

*REVISED*

WARREN COUNTY  
BOARD OF COMMISSIONERS

*March 11, 2013*

*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*

Call to Order March 11, 2013  
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: March 11, 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:

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*SUGGESTED AGENDA  
FOR  
March 11, 2013 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
Armory Civic Center  
WARRENTON, NORTH CAROLINA*

**Revised**

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 March 11, 2013 Suggested Agenda
6. Consent Agenda
  - A. Approve Minutes: February 4, 2013 – DOT Public Hearing  
February 4, 2013 - Regular Monthly Meeting  
March 1, 2013 – Special 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 – Barry Mayo, Finance Officer
  - A. Amendment # 2 (REVISED) to the FY 2012-13 Warren County Budget Ordinance
  - B. Amendment # 8 to FY 2012-13 Warren County Budget Ordinance

8. Follow-up To February 20, 2013 Work Session - Resolution Adopting Uniform Standards for Claims Against Employees, Officers and Officials
9. Kerr Tar Regional Council of Government:
  - A. 11-C-2328 CDBG Monthly Performance Status Report
  - B. 10-C-2227 CDBG Monthly Performance Status Report
  - C. (Re)Appointments to Regional Transportation Planning Organization – Technical Coordinating Committee voting membership – L.Worth & K.Krulik
10. Boards/Commissions/Committees
  - A. Appointments to Senior Center Advisory Council : E.Barber, R.Griesenger, S.Fletcher, O.Richardson, H.Baskerville & R.Williams
  - B. Adopt Planning Board Revised Bylaws - K. Krulik
  - C. Appoint Alternates to Planning Board : T.Proctor & C.D.King
11. Grassroots Advocacy – NCACC Legislative Issues
12. Consider Bid for E5-180B Tax Foreclosed Property from Taria Howard
13. County Manager’s Report
  - A. Proposal for Classification System and Pay Plan Development
  - B. Contracts Approved for February 2013
  - C. County Manager’s February 2013 Status Report
14. Request for Armory Fee Reimbursement – WC High School Jr. ROTC
15. Adjourn March 11, 2013 Board Meeting

**Item # 14 Added**

Meeting Date: March 11, 2013

Consent Agenda Item # 6A

SUBJECT: Approve Minutes

REQUESTED BY: Clerk to the Board

SUMMARY: Minutes of February 4, 2013 & March 1, 2013 Meetings have been provided via e-mail to Board Members for review.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

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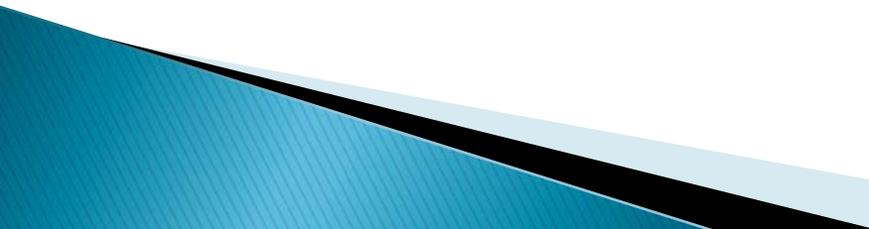
Minutes of:

February 4, 2013 -

DOT Secondary Road Program Public  
Hearing & Regular Monthly Meeting  
and

March 1, 2013 – Special Meeting

have been provided via e-mail to Board  
Members for review.



Meeting Date: March 11, 2013

Consent Agenda Item # 6B

SUBJECT: Interest Income Report

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Interest Income Report for the month of January 2013 is submitted for the Board's information.

FUNDING SOURCE: Various Funds

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

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**INTEREST INCOME REPORT**  
**Month of January 2013**

FUND	JANUARY INCOME	FISCAL YEAR TO - DATE
General	786.10	3,287.17
Revaluation	12.54	79.40
E 911 Telephone System	12.66	81.79
Buck Spring Project	13.19	90.97
Ambulance Storage Facility	1.11	59.95
National Guard Armory	0.89	6.12
Simulcast System Upgrade	4.08	28.73
Regional Water Enterprise Fund	18.53	147.17
District 1 Enterprise Fund	41.76	284.86
Solid Waste	10.50	33.94
District II Enterprise Fund	33.63	227.07
District III Capital Project Fund	0.00	30.12
District III Phase II BANS	0.17	1.18
District III Enterprise Fund	23.21	118.34
Soul City Pump Station Improvements	0.17	1.17
District III Phase III	2.62	49.46
	961.16	4,527.44

Meeting Date: March 11, 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 January 2013 is presented for the Board's information.

**FUNDING SOURCE:** General Fund

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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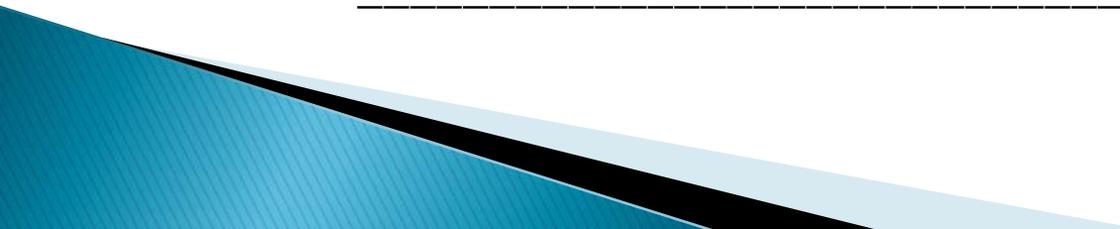
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**NOTES:**

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**Tax Collector's Report  
to the Warren County Board of Commissioners  
For the Month JANUARY 2013**

**Current Year Collections**

Tax Year	Charge	Collected in JANUARY	Collected to Date	Balance Outstanding	Percentage Collected
JANUARY 2013 FY13	\$16,763,376	\$3,263,669	\$15,037,808	\$1,725,568	89.71
JANUARY 2012 FY12	\$15,621,823	\$2,580,702	\$14,069,141	1,552,682	90.06

**Delinquent Collections**

2011	\$752,052	\$21,345	\$321,497	\$430,554	42.75
2010	265,445	4,200	79,175	186,270	29.83
2009	160,291	1,452	28,357	131,934	17.69
2008	134,011	1,203	16,426	117,585	12.26
2007	133,660	1,378	7,763	125,898	5.81
2006	123,296	107	4,806	118,490	3.90
2005	104,042	89	3,106	100,935	2.99
2004	93,450	30	2,812	90,638	3.01
2003	80,255	133	2,917	77,337	3.63
2002	102,895	93	2,954	99,941	2.87
<b>Total Delinquent Years</b>	<b>\$ 1,949,397</b>	<b>\$30,030</b>	<b>\$ 469,813</b>	<b>\$ 1,479,582</b>	

