760	BCH2987	75201	\$31.92	SOLD
MOORE JOSEPH A	2012 37138 2348	BBN5103	74119	\$77.69	RELEASED TO HALIFAX CO
NELSON MATT D III	2012 28730 1157	YNC6321	74598	\$3.87	HIGH MILEAGE
PALMER PATTIE	2012 29823 1675	PXR3987	73446	\$7.60	SOLD
POWELL AISHA LA TOYA	2012 32546 3070	ZPW4489	69246	\$20.05	DMV ERROR
POWELL ALMETA G	2012 30874 111	ZPW6314	53817	\$8.63	DMV ERROR
REID ALAN L	2012 33037 1580	XWF9419	71645	\$23.28	SOLD
RICHARDSON LARRY W	2012 33819 9999	5A3338	28696	\$61.84	SOLD
ROWE ERICA S	2012 30912 2468	YRP2425	68644	\$17.88	DMV ERROR
ROWLETT VIVIAN J	2012 35428 1978	YNC6680	73749	\$63.91	SOLD
SHARPS GEORGE LEWIS	2012 15950 1699	PTS4332	62674	\$3.32	GAVE AWAY
SHARPS GEORGE LEWIS	2012 15950 1915	ALT8510	62890	\$7.32	TOTAL LOSS
SHORT GLADYS A	2012 37232 1412	XT8161	67588	\$14.55	DMV ERROR
SILVER CATESHIA M	2012 4049 2491	4SILVERS	68667	\$48.35	SOLD
SILVER LORI S	2012 37404 1368	XSB6895	67544	\$4.10	DMV ERROR
SIMES MILDRED A	2012 37434 2105	YYH5831	73876	\$7.54	WRONG VALUE PUT ON VEHICLE
SIMMS SCOTT A	2012 22226 9999	GSMC1	27266	\$31.54	SOLD
SPAIN NORMA S	2012 38320 1571	ZPW4762	67747	\$10.87	DMV ERROR
TAPPER PAUL H	2012 38590 1853	YWS3255	75294	\$50.59	RELEASED TO GRANVILLE CO
THORNTON MILDRED	2012 16408 1395	AFS4024	74836	\$9.36	JUNKED
VITALE VITO A	2012 26083 3290	4W3041	69466	\$26.32	LOST PLATES
WATKINS BERNICE E	2012 30765 1825	AAH4567	71890	\$16.64	SOLD
WIGGINS TERESA S	2012 35955 1624	BCH2764	75065	\$27.83	SOLD
SUB-TOTAL MOTOR VEHICLE RELEASES:				\$1,688.39	
SUB-TOTAL CORRECTION RELEASES:				\$ 14.61	
Total Releases				\$1,703.00	

Meeting Date: January 7, 2013

Agenda Item # 7

SUBJECT: Employee Performance Bond Renewal

REQUESTED BY: Barry Mayo, Warren County Finance Officer

SUMMARY: Bond renewal for Finance Officer – Barry Mayo:

Term: 1-24-2013 to 1-24-2014

\$50,000 coverage

\$175 premium

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of annual bond renewal for \$50,000 coverage at a premium cost of \$175 for the Finance Director.

NOTES:

NOTICE OF PREMIUM DUE



Phone: 1-888-866-2666
Fax: 1-800-335-0357
Email: uwservices@cnasurety.com

Bond/Policy#: 0601 14939441
Billing Date: 11/21/2012
Due Date: 01/24/2013

Premium: \$175.00

RECEIVED
NOV 30 2012
Finance

BARRY J. MAYO
% WARREN COUNTY
548 W. RIDGEWAY ST.
WARRENTON, NC 27589

Amount Due: \$175.00

Bond/Policy#: 0601 14939441
Effective Date: 01/24/2013 Anniversary Date: 01/24/2014
Bond amount: \$50,000.00
Name: BARRY J. MAYO
Description: NC FINANCE OFFICER COUNTY OF WARREN

Written By: WESTERN SURETY COMPANY

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

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

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

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

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

CNA Surety

Amount Due: \$175.00

Bond/Policy#: 0601 14939441 Effective Date: 01/24/2013
Name: BARRY J. MAYO
Description: NC FINANCE OFFICER COUNTY OF WARREN
Written By: WESTERN SURETY COMPANY
Agency Code: 32-02393 Warrenton Insurance

Check here if changes needed and explain below.

Make Check Payable To CNA Surety

CNA Surety
P.O. Box 802878
Chicago, IL 60680-2878

Meeting Date: January 7, 2013

Agenda Item # 8-A

SUBJECT: Board/Commission Appointments (Re-Appointments)

REQUESTED BY: Andy Smith, Health Director

SUMMARY: It is submitted to reappoint the following individuals to designated positions on the Board of Health for additional, three (3) year terms that expire December 2015:

- **Dr. Amy O'Malley – Veterinarian**
- **Dr. James E. Crenshaw, Jr. – Dentist**
- **Dr. Merwin Dieckman – Physician**

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Angelena,

Good morning and hope you are doing well. During our monthly Board of Health meeting on December 18, 2012, the Warren County Board of Health voted unanimously to recommend to the Warren County Commissioners that the following professionals be re-appointed to the Warren County Board of Health for another three-year term.

- **Dr. Amy O'Malley – Veterinarian**
- **Dr. James E. Crenshaw, Jr. – Dentist**
- **Dr. Merwin Dieckman – Physician**

Thank you so very much in advance for your assistance in placing these recommendations for Re-Appointment to the Warren County Board of Health on the Warren County Commissioners Meeting agenda on January 7, 2013.

Sincerely,

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

Health Board

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

Member	Position	Term
Audrey H. Tippett	Nurse (2nd term)	Jan07-Dec09/Dec09-Dec2012
Commissioner Bertadean Baker	Designated	Jan2011-Dec2014
Dr. Amy O'Malley	Veterinarian (4 th Term)	Feb04-Dec09 Dec09- December 2015
Dr. Elton Brown, III	Optometrist (1st Term)	Dec2011-Dec2014
Dr. James E. Crenshaw, Jr	Dentist (filled unexpired term) 1 st Full Term	Dec 2012-December 2015
Dr. Merwin Dieckman (Rep)	Physician (3rd Term)	Feb04-Dec12, December 2015
Jerry Bolton, Sr.	At Large (2nd term)	Dec07-Dec10, Dec10-Dec2013
Linda Baker	Pharmacist (5th term)	Jan99-Dec10, Dec10-Dec2013
Margaret Foster Brake	Member-At-Large (2nd term)	Jan09-Dec11, Jan12-Dec2014
Michael Kilian	Professional Engineer (3rd term)	Sep02-Dec08, Jan09-Dec11, Jan12-Dec14

Meeting Date: January 7, 2013

Agenda Item # 8-B

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

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

SUMMARY: Mr. Young presents Joseph Oliver Richardson for appointment to the Arcola VFD Firefighters’ Relief Fund Board for 2013. Mr. Richardson has been contacted and has agreed to serve.

NOTE: This item was tabled from the December 3, 2012 meeting.

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>Jimmy 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. L. 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: January 7, 2013

Agenda Item # 9

SUBJECT: Request Permission to Grant Individual Extensions of Time for the Listing of Real & Personal Property

REQUESTED BY: Bonnie Andrews, Interim Tax Collector

SUMMARY: An annual request in accordance with GS 105-307, April 15, 2013 would be the extended deadline for individual tax listing upon Board approval.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: GS 105-307

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of granting authority to the Interim Tax Administrator to extend the deadline for individual tax listing of real and personal property to April 15, 2013 upon written request and for good cause shown.

NOTES:

Memorandum

To: Warren County Board of Commissioners

From: Bonnie Andrews, Interim Tax Administrator

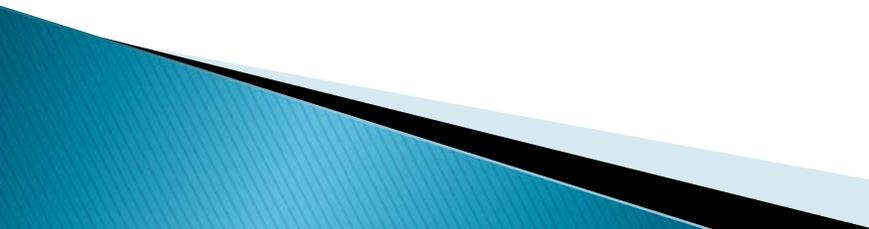
Date: January 7, 2013

Re: Request for Permission to Grant Individual Extensions of Time for the Listing of Real and Personal Property

The annual tax listing period will commence on **January 2, 2013 and end on January 31, 2013.** To accommodate taxpayers who are unable to list their property during the regular listing period, I hereby request permission from the Board to be allowed to grant individual extensions of time for the listing of real and personal property upon written request and for good cause shown. The authority to grant such extensions can be delegated by the Board of County Commissioners to the Tax Assessor pursuant to G.S. 105-307 entitled, "Length of listing period; extension; preliminary work", (copy enclosed). Extensions granted under this statute shall not extend beyond April 15.

