

*WARREN COUNTY
BOARD OF COMMISSIONERS*

February 4, 2013

5:45 PM – Public Hearing

6:00 PM – Regular Meeting

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

PREPARED BY

**Angelena Kearney-Dunlap, NCCCC
NC Certified County Clerk to the
Warren County Board of Commissioners**

February 4, 2013
5:45 PM – Public Hearing

NC Department of
Transportation (DOT)
2012–2013 Secondary
Roads Program

Public Hearing Agenda

- ▶ Chairman or Designee call Public Hearing to Order
 - ▶ Clerk read Notice of Public Hearing
 - ▶ Comments from Steve Winstead, NC DOT District Engineer
 - ▶ Clerk read Rules of Citizen Comments
 - ▶ Citizen Comments
 - ▶ County Manager and/or Commissioner Comments
 - ▶ Adjourn Public Hearing
- 

LEGAL NOTICE

Notice of Public Hearing on Proposed Secondary Road Construction Program.

Representatives of the North Carolina Department of Transportation, Division of Highways will meet with the Warren County Board of Commissioners and other Citizens present on February 4, 2013 at 5:45 P.M. in the Armory Civic Center to discuss and advise of the proposed plans and proposals for the Annual Secondary Road Construction Program for Warren County.

The Proposed Program is posted in the Warren County Courthouse.

A handwritten signature in black ink, appearing to read "Stephen D. Winstead". The signature is written in a cursive style with a large initial 'S' and 'W'.

Stephen D. Winstead, P.E.
District Engineer

Comments From

NC DOT Representatives:

*Steve Winstead, District Engineer
And Others*

**North Carolina Department of Transportation
Secondary Roads Construction Program**

Warren County

FY 2012-2013 Allocations	Highway Fund GS 136-44.5b	\$231,852.76
	Trust Fund GS 136-182	\$307,598.30
	Total	<u>\$539,451.06</u>

I. Paving Unpaved Roads Programmed Paving Goal: 0.00 Miles

A. Rural Paving Priority

*See attached schedule of previously funded Secondary Roads. We will continue to survey, draft plans and acquire right of way on additional unpaved secondary roads in priority order. Construction funding will be requested once all needed right of way has been acquired and the road is ready to build.

II. General Secondary Road Improvements

A. Paved Road Improvements

Various	Countywide Maintenance to include Widening, Strengthening, Spot Stabilization, Safety Projects, etc.	\$79,451.06
SR 1226	Variable width widening on Poplar Mt. Road	\$225,000.00
SR 1409	Patch, level & resurface Lynwood Road	\$115,000.00
SR's 1606, 1607, 1608, 1609 & 1631	Baltimore Ch. Rd., County Home Rd., Will Cheek, Powell's Mill & Gum Pond Rd. Patching in front of Bituminous Surface Treatments	\$90,000.00

Subtotal \$509,451.06

III. Trust Fund Safety Improvements (GS 136-182)

<u>SR No.</u>	<u>Length (Miles)</u>	<u>Project Description</u>	<u>Est. Cost</u>

Subtotal \$0.00

IV. Funds reserved for surveying, right of way acquisition, road additions, contingencies, overdrafts, and paving entrances certified fire departments, rescue squads, etc.

Subtotal \$30,000.00

GRAND TOTAL \$539,451.06

Unpaved Secondary Roads Summary Report

Monday, September 24,

1:18:11 PM

WARREN					ROAD LENGTHS										BUS					
S/R	PR	FZ	SU	HL	NAME	PAV	UNP	TOTAL	PRG	HOM	P/H	SCH	CH	BS	IN	RF	#B	RT	TRAF	T/F
1308	1	X	R	N	DRAKE ROAD	0	2.1	2.1	2.1	2	0	0	0	0	2	0	0	N	34	F
1127 A	2	X	R	N	STEWART ROAD PART 2	0	0.6	0.6	0.6	2	0	0	0	0	0	0	0	N	47	N
1223	3	X	R	N	JOHN EDWARDS ROAD	0	2	2	2	5	0	0	0	0	0	0	1	Y	86	F
1240	4	X	R	N	BLUE MUD SWAMP RD.	0	0.55	0.55	0.55	2	0	0	0	0	0	0	0	Y	75	N
1529	5	X	R	N	BIG REID ROAD	0	1	1	1	4	0	0	0	0	0	0	0	N	52	H
1249	6	X	R	N	MEADOWS RD	0	0.27	0.27		3	0	0	0	0	0	0	0	Y	48	N
1121	7	X	R	N	BOYD FARM ROAD	0	2	2		3	0	0	0	1	0	0	0	N	51	F
1339	8	X	R	N	HAITHCOCK ROAD	0	0.4	0.4		2	0	0	0	0	0	0	0	N	61	N
1503	9	X	R	N	BOB LYNCH ROAD	0	0.6	0.6		4	0	0	0	1	0	0	0	N	36	N
1316	10	X	R	N	BEEF TONGUE ROAD	0	1.7	1.7		1	0	0	0	0	0	0	0	Y	46	F
1359	11	X	R	N	PEARSON ROAD	0	0.5	0.5		3	0	0	0	0	0	0	0	N	49	N
1611	12	X	R	N	OLD MILL ROAD	0	1.3	1.3		5	0	0	0	0	0	0	0	Y	31	N
1601	13	X	R	N	LEMUEL BULLOCK ROAD	0	0.25	0.25		1	0	0	0	1	0	0	0	Y	34	N
1633	14	X	R	N	RIDDLEY POWELL ROAD	0	1.5	1.5		2	0	0	0	0	0	0	0	Y	40	N
1527	15	X	R	N	BELLE SHEARIN ROAD	0	0.2	0.2		2	0	0	0	0	0	0	0	N	45	N
1307 A	16		R	N	DR. PEETE RDPART2	0	3.7	3.7		1	0	0	1	0	0	0	0	Y	134	F
1318 A	17		R	N	OLD MACON HWY	0	1.7	1.7		3	0	0	0	0	0	0	0	Y	50	F
1624	18		R	N	SHERIFF DAVIS ROAD	0	0.8	0.8		0	0	0	0	0	0	0	0	N	57	F
1216	19		R	N	ZION CHURCH ROAD	0	0.3	0.3		2	0	0	0	0	0	0	0	N	51	N

Monday, September 24, 2012

WARREN

S/R	PR	FZ	SU	HL	NAME	ROAD LENGTHS			HOM	P/H	SCH	CH	BS	IN	RF	BUS			
						PAV	UNP	TOTAL								PRG	#B	RT	TRAF
1628	20		R	N	E.A. TURNER ROAD	0	2.6	2.6	0	4	0	0	0	0	0	0	N	49	N
1641	21		R	N	OTIS CLARK ROAD	0	1	1	2	0	0	0	0	0	0	1	N	26	F
1235	22		R	N	BENDER ROAD	0	0.5	0.5	2	0	0	0	0	0	0	0	N	31	N
1318 C	23		R	N	VAUGHAN MILL RD	0	0.01	0.01	0	0	0	0	0	0	0	0	N	41	N
1317	24		R	N	FRAZIER-ROSE STREET	0	0.1	0.1	2	0	0	0	1	0	0	0	N	19	N
1642	25		R	N	CLAUDE COLEMAN ROAD	0	0.7	0.7	1	0	0	0	0	1	0	0	N	24	N
1528 A	26		R	N	BILLSKINNERRD	0	2.5	2.5	0	0	0	0	0	0	0	1	Y	19	F
1150	27		R	N	FAIRVIEW ROAD	0	0.1	0.1	1	0	0	0	0	0	0	0	N	31	N
1347	28		R	N	KEARNS ROAD	0	0.4	0.4	3	0	0	0	0	0	0	0	N	18	N
1244	29		R	N	CAROLINA LANE	0	0.1	0.1	2	0	0	0	0	0	0	0	Y	12	N
1103	30		R	N	JOE JONES ROAD	0	0.4	0.4	2	0	0	0	0	0	0	0	N	12	F
1239	31		R	N	HAL PASCHALL	0	0.1	0.1	1	0	0	0	0	0	0	0	N	17	F
1635	32		R	N	OLD AVENUE	0	0.3	0.3	2	0	0	0	0	0	0	0	N	20	N
1512	33		R	N	REEDY CREEK ROAD	0	2.4	2.4	0	0	0	0	0	0	0	1	Y	10	F
1523	34		R	N	AIRLIE ROAD	0	0.25	0.25	0	0	0	0	0	0	0	0	N	19	F
1132	35		R	N	THAD DAVIS ROAD	0	0.6	0.6	2	0	0	0	0	0	0	0	N	12	N
1340	36		R	N	NICHOLSON ROAD	0	0.7	0.7	2	0	0	0	0	0	0	0	N	12	N
1203	37		R	N	SPAIN ROAD	0	0.1	0.1	1	0	0	0	0	0	0	0	N	15	N
1636	38		R	N	DAVIS DEAD END	0	0.7	0.7	1	0	0	0	0	0	0	0	N	15	N
1604	39		R	N	PETE BURWELL ROAD	0	0.4	0.4	0	0	0	0	0	0	0	0	N	15	H
1227	40		R	N	BURTON ROAD	0	0.6	0.6	1	0	0	0	0	0	0	0	N	13	N