**Other JANUARY Receipts**

County Penalties  
Landfill User Fees  
Municipalities  
Fire District Taxes  
Advance Taxes

\$ 701,002	\$ 776,122
\$ 798,134	\$ 1,615,851
\$ 228,879	\$ 704,672
\$ 303,451	\$ 567,377
\$ 4,962	\$ 5,173

**JANUARY GRAND TOTAL**

<b>\$ 5,330,127</b>	<b>\$ 19,176,816</b>
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*BONNIE ANDREWS*  
Bonnie Andrews Interim Tax Assessor

3/4/2013  
DATE

Meeting Date: March 11, 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 105-38I. TAXPAYER'S REMEDIES

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval of tax releases over \$100.

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**NOTES:**

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# Request For Tax Releases Over \$100

Over \$100

3/11/2013

Date: \_\_\_\_\_

**ERROR CORRECTION RELEASES:**

ALSTON CALVIN & PATRICIA	2012 2972 200		29074	\$133.22	NO LONGER HAVE MH
CURRIN PERRY WARREN	2011 30406 200		59463	\$131.16	BOAT SOLD IN 2010
CURRIN PERRY WARREN	2012 30406 200		26832	\$112.86	BOAT SOLD IN 2010
DANIEL GARY & DIANE	2011 22996 300		17880	\$109.76	BOAT OVER ASSESSED
DANIEL GARY & DIANE	2012 22996 300		22996	\$113.97	BOAT OVER ASSESSED
DAVIS JUANITA MARKS	2011 4544 111		59764	\$195.25	MH REPOED JAN 2011
DAVIS JUANITA MARKS	2012 4544 200		29748	\$178.31	MH REPOED JAN 2011
EVANS CHARLES	2012 7776 200	B10 48	27136	\$139.04	DOES NOT OWN MH
MILLER MELLONEICE	2012 31948 300	F3 5C	21853	\$231.29	SOLD MH TO AL FLEMING 8/2011
MORAN CHARLES J & CHARLA H	2011 15858 111	E6B 33	60067	\$175.82	LOT COMBINED WITH E6B IN 96
MORAN CHARLES J & CHARLA H	2012 15858 301	E6B 33	2036	\$164.85	LOT COMBINED WITH E6B IN 96
RIGGAN GLENN R	2012 34301 315	G5D 31	11500	\$492.21	HSE DESTROYED BY STORM 2011
RYDER QUINTIN W JR	2012 35826 200		28872	\$146.44	SOLD MH IN 2008
RYDER QUINTIN W JR	2011 35826 111		59702	\$157.55	SOLD MH IN 2008
RYDER QUINTIN W JR	2010 35826 110		52574	\$171.86	SOLD MH IN 2008
RYDER QUINTIN W JR	2009 352826 109		48911	\$148.70	SOLD MH IN 2008
SMITH WILLIE B	2012 8513 200		30027	\$128.21	MH LISTED IN VANCE CO
SMITH WILLIE B	2011 8513 111		59781	\$138.74	MH LISTED IN VANCE CO
SMITH WILLIE B	2010 8513 110		52652	\$149.61	MH LISTED IN VANCE CO
SMITH WILLIE B	2009 8513 109		48964	\$144.91	MH LISTED IN VANCE CO
SMITH WILLIE B	2008 8513 108		45887	\$159.56	MH LISTED IN VANCE CO
SMITH WILLIE B	2007 8513 107		43111	\$168.98	MH LISTED IN VANCE CO
SMITH WILLIE B	2006 8513 106		40295	\$179.30	MH LISTED IN VANCE CO
TOWNES JAMES L ESTATE	2009 40729 109	D7 20	49074	\$368.04	DW ALSO CHARGED TO D7 19
TOWNES JAMES L ESTATE	2010 40729 110	D7 20	52818	\$368.04	DW ALSO CHARGED TO D7 19
TOWNES JAMES L ESTATE	2011 40729 111	D7 20	60011	\$379.05	DW ALSO CHARGED TO D7 19
TOWNES JAMES L ESTATE	2012 40729 301	D7 20	1470	\$406.88	DW ALSO CHARGED TO D7 19

**SUB-TOTAL ERROR CORRECTIONS:**

**\$5,393.61**

**MOTOR VEHICLE RELEASES:**

BROWN ANN HOWELL	2012 37240 9999	ZNX9308	27392	\$131.27	RELEASED TO FORSYTHE CO
CATION BARBARA W	2012 35918 100	AFS4356	28815	\$108.20	RELEASED TO FRANKLIN CO
HARRISON BRADLEY DELANO	2012 20772 2697	XTJ3599	68873	\$177.42	RELEASED TO GRANVILLE CO
LYLES CHARLES E	2012 25809 9999	AJR6994	28596	\$151.12	DMV ERROR BILLED TWICE
PENDERGRASS EDWARD PHILLIP	2012 37851 2238	YRN8222	78803	\$ 166.32	RELEASED TO VANCE CO
POPE JAMES HILTON	2012 34661 1387	AEF5912	65868	\$ 152.64	SOLD

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$131.27**

**SUB-TOTAL CORRECTION RELEASES:**

**\$5,393.61**

**Total Releases**

**\$ 5,524.88**

**LANDFILL USER FEE RELEASES:**

BULLOCK PAUL & EMILY	2012 5740 300	B3 16	1735	\$ 118.16	NO DWELLING ON PROP
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**TOTAL LFUF RELEASES:**