Thank you for your consideration of this request. If there are any questions or concerns, please do not hesitate to contact me.

Enclosure



§ 105-307. Length of listing period; extension; preliminary work.

(a) Listing Period. – Unless extended as provided in this section, the period during which property is to be listed for taxation each year begins on the first business day of January and ends on January 31.

(b) General Extensions. – The board of county commissioners may, by resolution, extend the time during which property is to be listed for taxation as provided in this subsection. Any action by the board of county commissioners extending the listing period must be recorded in the minutes of the board, and notice of the extensions must be published as required by G.S. 105-296(c). The entire period for listing, including any extension of time granted, is considered the regular listing period for the particular year within the meaning of this Subchapter.

- (1) In nonrevaluation years, the listing period may be extended for up to 30 additional days.
- (2) In years of octennial appraisal of real property, the listing period may be extended for up to 60 additional days.
- (3) If the county has provided for electronic listing of personal property under G.S. 105-304, the period for electronic listing of business personal property may be extended up to June 1.

(c) Individual Extensions. – The board of county commissioners shall grant individual extensions of time for the listing of real and personal property upon written request and for good cause shown. The request must be filed with the assessor no later than the ending date of the regular listing period. The board may delegate the authority to grant extensions to the assessor. Extensions granted under this subsection shall not extend beyond April 15. If the county has provided for electronic listing of personal property under G.S. 105-304, the period for electronic listing of business personal property is as provided in subsection (b) of this section.

(d) Preliminary Work. – The assessor may conduct preparatory work before the listing period begins, but may not make a final appraisal of property before the day as of which the value of the property is to be determined under G.S. 105-285. (1939, c. 310, s. 905; 1971, c. 806, s. 1; 1973, cc. 141, 706; 1975, c. 49; 1977, c. 360; 1987, c. 43, s. 5; c. 45, s. 1; 2001-279, s. 2; 2006-30, s. 2.)

Meeting Date: January 7, 2013

Agenda Item # 10

SUBJECT: Request from ABC Commission

**REQUESTED BY: Larry Spruill, General Manager
Karl Hehl, Chairman - ABC Commission**

SUMMARY: Per General Statute, ABC Commission's must adhere to the State Travel Policy "unless the local board adopts a travel policy that conforms to the travel policy of the appointing authority and such policy is approved by the appointing authority". Therefore, the Warren County ABC Commission requests Board permission to use the Warren County Travel Policy (per attached).

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: NC GS 138-6

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of request from the ABC Commission to adopt and use the Warren County Travel Policy for ABC Commission Board Members and employees.

NOTES:

Memo from ABC Commission

Date: December 19, 2012
To: Ms Angelena Dunlap
Warren County Commissioners
From: Larry C. Spruill, General Manager
Warren County ABC Board
Subject: Adoption of the County Travel Policy

Dear Ms. Dunlap

Please include a request for the Warren County ABC Board to use the Warren County Travel Policy as its travel policy on the agenda at the next County Commission meeting. Thank You,

Yours Truly

Larry C. Spruill, General Manager
Warren County ABC Board

Reminder:

18B-700 (g2) requires local boards to *adopt a travel policy that conforms to the travel policy of the appointing authority and such policy is approved by the appointing authority [or adopts the state policy].* Submit a copy of the policy and approval to the Commission.

Travel policies may be sent by either fax or email to me or Laurie Lee.

Thank you.

Moniqua McLean, MAFM
ABC Board Auditor

4307 Mail Service Center
Raleigh, NC 27699-4307
Fax: 919-661-5927
Cell: 919-418-4825

Moniqua.McLean@abc.nc.gov

TRAVEL POLICY

WARREN COUNTY

Section 1. Purpose:

The intent of this policy is to make uniform provisions for the reimbursement of necessary expenses of county employees and board members who are required to travel in the performance of their duties and in the interest of Warren County.

Section 2. Policy Administration:

The respective department heads are responsible for the administration of the provisions of this policy and are authorized to approve travel reimbursements except where otherwise stated.

Section 3. Definitions:

- A. Covered Parties – All county employees and Board Members are covered by this policy. Non-county employees traveling on official business whose expenses are paid by the County are subject to this policy to the same extent as County employees. **Expenses for family members will not be paid by the County and should be paid directly to the vendor by the traveling party.**
- B. Authorizing Party – The employee's department head will be the party responsible for authorizing travel and approving expense reports. This authority may be delegated to a supervisor by the department head. The County Manager shall approve all department head travel, and a designated member of the Board of Commissioners shall approve travel of the County Manager and other Board members. All out-of-state travel must be pre-approved by the County Manager. All requests shall be approved in accordance with this policy.
- C. Third Party Paid Travel – When a third party (i.e., the State or grantor agency) will reimburse the County for all or a portion of travel expenses, this information must be provided in writing to the Finance Office at the time the "Authorization for Overnight Travel" form is submitted.
- D. Necessary Expense – All reasonable charges incurred by an employee caused by travel in the interest of the county, including transportation, meals, registrations, internet access, taxi fares for business purposes and parking fees will be reimbursed. Non allowable expenses include fines, alcoholic beverages or illegal expenses, valet parking, laundry charges, personal telephone calls, movie rentals, tips or similar personal expenses.
- E. Duty Station – The location at which the employee spends the majority of his or her working hours.
- F. Travel Period – The month in which the travel takes place.
- G. Authorized Transportation Modes – Following are authorized modes of transportation available to employees and officials traveling on county business:
 - i. County-owned vehicles. Should be used when a vehicle is available to an employee. When a county vehicle is used it should be picked up at the duty

station on the day of travel. However if the meeting destination is closer to your home than your duty station or if your departure time is before 7:00 a.m., a county vehicle can be driven home the night before the meeting and returned the next working day.

- ii. A county vehicle should be used for all travel when a vehicle is available (i.e., to a conference/seminar/meeting and for local travel). It is the responsibility of the department head to ensure this policy is administered. If no county vehicle is available, use of a personal vehicle must be approved in advance by the department head in order to receive mileage reimbursement. In addition, when making trips for local travel (post office, interdepartmental mail, etc.) and a county vehicle is not available contact another department in the vicinity of your office to coordinate the use of their vehicle or contact the Buildings and Grounds Department for assistance with your in town interdepartmental task.
 - iii. Reimbursement may be approved for direct expenses for county owned vehicles when charges cannot be made to the County, and county gas or services is not available.
 - iv. Privately owned vehicle. May be used when a county vehicle is not available. Reimbursement for expenses is limited to the mileage allowance.
 - v. Public Transportation. Air Travel will be reimbursed for coach fare with every effort being made to take advantage of the greatest discounts available. Employee may be allowed air travel if cost of airfare plus any fees for parking, taxi or rental cars does not exceed cost of driving personal vehicle.
 - vi. Rental Cars. Rental cars will be allowed only when no other, more economical mode of transportation is available and must be approved in advance by the authorizing party. A receipt from the rental company is necessary for reimbursement.
- H. Mileage Allowance – The amount authorized to be paid on a per-mile basis for travel in a privately owned vehicle.
- i. Mileage is computed from the duty station or from home to the conference/workshop location, whichever is less.
 - ii. The mileage allowance shall increase/decrease in accordance with the mileage rate for the State of North Carolina. Upon recommendation from the Finance Director, the County Manager will adjust the rate accordingly. (Current business standard rate set by the Internal Revenue Service and the NC Office of State Budget and Management is .510 cents per mile effective January 1, 2011)
 - iii. Mileage verification using Mapquest.com should be attached to all travel requests.
 - iv. Employees attending the same meeting/workshop should carpool. If an employee chooses not to carpool and drives separately, mileage reimbursement will not be allowed. Extenuating circumstances must be approved in advance.