WARREN					ROAD LENGTHS										BUS					
S/R	PR	FZ	SU	HL	NAME	PAV	UNP	TOTAL	PRG	HOM	P/H	SCH	CH	BS	IN	RF	#B	RT	TRAF	T/F
1514	41		R	N	BOB HARDY ROAD	0	0.6	0.6		1	0	0	0	0	0	0	0	N	13	N
1532	42		R	N	BRISTON BROWN ROAD	0	2.9	2.9		1	0	0	0	0	0	0	1	N	6	F
1375	43		R	N	JOHNSON FARM ROAD	0	0.17	0.17		1	0	0	0	0	0	0	1	N	8	N
1535	44		R	N	HALIFAX DE ROAD	0	0.2	0.2		1	0	0	0	0	0	0	0	N	6	N
1313	45		R	N	RICHARD GREENE ROAD	0	1	1		1	0	0	0	0	0	0	0	N	6	N
1516	46		R	N	CAPPS ROAD	0	2.4	2.4		0	0	0	0	0	0	0	0	N	5	H
1525	47		R	N	JOHN ALSTON ROAD	0	1.5	1.5		0	0	0	0	0	0	0	0	N	4	N
1124	48		R	N	PAINTER ROAD	0	0.6	0.6		0	0	0	0	0	0	0	0	N	3	N
					TOTAL ROAD LENGTHS					TOTAL					TOTAL					
Total Roads: 48					PAV	UNP	TOTAL	PRG	HOM	P/H	SCH	CH	BS	IN	RF	#B	TRAF			
					0	45.4	45.7	6.25	77	4	0	1	4	3	0	6	1508			

Unavailable Right of Way

Unpaved Secondary Roads Summary Report

Monday, September 24,

1:20:18 PM

WARREN

S/R	PR	FZ	SU	HL	NAME	ROAD LENGTHS				HOM	P/H	SCH	CH	BS	IN	RF	#B	BUS		T/F
						PAV	UNP	TOTAL	PRG									RT	TRAF	
1220	X		R	Y	ELLINGTON ROAD	0	0.6	0.6		5	0	0	0	0	0	0	0	N	30	N
1627	X		R	Y	OLD NECK ROAD	0	0.9	0.9		4	0	0	0	0	0	0	Y	26	N	
1322 A	X		R	Y	KING ROAD	0	0.5	0.5		5	0	0	0	0	0	0	N	37	N	
1606 A			R	Y	BALTIMORE CHURCH RD	0.6	0.9	1.5		11	0	0	1	0	0	0	Y	90	F	
1125			R	Y	AFTON ROAD	0	0.4	0.4		2	0	0	0	1	0	0	N	78	N	
1301			R	Y	WALLACE PASCHALL RD	0	0.2	0.2		8	0	0	0	1	0	0	N	48	N	
1312			R	Y	BOYD STEGALL ROAD	0	1.6	1.6		2	0	0	0	0	0	1	Y	62	N	
1612			R	Y	OLD MILL ROAD	1.84	0.76	2.6		12	0	0	0	0	0	0	Y	72	F	
1501			R	Y	PETE BURROWS ROAD	0.58	0.22	0.8		2	0	0	0	1	0	1	N	106	N	
						TOTAL ROAD LENGTHS				TOTAL								TOTAL		
Total Roads: 9						PAV	UNP	TOTAL	PRG	HOM	P/H	SCH	CH	BS	IN	RF	#B	TRAF		
						3.02	6.08	9.1		51	0	0	1	3	0	0	2	549		

NCDOT

Construction schedule of previously funded Secondary Roads

Secondary Roads Improvements during the 2012-2013 Calendar Year

SR #	FROM	TO	LENGTH	DESCRIPTION	STATUS	SCHEDULE
SR 1515 (Rosser Road)	SR 1517	Existing pavement	2.10 mi	Grade, Drain, Base, Pave	Built, pave spring/summer 2013	-
SR 1602 (Hammie Mill Rd.)	SR 1600	End State Maintenance	0.90 mi	Grade, Drain, Base, Pave	Seeking Right of Way	-
SR 1506 (Vaughn Gin Rd.)	SR 1507	Dead End	0.70 mi	Grade, Drain, Base, Pave	Put on Hold List, Right of Way unavailable	-
SR 1308 (Drake Rd.)	SR 1306	SR 1309	2.10 mi	Grade, Drain, Base, Pave	Put on Hold List, Right of Way unavailable	-
SR 1127A (Stewart Rd.)	SR 1126	End State Maintenance	0.60 mi	Grade, Drain, Base, Pave	Built, pave spring/summer 2013	-
SR 1240 (Blue Mud Swamp Rd)	SR 1321	End State Maintenance	0.70 mi	Grade, Drain, Base, Pave	Designing EC plans	-
SR 1223 (John Edwards Rd)	SR 1222	SR 1226	2.00 mi	Grade, Drain, Base, Pave	Seeking Right of Way	-
SR 1612 (Greentown Rd.)	NC 58	Existing Pavement	0.73 mi	Grade, Drain, Base, Pave	Seeking Right of Way	-
SR 1529 (Big Reid Rd) Partially Funded	US 158	SR 1350	1.00 mi	Grade, Drain, Base, Pave	Under Design	-
SR 1738 (Birch Lane)	SR 1377	SR 1378	0.20 mi	Grade, Drain, Base, Pave	-	Begin construction Spring 2013

**ROADS WITH UNAVAILABLE RIGHT OF WAY
2012-2013**

Warren County

RURAL ROADS

<u>SR Number</u>	<u>Name</u>	<u>Length (mi.)</u>
1220	Ellington Road	0.60
1627	Old Neck Road	0.90
1322A	King Road	0.50
1606A	Baltimore Church Road	0.90
1125	Afton Road	0.40
1301	Wallace Paschall Road	0.20
1312	Boyd Stegall Road	1.60
1612	Old Mill Road	0.76
1501	Pete Burrows Road	0.22
1533	John Shearin Road	1.30
1308	Drake Road	2.10
1602	Hammie Mill Road	0.84
1506	Vaughn Gin Road	0.63

SUBDIVISION ROADS

<u>SR Number</u>	<u>Name</u>	<u>Length (mi.)</u>
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SUMMARY

Number of roads on list	13
Total length of roads	10.95

PUBLIC HEARING PROCEDURES

This hearing is being held to hear any persons who wish to be heard relative to NC Department of Transportation's (DOT) 2012-2013 Secondary Roads Program.

RULES:

- Please sign up to speak
- The maximum time allotted to each speaker will be ____ (__) minutes.
The Clerk to the Board will keep time.
- Any group of people who support or oppose the same position should designate a spokesperson.
- Please address only those items which might not have been addressed by a previous speaker
 - Order and decorum will be maintained during this hearing.
 - Two questions are permitted by each speaker.

Warren County
Board of Commissioners

▶ **County Manager
and/or
Board Member Comments**

▶ **Adjourn Public Hearing**

Special Presentation

*NOAA's National Weather Service
Recognizes Warren County
as a*

“StormReady County”



U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL WEATHER SERVICE

National Weather Service
1005 Capability Drive
Research Bldg III, Suite 300
Raleigh, NC 27606

September 27, 2012

Douglas Young
Director, Warren County
Department of Emergency Services
540 Ridgeway St.
Warrenton, NC 27589

Dear Mr. Young:

Congratulations! This letter is to inform you that NOAA's National Weather Service (NWS) has recognized Warren County as a *StormReady County*. This success is clearly a result of you and your colleagues' vision, leadership, hard work, and commitment to those who live and work in Warren County.

The NWS designed *StormReady* to help communities better prepare for and mitigate effects of extreme weather-related events. I was pleased to see that Warren County has instituted a means of weather information collection and dissemination, and has increased the level of severe weather awareness which will no doubt minimize the threat to life and property within your county during any future weather disaster. As such, the NWS has approved your *StormReady* application, and I have notified local and State Emergency Management, as well as NWS Headquarters in Washington D.C.