**\$118.16**

**Total Releases**

**\$ 5,643.04**

# Request For Tax Releases Under \$100

Low

3-11-2013

Date: 2/28/13

**Under \$100  
ERROR CORRECTION RELEASES:**

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD</u>	<u>AMOUNT</u>	<u>REASON</u>
BAKER KENNETH E	2012	3904 301	F9 93E	23510	\$ 24.54	OFFICE ERROR
CROCKER BETTY T	2012	36458 200	J2B 8	26631	\$ 30.22	SAME BOAT CHARGED TWICE
EDGEWORTH STEVE H & JUDY	2012	26717 300		30741	\$ 67.27	BOAT NO LONGER IN WARREN CO
HAYWOOD GERRARD A	2012	29172 312	B10 40B	6596	\$ 16.18	OFFICE ERROR
JANSKO BRYAN W	2012	30773 200		27239	\$ 61.62	BOAT WAS SOLD 2 YRS AGO
KIMBALL GEORGETTE	2012	2402 301	E2 35	6857	\$ 69.92	7 AC SOLD IN 2011 NOT TAKEN OFF
LEONARD WILLIAM LEE	2012	25334 1072	HD71106	77637	\$ 5.49	DOES NOT LIVE IN CITY LIMITS
PEARSON ERIC W	2011	34212 111	L4A 59	59745	\$ 42.68	CAMPER TAGGED & PAID IN VA
PEARSON ERIC W	2012	34212 200	L4A 59	29555	\$ 45.74	CAMPER TAGGED & PAID IN VA
PRODIGIOUS HEALTH SERVICE LLC	2012	35271 200		30390	\$ 70.49	BUSINESS CLOSED IN 2011
SHEARIN ROY JOSEPH JR	2012	16754 200		28593	\$ 71.33	NO LONGER HAVE BOAT

**SUB-TOTAL ERROR CORRECTIONS:**

\$ 30.22

**MOTOR VEHICLE RELEASES:**

ADCOCK ALAN	2012	224 105	KYK6174	39723	\$7.18	DMV ERROR
AUTON EARL D	2012	25675 2163	BEP2573	80155	\$7.21	DMV ERROR
AUTON EARL D	2012	25675 2202	CB59903	80194	\$1.80	DMV ERROR
AUTON LUNINGNING B	2012	25675 2014	ZTH5164	73785	\$9.15	SOLD
BARNES JULIE D	2012	24779 2175	WYY7539	75616	\$33.40	SOLD
BARNETT JERRY E JR	2012	30692 1087	SZB6598	67263	\$18.57	DMV ERROR
BONCEK DEBBIE	2012	32015 9999	1710FW	28449	\$89.71	VEHICLE DISCOVERED TWICE
BOONE MARY E	2012	11499 2545	AEH1815	72610	\$80.88	SOLD
BURNETTE TAMARA M	2012	29262 111	DB8477	58858	\$36.30	TRADED
CARLSON KEVIN D	2012	1854 1412	RND2953	76472	\$23.04	SOLD
CLARK JUDITH S	2012	8528 1665	YRN7255	62640	\$5.40	SOLD
CLARK JUDITH S	2012	8528 111	WVK4068	58730	\$1.70	TOTAL LOSS
COPELAND GARFIELD VASHON	2012	11152 2232	AFS4656	77292	\$72.87	SOLD
CROWE GLADYS B	2012	9912 1938	YRN7386	78503	\$9.93	CAR WRECKED
DAUGHERT WINFIELD G JR	2012	10504 1888	WZJ9940	76948	\$51.70	MOVED
DEBROUX GARMITA H	2012	1183 2180	ADF2479	68356	\$28.08	TOTAL LOSS
DICKENS WINFORD BLAND	2012	37845 1068	R71075	77633	\$2.38	RELEASED TO HALIFAX CO
DIPRIMA THOMAS E	2012	37552 2381	BS87564	74152	\$41.62	RELEASED TO HALIFAX CO
DORTCH JESSICA MONA	2012	30553 2513	WSH7366	68689	\$37.36	DMV ERROR
ERICKSON MARY ANN	2012	19700 1331	BKK6998	74772	\$21.34	SOLD
FALTZ FELECIA ROXANN	2012	25893 1969	YRN6878	68145	\$8.23	DMV ERROR
FULLER WILLIAM S	2012	15319 1329	YNC5212	71394	\$10.13	SOLD
GARDNER RICK L	2012	21703 1845	RPK2403	78410	\$92.18	MOVED TO FL
HALL JOHN B III	2012	16923 1425	YNC6942	73196	\$21.36	SOLD
HAWKINS THOMAS KENNETH	2012	18905 1746	AEH2205	71811	\$6.70	SOLD
HAYES JOSEPH WALTER	2012	19110 1734	VRJ3281	67910	\$12.95	DMV ERROR
HUDSON GINO	2012	23147 2359	ZPW4368	68535	\$19.09	DMV ERROR
HUNTER TARAN	2012	7047 1292	VF681A	77857	\$13.22	HIGH MILEAGE & WRECKED
JONES JAMES KEVIN	2012	2552 1644	XH6739	67820	\$54.32	RELEASED TO FRANKLIN CO
JORDAN CHEONICA C	2012	26400 1982	RRM3045	68158	\$19.84	DMV ERROR
LAWRENCE CYNTHIA DIANE	2012	23561 2562	NWT1081	68738	\$54.62	DMV ERROR
LYNCH DANIEL ANNTONYA	2012	15337 2999	ZPH2139	69175	\$12.46	DMV ERROR
MALONEY MICHELE MARIE	2012	32422 111	XVH3694	68458	\$10.92	GAVE AWAY
MITCHELL PHILLIP NEAL	2012	13994 2025	MBM8290	72090	\$65.48	DMV ERROR
MULLINS GEARL	2012	28235 2094	YPS7986	68270	\$30.48	DMV ERROR/SOLD 2 YRS AGO
OFX CONSTRUCTION SERV	2012	34374 111	ZPL2120	55948	\$50.61	DMV ERROR
PENDERGRASS EDWARD PHILLIP	2012	37851 1363	WVJ8798	77928	\$36.30	RELEASED TO VANCE CO