- I. Meal Allowance – The following schedule shall be used to reimburse the cost of meals in connection with overnight business:

	In-State	Out-of-State
Breakfast	\$ 6.00	\$ 8.00
Lunch	7.00	12.00
Dinner	17.00	20.00

The above amounts are inclusive of tips. Meals will be reimbursed for overnight travel only. The number of meals for which an allowance is due on days of partial travel shall be determined as follows and must be approved on the Authorization for Overnight Travel:

Breakfast - Depart duty station prior to 7:00 a.m. (if the calculation does not allow for breakfast, it also does not allow for a hotel accommodation the night before.

Lunch - Depart from duty station prior to 11:00 a.m. on day of departure. Return to duty station after 1:30 p.m. on day of return

Dinner - Return to duty station after 8:00 p.m. on day of return

No receipts are required for meals. No reimbursement will be made for a meal included in a registration fee. Also, no reimbursement will be made for a meal when the conference or hotel provides a continental breakfast.

- J. Non-overnight Travel – In order to comply with IRS regulations, there will be no meal reimbursement during travel that does not require overnight travel. If a registration fee for a one-day program includes a meal, or if lunch or dinner is a part of a meeting or conference, the full cost of the registration is reimbursed, inclusive of the meal.
- K. Airfare may be requested in advance as a cash advance or reimbursed on the expense report. In each case, the receipt must be attached to the travel expense report.

Section 4. Procedures for Travel:

- A. Authorization for Overnight Travel – Requests for overnight travel **must be approved in advance**. Overnight travel expenses incurred without prior approval by the authorizing party and the Finance Office will not be reimbursed. The computation of meal allowances on days of departure and return will be determined by using the timetable indicated in Section 3.I. of this policy.
- i. One (1) hour of travel time will be allowed for each fifty (50) miles traveled.
 - ii. Overnight stay will be authorized for the night before the meeting if the meeting/session time plus thirty (30) minutes allowance for registration,

using the breakfast allowance calculation in Section 3.I., requires you to leave prior to 7:00 a.m.

- iii. The "Authorization for Overnight Travel" form must be submitted to the Finance Office at least ten (10) working days prior to travel.
- iv. A copy of the meeting/training announcement, including the agenda, must be attached to the "Authorization for Overnight Travel" request form.
- v. The Finance Office will determine whether the request is in accordance with the provisions of this policy and may approve or deny it.
- vi. An approved copy of the "Authorization for Overnight Travel" form will be returned to the department as evidence that travel has been approved by the Finance Office.
- vii. Travel advance requests should be submitted on "Check Requests for Approved Travel" form. Travel advance requests should not be submitted to Finance Office until "Authorization for Overnight Travel" form has been approved and returned to the department. **(Do not submit travel advance check requests with "Authorization for Overnight Travel")**

B. Explanations of Travel Advance Requests:

- i. Registration – The Finance Office will issue a check to the sponsoring agency for registration fees for meetings and conferences. A "Check Requests for Approved Travel" form must be submitted to the Finance Office no less than five (5) working days prior to travel in order for a check to be issued. For non-overnight travel registration request, a copy of the workshop/meeting notice must be attached
- ii. Hotel Deposits – The Finance Office will issue a check payable to the hotel. A "Check Requests for Approved Travel" form must be submitted to the Finance Office no less than five (5) working days prior to the date of travel in order for a check to be issued. A full itemized bill from the hotel must be attached to the monthly expense report, not a copy of a credit card receipt. Hotel charges will be paid at the single rate for employees or officials traveling with their families. Every effort should be made to stay at hotels offering a government rate.
- iii. Cash Advance –Cash Advances may be requested, using the "Check Requests for Approved Travel" form when miscellaneous expenses are \$50.00 or more and were previously approved on the Overnight Travel Authorization. **NO CASH ADVANCE WILL BE ISSUED FOR LESS THAN \$50.00.** A receipt for parking, taxi fares and airfare must be submitted when travel is cleared. Cash advances will not be issued prior to three (3) working days of departure. Cash advances should be settled within thirty (30) days following the trip. No future advance will be issued until the prior advance is settled. If an advance is not settled within sixty (60) days following the month of travel, the cash advance may be deducted from the employee's payroll check.
- iv. No advances for any purpose will be issued if expense reports are outstanding more than sixty (60) days following the month of travel.

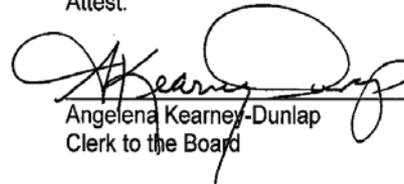
- v. Please use travel forms designed by the Finance Office. Altered forms will be returned to the department for resubmission on correct forms. These forms can be obtained via e-mail from the finance office.
- C. Travel Expense Reports – Expense reports should be submitted monthly, by the 5th day of the month following the month of travel. Travel reimbursement checks are written to employees on the 10th of the month following the travel period. Expenses should be itemized for each day. All expense reports should be signed by the supervisor before submission to the Finance Office. All unsigned expense reports will be returned to the department for signature and may result in a check not being issued by the 10th of the month. If funds are due the County, funds must be submitted to the Finance Office with the expense statement. Expense statements must include original receipts for allowable charges ((i.e., registration (if paid by the employee), hotel, parking, airfare, car rental, taxi fares, etc.)). One “safe arrival” personal phone call, not to exceed \$5.00, will be allowed if documented.

Adopted this 2nd day of May, 2011.



Barry Richardson, Chairman
Warren County Board of Commissioners

Attest:



Angelena Kearney-Dunlap
Clerk to the Board



Meeting Date: January 7, 2013

Agenda Item # 11-A

**SUBJECT: Community Development Block Grant (CDBG)
10-C-2227 Water Hook-Up Project**

REQUESTED BY: Karen Foster, COG CDBG Project Coordinator

SUMMARY: It is submitted to adopt Warren County 2010 Anti-Displacement & Relocation Assistance Plan and Optional Coverage Relocation Plan for above-referenced CDBG Grant. Authorize Clerk to the Board to attest the documents.

FUNDING SOURCE: CDBG Grant 10-C-2227

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Warren County 2010 Anti-Displacement & Relocation Assistance Plan and Optional Coverage Relocation Plan for CDBG 10-C-2227 Water Hook-Up Project, and authorize the Clerk to the Board to attest the documents.

NOTES:

WARREN COUNTY 2010 ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

CDBG #10-C-2227
Water Hook-Up Project

I. PURPOSE

The purpose of this plan is to identify the steps and procedures the County will follow in order to comply with the requirements of Section 104(d) of the Housing and Community Development Act of 1974, as amended, regarding replacement of demolished or converted dwelling units and level of relocation assistance.

II. LEGAL BASIS

The County will comply with all applicable provisions of Section 104(d) of the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.

III. APPLICATION AND COVERAGE

This plan will apply to activities to be implemented under the County's 1997 Scattered Site Housing Rehabilitation Program.

IV. RESIDENTIAL ANTI-DISPLACEMENT OBJECTIVES

The County will replace all occupied and vacant occupiable low/moderate income dwelling units demolished or converted to a use other than low/moderate income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.606(b)(1). All replacement housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion.

V. IMPLEMENTATION

A. DESCRIPTION OF PROPOSED ACTIVITIES

1. In the application submitted to and approved by the Department of Commerce, Division of Community Assistance, in the C-1 project, the County proposed to rehabilitate/relocate eight [8] substandard houses.
2. The Local Option Project funds are to be used for emergency repairs for LMI Warren County residents up to a total expenditure per house of no more than \$5,000.. Other eligible activities that can be undertaken are: [1] health related needs: on site water and wastewater, lead based paint reduction and/or asbestos; [2] fair housing and/or Section 3 planning or training.
3. The A-II Project funds will be used to undertake the elimination of black water, straight piping and/or outhouse elimination as stated in application under A-II Project Description.
4. The formal plan adopted by the Board of Commissioners, included herein, outlines the steps to be taken in the event that additional activities become necessary as rehabilitation work and inspections progress.

VI. EFFORTS TO MINIMIZE DISPLACEMENT

Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act of 1974, the County will take the following steps to minimize the displacement of Warrens from their homes:

- A. Every effort will be made to rehabilitate housing if economically feasible.

- B. The County will utilize demolition and relocation only to create a safe, decent, and sanitary environment for its residents, and will make every effort to relocate displaced a minimum distance.
- C. All relocations shall be made to standard housing units which are in compliance with minimum housing standards.
- D. Rehabilitation agreements, methods and contracts will be set up to eliminate any displacement due to rehabilitation.