Warren County's *StormReady* recognition is good for a period of three years from the date of this letter. After that time, you must apply to be re-recognized in 2015. As *StormReady* recognized, Warren County is authorized to use the *StormReady* logo in official letterheads, brochures, or other suitable documents. A digital file of the logo image can be acquired from the NWS in Raleigh. If you use the logo in any way, please send the NWS a copy or description of how it was used. The *StormReady logo* is trademarked, and subject to certain restrictions which require the NWS to monitor its use. Warren County is also authorized to make or obtain *StormReady* recognition signs which can be posted anywhere in your county.

Please visit our national *StormReady* web site at www.stormready.noaa.gov to see our map of recognized communities. Warren County is being added to the database, and will soon appear on this map. Congratulations, again, on this achievement! The NWS is proud to have you as a part of the growing *StormReady* family!

Sincerely,

Nicholas Petro
Warning Coordination Meteorologist
NWS Raleigh, NC

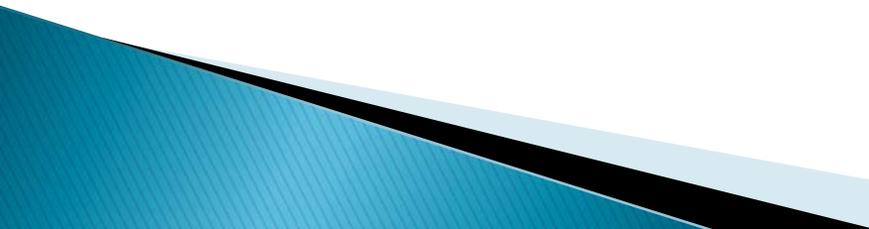


Call to Order February 4, 2013
Regular Monthly Meeting
By
Chairman or Designee

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.
- 

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.

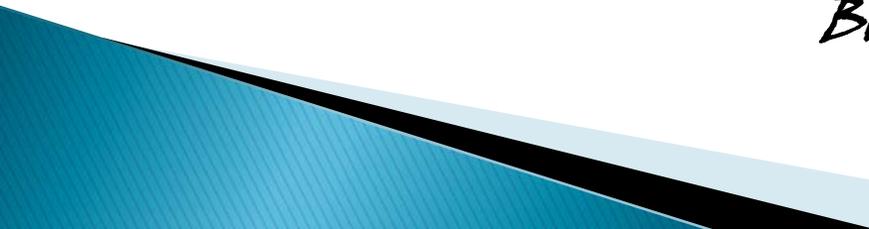
Any group of people who support or oppose the same position should
designate a spokesperson.

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: February 4, 2013

Agenda Item # 5

SUBJECT: Adopt 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
February 4, 2013 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Armory Civic Center Commissioners' Meeting Room
WARRENTON, NORTH CAROLINA*

5:45pm – Public Hearing: NC DOT Secondary Roads Program

***Presentation
by
NOAA's National Weather Service***

1. Call to Order Regular Monthly Meeting – 6:00 pm by Vice-Chairman or Designee
2. Moment of Silence
3. Conflict of Interest Disclaimer
4. Citizen Comments
5. Adopt February 4, 2013 Suggested Agenda
6. Consent Agenda
 - A. Approve Minutes:
December 3, 2012 Organizational Meeting
January 7, 2013 Regular 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) - “ “ “ “
 - E. Proclamation – Black History Month – February 2013

7. Finance Office – Barry Mayo
 - A. Amendment # 6 to the FY 2012-13 Warren County Budget Ordinance
 - B. Request for Additional Funds for County’s Flexible Spending Account
8. Follow-up to Public Hearing - DOT 2012-13 Secondary Roads Program
9. Report of Unpaid 2012 Taxes and Order to Advertise – Bonnie Andrews, Interim Tax Administrator
10. Agreement Between Owner and Engineer for Professional Services – Water & Sewer District III, Phase III – Change Order # 2 - Macon Robertson, Public Utilities Director
11. Personnel Matters – Elgin Lane, Human Resources Manager
 - A. Appoint Veterans Administrator
 - B. Appoint Department of Social Services Director
12. CDBG # 03-C-1187 Resolution Authorization of Persons to Sign Requisition for Funds Form
13. Resolutions:
 - A. Sale of Surplus County Property – Clerk to the Board
 - B. In Support of NCACC Legislative Goals
 - C. Resolution in Celebration of Lake Gaston’s 50th Year
14. Adopt 2013-14 Budget Schedule – Clerk to the Board
15. Appoint Gabe Cummings, EDC Director to the Kerr Tar Rural Transportation Coordinating Committee
16. County Manager’s Reports
 - A. Contracts Approved
 - B. Manager’s Status Report for January 2013
17. Adjourn February 4, 2013 Meeting

Meeting Date: February 4, 2013

Consent Agenda Item # 6A

SUBJECT: Approve Minutes

REQUESTED BY: Clerk to the Board

SUMMARY: Minutes are presented for approval :

**December 3, 2012 Minutes of Organizational Meeting tabled from
January 7, 2013 agenda, and
January 7, 2013 meeting Minutes are now presented for approval.**

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



The following Minutes, which have been provided by e-mail shall be considered for approval:

December 3, 2012

Minutes of Organizational Meeting, tabled from January 7, 2013

meeting agenda:

Clerks Original Minutes and Chairman's Revised Minutes

January 7, 2013

Regular Monthly Meeting

Meeting Date: February 4, 2013

Consent Agenda Item # 6B

SUBJECT: Interest Income Report

REQUESTED BY: Barry Mayo, Finance Director

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

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



INTEREST INCOME REPORT
Month of December 2012

FUND	DECEMBER INCOME	FISCAL YEAR TO - DATE
General	654.52	2,501.07
Revaluation	15.87	66.86
E 911 Telephone System	16.03	69.13
Buck Spring Project	16.70	77.78
Ambulance Storage Facility	9.52	58.84
National Guard Armory	1.12	5.23
Simulcast System Upgrade	5.17	24.65
Regional Water Enterprise Fund	23.45	128.64
District 1 Enterprise Fund	52.87	243.10
Solid Waste	1.27	23.44
District II Enterprise Fund	42.57	193.44
District III Capital Project Fund	0.00	30.12
District III Phase II BANS	0.22	1.01
District III Enterprise Fund	29.38	95.13
Soul City Pump Station Improvements	0.21	1.00
District III Phase III	3.31	46.84
	872.21	3,566.28

Meeting Date: February 4, 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 December 2012 is presented for the Board's information.

FUNDING SOURCE: N/A

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: G.S. 105-350
Tax Collector's Report is supplied for Board's information**

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



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

Current Year Collections

Tax Year	Charge	DECEMBER	Collected to Date	Balance Outstanding	Percentage Collected
DECEMBER 2012 FY13	\$16,697,098	\$4,463,041	\$11,774,139	\$4,922,959	70.52
DECEMBER 2011 FY12	\$15,572,320	\$4,921,283	\$11,488,439	4,083,881	73.77

Delinquent Collections

2011	\$752,052	\$31,045	\$300,152	\$451,900	39.91
2010	265,445	5,010	74,975	190,470	28.25
2009	160,291	7,095	26,905	133,386	16.79
2008	134,011	1,911	15,223	118,788	11.36
2007	133,660	498	6,385	127,275	4.78
2006	123,296	612	4,699	118,597	3.81
2005	104,042	138	3,017	101,025	2.90
2004	93,450	218	2,782	90,668	2.98
2003	80,255	471	2,784	77,470	3.47
2002	102,895	130	2,861	100,033	2.78
Total Delinquent Years	\$ 1,949,397	\$47,128	\$ 439,783	\$ 1,509,612	

Other DEC Receipts

County Penalties

\$ 11,285	\$ 75,120
-----------	-----------

Landfill User Fees

\$ 292,298	\$ 817,717
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Municipalities

\$ 244,989	\$ 475,793
------------	------------

Fire District Taxes

\$ 214,511	\$ 567,377
------------	------------

Advance Taxes

\$ 25	\$ 211
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DECEMBER GRAND TOTAL

\$ 5,273,277	\$ 14,150,140
---------------------	----------------------

BONNIE ANDREWS

Bonnie Andrews Interim Tax Assessor

1/29/2013

DATE

Meeting Date: February 4, 2013

CONSENT AGENDA Item # 6D

SUBJECT: Request for Approval of 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

2/4/2013

Date: _____

ERROR CORRECTION RELEASES:

BASTIEN MYRTLE	2009 3048 200	J3 44	26908	\$159.64	MH LISTED AS REAL
BASTIEN MYRTLE	2010 3048 200	J3 44	26908	\$182.46	MH LISTED AS REAL
BASTIEN MYRTLE	2011 3048 200	J3 44	26908	\$184.71	MH LISTED AS REAL
BOYD PETTWAY B JR	2012 4211 312	I5 17	3934	\$508.53	WRONG VALUE PUT ON BOAT
ESPINOSA BARBARA & OTHERS	2007 2029 107	C2 2D1	49782	\$114.90	NO MH ON SITE
ESPINOSA BARBARA & OTHERS	2008 2029 108	C2 2D1	57469	\$115.78	NO MH ON SITE
ESPINOSA BARBARA & OTHERS	2009 2029 109	C2 2D1	20937	\$112.04	NO MH ON SITE
ESPINOSA BARBARA & OTHERS	2010 2029 110	C2 2D1	20937	\$158.52	NO MH ON SITE
ESPINOSA BARBARA & OTHERS	2011 2029 111	C2 2D1	20937	\$156.59	NO MH ON SITE
ESPINOSA BARBARA & OTHERS	2012 2029 300	C2 2D1	20937	\$121.72	NO MH ON SITE
HERON NEST PROPERTY OWNERS	2006 29041 300	L2A 6	8236	\$264.00	EXEMPT PROPERTY
HERON NEST PROPERTY OWNERS	2007 29041 300	L2A 6	8236	\$264.00	EXEMPT PROPERTY
HERON NEST PROPERTY OWNERS	2008 29041 300	L2A 6	8236	\$288.00	EXEMPT PROPERTY
HERON NEST PROPERTY OWNERS	2009 29041 300	L2A 6	8236	\$558.00	EXEMPT PROPERTY
HERON NEST PROPERTY OWNERS	2006 29041 301	L2A 6A	21800	\$319.64	EXEMPT PROPERTY
HERON NEST PROPERTY OWNERS	2007 29041 301	L2A 6A	21800	\$319.64	EXEMPT PROPERTY
HERON NEST PROPERTY OWNERS	2008 29041 301	L2A 6A	21800	\$348.70	EXEMPT PROPERTY
HERON NEST PROPERTY OWNERS	2009 29041 301	L2A 6A	21800	\$566.60	EXEMPT PROPERTY
JAMES ANITA	2005 23070 105		37391	\$199.32	MH DOUBLE LISTED
JAMES ANITA	2006 23070 106		40237	\$185.90	MH DOUBLE LISTED
JAMES ANITA	2007 23070 107		43038	\$172.23	MH DOUBLE LISTED
JAMES ANITA	2008 23070 108		43038	\$161.28	MH DOUBLE LISTED
JAMES ANITA	2009 23070 109		43038	\$143.69	MH DOUBLE LISTED
JAMES ANITA	2010 23070 110		52519	\$144.34	MH DOUBLE LISTED
JAMES ANITA	2011 23070 111		59639	\$133.57	MH DOUBLE LISTED
JAMES ANITA	2012 23070 112		27759	\$123.31	MH DOUBLE LISTED
MOORE NANCY	2011 27915 111	H11 9E	59499	\$187.74	MH NO LONGER HERE
MOORE NANCY	2012 27915 112	H11 9E	59499	\$173.51	MH NO LONGER HERE
ROBINSON MARIE A	2003 34808 103		33766	\$228.27	MH PAID TWICE ON DIFF ACCT
ROBINSON MARIE A	2004 34808 103		33766	\$213.98	MH PAID TWICE ON DIFF ACCT
WILLIAMS MARY D	2008 44831 108	G7 28 1X	46314	\$746.09	HSE DOUBLE LISTED
WILLIAMS MARY D	2009 44831 109	G7 28 1X	58225	\$405.60	HSE DOUBLE LISTED
WILLIAMS MARY D	2010 44831 300	G7 28 1X	14073	\$394.20	HSE DOUBLE LISTED
WILLIAMS MARY D	2011 44831 111	G7 28 1X	61203	\$428.15	HSE DOUBLE LISTED
WILLIAMS MARY D	2012 44831 300	G7 28 1X	14073	\$413.18	HSE DOUBLE LISTED

SUB-TOTAL ERROR CORRECTIONS:

\$9,197.83

MOTOR VEHICLE RELEASES:

AUTRY JO MELTON	2012 37773 2403	BCR1023	77463	\$328.15	DOES NOT LIVE IN WARREN CO
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SUB-TOTAL MOTOR VEHICLE RELEASES:

\$328.15

SUB-TOTAL CORRECTION RELEASES:

\$9,197.83

Total Releases

\$ 9,525.98

LANDFILL USER FEE RELEASES:

BROWN SHEILA	2011 2343 300	B6 22	239	\$ 115.00	NO HOUSE ON PROP
BROWN SHEILA	2012 2343 300	B6 22	239	\$ 115.00	NO HOUSE ON PROP
CAPPS WELDON C	2012 6933 327	J10 7	3830	\$ 115.00	ELECTRICITY FOR SAFTEY ONLY
WATSON DANIEL	2012 10304 300	D6 80	13513	\$ 115.00	DW NOW ON ACCT 35597 300

TOTAL LFUF RELEASES:

\$460.00

Total Releases

\$ 9,985.98

County Manager approved Tax Releases Under \$100

Under \$100

2/4/2013

Date: *LW*
1/28/13

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD</u>	<u>AMOUNT</u>	<u>REASON</u>
HUDGINS ANNIE R	2012	20808 302	K2C 83D	17988	\$ 45.15	HOOKUP, CARPORT REMOVED
SHAW GREGORY	2012	36708 300	L5 111	10991	\$ 21.68	MH IS JUNK
SHELTON STEVE RAY	2012	24996 200		27107	\$ 20.71	BOAT CHARGED ON 2 PARCELS
MNO LAND COMPANY LLC	2012	35654 300	H1D 83	14541	\$ 58.65	DOES NOT OWN BOAT

SUB-TOTAL ERROR CORRECTIONS:

\$45.15

MOTOR VEHICLE RELEASES:

BATCHELOR SARAH M	2012	21873 2301	ADE8690	77361	\$7.59	SALVAGEABLE
BIBEE RONALD D	2012	36684 111	AJR4218	57713	\$21.60	SALVAGEABLE TITLE
BRODIE ELAINE H	2012	34563 2685	ZPW5868	68861	\$18.66	DMV ERROR
BURKE TIMOTHY ALAN	2012	37760 1887	1911JMB	76947	\$46.53	RELEASED TO LINCOLN CO
BURTON BRENDA P	2012	19330 1976	NWL2374	68152	\$49.53	DMV ERROR
BURTON WILLIAM LEE JR	2012	19330 1757	YRP2587	67933	\$10.95	DMV ERROR
CABALLERO DEBBIE S	2012	6506 1670	NVZ1167	67846	\$33.37	DMV ERROR
CAPPS MALVIN D JR	2012	7341 1778	YZFR1	67954	\$22.38	DMV ERROR
CONNELL GEORGIA Y	2012	9229 1411	PNY1847	76471	\$20.81	CAR STOLEN & BURNED IN AUG
DAVIS CALVIN	2012	10607 1116	BCH2745	74557	\$7.47	TURNED IN
EGERTON GILBERT JR	2012	13036 2162	VWW4161	77222	\$44.35	SALVAGEABLE TITLE
FELTS MYRTLE NEAL	2012	14120 2889	WTT4327	69065	\$97.03	DMV ERROR
FOSTER CLARA M	2012	15036 2993	YSK4122	69169	\$87.37	DMV ERROR
GARRETT WILLIAM R JR	2012	47124 2179	YRN5976	68355	\$31.75	DMV ERROR
GRISSOM CALVIN L JR	2012	16532 2192	4C6238	73963	\$6.36	SOLD
HARRISON BRADLEY DELANO	2012	20772 2029	PTS3123	68205	\$11.38	RELEASED TO GRANVILLE CO
HARRISON SARAH N	2012	24057 2361	VZZ6985	68537	\$57.61	DMV ERROR
HARRISON TRAVIS C	2012	25462 2582	ZPW4485	68758	\$35.60	DMV ERROR
HAWKINS THOMAS K	2012	18905 2069	MA2830	68245	\$53.69	DMV ERROR
KEELER ROBERT JJ	2012	26715 2165	ADE6820	72230	\$4.32	GAVE AWAY
LEWIS JANNIE B	2012	19342 1496	RRL5231	67672	\$6.19	DMV ERROR
LILES SAMMY REID	2012	25506 107	YPS4607	67250	\$10.57	DMV ERROR
LYNCH ROGER LEON	2012	30660 1483	YRP1599	67659	\$10.60	DMV ERROR
MIRACLE PATRICK T	2012	34581 3157	ZPW4686	69333	\$21.62	DMV ERROR
MITCHELL PHILLIP N	2012	13994 2025	BM8290	72090	\$64.56	DMV ERROR
MOSELEY DIANNE C	2012	2703 2224	TYB4050	77284	\$34.90	WRECKED
OBRIEN PATRICK JOSEPH	2012	37618 2356	WTT7562	75797	\$18.85	RELEASED TO HALIFAX CO
OBRIEN PATRICK JOSEPH	2012	37618 1001	PSR9631	74442	\$6.58	RELEASED TO HALIFAX CO
OBRIEN PATRICK JOSEPH	2012	37618 1968	WYY9776	78533	\$44.88	RELEASED TO HALIFAX CO
PLUMMER PATRICIA	2012	14357 1618	MXA6530	67794	\$10.79	DMV ERROR
REID CRYSTAL G	2012	17483 1533	ZRA8013	67709	\$10.57	DMV ERROR
STAINBACK JAMES R III	2012	19888 1545	WNK2138	71610	\$60.69	RELEASED TO VANCE CO
STAINBACK JAMES R III	2012	19888 2218	BCH3529	77278	\$60.61	FROM WARREN TO VANCE CO
VITALE VITO A	2012	26083 2409	5A8300	77469	\$19.20	SOLD
WRIGHT ROBERT E	2012	3472 1440	WYH6301	76500	\$52.92	WRECKED