# Request For Tax Releases Under \$100

Page 2

PETTAWAY SUSIE HICKS	2012 14095 2191	YYE4579	78756	\$34.54	SOLD
PROCTOR PAUL D III	2012 27577 1770	SVS9027	75907	\$1.83	SOLD
RICHARDSON BETTY MARIE	2012 33412 1363	BCF9240	74804	\$13.23	SOLD
ROBB MARC ALAN	2012 31923 2662	AMD8580	727274	\$61.75	SOLD
RODDY ARDITH HOLLIS	2012 23916 1006	AEF1141	71071	\$6.64	SOLD
ROOK GERALD	2012 10656 9999	XSC1832	27201	\$14.95	SOLD
ROYSTER SHORNIKA JWAN	2012 25360 1639	PYC8450	75080	\$17.36	TOTAL LOSS
SHEARIN FLOYD	2012 36736 1195	XWH1235	67371	\$11.11	DMV ERROR
SHEARIN FLOYD	2011 36736 111	XWH1235	59573	\$11.27	DMV ERROR
SMITH WILLIE B	2012 8513 111	AJR5545	58283	\$11.11	RELEASED TO VANCE CO
TALLEY WALTER R	2012 8578 1209	ZPW5912	67385	\$9.10	DMV ERROR
TEAGUE LOU ELLA	2012 4937 111	AJR3989	57478	\$11.80	TRADED
TEAGUE LOU ELLA	2012 4937 2777	ADP2038	63752	\$2.64	TRADED
TERRY VERNITA MARIE	2012 29222 1447	BBJ9360	67623	\$4.77	SOLD
THOMAS CLEMONTINE	2012 6460 1026	ZRX1817	76086	\$11.30	SOLD
THOMAS CLEMONTINE	2012 6460 2469	TTL9401	63444	\$8.61	SOLD
TOWNSEND TIMOTHY	2012 24097 1825	TYB4794	78390	\$35.49	CAR WRECKED & HIGH MILEAGE
TWITTY AMANDA H	2012 34578 111	ZRA7782	59065	\$7.12	BURNED
WALTON JAMES PITTMAN	2012 6416 1381	AJJ6838	79908	\$3.25	SOLD
WELLMAN PAUL WEBB IV	2012 33783 1568	YMZ3122	71633	\$59.36	RELEASED TO HALIFAX CO
WEST STERLING J	2012 9965 1743	STE4416	71808	\$4.40	SOLD
WEST STERLING J	2012 9965 111	AJJ2969	57773	\$11.31	SOLD
WILLIAMS HELEN M G	2012 13338 111	AAH2607	58953	\$5.07	TOTALED
WILLIAMS HELEN M G	2012 13338 1579	AMH6026	67755	\$12.12	TURNED IN
WOODSON ALBERT T	2012 36353 2383	BCH4476	78948	\$19.67	SOLD
WRIGHT SHERMAN G JR	2012 4994 1318	4B1771	73907	\$10.96	SOLD

**SUB-TOTAL MOTOR VEHICLE RELEASES:** **\$1,499.27**

**SUB-TOTAL CORRECTION RELEASES:** **\$ 30.22**

**Total Releases** **\$1,529.49**

Meeting Date: March 11, 2013

Item # 7-A

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Amendment # 2 (REVISED) to the Warren County FY  
2012-2013 Budget Ordinance

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Revised Amendment #2 to the Warren County FY 2013 Budget Ordinance.

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**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE**

**2012/2013**

**Amendment No. 2 Revised #2**

**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:

Board of Elections	15,160
Buildings, Grounds & Maintenance	(33,720)
Cooperative Extension Service	4,195
DSS Administration	29,525
Rural Operating Assistance Program	(7,140)
Parks and Recreation	1,334
<b>Total</b>	<b>\$ 9,354</b>

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

Increase/(Decrease) Revenues:

Restricted Intergovernmental - DSS	(7,140)
Miscellaneous Contributions	1,334
Transfer from Other Funds	19,640
Fund Balance Appropriated	(4,480)
<b>Total</b>	<b>\$ 9,354</b>

**This amendment:**

- appropriates funds to Cooperative Extension for installation of heating system.  
Funding Source: Buildings, Grounds and Maintenance - Contingency
- appropriates funds to Department of Social Services for carpet replacement and carpet repairs.  
Funding Source: Buildings Grounds and Maintenance - Contingency
- appropriates funds to Department of Social Services for cooling tower replacement.  
Funding Source: Buildings, Grounds and Maintenance - Major Building Repair
- amends Rural Operating Assistance Program budget to reflect the actual amount appropriated by NC DOT and realigns funds based on the State allocation.
- appropriates funds to the Parks and Recreation Department for program supplies.

Fund Source: Private Contributions

- appropriates funds to Fund Balance Appropriated for debt service payments as the National Guard Armory Renovation Project is closed.

Fund Source: National Guard Armory Renovation Project

- appropriates funds to the Board of Elections for election equipment hardware/software maintenance and licensing 5 year agreement as approved at the August 6, 2012 Commissioners meeting.

Fund Source: Fund Balance Appropriated

Respectfully Submitted 03/11/2013

*Barry J. Mayo*

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Barry J. Mayo, Finance Director

Meeting Date: March 11, 2013

Item # 7-B

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Amendment # 8 to the Warren County FY 2012-2013  
Budget Ordinance

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment #8 to the Warren County FY 2013 Budget Ordinance.

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NOTES:

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AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2012/2013

Amendment No. 8

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:

Detention Facility	6,750
Buildings, Grounds & Maintenance - Contingency	(12,366)
Buildings, Grounds & Maintenance	12,354
Senior Center	5,616
Warren County Public Schools	211,066
Recreation Program	(12,354)
<b>Total</b>	<b>\$ 211,066</b>

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

ADM/Lottery Funds	211,066
<b>Total</b>	<b>211,066</b>

**This amendment:**

- appropriates funds to the Detention Center for HVAC replacement.  
Funding Source: Building, & Grounds Maint Contingency
- appropriates funds to the Senior Center for telephone, door operators, control box and data wiring.  
Funding Source: Building, & Grounds Maint Contingency
- appropriates funds to the Warren County Public Schools for the purchase of modular units for the Warren Early College High School.  
Funding Source: Fund Balance Appropriated
- appropriates funds to the Buildings & Grounds Maintenance Department, this amendment moves position #701 Buildings & Grounds Maintenance Worker from Parks and Recreation Department to the Buildings & Grounds Maintenance Department.  
Funding Source: Recreation Program

Respectfully Submitted 03/11/2013

Barry J. Mayo  
Barry J. Mayo, Finance Director

Meeting Date: March 11, 2013

Item # 8

**SUBJECT:** Resolution Adopting Uniform Standards for Claims  
Against Employees, Officers and Officials

**REQUESTED BY:** Karlene Turrentine, County Attorney

**SUMMARY:** In follow-up to February 20, 2013 work session, where Resolution  
was presented for discussion, same was referred to regular meeting agenda  
for consideration.

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION**

Recommend approval of Resolution Adopting Uniform Standards for Claims Against  
Employees, Officers and Officials as drafted by the County Attorney, and authorize the  
Chairman to execute same.

**NOTES:**

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**STATE OF NORTH CAROLINA  
COUNTY OF WARREN**

**RESOLUTION ADOPTING UNIFORM STANDARDS FOR CLAIMS  
AGAINST EMPLOYEES, OFFICERS, AND OFFICIALS**

**WHEREAS**, the County of Warren, North Carolina (hereinafter “The County”) desires to establish a uniform policy for providing for the defense of employees, officers, and officials of the County in the event of claims being filed against said employees, officers, and officials, and;

**WHEREAS**, N.C. Gen. Stat. §160A-167 and N.C. Gen. Stat. §153A-97 authorizes the provision of the defense of such claims and for the provision of the payment of such claims.