VII. STANDARDS FOR REPLACEMENT DWELLINGS

All dwelling units to be used as replacement low/moderate income dwelling units will comply with the following standards:

- A. Will be provided within three (3) years of the commencement of the demolition or the rehabilitation related to conversion.
- B. Will be located within the County's jurisdiction.
- C. Will be sufficient in number and size to house at least the number of occupants that could have been housed in the units demolished or converted, as determined in accordance with applicable housing occupancy codes.
- D. Will be provided in standard condition.
- E. Will be designed to remain low/moderate income dwelling units for at least ten (10) years from the date of initial occupancy.

VIII. REPLACEMENT DWELLING UNIT ALTERNATIVES

The County recognizes that efforts are continuously underway by other groups in the community to provide additional housing opportunities for low/moderate income people. The activities of other governmental agencies, private developers, charitable organizations, religious groups, and individuals often result in replacement dwelling units becoming available without County or CDBG assistance. The County may utilize replacement units to be provided by other groups if the need arises for replacement units.

- A. Dwelling units that are constructed as part of federally assisted housing developments such as Farmers Home Administration, HUD Section 8, or HUD public housing with affordable rents that are designed for low/moderate income people will be identified as replacement dwelling units.
- B. Rental units that are rehabilitated and brought up to standards by groups or individuals through the HUD Section 8 Program, Rental Rehabilitation Program, NC Housing Finance Agency assistance or similar programs with affordable rents that are designed for low/moderate income people will be identified as replacement dwelling units.
- C. Dwelling units that are constructed or placed by individuals in low/moderate income neighborhoods will be identified as replacement dwelling units.

- D. Occupied and vacant occupiable substandard dwellings in the CDBG Project Area will be rehabilitated with CDBG funds and provided in standard condition. The rehabilitated units are designed to remain low/moderate income dwelling units due to the rent control provisions.

Plan adopted: January 7, 2013

Signed: _____
Clerk to the Board

OPTIONAL COVERAGE RELOCATION PLAN

I. PURPOSE

The purpose of this optional coverage relocation assistance plan is to provide relocation assistance and payments to individuals and families displaced as a result of Community Development Housing Code Enforcement or other Community Development activities that are not otherwise covered by the Uniform Relocation Assistance and Real Property Acquisition Policies Act, hereinafter referred to as the Uniform Act.

II. ELIGIBILITY

Only those individuals and families residing in the Community Development Block Grant Project Area, that are displaced as a result of Community Development Housing Code Enforcement or other Community Development activities and which have unmet, long-term, relocation needs, are eligible to receive assistance. In addition, eligibility of the individual or family must have been established and documented prior to the provision of financial assistance under this plan.

III. AUTHORITY

Optional relocation benefits are authorized by Section 105(a)(11) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act and Sections 570.496a(d) and 570.606(d) of the interim rule which describe the "Act". This policy is promulgated in accordance therewith.

IV. ASSISTANCE TO BE PROVIDED

The following optional coverage relocation policy is to be used during the implementation of the Community Development Block Grant Program. All Warrens displaced in accordance with this policy shall be provided relocation assistance in accordance with guidelines outlined under 49 CFR 24 except as outlined below:

1. **Displaced Warren residents:** The term "displaced Warren residents", as defined under 49 CFR 24, shall be redefined under this policy to mean any Warren who occupies a primary legal residence on the effective date of the initiation of negotiations, and who permanently moves from a primary legal residence as a direct result of the initiation of negotiations for either voluntary demolition agreement, code enforcement demolition, or rehabilitation grant award.
2. **Initiation of Negotiations:** The term "initiation of negotiations", shall be redefined under this policy to mean the delivery date of either (1) a voluntary demolition agreement, or (2) a code enforcement initial complaint, whichever is earlier; or (3) the date of an owner's letter of intent for a rehabilitation grant award; or (4) the date of a Notice of Relocation Eligibility issued to the owner.
3. **Comparable Replacement Dwelling:** The term "comparable replacement dwelling", as defined under 49 CFR 24, shall be redefined under this policy to mean a dwelling which is (1) decent, safe, and sanitary, as defined under 49 CFR

24.2(f); (2) functionally equivalent to displacement dwelling (3) adequate in size to accommodate the occupants; (4) on a site not subject to adverse environmental conditions; (5) in a general location not less desirable than the location of the displaced Warren's dwelling with respect to public utilities, commercial and public facilities, and reasonably accessible to the Warren's place of employment; (6) on a site that is typical in size for residential development with normal site improvements, including customary landscape. The site need not include special improvements such as outbuildings, swimming pools, or greenhouses. (7) currently available to the displaced Warren in the private market; however, a government subsidized dwelling unit will be considered comparable if it meets standards (1) through (6) above, and the displacement dwelling is government subsidized and (8) within the financial means of the displaced Warren, as defined under 49 CFR 24.2(d)8. Circumstances permitting temporary relocation and basic conditions of emergency move will be followed in accordance with 49 CFR 24.203(c)(4) and 49 CFR 24.204(b) and (c).

4. Relocation Notices: A "Notice of Relocation Eligibility", outlining all information described under 49 CFR 24.203 (a) and (b) will be sent by certified mail or hand-delivered to all displaced individuals concurrently with any letter or document initiating negotiations for the displacement dwelling. Additionally, the CDBG Administrator will, in all cases, precede the initiation of negotiations with a documented personal interview with the individual to be displaced. Ninety-day notices shall be prepared and issued in accordance with 49 CFR 24.203(c).
5. Levels and amounts of CDBG assistance to eligible individuals and families shall include the following limits:
 - A. Homeowner Replacement Housing Payment - eligible homeowners, as defined by 49 CFR 24.401(a), may receive a replacement housing payment, as computed in accordance with 49 CFR 24.401.
 - B. Down payment Assistance – down payment assistance for eligible tenants or homeowners as defined by 49 CFR 24.402(a) may be received as computed in accordance with 49 CFR 24.402(c).
 - C. Rental Assistance - eligible tenants as defined by 49 CFR 24.402(a) may receive an amount not to exceed \$5,250.00 for rental assistance as computed in accordance with 49 CFR 24.402(b).
 - D. Moving Expenses - an eligible household may receive moving and related expenses as calculated in accordance with 49 CFR 24.301 or 49 CFR 24.302.
 - E. Eligible tenants may elect assistance as described in Section 104(d) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act and further described in Sections 570.496a(b) and 570.606(b) of the interim rule. The rental assistance provided for relocation under this section is as follows:

- (1) A choice between (i) actual reasonable moving expenses as described in 24 CFR 42.301 or (ii) a fixed expense as described in 24 CFR 42.302.
 - (2) Advisory services as described in 24 CFR Part 42, Subpart C.
 - (3) Reimbursement for reasonable and necessary security deposit and credit checks.
 - (4) Replacement Housing Assistance - A Warren choosing to rent must be offered either (i) a Section 8 housing voucher/certificate (through the housing authority) and referrals to comparable replacement dwelling units where the owner agrees to participate in the Section 8 Program or (ii) cash rental assistance to reduce the rent and utility costs to thirty percent (30%) of his/her adjusted income (as determined by the grantee/recipient) for a 5-year period and appropriate referrals to comparable replacement dwelling units.
6. To prevent "windfall" rental assistance payments to tenants who pay little or no rent, the following procedure will be utilized:
 - A. Prior to computing a rental assistance payment, the CDBG Administrator will determine the fair market rent for the displacement dwelling, based on the rents for comparable dwellings in the project area.
 - B. If the existing rent for the displacement dwelling is less than seventy-five percent (75%) of the fair market rent determined for the displacement dwelling, then the fair market rent shall be utilized to compute the rental assistance payment. If the existing rent is above seventy-five percent (75%) of the fair market rent, the existing rent shall be utilized to compute the rental assistance payment.
 - C. In situations where fair market rent is utilized to compute the rental assistance payment, and the tenant's non-subsidized total monthly housing cost is not affordable after relocation, the rental assistance payment shall be increased to the extent necessary to insure an affordable monthly housing cost (i.e., total non-subsidized housing costs less than thirty percent (30%) of gross income).
7. Owner-occupants of displacement mobile homes situated on a rented site are eligible for down payment assistance of up to \$5,250.00 for purchase of a new mobile home site in lieu of a rental assistance payment, in addition to a replacement housing payment, if a comparable rental site cannot be located on a timely or cost-effective basis.
8. If such assistance, as prescribed in the above sections, is not sufficient to completely relocate a household in accordance with the Uniform Relocation and Real Property Acquisition Regulations, the Agency may provide additional assistance as outlined in 49 CFR 24.404, Replacement Housing of Last Resort.