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$1,101.88

SUB-TOTAL CORRECTION RELEASES:

\$ 45.15

Total Releases

\$1,147.03

Meeting Date: February 4, 2013

Consent Agenda Item # 6E

SUBJECT: Adopt Proclamation

REQUESTED BY:

SUMMARY: Proclamation – Black History Month – February 2013 and solicitation for members of the Monument to Equality Committee is submitted for Board’s review and adoption.

FUNDING SOURCE: N/A

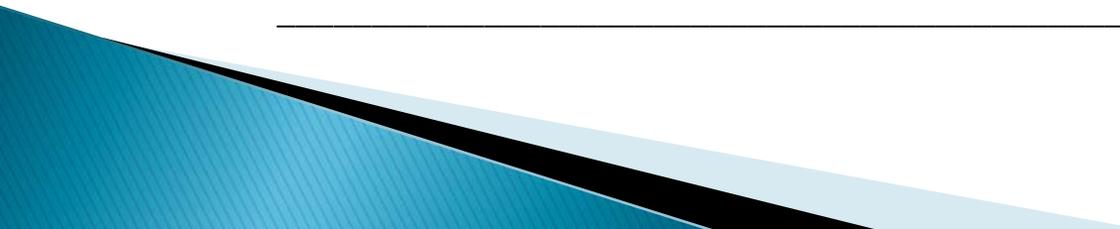
APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:



State of North Carolina

County of Warren

PROCLAMATION

WHEREAS, February has been designated as Black History Month and will be observed in many communities; and

WHEREAS, this observance affords special opportunity to become more knowledgeable about black heritage, and to honor the many black leaders who have contributed to the progress of our nation; and

WHEREAS, such knowledge can strengthen the insight of all our citizens regarding the issues of human rights, the great strides that have been made in the crusade to eliminate the barriers of equality for minority groups, and the continuing struggle against racial discrimination and poverty;

NOW, THEREFORE, BE IT RESOLVED, that the Warren County Board of Commissioners, do hereby proclaim the month of February, 2013 as:

BLACK HISTORY MONTH.

In the County of Warren and express special commendation to those throughout the County who have labored so diligently to make this observance a reality in our area; and encourage it's citizenry to become actively involved in the "Monument to Equality Committee" tasked with designing and financing a monument to recognize progress in this area.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that all residents are urged to make special note of the various community activities and celebrations, and join together in making this a period of rededication to the principles of justice and equality for all people.

This the 4th day of February 2013.

Warren County Board of Commissioners

ATTEST:

Angelena Kearney-Dunlap
Clerk to the Board

Bertadean Baker, Chairman

"This institution is an equal opportunity provider and employer."

Meeting Date: February 4, 2013

Item # 7-A

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

**SUMMARY: Amendment # 6 to the FY 2012-2013 Warren County
Budget Ordinance**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment #6 to the FY 13 Warren County Budget Ordinance.

NOTES:

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2012/2013

Amendment No. 6

Section 1 of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

Human Resources	12,000
Buildings, Grounds & Maintenance	(13,086)
DSS Administration	3,456
Youth Services Bureau	266
Court Facilities	8,843
Register of Deeds	447
Veterans Services	74
Emergency Services	7,797
Health Department	9,317
Economic Development Commission	15,000
Total	\$ 44,114

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

Restricted Intergovernmental - Health	9,317
Restricted Intergovernmental - Other	7,797
Fund Balance Appropriated	27,000
Total	44,114

Section 9 of the Warren County Budget Ordinance, pertaining to the Regional Water System Enterprise Fund, shall be amended as follows:

Regional Water	104
----------------	-----

Section 10 of the Warren County Budget Ordinance, pertaining to the Regional Water System Enterprise Fund, shall be amended as follows:

Transfer From Other Fund	104
--------------------------	-----

Section 11 of the Warren County Budget Ordinance, pertaining to the District I System Enterprise Fund, shall be amended as follows:

District I	152
------------	-----

Section 12 of the Warren County Budget Ordinance, pertaining to the District I System Enterprise Fund, shall be amended as follows:

Transfer From Other Fund	152
--------------------------	-----

Section 13 of the Warren County Budget Ordinance, pertaining to the District II

System Enterprise Fund, shall be amended as follows:

District II 100

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

Transfer From Other Fund 100

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

District III Water System - Reserve (356)
District III Water System - Transfer to Other Funds 356

Total

 -

This amendment:

- appropriates funds to Human Resources Department for employee job classification and compensation study.

Funding Source: Fund Balance - Appropriated

- appropriates funds to the Court Facilities for roof repairs and elevator upgrades.

Funding Source: Buildings, Grounds Maint. - Major Building Repairs

- appropriates funds to the DSS Administration for elevator upgrades.

Funding Source: Buildings, Grounds Maint. - Major Building Repairs

- appropriates funds to the Youth Services Bureau for elevator upgrades.

Funding Source: Buildings, Grounds Maint. - Major Building Repairs

- appropriates funds to the Register of Deeds for elevator upgrades.

Funding Source: Buildings, Grounds Maint. - Major Building Repairs

- appropriates funds to the Veterans Services for elevator upgrades.

Funding Source: Buildings, Grounds Maint. - Major Building Repairs

- appropriates funds to the Emergency Services for Homeland Security Training.

Funding Source: North Carolina Division of Emergency Management

- appropriates funds to the Health Department to agree with State allocation.

Funding Source: DHHS - Division of Public Health

- appropriates funds to the Economic Development Commission for the removal of hazardous materials identified at the Peck Manufacturing site.

Funding Source: Fund Balance - Appropriated

- appropriates funds to Regional Water Enterprise Fund for non capital equipment purchases.
Funding Source: District III Enterprise Fund
- appropriates funds to District I Enterprise Fund for non capital equipment purchases.
Funding Source: District III Enterprise Fund
- appropriates funds to District II Enterprise Fund for non capital equipment purchases.
Funding Source: District III Enterprise Fund

Respectfully Submitted 02/04/13

Barry J. Mayo
Barry J. Mayo, Finance Director

Meeting Date: February 4, 2013

Item # 7-B

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Request for supplemental funding of the County's Flexible Spending Account (FSA); \$700 will be used to cover the prefund amount held by Blue Cross/Blue Shield to make sure there is always enough funds on hand to pay out claims that come in from our group.

FUNDING SOURCE: \$700 from General Fund Contingency

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of request with funds to be appropriated from the General Fund Contingency.

NOTES:

**COUNTY OF WARREN
FINANCE OFFICE**

548 West Ridgeway St.

WARRENTON, NC 27589

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

Barry J. Mayo

Finance Director

MEMO

To: Board of Commissioners
County Manager
Clerk to the Board

From: Barry J. Mayo

Date: February 4, 2013

Re: Flexible Spending Account

The Flexible Spending Account (FSA), a new benefit to employees in FY13, requires additional funding in the amount of \$700.00. The \$700.00 will be used to cover the prefund amount held by Blue Cross/Blue Shield.

The Blue Cross/Blue Shield prefund amount is being held from plan year to plan year to ensure that there is always enough funds on hand to pay out the claims that come in from the group. At renewal of the plan no prefund amount will be needed as it will carry over from year to year. At the termination of the contract with Blue Cross/Blue Shield, the \$700.00 prefund will be returned to the County.

Therefore, I am requesting \$700.00 be appropriated from General Fund Contingency to cover this expenditure.

Thank you.