**NOW THEREFORE, BE IT RESOLVED BY THE WARREN COUNTY BOARD OF COMMISSIONERS THAT THE FOLLOWING SHALL CONSTITUTE THE STANDARDS UPON WHICH THE DEFENSE OF EMPLOYEES, OFFICERS, AND OFFICIALS AND THE PAYMENT OF ANY JUDGMENT SHALL BE MADE:**

1. It shall be the policy of the County to defend its employees, officers, and officials against civil claims and judgments which arise in the course of their performance of their official duties, and to satisfy such claims and judgments (where appropriate), either in part or whole, unless it is determined that the employee, officer, or official violated the following exclusion criteria in that he/she willfully:

- a. Acted or failed to act because of actual fraud, corruption, or actual malice;
- b. Acted or failed to act at a time when his/her own self-indulgence of beverages or non-prescribed drugs substantially impaired his/her judgment;
- c. Acted or failed to act in a specific factual occurrence, except in emergencies or in the existence of extenuating circumstances, contrary to the instructions from his/her superior/s, contrary to the advice of the County Attorney, or contrary to County or departmental policy;
- d. Acted or failed to act in such manner that such action or inaction may constitute a criminal act;
- e. Acted or failed to act in such a manner as to constitute gross negligence, recklessness or willful misconduct; or
- f. Failed to comply with paragraphs 3 or 5 of this Resolution.

2. Any judgment against a covered employee, officer, or official named as a defendant in a civil suit, who took no direct action and was only vicariously liable due to his/her office *may* be

satisfied by the County, even if the liability is due to a subordinate employee being excluded under Paragraph 1 above.

3. Legal representation of any covered employee, officer, or official shall be provided by the County Attorney or his/her designee, or counsel provided by the County's insurance carrier, and no other without the prior approval of the Board of Commissioners.

4. No punitive damages nor treble damages shall be paid by the County.

5. Any covered employee, officer, or official served with legal process or demand for arbitration shall be present such documents (in total) within 72 hours of receipt to the County Attorney or to the County Manager. Upon receipt, the County Attorney shall transmit a notice of the claim to the County Manager and to the Board of Commissioners at least by its next regularly scheduled meeting.

6. The County Manager, after consultation with the Chair (or acting Chair) of the Board of Commissioners and the County Attorney, shall determine whether or not a claim or suit filed against an officer, official, or employee meets the requirements specified herein for providing a defense for such officer or employee which determination shall be final. In the event that the official sued is the County Manager, the Board of Commissioners shall determine whether or not the claim or suit filed meets the requirements specified herein for providing a defense of the County Manager.

7. Defense, as outlined herein, shall *only* be available to employees, officers, and officials of the County, qualifying hereunder and, sued in their *official* capacity. Such defense *may* not be available to employees, officers, and officials sued solely in their personal capacity even if they meet the qualifications hereunder.

8. The terms "officer", "official", and "employee" as used herein shall mean present or past officers, officials, or employees who might hereafter have claims or judgments entered against them *in their official capacity* as a result of their employment with the County.

9. The Board of Commissioners, pursuant to the standards herein set forth, shall determine whether or not a claim or judgment entered against an officer, official, or employee shall be paid by the County. Payment, if approved, shall be subject to the availability of funds for appropriation.

10. This Resolution shall not be interpreted in any way to relieve any insurance company/pool of its obligation under any insurance policy/agreement to protect the interests of any insured under such policy/agreement, or to reduce or eliminate the rights of any employee, officer, or official of the County against any other party. Further, this Resolution does not, in any way, reduce or eliminate the right of any employee, officer, or official of the County to retain the attorney of their choice to represent them in any such suit at the employee, officer, and/or official's own expense. However, should an employee, officer, or official of the County so choose to retain their own legal counsel, such retention shall relieve the County from any

obligation to defend that employee, officer, or official even if they are covered under this Resolution. (The County may, nevertheless, choose to continue defending said employee, officer, or official if such defense is in keeping with defense of the County.)

11. Except as expressly stated herein, this Resolution is not to be interpreted as a waiver of any rights the County has or may have against any party.

12. Notwithstanding any of the provisions of this Resolution, the Board of Commissioners hereby expressly reserves its governmental immunity from suit against the County or its employees, officers, or officials.

On this the \_\_\_ day of \_\_\_\_\_, 2013.

Commissioner \_\_\_\_\_ moved for the adoption of the foregoing Resolution.  
Commissioner \_\_\_\_\_ seconded the motion and, upon vote, the same was ADOPTED.

\_\_\_\_\_  
Bertadean Baker, Chair  
Warren County Board of Commissioners

(SEAL)

\_\_\_\_\_  
Angelena Kearney-Dunlap, Clerk to the Board

Meeting Date: March 11, 2013

Agenda Item # 9-A

SUBJECT: Kerr Tar Regional Council of Government

REQUESTED BY: Karen Foster, Community Development Planner

SUMMARY: Monthly Performance Status Report for CDBG Grant 11-C-2328 as required by DCA is submitted by Karen Foster for approval. Ms. Foster requests this item be added to future Consent Agendas for consideration on a monthly basis. Authorize County Manager to sign this and future reports.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Monthly Performance Status Report for CDBG Grant 11-C-2328 and authorize County Manager to sign the current and future reports.

NOTES:

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# Monthly Performance Status Report

(Due on 15<sup>th</sup> of each month)

Grantee Name: Warren County Grant Number: 11-C-2328 Month: March Year: 2013

<u>Activity</u>	<u>Performance Schedule (On/Off)</u>	<u>Current Performance Status (If Off Schedule)</u>	<u>Remedy to get back on Schedule (If Off Schedule)</u>
Rehabilitation	On		
Reconstruction	On		
Clearance	On		
Temporary Relocation Expenses	On		
Planning	On		
Administration	On		

Prepared By: Ken Post  
 Endorsed By: \_\_\_\_\_  
 Board or Council Update: \_\_\_\_\_

Title Community Development Planner  
 Title \_\_\_\_\_ (City/County Manager or Clerk)  
 Date \_\_\_\_\_

**Performance Schedule**  
 (Based on *Performance Based Contract*)  
 On/Off Schedule

- ❖ **Off Performance Schedule:** Provide current performance status and remedy to get back on schedule and submit report
- ❖ **On Performance Schedule:** Stop and submit report, no current performance status or remedy to get back on schedule is required

## Monthly Performance Status Report Instructions for Completion

The Monthly Performance Status Report is due the 15<sup>th</sup> of each month with the first report due on March 15, 2013. This report should be emailed to your Grant Representative. **Failure to submit your report on the 15<sup>th</sup> of each month will result in your grant funds being frozen and no extension will be granted to complete activities because of time lost due to the freeze of funds.** All performance is based on the **Performance Based Contract** submitted to Community Assistance (CA) by the local unit government at the beginning of the grant.