V. AFFIRMATIVE ACTION FOR LOW INCOME AND MINORITY WARRENS

All relocation assistance provided under this plan will be undertaken in a non-discriminatory manner. Any low-income or minority individual or family assisted under this plan shall not be required to move to an area of low-income and/or minority concentration as a condition of receiving relocation assistance, unless they have been given opportunities to relocate to a comparable replacement dwelling that is not located in an area of low-income and/or minority concentration, if such opportunities are available.

VI. RELOCATION RECORDKEEPING

Complete records, documents, and justification for payment made pursuant to this plan shall be maintained in accordance with the guidelines under 49 CFR 24.9 of the "Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs.

Plan adopted: January 7, 2013

Signed: _____
Clerk to the Board

Meeting Date: January 7, 2013

Agenda Item # 11-B

**SUBJECT: Community Development Block Grant (CDBG)
10-C-2227 Water Hook-Up Project**

REQUESTED BY: Karen Foster, COG CDBG Project Coordinator

SUMMARY: It is submitted to adopt Resolution Authorization of Persons to Sign Requisitions for Funds Form related to CDBG 10-C-2227 Water Hook-Up Project Grant. Authorize Chairperson Baker to sign resolution.

FUNDING SOURCE: CDBG Grant 10-C-2227

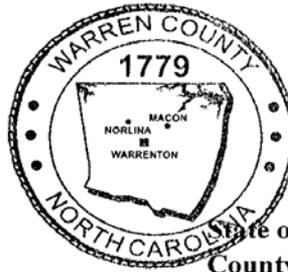
APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Resolution Authorizing Persons to Sign Requisitions for Funds Form for CDBG 10-C-2227 Water Hook-Up Project Grant, and authorize the Chairperson to sign same.

NOTES:



WARREN COUNTY BOARD OF COMMISSIONERS

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

CDBG #10-C-2227 Water Hook-Up Project

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 OF THE WARREN COUNTY BOARD OF COMMISSIONERS AUTHORIZATION OF PERSONS TO SIGN REQUISITIONS FOR FUNDS FORMS

WHEREAS, the County of Warren applied to the North Carolina Department of Commerce, Division of Community Investment and Assistance for a Community Development Block Grant Contingency Water Hook-Up;

WHEREAS, upon approval by the North Carolina Department of Commerce of said application for Community Development Block Grant Funds in the amount of \$250,000; and

NOW, THEREFORE, BE IT RESOLVED, by the Warren County Board of Commissioners that the individuals listed on the Signatory Form and Certification are authorized to act as signatories for the CDBG Contingency Water Hook-Up Grant No. 10-C-2227. The names that are listed on the Signatory Form and Certification:

Linda T. Worth, County Manager
Barry Mayo, Finance Director
Gloria Edmonds, Accounting Manager
Bertadean W. Baker, Chairman

In addition, the Clerk to the governing body who knows all of the persons authorized to sign requisitions will sign the Signatory Form and Certification as the certifying official.

ADOPTED this 7th day of January 2013.

Bertadean W. Baker
Chairman of Warren County Commissioners

ATTEST:

Angelena Kearney-Dunlap, Clerk

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

Grant #10-C-2227

Meeting Date: January 7, 2013

Agenda Item # 11-C

**SUBJECT: Community Development Block Grant (CDBG)
11-C-2328 Scattered Sites Housing Project**

REQUESTED BY: Karen Foster, COG CDBG Project Coordinator

SUMMARY: It is submitted to adopt Warren County 2011 Anti-Displacement & Relocation Assistance Plan and Optional Coverage Relocation Plan for above referenced CDBG Project Grant. Authorize Clerk to the Board to attest documentation.

FUNDING SOURCE: CDBG Grant 11-C-2328

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Warren County 2011 Anti-Displacement & Relocation Assistance Plan and Optional Coverage Relocation Plan for CDBG 11-C-2328 Scattered Sites Housing Project, and authorize the Clerk to the Board to attest the documents.

NOTES:

WARREN COUNTY 2011 ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

CDBG #11-C-2328 Scattered Sites Housing Project

I. PURPOSE

The purpose of this plan is to identify the steps and procedures the County will follow in order to comply with the requirements of Section 104(d) of the Housing and Community Development Act of 1974, as amended, regarding replacement of demolished or converted dwelling units and level of relocation assistance.

II. LEGAL BASIS

The County will comply with all applicable provisions of Section 104(d) of the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.

III. APPLICATION AND COVERAGE

This plan will apply to activities to be implemented under the County's 1997 Scattered Site Housing Rehabilitation Program.

IV. RESIDENTIAL ANTI-DISPLACEMENT OBJECTIVES

The County will replace all occupied and vacant occupiable low/moderate income dwelling units demolished or converted to a use other than low/moderate income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.606(b)(1). All replacement housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion.

V. IMPLEMENTATION

A. DESCRIPTION OF PROPOSED ACTIVITIES

1. In the application submitted to and approved by the Department of Commerce, Division of Community Assistance, in the C-1 project, the County proposed to rehabilitate/relocate eight [8] substandard houses.

2. The Local Option Project funds are to be used for emergency repairs for LMI Warren County residents up to a total expenditure per house of no more than \$5,000. Other eligible activities that can be undertaken are: [1] health related needs: on site water and wastewater, lead based paint reduction and/or asbestos; [2] fair housing and/or Section 3 planning or training.

3. The A-II Project funds will be used to undertake the elimination of black water, straight piping and/or outhouse elimination as stated in application under A-II Project Description.

4. The formal plan adopted by the Board of Commissioners, included herein, outlines the steps to be taken in the event that additional activities become necessary as rehabilitation work and inspections progress.

VI. EFFORTS TO MINIMIZE DISPLACEMENT

Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act of 1974, the County will take the following steps to minimize the displacement of Warrens from their homes:

- B. The County will utilize demolition and relocation only to create a safe, decent, and sanitary environment for its residents, and will make every effort to relocate displaced a minimum distance.
- C. All relocations shall be made to standard housing units which are in compliance with minimum housing standards.
- D. Rehabilitation agreements, methods and contracts will be set up to eliminate any displacement due to rehabilitation.

VII. STANDARDS FOR REPLACEMENT DWELLINGS

All dwelling units to be used as replacement low/moderate income dwelling units will comply with the following standards:

- A. Will be provided within three (3) years of the commencement of the demolition or the rehabilitation related to conversion.
- B. Will be located within the County's jurisdiction.
- C. Will be sufficient in number and size to house at least the number of occupants that could have been housed in the units demolished or converted, as determined in accordance with applicable housing occupancy codes.
- D. Will be provided in standard condition.
- E. Will be designed to remain low/moderate income dwelling units for at least ten (10) years from the date of initial occupancy.

VIII. REPLACEMENT DWELLING UNIT ALTERNATIVES

The County recognizes that efforts are continuously underway by other groups in the community to provide additional housing opportunities for low/moderate income people. The activities of other governmental agencies, private developers, charitable organizations, religious groups, and individuals often result in replacement dwelling units becoming available without County or CDBG assistance. The County may utilize replacement units to be provided by other groups if the need arises for replacement units.

- A. Dwelling units that are constructed as part of federally assisted housing developments such as Farmers Home Administration, HUD Section 8, or HUD public housing with affordable rents that are designed for low/moderate income people will be identified as replacement dwelling units.
- B. Rental units that are rehabilitated and brought up to standards by groups or individuals through the HUD Section 8 Program, Rental Rehabilitation Program, NC Housing Finance Agency assistance or similar programs with affordable rents that are designed for low/moderate income people will be identified as replacement dwelling units.
- C. Dwelling units that are constructed or placed by individuals in low/moderate income neighborhoods will be identified as replacement dwelling units.

- D. Occupied and vacant occupiable substandard dwellings in the CDBG Project Area will be rehabilitated with CDBG funds and provided in standard condition. The rehabilitated units are designed to remain low/moderate income dwelling units due to the rent control provisions.

Plan adopted: January 7, 2013

Signed: _____
Clerk to the Board

OPTIONAL COVERAGE RELOCATION PLAN

I. PURPOSE

The purpose of this optional coverage relocation assistance plan is to provide relocation assistance and payments to individuals and families displaced as a result of Community Development Housing Code Enforcement or other Community Development activities that are not otherwise covered by the Uniform Relocation Assistance and Real Property Acquisition Policies Act, hereinafter referred to as the Uniform Act.