Meeting Date: February 4, 2013

Item # 8

**SUBJECT: Follow-Up to Public Hearing – 2012-13 NC DOT
Secondary Roads Program**

REQUESTED BY: Steve Winstead, NC DOT District Engineer

**SUMMARY: Having held a required public hearing on Monday, February 4,
2013 at 5:45pm, NC DOT Secondary Roads Program is now presented
for Board's action.**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: February 4, 2013

Item # 9

SUBJECT: Report of Unpaid 2012 Taxes & Order to Advertise

REQUESTED BY: Bonnie Andrews, Interim Tax Collector

SUMMARY: In accordance with NC GS 105-369, each year the Tax Collector shall report to the Board the total amount of unpaid taxes for current fiscal year that are liens on real property. It is requested the Board order the Tax Collector to advertise such tax liens totaling \$1,606,514.

FUNDING SOURCE: General Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: NC GS 105-369

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend Board approve the Interim Tax Collector's report of Unpaid 2012 Taxes that are liens on real property and authorize the Tax Collector to advertise the tax liens totaling \$1,606,514.

NOTES:

Memorandum

To: Board of Commissioners

From: Bonnie C. Andrews, Interim Tax Collector

Date: 01/25/2013

Re: Report of Unpaid 2012 Taxes That Are Liens on Real Property And Order To Advertise

North Carolina General Statute 105-369 states that each year the Tax Collector shall report to the Board of Commissioners the total amount of unpaid taxes for the current fiscal year that are liens on real property, and that the Board shall thereupon order the Collector to advertise such tax liens.

The Total amount of unpaid taxes, which constitute a lien on real property, is \$1,606,514. Upon your order, these liens will be advertised in the month of March. A detailed listing is available for your inspection if you so wish.

Meeting Date: February 4, 2013

Agenda Item # 10

**SUBJECT: Public Utilities – Owner & Engineer Agreement
Water & Sewer District III, Phase III**

**REQUESTED BY: Macon Robertson, Director
Public Utilities**

**SUMMARY: It is submitted for Board review and authorization to execute
Exhibit K – Agreement Between Owner and Engineer for Professional Services
regarding Water & Sewer District III, Phase III – Change Order # 2. Authorize
Vice-Chairman Jennifer Jordan to sign related documentation.**

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

January 16, 2013

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

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

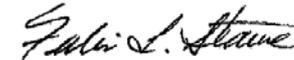
Dear Macon:

Enclosed for approval and execution are three (3) originals of *Exhibit K to EJCDC E-500 Agreement Between Owner and Engineer for Professional Services* for the subject project. This Amendment No. 2 to the Owner-Engineer Agreement modifies the original agreement dated January 4, 2010 to include Engineering services associated with the additional water main sections in the Water and Sewer District No. 3 service area as proposed in Amendment No. 3 to the Preliminary Engineering Report dated January 2013.

Please have this item added to the agenda for the February 4, 2013 meeting of the Warren County Board of Commissioners for approval contingent upon USDA-RD approval of the above referenced Amendment No. 3 to the Preliminary Engineering Report. After execution by Warren County, please deliver all three (3) originals to Mr. Jonathan Jones for USDA-RD concurrence.

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

Sincerely yours,



Frederick L. Stowe, P.E.
Project Manager

This is **EXHIBIT K**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated January 4, 2010.

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 2

1. *Background Data:*

- a. Effective Date of Owner-Engineer Agreement: January 4, 2010
- b. Owner: Warren County
- c. Engineer: Rivers & Associates, Inc.
- d. Project: Water and Sewer District No. 3, Phase III

2. *Description of Modifications:*

- a. The Scope of Services currently authorized to be performed by Engineer in accordance with the Agreement and previous amendments, if any, is modified as follows:

Provide Study and Report Phase, Preliminary and Final Design Phase, Construction Phase, Additional Services and Resident Project Representative Services for design and construction of additional water main sections in the Water and Sewer District No. 3 service area as proposed in Amendment No. 3 to Preliminary Engineering Report dated January 2013 pending approval by USDA-RD. The proposed construction will be added to the existing Prime Contract by change order; therefore, Bidding and Negotiating Phase Services are not included.

- b. For the Additional Services or the modifications to services set forth above, Owner shall pay Engineer the following additional or modified compensation:

<u>Engineering Phase</u>	<u>Fee</u>
Study and Report Phase – Amendment No. 3 to PER (Lump Sum)	\$ 2,000.00
Preliminary and Final Design Phase (Lump Sum)	\$ 28,000.00
Construction Phase (Lump Sum)	\$ 12,000.00
Additional Services – Hydraulic Analysis Update (Hourly)	\$ 2,500.00
Resident Project Representative (Hourly)	\$ 29,000.00
Total	\$ 73,500.00

c. The schedule for rendering services is modified as follows:

The compensation amount stipulated in paragraph 2.b. above is conditioned on a period of service not exceeding five (5) months. Should such period of service be extended, the compensation amount for Engineer's services shall be appropriately adjusted.

3. Agreement Summary (Reference only)

a. Original Agreement amount:	\$ 266,035.00
b. Net change for prior amendments:	\$ 89,000.00
c. This amendment amount:	\$ 73,500.00
d. Adjusted Agreement amount:	\$ 428,535.00

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is February 4, 2013.

OWNER:

Warren County

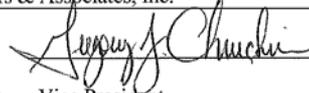
By: _____

Title: Vice Chairman, Board of Commissioners

Date Signed: _____

ENGINEER:

Rivers & Associates, Inc.

By: 

Title: Vice President

Date Signed: 1-16-13

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

By (Signature): _____
Finance Officer

Typed Name: Barry Mayo

Date: _____

Meeting Date: February 4, 2013

Agenda Item # 11-A

SUBJECT: Human Resources – Personnel Matters

REQUESTED BY: Elgin Lane, Human Resources Manager

SUMMARY: Ms. Jamytta Bell is presented for appointment to the position of Veterans Administrator at a salary of \$21,315 at 22.5 hours per week, commencing February 18, 2013.

FUNDING SOURCE: General Fund

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:



**WARREN COUNTY
HUMAN RESOURCES DEPARTMENT**

P.O. Box 619
Warrenton, NC 27589
Elgin J. Lane
Human Resources Manager
elane@co.warren.nc.us

Telephone:
252-257-7132

Fax:
252-257-5971

www.warrencountync.com

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: *Elgin J. Lane*
Elgin J. Lane, Human Resources Manager
DATE: January 28, 2013
RE: Candidate for Veterans Administrator

The Personnel Committee recommends Ms. Jamytha Bell to the Board of Commissioners to fill the vacant Veterans Administrator position. The Personnel Committee is recommending a starting salary of \$21,315 (salary based on 22.5 hours).

Contingent upon the approval of the Board, Ms. Bell has accepted a tentative offer of employment and will be available to begin work on Monday, February 18, 2013.

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

Meeting Date: February 4, 2013

Agenda Item # 11-B

SUBJECT: Human Resources – Personnel Matters

REQUESTED BY: Elgin Lane, Human Resources Manager

SUMMARY: Ms. Michelle Winstead is presented for appointment to the position of Social Services Director at an annual salary of \$66,500 and moving expense reimbursement up to \$1,500, commencing March 1, 2013.

FUNDING SOURCE: General Fund

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:



**WARREN COUNTY
HUMAN RESOURCES DEPARTMENT**

P.O. Box 619
Warrenton, NC 27589
Elgin J. Lane
Human Resources Manager
elane@co.warren.nc.us

Telephone:
252-257-7132

Fax:
252-257-5971

www.warrencountync.com

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: *Elgin J. Lane*
Elgin J. Lane
Human Resources Manager
DATE: January 29, 2013
RE: Candidate for Social Services Director

The Social Services Board recommends Ms. Michelle Winstead to the Board of County Commissioners to fill the Social Services Director position.

The Social Services Board is recommending a starting salary of \$66,500 and a moving expense reimbursement up to \$1,500. Contingent upon the approval of the Board of County Commissioners, Ms. Winstead has accepted a tentative offer of employment and will be available to start her new duties as Social Services Director on March 1, 2013.

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

Michelle D. Winstead

A human resources professional with over 25 years of experience in human services management, administration and human resources. Employers include: the Halifax County Health Department, System of Care of Halifax County (Mental Health), Choanoke Area Development Association (CADA), the Halifax County Department of Social Services (DSS), and Castrol Inc. (GTX Motor Oil).

Human Services Management

(08/92 – Present)

Halifax County Health Department, System of Care/Mental Health Association, CADA (Community Action Agency) and the Department of Social Services

Quality Assurance Manager & Preparedness Coordinator- Halifax County Health Department

Quality Assurance duties include: review, update, maintain and interpret standards, guidelines and rules/regulations. Develop, review, and revise clinical and organizational policies and procedures to assure policies meet best practices and industry standards. Develop, implement and maintain a system of review for program services and effective utilization management. Assist with preparation for State Accreditation. Provide assessment for additional trainings; promote staff development; provide training/orientation in areas such as: HIPAA Privacy Policy, Domestic Violence, Title VI Language Access Policy, OSHA and Customer Service. Also serve as member of the Management Team and as a member of recruitment teams to hire staff to fill vacancies.