1. **Grantee Name:** Name of local unit of government
2. **Grant Number:** Number assigned to your grant by Community Assistance and listed on your funding approval.
3. **Month:** Current Month report is due
4. **Year:** Current year report is due
5. **Activity:** List all activities that are listed on your grant budget
6. **Performance Schedule (on/Off):** Indicate if your grant is on or off schedule
7. **Current Performance Status- (If off schedule):** If your grant is off schedule based on the **Performance Based Contract**, you will need to provide current performance status.
8. **Remedy to get back on schedule If off schedule:** Explain in detail the local unit of government's remedy or remedies to get the grant back on schedule.
9. **Prepared by/ Title:** The name and title of the person preparing the report
10. **Endorsed by/Title:** The name and title of the person endorsing the report (City/County Manager or Clerk).
11. **Board or Council update/Date:** The name and title of person updating the board or council and the date of the update to the board or council.

**Monthly Performance Status report must be submitted by the grantee.**

Meeting Date: March 11, 2013

Agenda Item # 9-B

SUBJECT: Kerr Tar Regional Council of Government

REQUESTED BY: Karen Foster, Community Development Planner

SUMMARY: Monthly Performance Status Report for CDBG Grant 10-C-2227 as required by DCA is submitted by Karen Foster for approval. Ms. Foster requests this item be added to future Consent Agendas for the Board's information on a monthly basis.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Monthly Performance Status Report for CDBG Grant 11-C-2227 and authorize County Manager to sign the current and future reports.

NOTES:

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Meeting Date: March 11, 2013

Agenda Item # 9-C

SUBJECT: Kerr Tar Regional Council of Government

REQUESTED BY: Michael Ciriello, Kerr-Tar Regional COG

SUMMARY: Mr. Ciriello requests Board update appointment of County Manager Linda T. Worth and alternate Ken Krulik, Planning/Zoning Administrator, for two years on the RPO Technical Coordinating Committee (TCC) voting membership. Terms expire March 1, 2015.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

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NOTES:

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RECEIVED

**Timothy M. Baynes**  
Executive Director

January 31, 2013

FEB 5 2012

**Member  
Governments**

WARREN COUNTY MANAGER'S OFFICE

**COUNTIES**

Franklin  
Granville  
Person  
Vance  
Warren

Ms. Linda Worth  
PO Box 619  
Warrenton, NC 27589

**MUNICIPALITIES**

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

RE: Kerr-Tar Regional Transportation Planning Organization Membership

Dear Ms. Worth:

Every two years the Kerr-Tar Regional Transportation Planning Organization (RPO) must update their membership to the two boards. The first board is the TAC or Transportation Advisory Committee which is made up of elected officials from each county and municipality. The second is the TCC or Technical Coordinating Committee which is typically made up of planners, managers, and other designated county or municipal staff.

If you have not done so in the past 12 months, the RPO is asking each municipality and county to confirm existing members and alternates or nominate new members and/or alternates to both boards to serve for your municipality or county. Please respond with a letter of nomination as soon as possible. RPO Board meetings are held approximately once a quarter; our next meeting is in April.

It is important that our information be as up-to-date as possible. As of 2012, the Kerr-Tar RPO is a signatory member of all merger projects for the region. With this, all members of both boards are covered by the State Government Ethics Act (S.L. 2012-142) and must complete online state ethics training by the end of July. Local government ethics training does not replace state ethics training. In addition, members of both TAC/TCC are required by the Ethics Acts to complete a Statement of Economic Interest (SEI) online by April 15, 2013.

If you have recently updated for us your representatives, please disregard this notice.

We look forward to continuing our representation of your unit of government.

Sincerely,



Michael Ciriello  
Kerr-Tar Regional Council of Governments  
Planning Director / RPO Secretary

## KT RPO Technical Coordinating Committee (TCC) Voting Membership

Attendance / Member Number for Quorum	Last Name	First Name	TCC Position	Designated Alternate(s)
1	Ayscue	Jerry	Vance County Manager	Jordan McMillen (Chair)
2	Harris	Angela	Franklin County Manager	Jason Rogers or Scott Hammerbacher
3	Alligood	Brian	Granville County Manager	Barry Baker
INACTIVE	York	Heidi	Person County Manager	Leigh Woodall
4	Worth	Linda	Warren County Manager	Ken Krulik
5	Marrow	Tommy	Butner Administrator	Melissa Hodges (Vice-Chair)
INACTIVE	Alford	Nancy	Stem Administrator / Mayor	
INACTIVE	Parrott	Janet	Stovall Administrator / Mayor	
6	Barefoot	Leonard	Oxford Administrator	Cheryl Hart
7	Warren	Mark	Louisburg Administrator	Tony King
8	Blaine	Reese	Norlina Administrator	
INACTIVE	Davie	Robert	Warrenton Administrator	
9	Steese	Stephen	Roxboro Administrator	Aaron Holland
INACTIVE	Griffin	Ray	Henderson Administrator	Frank Frazier
INACTIVE	Vacant		Middleburg Administrator	
INACTIVE	Vacant		Kittrell Administrator	
10	Stuart	Litvin	Vance-Henderson EDC	
11	Cumming	Gabe	Warren County EDC	Peggy Richardson
12	Goswick	Ronnie	Franklin County EDC	
13	Edwards	Bill	Granville County EDC	Justin Jorgensen
INACTIVE	Gilbert	Stuart	Person County EDC	
14	Adcock	Kathy	PATS Executive Director	
15	Brink	Rob	KARTS Executive Director	Ann Hudson
16	Bowman	Wally	NCDOT Division 5 Engineer	Joey Hopkins
17	Walston	Scott	NCDOT Transportation Planning Branch Manager	Frances Bisby
18	Cox	Diane	KTCOG Interim Executive Director	
19	Ciriello	Mike	KTRPO Planning Director	Nick Scheuer