II. ELIGIBILITY

Only those individuals and families residing in the Community Development Block Grant Project Area, that are displaced as a result of Community Development Housing Code Enforcement or other Community Development activities and which have unmet, long-term, relocation needs, are eligible to receive assistance. In addition, eligibility of the individual or family must have been established and documented prior to the provision of financial assistance under this plan.

III. AUTHORITY

Optional relocation benefits are authorized by Section 105(a)(11) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act and Sections 570.496a(d) and 570.606(d) of the interim rule which describe the "Act". This policy is promulgated in accordance therewith.

IV. ASSISTANCE TO BE PROVIDED

The following optional coverage relocation policy is to be used during the implementation of the Community Development Block Grant Program. All Warrens displaced in accordance with this policy shall be provided relocation assistance in accordance with guidelines outlined under 49 CFR 24 except as outlined below:

1. **Displaced Warren residents:** The term "displaced Warren residents", as defined under 49 CFR 24, shall be redefined under this policy to mean any Warren who occupies a primary legal residence on the effective date of the initiation of negotiations, and who permanently moves from a primary legal residence as a direct result of the initiation of negotiations for either voluntary demolition agreement, code enforcement demolition, or rehabilitation grant award.
2. **Initiation of Negotiations:** The term "initiation of negotiations", shall be redefined under this policy to mean the delivery date of either (1) a voluntary demolition agreement, or (2) a code enforcement initial complaint, whichever is earlier; or (3) the date of an owner's letter of intent for a rehabilitation grant award; or (4) the date of a Notice of Relocation Eligibility issued to the owner.
3. **Comparable Replacement Dwelling:** The term "comparable replacement dwelling", as defined under 49 CFR 24, shall be redefined under this policy to mean a dwelling which is (1) decent, safe, and sanitary, as defined under 49 CFR

24.2(f); (2) functionally equivalent to displacement dwelling (3) adequate in size to accommodate the occupants; (4) on a site not subject to adverse environmental conditions; (5) in a general location not less desirable than the location of the displaced Warren's dwelling with respect to public utilities, commercial and public facilities, and reasonably accessible to the Warren's place of employment; (6) on a site that is typical in size for residential development with normal site improvements, including customary landscape. The site need not include special improvements such as outbuildings, swimming pools, or greenhouses. (7) currently available to the displaced Warren in the private market; however, a government subsidized dwelling unit will be considered comparable if it meets standards (1) through (6) above, and the displacement dwelling is government subsidized and (8) within the financial means of the displaced Warren, as defined under 49 CFR 24.2(d)8. Circumstances permitting temporary relocation and basic conditions of emergency move will be followed in accordance with 49 CFR 24.203(c)(4) and 49 CFR 24.204(b) and (c).

4. Relocation Notices: A "Notice of Relocation Eligibility", outlining all information described under 49 CFR 24.203 (a) and (b) will be sent by certified mail or hand-delivered to all displaced individuals concurrently with any letter or document initiating negotiations for the displacement dwelling. Additionally, the CDBG Administrator will, in all cases, precede the initiation of negotiations with a documented personal interview with the individual to be displaced. Ninety-day notices shall be prepared and issued in accordance with 49 CFR 24.203(c).
5. Levels and amounts of CDBG assistance to eligible individuals and families shall include the following limits:
 - A. Homeowner Replacement Housing Payment - eligible homeowners, as defined by 49 CFR 24.401(a), may receive a replacement housing payment, as computed in accordance with 49 CFR 24.401.
 - B. Down payment Assistance – down payment assistance for eligible tenants or homeowners as defined by 49 CFR 24.402(a) may be received as computed in accordance with 49 CFR 24.402(c).
 - C. Rental Assistance - eligible tenants as defined by 49 CFR 24.402(a) may receive an amount not to exceed \$5,250.00 for rental assistance as computed in accordance with 49 CFR 24.402(b).
 - D. Moving Expenses - an eligible household may receive moving and related expenses as calculated in accordance with 49 CFR 24.301 or 49 CFR 24.302.
 - E. Eligible tenants may elect assistance as described in Section 104(d) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act and further described in Sections 570.496a(b) and 570.606(b) of the interim rule. The rental assistance provided for relocation under this section is as follows:

- (1) A choice between (i) actual reasonable moving expenses as described in 24 CFR 42.301 or (ii) a fixed expense as described in 24 CFR 42.302.
 - (2) Advisory services as described in 24 CFR Part 42, Subpart C.
 - (3) Reimbursement for reasonable and necessary security deposit and credit checks.
 - (4) Replacement Housing Assistance - A Warren choosing to rent must be offered either (i) a Section 8 housing voucher/certificate (through the housing authority) and referrals to comparable replacement dwelling units where the owner agrees to participate in the Section 8 Program or (ii) cash rental assistance to reduce the rent and utility costs to thirty percent (30%) of his/her adjusted income (as determined by the grantee/recipient) for a 5-year period and appropriate referrals to comparable replacement dwelling units.
6. To prevent "windfall" rental assistance payments to tenants who pay little or no rent, the following procedure will be utilized:
 - A. Prior to computing a rental assistance payment, the CDBG Administrator will determine the fair market rent for the displacement dwelling, based on the rents for comparable dwellings in the project area.
 - B. If the existing rent for the displacement dwelling is less than seventy-five percent (75%) of the fair market rent determined for the displacement dwelling, then the fair market rent shall be utilized to compute the rental assistance payment. If the existing rent is above seventy-five percent (75%) of the fair market rent, the existing rent shall be utilized to compute the rental assistance payment.
 - C. In situations where fair market rent is utilized to compute the rental assistance payment, and the tenant's non-subsidized total monthly housing cost is not affordable after relocation, the rental assistance payment shall be increased to the extent necessary to insure an affordable monthly housing cost (i.e., total non-subsidized housing costs less than thirty percent (30%) of gross income).
7. Owner-occupants of displacement mobile homes situated on a rented site are eligible for down payment assistance of up to \$5,250.00 for purchase of a new mobile home site in lieu of a rental assistance payment, in addition to a replacement housing payment, if a comparable rental site cannot be located on a timely or cost-effective basis.
8. If such assistance, as prescribed in the above sections, is not sufficient to completely relocate a household in accordance with the Uniform Relocation and Real Property Acquisition Regulations, the Agency may provide additional assistance as outlined in 49 CFR 24.404, Replacement Housing of Last Resort.

V. AFFIRMATIVE ACTION FOR LOW INCOME AND MINORITY WARRENS

All relocation assistance provided under this plan will be undertaken in a non-discriminatory manner. Any low-income or minority individual or family assisted under this plan shall not be required to move to an area of low-income and/or minority concentration as a condition of receiving relocation assistance, unless they have been given opportunities to relocate to a comparable replacement dwelling that is not located in an area of low-income and/or minority concentration, if such opportunities are available.

VI. RELOCATION RECORDKEEPING

Complete records, documents, and justification for payment made pursuant to this plan shall be maintained in accordance with the guidelines under 49 CFR 24.9 of the "Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs.

Plan adopted: January 7, 2013

Signed: _____
Clerk to the Board

Meeting Date: January 7, 2013

Agenda Item # 11-D

**SUBJECT: Community Development Block Grant (CDBG)
11-C-2328 Scattered Sites Housing Project**

REQUESTED BY: Karen Foster, COG CDBG Project Coordinator

SUMMARY: It is submitted to adopt Resolution Authorization of Persons to Sign Requisitions for Funds Form related to CDBG 11-C-2328 Scattered Sites Housing Project Grant. Authorize Chairperson Baker to sign resolution.

FUNDING SOURCE: CDBG Grant 11-C-2328

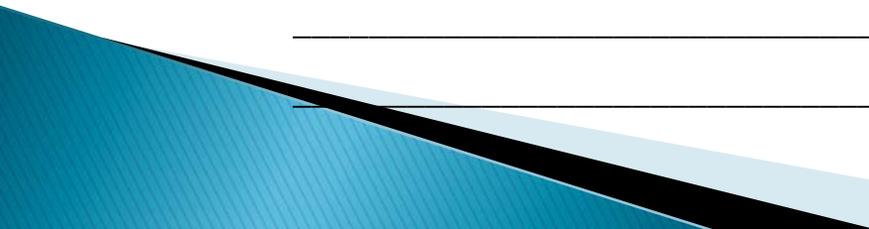
APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Resolution Authorizing Persons to Sign Requisitions for Funds Form for CDBG 11-C-2328 Scattered Sites Housing Project Grant, and authorize the Chairperson to sign same.