Preparedness Coordinator duties include: coordination and assessment of activities (writing safety/emergency plans, contract monitoring and compliance, conducting preparedness exercises, attending regional preparedness meetings, etc.) to ensure local preparedness in the event of an incident of bioterrorism or other public health threat(s) or emergencies.

Executive Director/Project Director for System of Care- Mental Health

Provided information to the public, other organizations, and the advisory board about the System of Care services, goals, program philosophy, and principles. Developed policies and procedures. Ensured compliance with grant's parameters. Planned, developed, and directed the project's work flow including: monthly reports to the collaborative, coordination of the various committee activities; preparation of quarterly reports, annual renewals, budgets, training plans, and strategic plans. Established and maintained effective relationships with agency personnel, county and state officials, and the general public.

Manager of Community Services- Community Action Program

Supervised, planned, coordinated, and administered outreach programs in the areas of social services, housing, transportation, education, financial management, employment, community and economic development for four counties. Supervised unit of up to 25 staff members. Prepared quarterly and annual program reports; researched and submitted proposals for grants/funding.

Community Development Specialist- Halifax County Department of Social Services
Developed jobs and community resources; provided public relations and public information to other agencies and businesses; provided training to job seekers, and managed vendor contracts and proposals. Conducted group orientations and presentations in the community to advise of benefits and program revisions.

**Supervisor of Work First Employment and Day Care Units- Halifax County
Department of Social Services**

Planned, developed, trained, evaluated and assessed the agency's employment program. Developed and maintained annual contracts and reports. Trained approximately 100 people in the state-wide Steps to Self-Sufficiency Program. Supervised a staff of 10 people, which included Social Workers and two administrative assistants. Made presentations to the Board of Commissioners providing updates of the program.

Social Worker II- Halifax County Department of Social Services

Provided individual and family adjustment, employment and training services, and life skills training to clients and foster care parents. Served in Foster Care and Employment Services Units.

Human Resources Management

(02/87 – 07/90)

Castrol Inc. (Motor Oil Company)

Benefits Manager- Responsible for pension and 401(k) plans, revised and amended procedures manuals and plan documents, provided consultation to all levels of employees regarding medical, dental, life insurance, disability and retirement benefits. Traveled to various locations to conduct benefits orientation for sales staff and for staff of newly acquired companies. Supervised Benefits Administrator and support staff.

Education

Swarthmore College, Swarthmore, PA; Bachelor of Arts Degree (Psychology)
New School University, New York, New York; Master's Program Studies (Human Resources)
American Management Association's Advanced Issues in Employee Benefits; CEBS (Level I).

Training

Public Information Officer Training (PIO/Public Relations Training); Management Academy for Public Health- UNC Chapel Hill; Cultural Diversity Training; Effective Communications; Grant Writing Training with the American Grant Writing Association of America; Leadership Roanoke Valley; Communications Academy (St. Louis, MO); Strengths Based Supervision; Steven Covey Leadership Training; Customer Service Training; Lean 200 Training (Quality Improvement).

Serve as trainer/consultant for the NC Baby Love Plus Program. Provide Customer Service Training Series for the human services staff of the Northeastern Region and local health departments.

Meeting Date: January 7, 2013

Agenda Item # 12

**SUBJECT: Community Development Block Grant (CDBG)
03-C-1187 Housing Development Project**

REQUESTED BY: Clerk to the Board

SUMMARY: It is submitted to adopt Resolution Authorization of Persons to Sign Requisitions for Funds Form related to CDBG 03-C-1187 Housing Development Project Grant. Authorize Vice-Chairperson Jordan to sign resolution.

FUNDING SOURCE: CDBG Grant 03-C-1187

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 03-C-1187 Housing Development Project Grant, and authorize the Vice-Chairperson to sign Resolution.

NOTES:

**CDBG
#03-C-1187
Housing
Development
Project
(Ephraim Place)**

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 Housing Development Grant;

WHEREAS, upon approval by the North Carolina Department of Commerce of said application for Community Development Block Grant Funds; 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 Housing Development Grant No. 03-C-1187. 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 4th day of February 2013.

ATTEST:

Jennifer Jordan, Vice Chairman
Warren County Board of Commissioners

Angelena Kearney-Dunlap, Clerk

Grant # 03-C-1187

"This institution is an equal opportunity provider and employer."

Meeting Date: February 4, 2013

Agenda Item # 13-A

SUBJECT: Resolution Sale of Surplus County Property

**REQUESTED BY: Angelena Kearney-Dunlap, Clerk
Warren County Board of Commissioners**

SUMMARY: Office furnishings no longer used by the Health Department are presented by resolution to be declared surplus and authorized for conveyance, sale by auction or disposal.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

*STATE OF NORTH CAROLINA
COUNTY OF WARREN*

*RESOLUTION
SALE OF SURPLUS
WARREN COUNTY PROPERTY*

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

NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners will convey or sell the following property no longer used by the Health Department as Surplus Property: 1- Desk and 1- Chair.

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

ADOPTED this the 4th day of February 2013.

WARREN COUNTY BOARD OF COMMISSIONERS

Jennifer Jordan, Vice Chairman



Meeting Date: February 4, 2013

Agenda Item # 13-B

**SUBJECT: Resolution In Support of Legislative Goals Adopted by
the Membership of the NCACC**

REQUESTED BY: NC Association of County Commissioners (NCACC)

**SUMMARY: Attached is an abbreviated list of the 2013-14 NCACC Legislative Goals and
a resolution of support for Warren County to adopt to show support of the county agenda.
The entire list of goals have also been posted on the NCACC website:
<http://www.ncacc.org/index.aspx?nid=295>.**

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

**COUNTY MANAGER'S RECOMMENDATION:
Recommend approval.**

NOTES:

Top Five Goals for 2013-14

- Oppose shift of state transportation responsibilities to counties
 - Reinstate ADM and lottery funds for school construction.
- Oppose unfunded mandates and shifts of state responsibilities to counties.
 - Ensure adequate mental health funding.
 - Preserve the existing local revenue base.

RESOLUTION

IN SUPPORT OF LEGISLATIVE GOALS ADOPTED BY THE MEMBERSHIP OF THE NORTH CAROLINA ASSOCIATION OF COUNTY COMMISSIONERS

WHEREAS, the North Carolina Association of County Commissioners was founded in 1908 as a membership organization to represent the interests of counties before the General Assembly;

WHEREAS, all 100 counties are voluntary members of the North Carolina Association of County Commissioners, making the NCACC the official voice of North Carolina counties;

WHEREAS, every two years, the membership of the NCACC develops and approves a package of legislative proposals designed to protect and enhance the interests of county governments and the citizens who live in our 100 counties;

WHEREAS, the process to generate this package of legislative goals is deliberate and inclusive and provides extensive opportunities for counties to be involved;

WHEREAS, Warren County is an active participant within the NCACC and participated in the process to develop these legislative proposals;

WHEREAS, more than 200 county officials representing 88 counties gathered in Durham County on Jan. 24-25, 2013, and debated and ultimately approved 60 proposals submitted by counties to be included in the legislative goals package;

WHEREAS, the attached proposals represent the collective wishes of all 100 counties;

NOW, THEREFORE, BE IT RESOLVED that the Warren County Board of Commissioners adopts this resolution in support of the legislative proposals adopted by the NCACC membership at its 2013 Legislative Goals Conference;

FURTHER BE IT RESOLVED that copies of this resolution be transmitted to the members of the General Assembly representing Warren County to let them know of our support for these issues.

Adopted this the 4th day of February 2013.

Warren County Board of Commissioners

Meeting Date: February 4, 2013

Agenda Item # 13-C

SUBJECT: Lake Gaston 50th Year Celebration

REQUESTED BY: Lake Gaston Splash Committee

SUMMARY: Resolution In Celebration of Lake Gaston's 50 Years is submitted for Board's review and adoption.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Resolution.

NOTES:

*State of North Carolina
County of Warren*

*Resolution
In Celebration of Lake Gaston's 50 Years*

Whereas, Lake Gaston has proven to be a tremendous asset and natural resource to both North Carolina and Virginia; and

Whereas, Lake Gaston has had a significant positive impact on the economy and quality of life of all of the communities surrounding the Lake since its creation in 1963; and,

Whereas, Lake Gaston provides energy, recreational opportunities, scenic beauty, drinking water, and is a protected ecological habitat for plants, animals, and marine life; and,

Whereas, Lake Gaston has had a unifying and favorable influence with respect to the provision of emergency services and law enforcement that benefits all of the citizens that live on and around the Lake and in nearby communities; and,

Whereas, we note the ever increasing number of people that visit Lake Gaston and the growing number of those who choose to live, shop and play around the Lake; and,

Whereas, the Citizens of Warren County greatly value Lake Gaston for all of the reasons herein set forth and recognize the precious jewel we are so blessed to have in Lake Gaston; and,

Whereas, we believe it fitting to pay tribute to Lake Gaston because of its vital economic importance and the numerous benefits enjoyed by residents and visitors alike.