*Please initial by your name; if you are representing a member but not listed, please sign-in next to the voting member you're representing.*

*UPDATED 1.2013 to reflect membership activity last three meetings.*

Meeting Date: March 11, 2013

Agenda Item # 10-A

SUBJECT: Appointments to Boards and/or Committees

REQUESTED BY: Alicia Giddiens, Director – Senior Center

SUMMARY: It is presented to appoint/re-appoint the recommended individuals to the Senior Center Advisory Board as indicated on the next slide.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

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NOTES:

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- **Ms. Evelyn Barber - replacing and completing Mrs. Vonciel Perry's term ending in July of 2014**
- **Mr. Roger Griesinger – replacing Mrs. Roberta Scott with a two year term ending December of 2014**
- **Mrs. Sylvia Fletcher - Replacing Mrs. Judith Forrest with a two year term ending December of 2014**
- **Mrs. Olivia Richardson – reappointed for a three year term ending December 2015**
- **Ms. Hilda Baskerville – Health Department – reappointed for a three year term ending December 2015**
- **Mr. Richard “Dickie” Williams – Parks & Recreation – reappointed for a three year term ending December 2015**

To: Warren County Board of Commissioners , Warren County  
Manager, and Clerk to the Board of Commissioners

From: Alicia R. Giddiens, Director

Date: 3/7/2013

Re: Appointment to Warren County Senior Center Advisory Council

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Based on the adopted by-laws of the Warren County Senior Center Advisory Council, I recommend the following Advisory Council appointments:

- **Ms. Evelyn Barber - replacing and completing Mrs. Vonciel Perry's term ending in July of 2014**
- **Mr. Roger Griesinger – replacing Mrs. Roberta Scott with a two year term ending December of 2014**
- **Mrs. Sylvia Fletcher - Replacing Mrs. Judith Forrest with a two year term ending December of 2014**
- **Mrs. Olivia Richardson – reappointed for a three year term ending December 2015**
- **Ms. Hilda Baskerville – Health Department – reappointed for a three year term ending December 2015**
- **Mr. Richard “Dickie” Williams – Parks & Recreation – reappointed for a three year term ending December 2015**

## Senior Center Advisory Council

**Term of Office:** Three (3) years expiring on December 31st  
**Authority:** NC Division of Aging, Section VC(1)  
**Staff Liaison:** Senior Center Director (252) 257-3111

Member	Position	Term
Charles Jefferson	Senior Tar Heel Legislature (2nd term)	Jan10-Dec11, Jan12-Dec2013
Commissioner Ruby Downey	Designated (2nd term)	Mar2011, Jan2013-Dec2014
County Manager Linda T. Worth	Appointed	No Expiration
Crystal Smith	Cooperative Extension Director	Aug2012-Dec2015
Dianna Talley	Dept of Social Services	Aug2012-Dec2014
Florine Davis	2nd Term (participant)	Jan10-Dec10, Dec10-July 2014
Hilda Baskerville	Health Department (2 <sup>nd</sup> term)	Jan2010-Dec2012 Dec2012-Dec.2015
Sylvia Fletcher	Center Participant	Mar2013-Dec2014
Kathy D. Harris	1st Term (participant)	Sept11-July2014
Olivia Y. Richardson	Appointed (2 <sup>nd</sup> term)	Mar10-Dec2012 Dec2012 - Dec2015
Richard "Dickie" Williams	Parks & Recreation (2 <sup>nd</sup> term)	Jan2010-Dec2012 Dec2012-Dec2015
Roger Griesenger	Appointed	Mar13-Dec2014
Theresa A. Alston	Citizen-At-Large	Aug2012-Dec2013
Evelyn Barber	Replacing Vonciel Perry	July 2014

## STATEMENT OF INTEREST TO SERVE

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

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

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

1. Senior Center Advisory Council
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name ROGER ALLEN GRIESINGER  
Date of Birth 2 Sept 1941 Sex M Race EUROPEAN-AMERICAN  
Mailing Address 1876 TOWSA RD  
City and Zip Code Norlina 27563  
Street Address SAME  
City and Zip Code SAME  
Home Phone (252) 425-3296 Work Phone N/A  
Job Title Retired Educator  
Company or Agency \_\_\_\_\_  
Email Address STRESSFREE@glarynroad.NET

Do you live in the county? Yes  No

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

### Educational Background

Name and Address of High School Attended MAJMEE High Majmee, Ohio  
Name and Address of College Attended Elizabeth City State University Weeksville Rd Elizabeth City  
Degree Received BS EDUCATION

Please list any military experience 2 1/2 YEARS US NAVY

If you are presently serving as an elected or appointed official, please explain: N/A

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

Work Experience US NAVY, Sports Information Director, Teaching, VARIOUS INDUSTRIAL SERVICES

Volunteer Experience BODS Special Olympics, Coaching, Art, Construction in Haiti, Ring Steward at Dog Shows, Basic Reading Skills at Elementary school, \*CFAC For 5 county Mental Health, Patient Rights Committee at RJBlickly, \*STATE CFAC for NCDHHS,

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

Newspaper Current Warren County Volunteer Other RY

If other, please explain: Teach Art at Senior Ctr

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature [Signature]

Date 4 March, 2013

Please feel free to attach a resume if so desired.

\* CONSUMER AND FAMILY ADVISORY COMMITTEE = CFAC

## STATEMENT OF INTEREST TO SERVE

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

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

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

1. Senior Center Advisory
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name Sylvia Juanita R.V. Fletcher  
Date of Birth 3-10-40 Sex F Race Blk  
Mailing Address P.O. Box 661  
City and Zip Code Warrenton, NC 27589  
Street Address 267 Ridgeway Warrenton Road  
City and Zip Code Warrenton, NC 27589  
Home Phone 252-257-2520 Work Phone \_\_\_\_\_  
Job Title \_\_\_\_\_  
Company or Agency \_\_\_\_\_  
Email Address sylvia661@gmail.com

Do you live in the county? Yes  Part time No

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

### Educational Background

Name and Address of High School Attended John R Hawkins, Warrenton, NC  
Name and Address of College Attended Howard Univ Col of Pharmacy  
Degree Received B.S. Pharmacy

Please list any military experience None

If you are presently serving as an elected or appointed official, please explain: NO

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

Work Experience Retired Registered Pharmacist, District of Columbia 25 yrs - Wash. Hosp + VA Hosp - 15 yrs  
ordained minister of Spiritual Science with 20 yrs service. Notary Public - 3 commissions (2 DC, 1 Va)

Volunteer Experience Am. Cancer Soc, 23 yrs; Healthy Carolinans 12 yrs; Warren Family Inst - 3 yrs; Leaves and Fishes Ministry 8-10 yrs, Master Gardeners Extension Volunteer 3 yrs; CSSA Wellness founder + Healer Helper, et al

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

Newspaper  Current Warren County Volunteer  Other

If other, please explain: \_\_\_\_\_

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature Sophia R Vandevpool-Fletcher  
Date 3-6-13

Please feel free to attach a resume if so desired.