NOTES:





WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET
POST OFFICE BOX 819
WARRENTON, NORTH CAROLINA 27589

CDBG #11-C-2328 Scattered Sites Housing Project

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 OF THE WARREN COUNTY BOARD OF COMMISSIONERS AUTHORIZATION OF PERSONS TO SIGN REQUISITIONS FOR FUNDS FORMS

WHEREAS, the County of Warren applied to the North Carolina Department of Commerce, Division of Community Investment and Assistance for a Community Development Block Grant Scattered Site Grant;

WHEREAS, upon approval by the North Carolina Department of Commerce of said application for Community Development Block Grant Funds in the amount of \$400,000; and

NOW, THEREFORE, BE IT RESOLVED, by the Warren County Board of Commissioners that the individuals listed on the Signatory Form and Certification are authorized to act as signatories for the CDBG SSR Grant No. 11-C-2328. The names that are listed on the Signatory Form and Certification:

Linda T. Worth, County Manager
Barry Mayo, Finance Director
Gloria Edmonds, Accounting Manager
Bertadean W. Baker, Chairman

In addition, the Clerk to the governing body who knows all of the persons authorized to sign requisitions will sign the Signatory Form and Certification as the certifying official.

ADOPTED this 7th day of January 2013.

ATTEST:

Bertadean W. Baker
Chairman of Warren County Commissioners

Angelena Kearney-Dunlap, Clerk

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

Grant #11-C-2328

Meeting Date: January 7, 2013

Agenda Item # 11-E

SUBJECT: Community Development Block Grant (CDBG) Housing Selection Committee

REQUESTED BY: Karen Foster, COG CDBG Project Coordinator

SUMMARY: It is recommended to appoint Ms. Alicia Giddiens, Senior Center Director, to fill the vacancy on the Warren County CDBG Housing Selection Committee to replace Ms. Arnetta Yancey. This position represents the County's senior population.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Kerr-Tar
Regional Council
Of Governments

Timothy M. Baynes
Executive Director

**Member
Governments**

COUNTIES

Franklin
Granville
Person
Vance
Warren

MUNICIPALITIES

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

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Karen Foster *KF*
Community Development Planner

DATE: January 2, 2013

RE: HOUSING SELECTION COMMITTEE APPOINTMENT

We are soliciting your approval for the appointment of Mrs. Alicia Giddiens, Senior Center Director, to the Warren County CDBG Housing Selection Committee. Mrs. Giddiens will fill the vacant seat previously held by Mrs. Arnetta Yancey.

Meeting Date: January 7, 2013

Agenda Item # 12

**SUBJECT: Franklin-Vance-Warren Opportunity, Inc. Request for
Consent to Submit CSBG Application**

REQUESTED BY: Felicia Coleman-Gregory, CSBG Director

SUMMARY: Ms. Coleman-Gregory with F-V-W Opportunity, Inc. requests Board consent to submit Community Services Block Grant Application to the Office of Economic Opportunity by the February 1, 2013 deadline. Goal of project is to help individuals gain skills necessary for employment. Authorize Chairperson Baker to sign documentation.

FUNDING SOURCE: Office of Economic Opportunity Grant

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of F-V-W Opportunity, Inc.'s request to submit CSBG Application to the Office of Economic Opportunity, and authorize the Chairperson to sign related documentation.

NOTES:

North Carolina Department of Health and Human Services



Community Services Block Grant Program

**Fiscal Year 2013-14 Application for Funding
Project Period July 1, 2013 – June 30, 2014**

Application Due Date: February 1, 2013

35 page
document
has been
provided in
a separate
E-mail.

Applicant Information	
Agency:	Franklin-Vance-Warren Opportunity, Inc.
Federal I.D.	56-0861261
DUNS Number:	159658236
Administrative Office Address:	180 South Beckford Drive, Henderson, NC 27536
Mailing Address:	P. O. Box 1453, Henderson, NC 27536
Telephone Number:	252-492-0161
Board Chairperson:	Ernest Thompson
Board Chairperson's Address: (where communications should be sent)	P. O. Box 1453, Henderson, NC 27536
Board Chairperson's Term of Office:	2 years
Executive Director:	Sara S. Rudolph
Executive Director Email Address:	srudolph@fvwopp.com
Agency Fiscal Officer:	Juwanda Latta
Fiscal Officer Email Address:	juwandalatta@fvwopp.com
CSBG Program Director:	Felicia Coleman-Gregory
CSBG Program Director Email Address:	feliciacoleman@fvwopp.com

North Carolina Department of Health and Human Services
Office of Economic Opportunity
Verna P. Best, Director
2420 Mail Service Center
Raleigh, North Carolina 27699-2420
verna.best@dhhs.nc.gov<http://www.ncdhhs.gov/oeo/>

**Community Services Block Grant Program
Fiscal Year 2013-14 Application for Funding
Certification and Assurances**

35 page document has been provided in a separate E-mail.

Public Hearing on the Initial Plan

We herein certify that a public hearing as required by 10A NCAC 97B .0402 Citizen Participation in the Application Process occurred on March 3, 2011 for the initial planning process for the agency's current project plan and the agency has maintained documentation to confirm the process of the public hearing.

For multi-county providers, indicate the date and the county the hearing was held.

Date	County	Date	County
February 24, 2011	Granville		
March 1, 2011	Franklin		
February 28, 2011	Vance		
February 25, 2011	Warren		

County Commissioners' Review

We herein certify that the application for this project period was submitted to the Board of County Commissioners for review and comment on _____ as required by 10A NCAC 97C .0111(A).

For multi-county providers, indicate the county and date the application for funding was presented to the Board of County Commissioners as required by 10A NCAC 97C .0111(B).

Date	County	Date	County

Board of Directors Approval of the Application

I hereby certify that the information contained in the attached application is true and the Board of Directors has reviewed and approved this application for the Community Services Block Grant Program.

Date of Board Approval: _____

Board Chairperson: _____
(Signature) (Date)

Finance Committee Chairperson: _____
(Signature) (Date)

Meeting Date: January 7, 2013

Agenda Item # 13-A

SUBJECT: Change Orders for Wastewater Treatment Plant Rehab Project

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Change Orders 2 & 3 approved by County Manager Linda T. Worth for the Wastewater Treatment Plant Rehab Project are presented for the Board's information.

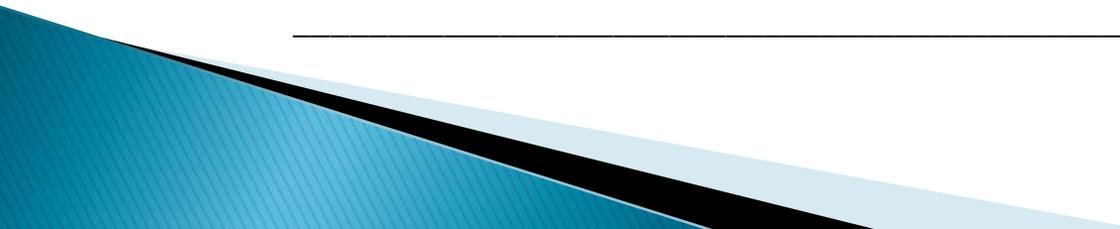
FUNDING SOURCE: Wastewater Treatment Plant Rehab Project DWR Loan

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Linda T. Worth, County Manager 

DATE: January 2, 2013

RE: Wastewater Treatment Plant Rehab Project

I am submitting for the Board's information copies of approved Change Order No. 2 and Change Order No. 3 for the Wastewater Treatment Plant Rehab Project. The effect of these change orders follows:

The purpose of Change Order No. 2 is to add two control components to the SCADA system at the oxidation ditches and return sludge pump station to save energy and assist in more efficient operations. This change order in the amount of \$3,628.30 will reduce project contingency by said amount with no increase in the original contract price.

Change Order No. 3 facilitates wiring pump control floats to the SCADA system at the Influent Pump Station and wiring the two control panels for the sludge pumps and waste sludge pumps to the SCADA system as described in the Change Order. This change order in the amount of \$2,870.07 will reduce project contingency by said amount with no increase in the original contract price.

Change Orders No. 2 and 3 have also been approved by the Infrastructure Finance Section of the State Division of Water Quality.

Please feel free to contact me should you have any questions or concerns.