THEREFORE, we do hereby designate: **Thursday, June 20, 2013, Lake Gaston's 50th Birthday**, a special day commemorating the 50th anniversary of the creation of Lake Gaston. And we encourage events to be conducted throughout the Lake Gaston area in the 50 days preceding this special Lake Gaston Birthday to promote awareness of the history, traditions and benefits of the Lake to residents and visitors.

Adopted this 4th day of February, 2013

Warren County Board of Commissioners

Jennifer Jordan, Vice-Chairman

ATTEST:

Angelena Kearney-Dunlap, Clerk

Meeting Date: February 4, 2013

Item # 14

SUBJECT: 2013 Budget Meeting Schedule

REQUESTED BY: Clerk to the Board

SUMMARY: Adopt FY 2013 Budget Meeting Schedule per attached. All meetings will be held in the Armory Civic Center, Commissioner's Meeting Room.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Proposed

WARREN COUNTY
FY 2013-14 Budget Calendar

Please note that all dates are subject to change per direction of the Board of County Commissioners

<u>DATE</u>	<u>TIME/LOCATION</u>	<u>ACTIVITY</u>
May 6, 2013	6 pm	Annual Budget Presentation to the Board of County Commissioners. Department Heads required to attend.
May 15, 2013	9 am – 4 pm Armory	County Commissioners Budget Work Session
May 29, 2013	1 pm – 4 pm Armory Civic Ctr	County Commissioners Budget Work Session. Department Head presentations tentatively scheduled
June 10, 2013	6:00 pm Armory	Budget Public Hearing - Held in accordance with NC General Statutes to receive citizens' comments.
June 13, 2013	9 am – Noon Armory	County Commissioners Budget Work Session
June 19, 2013	6 pm Armory	Special Meeting to Adopt FY 2013-2014 Budget Ordinance Followed by a regular work session.

Meeting Date: February 4, 2013

Item # 15

SUBJECT: Board/Committee Appointment

REQUESTED BY:

SUMMARY: It is presented to officially appoint Gabe Cummings, EDC Director to serve on the Kerr Tar Rural Transportation Coordinating Committee. Peggy Richardson shall serve as alternate for EDC.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Kerr Tar Rural Transportation Coordinating Committee

Term of Office: No term
Authority: Session Law 2000-123,
 Senate Bill 1195
Membership: Appointed
Responsibilities:
Meeting Schedule:
Staff Liaison:

Member	Position	Term
Commissioner Bertadean Baker	Alternate for Ross	Jan2013-Dec2014
Commissioner Ulysses Ross	Designated (3rd term)	Jan2009, Jan2013-Dec2014
Diane Cox	Executive Director Kerr Tar COG	No Term
Gabe Cummings	EDC Director	No Term
Ken Krulik, Planner/Zoning Admin	Alternate for Worth	No Term
Linda T. Worth	Warren County Manager	No Term
Lou Stultz	Council Member - Town of Norlina	No Term
Mike Ciriello	Kerr-Tar RPO Coordinator	No term
Peggy Richardson	Alternate for Cummings	No Term
Representatives from surrounding counties		No Term
Rev. Rob Evans	Mayor of Macon	No Term

Meeting Date: February 4, 2013

Agenda Item # 16-A

SUBJECT: Contracts Approved by the County Manager

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Having been granted authority to enter into contracts up to but not to exceed \$50,000; contracts executed by the County Manager are presented 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:

RE: Notice of Contracts/Agreements Approved by the County Manager

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

Tax Assessor's Office

ROK Global Applications Group, LLC
1 Carriage Lane, Suite B201
Charleston, SC 29407

I have executed an Application Development and Hosting Agreement with ROK Global Applications Group, LLC to host Warren County's GIS Website at a cost of \$500 per month. It was determined that the in-house server that held all the County's GIS data was in need of replacement which would have been at a substantial cost in addition to the need for new GIS software. It was determined that an outside entity such as ROK would be the most cost effective and efficient way to keep the GIS website current and accessible to citizens. Funds are budgeted in the Tax Assessor's departmental budget to pay the monthly hosting fee in the current fiscal year.

Simulcast Radio System Upgrade Capital Project

TSS Partners, LLP
429 Grosvenor Drive
Raleigh, NC 27615

The Consulting Services Agreement with TSS Partners, LLP to provide professional services for Warren County's Radio System Upgrade Project has been extended an additional five months through and including July 31, 2013 under the same terms and conditions of the original agreement. The extension was necessitated due to the delay in Warren County receiving the FCC License to locate radio communications equipment on the State Highway Patrol's tower to be constructed on Warren County land located on Beef Tongue Road, Warrenton, NC. Funds are budgeted in Capital Project Budget to pay for these services in the sum of \$37,000

*Entire 47 page
document
provided in
separate E-mail.*

MEMORANDUM

PAGE 2

January 29, 2013

*Entire 47 page
document
provided in
separate E-mail.*

Sheriff's Department, Detention Center, E911 Communications Center

Southern Software, Inc
150 Perry Drive
Southern Pines, NC 28387

2013-14 Annual Software Support Agreements have been entered into with Southern Software, Inc. for the Sheriff's Department, Detention Center and E911 Communications Center. Funds are budgeted in the three departmental budgets to cover the cost of these services.

Meeting Date: February 4, 2013

Agenda Item # 16-B

SUBJECT: County Manager's January 2013 Report

REQUESTED BY: County Manager Linda T. Worth

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

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Following is a recap of my work activities for the month of January 2013:

Administration

- Attended Finance Committee Meeting with Auditor (1/4/13)
- Prepared for and attended Board of Commissioners Regular Meeting (1/7/13)
- Attended Courthouse Security Committee Meeting (1/8/13)
- Attended WWTP Rehab Project Progress Meeting (1/10/13)
- Participated in Veterans Service Officer interviews (1/10/13)
- Met with Soil Conservation Director to discuss NRCS Sub-Lease documents (1/14/13)
- Attended JCPC Advisory Board Meeting (1/14/13)
- Met with representatives of Phil Ford Foundation and James Worthy Foundation to discuss fundraising initiatives for the Warren Free Clinic (1/14/13)
- Met with Interim Tax Administrator to discuss Tax Office matters (1/15/13)
- Attended Environmental Action Team Meeting (1/15/13)
- Prepared for and attended Board of Commissioners Budget Goals Setting Work Session (1/16/13)
- Met with C. Alston-Kearney, Project Administrator, to discuss the status of Ephraim Place CDBG Project (1/17/13)
- Met with representatives from Soil & Water Conservation Committee, Staff, and NRCS (1/17/13)
- Met with representatives from the Heritage Quilters to discuss Hendricks House Proposal (1/17/13)
- Dr. M. L. King, Jr. Holiday Observed (1/21/13)
- Attended mandatory Pre-Bid Meeting for Radio System Upgrade Project (1/22/13)
- Participated in Tax Administrator interviews (1/22/13)
- Met with Senior Center Director to discuss Senior Center matters (1/23/13)
- Conducted monthly Department Heads Meeting (1/23/13)
- Attended KTREDC Advisory Board Meeting (1/28/13)
- Participated in IT Administrator Interviews (1/30/13)

Other Activities

- Attended Dr. M. L. King, Jr. Celebration at Coley Springs Baptist Church (1/20/13)
- Attended NCACC Legislative Goals Conference in RTP (1/24-25/13)

Project Updates

Simulcast Radio System/Radio Tower Project

We held a mandatory Pre-Bid Meeting for vendors interested in submitting a proposal to provide radio equipment for this project. Bids will be received until 2/22/13 at 4:30 p.m. at which time they will be opened. Two vendors attended the Pre-Bid Meeting. We have received the FCC license to locate our radio equipment at 400' on the State Highway Patrol Tower that will be constructed on County property off of Hwy. 158 Bypass. We are advised that the State Highway Patrol is moving forward with the tower construction.

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. I am advised that all documentation has been submitted to Community Investment and Assistance to move forward with 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. A ground breaking for the first home to be constructed in the subdivision is scheduled for Saturday, 2/2/13 at 12:00 noon at Ephraim Place Subdivision in Soul City, NC.

Adjourn

February 4, 2013
Regular Meeting