December 13, 2012

RECEIVED

DFC 17 2012

Mr. Robert Murphy
Turner Murphy Co., Inc.
P.O. Box 3490
Rock Hill, S.C. 29730

WARREN COUNTY MANAGER'S OFFICE

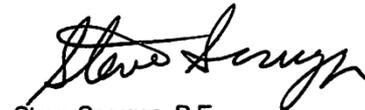
Re: Change Order No. 2
Replacement of Clarifier and SCADA Equipment
Warren County Wastewater Treatment Plant
AECOM Project No. 60189536

Dear Mr. Murphy:

Please find enclosed your fully executed copy of Change Order No. 2 in the amount of \$3,628.30 for the referenced project. The change order request calls for adding two control components to the SCADA System at the oxidation ditches and return sludge pump station as outlined in your October 10, 2012 proposal. At your earliest convenience, please proceed with the work. This item is to be paid for with the contingency under Bid Item No. 2; therefore, include the work under that bid item on your pay request.

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

Sincerely,

AECOM Technical Services of North Carolina, Inc.Steve Scruggs, P.E.
Project Managercc: Linda Worth, Warren County, w/enclosure ✓
Bill Perkinson, Town of Warrenton

Date of Issuance: October 16, 2012 Effective Date: October 16, 2012

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

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

Description: Change Order No. 2 calls for adding two control components to the SCADA System at the oxidation ditches and return sludge pump station that will save energy and assist in operations. For the oxidation ditches, the additions will allow for control of one rotor in each ditch based on a preset dissolved oxygen (DO) concentration, usually 2.0 ppm. Rotor #1D in Ditch #1 will be controlled by the DO probe DOIT-201, and rotor #2D in Ditch #2 will be controlled by the DO probe DOIT-202. The oxygen concentration for each ditch will be adjustable. The rotor will cut on and off in order to maintain the set DO level. For the two return sludge pumps in the Sludge Building, the additions will provide an emergency cut-off for each return sludge pump in the event the water level in either oxidation ditch nears overflow conditions. The pumps will be controlled by the level probe LIT-201 in Ditch #1 and LIT-202 in Ditch #2. The shut off level will be adjustable. No time extension is being requested with this RF1. Payment for this item will be made from the \$30,000 Bid Allowance, Bid Item No. 2 that is in the contact. Therefore, there is no increase in the contract price, only approval to utilize a portion of the Bid Allowance.	\$3,628.30
Total Cost of This Change Order	\$3,628.30

Attachments:

Change Order Request and supporting documentation from Contractor.

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$751,074.00

Change from previously approved Change Orders:

\$0.00

Contract Price prior to this Change Order:

\$751,074.00

Increase of this Change Order:

\$0.00

Contract Price incorporating this Change Order:

\$751,074.00

CHANGE IN CONTRACT TIMES:

Original Contract Times: Working days Calendar days

Substantial completion (days or date): March 22, 2012

Ready for final payment (days or date): March 22, 2012

Change from previously approved Change Orders

No. N/A to No. N/A:

Substantial completion (days):

Ready for final payment (days):

Contract Times prior to this Change Order:

Substantial completion (days or date): March 22, 2012

Ready for final payment (days or date): March 22, 2012

Increase with this Change Order:

Substantial completion (days or date): 0 Calendar Days

Ready for final payment (days or date): 0 Calendar Days

Contract Times with all approved Change Orders:

Substantial completion (days or date): March 22, 2012

Ready for final payment (days or date): March 22, 2012

RECOMMENDED:

By: Steve Lounsbury
Engineer (Authorized Signature)

Date: 10-16-12

ACCEPTED:

By: John J. Wooten
Owner (Authorized Signature)

Date: 11/6/12

ACCEPTED:

By: R M
Contractor (Authorized Signature)

Date: 10/29/12

December 13, 2012

RECEIVED

DEC 17 2012

Mr. Robert Murphy
Turner Murphy Co., Inc.
P.O. Box 3490
Rock Hill, S.C. 29730

Re: Change Order No. 3
Replacement of Clarifier and SCADA Equipment
Warren County Wastewater Treatment Plant
AECOM Project No. 60189536

WARREN COUNTY MANAGER'S OFFICE

Dear Mr. Murphy:

Please find enclosed your fully executed copy of Change Order No. 3 in the amount of \$2,870.07 for the referenced project. The change order request calls for wiring pump control floats to the SCADA system at the Influent Pump Station and for wiring the two control panels for the sludge pumps and waste sludge pumps to the SCADA system as outlined in your October 16, 2012 proposal. At your earliest convenience, please proceed with the work. This item is to be paid for with the contingency under Bid Item No. 2; therefore, include the work under that bid item on your pay request.

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

Sincerely,

AECOM Technical Services of North Carolina, Inc.

Steve Scruggs, P.E.
Project Manager

cc: Linda Worth, Warren County, w/enclosure ✓
Bill Perkinson, Town of Warrenton

Date of Issuance: November 5, 2012

Effective Date: November 5, 2012

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

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

<p>Description: Change Order No. 3 calls for wiring pump control floats to the SCADA system at the Influent Pump Station. Floats were found to be existing rather than a level transducer. The change order also includes wiring the two control panels for the sludge pumps and waste sludge pumps to the SCADA system. The plans called for the connection for these pumps to the SCADA system to be made from the Main Motor Control Center (MCC). It was found that the pumps were not controlled from the MCC, but from separate panels. The change order is for wire and conduit from the two panels.</p> <p>No time extension is being requested with this RFI. Payment for this item will be made from the \$30,000 Bid Allowance, Bid Item No. 2 that is in the contact. Therefore, there is no increase in the contract price, only approval to utilize a portion of the Bid Allowance.</p>	\$2,870.07
Total Cost of This Change Order	\$2,870.07

Attachments:
Change Order Request and supporting documentation from Contractor.

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

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u>Steve Long</u> Engineer (Authorized Signature)	By: <u>Justin Watt</u> Owner (Authorized Signature)	By: <u>RJ</u> Contractor (Authorized Signature)
Date: <u>11-5-12</u>	Date: <u>11/20/12</u>	Date: <u>11/2/12</u>

Meeting Date: January 7, 2013

Agenda Item # 13-B

SUBJECT: County Manager's December 2012 Report

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Manager's Monthly Report for December 2012 is submitted for the Board's information.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: January 2, 2013
RE: December 2012 Status Report

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

Administration

- Reported for Jury Duty at Courthouse (12/3/12)
- Prepared for and attended Board of Commissioners Regular Meeting (12/3/12)
- Annual Leave (11/7-9/12)
- WWTP Partner's Staff Meeting (12/4/12)
- Attended mandatory Sexual Harassment Training for County Employees (12/5/12)
- Participated in DSS Director Interviews with DSS Board (12/6/12)
- Attended JCPC Advisory Board Meeting (12/10/12)
- Participated in conference call with TSS Engineers & Emergency Services Director to discuss Radio Tower Project (12/11/12)
- Attended WWTP Rehab Project Progress Meeting (12/13/12)
- Participated in Veterans Service Officer Interviews (12/14/12)
- Participated in DSS Director Interviews with DSS Board (12/17/12)
- Participated in DOT Web Conference with Emergency Services Director and Planning Director to discuss SEHSR (12/18/12)
- Attended Community Investment and Assistance Monitoring visit for CDBG Water Hook-Up Project (12/19/12)
- Christmas Holidays (12/24-26/12)
- Annual Leave (12/27, 28, 31/12)

Other Activities

- Attended Holiday Decorating Tips Program at the County Library (12/5/12)
- Attended Annual 4-H Leaders Banquet (12/10/12)
- Hosted Annual Department Heads Holiday Luncheon (12/11/12)

Project Updates

Simulcast Radio System/Radio Tower Project

The State Highway Patrol has issued the Request for Proposals for construction of the Radio Tower. We are moving forward to finalize the County's Request for Proposals for radio equipment to be placed on the tower. We anticipate receiving the County's FCC license to locate the equipment at 400' on the tower during the month of February 2013, so we are moving forward with soliciting radio equipment proposals.

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 & Assistance to complete the Environmental Review document for this project.

Ephraim Place Subdivision CDBG Housing Project

Community Investment & Assistance has extended the close-out date for this project to April 30, 2013. Ms. Cathy Alston-Kearney, Project Administrator, is continuing to work with potential homeowners to qualify four families or individuals to build the four required homes in the subdivision to close-out the CDBG portion of this project.

January 7, 2013

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

== =

Attorney/Client Privileged Information

Adjourn

January 7, 2013
Regular Meeting