A 2010 Biography is attached.

## Biography 2010

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*Advisory Leadership Council Member Warren County*

Sylvia J. Fletcher .....252-257-2520

P.O. Box 661, Warrenton, NC 27589

s-yvlva661@gmail.com

Sylvia Fletcher is a retired pharmacist who returned to give back in Warren County and has been actively involved with volunteer work. She is newly involved with Extension; however, she was in 4H as a youth in school at John R Hawkins.

While in Warrenton, Sylvia (Juanita Ransom) has been an active volunteer. She has worked on the Committee for the county ACS Relay For Life /at Warren Family Institute, as an Income Tax Assistance volunteer for 2 years/at Loaves and Fishes Ministries, Inc. a food pantry, where her work on their county fair booths entries won several Blue Ribbons.

She is a member of Healthy Carolinians of Warren County where she has chaired the Substance Abuse committee for 2 years and worked with the Injury Prevention committee for 3 years.

Sylvia earned her Master Gardeners certificate in 2007 and operates a small garden at her native home place which includes herbs, flowers, grapes and berries to compliment her CSSC Wellness center. As a health coordinator, she maintains an extensive Reading Room to assist with her spiritual philosophy, marriage counseling and alternative healing energy work.

Sylvia earned her bachelor's degree in Pharmacy (BS in Ph.) from Howard University in 1965 and a Minister of Spiritual Science ( M.S.S.) in 1991. Reverend Sylvia was ordained a Minister at the National Spiritual Science Center, School of Spiritual Science in Washington, DC.

As a Health Care Consultant, she has spoken to many groups: students, nurses, caregivers, at Aging with Gusto, to Teens Against Tobacco Usage, on women's' health and natural healing modalities. She taught healing for several years while in DC. She welcomes speaking at health fairs and encouraging life changes for a healthy body. Her motto is to *always be helpful and never harmful.*

Other volunteer projects range from historical preservation honoring the African American Oldest Volunteer Fire Department Museum and future empowerment to students by scholarship fundraising with John R. Hawkins Alumni & Friends, Inc. in Warren county and AARP Chapter 5077 .

Sylvia brings a commitment and strong desire to effect positive change wherever her influence allows. She is knowledgeable in areas of health , personal growth and spirituality.

She and her husband, Sam Fletcher reside in Hyattsville, MD and enjoy travelling, antique cars, gardening and fine dining.

6/2010sf

# STATEMENT OF INTEREST TO SERVE

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

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

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

1. Senior Center Advisory Council
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name Evelyn Barber

Date of Birth 8/6/34 Sex F Race W

Mailing Address PO Box 16

City and Zip Code Warrenton NC 27589

Street Address 655 N. Main St

City and Zip Code Warrenton NC 27589

Home Phone 919-691-4799 Work Phone NONE

Job Title \_\_\_\_\_

Company or Agency \_\_\_\_\_

Email Address \_\_\_\_\_

Do you live in the county? Yes  No

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

## Educational Background

Name and Address of High School Attended Polytechnic High School, Riverside, Ca

Name and Address of College Attended Riverside Junior College, Riverside, Ca.

Degree Received None

Please list any military experience None

If you are presently serving as an elected or appointed official, please explain: \_\_\_\_\_

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

Work Experience Nite manager for Countywide Senior Center  
Henderson, NC from 11/7/1997 until 2/28/2010

Volunteer Experience Durham Medical Center - 1996  
Brantwood Nursing Center, Rdford - 1996

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

Newspaper  Current Warren County Volunteer  Other?

If other, please explain: Senior Center

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature Evelyn Barber

Date 3/6/13

*Please feel free to attach a resume if so desired.*

Meeting Date: March 11, 2013

Agenda Item # 10-B

SUBJECT: Boards/Commissions/Committees

REQUESTED BY: Ken Krulik, Planner/Zoning Administrator

SUMMARY: It is presented to adopt revised bylaws for the Warren County Planning Board per attached.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of suggested revisions to the Warren County Planning Board Bylaws subject to the County Attorney's review for legal sufficiency.

NOTES:

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**Revision Page # 1**

**Section 3 – Members shall serve at the pleasure of the Warren County Board of Commissioners. The Board of Commissioners at its discretion may consider a waiver of the limitation on term limits to allow service beyond the three consecutive full terms when the Board deems it in the best public interest of Warren County.**

**Revision Page # 3**

**Section 6 – Alternates and Conference Calls: The Planning Board shall have two (2) alternate members appointed by the Warren County Board of Commissioners and serving at the pleasure of the Warren County Board of Commissioners. They shall be designated Primary Alternate and Secondary Alternate to attend meetings as necessary, in the event they are unavailable and regular Members are unable to attend the conference calls as noted in this section shall apply.**

Alternate members will receive notice of all Planning Board meetings and shall be expected to regularly attend such meetings. Alternate members shall be called upon to participate in only those meetings at which one or more regular members are absent or are unable to participate in hearing a case due to a conflict of interest. At any meeting in which an alternate member is replacing a regular member, the alternate member shall have the same powers and privileges as the regular member.

Should a Planning Board Member be unable to attend a meeting, but still able to call in to the meeting on a conference call and where action items are on the agenda, this shall count as attendance at that meeting and for that meeting’s agenda. Conference calls shall only be allowed when the Planning Board Member has no other alternative and shall not be considered as a

**Revision Page # 4**

**“An Ordinance To Establish A Planning Board For Warren County,” which was duly adopted by the Warren County Board of Commissioners on October 3, 1960 and amended in 2003, is hereby repealed. These bylaws adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2013 and effective on the 1<sup>st</sup> day of \_\_\_\_\_, 2013 supersedes and replaces all prior bylaws for the Warren County Planning Board.**

\_\_\_\_\_  
**Bertadean Baker, Chairman**  
**Warren County Board of Commissioners**

\_\_\_\_\_  
**Date Adopted**

\_\_\_\_\_  
**Jennifer Jordan, Vice-Chairman**  
**Warren County Board of Commissioners**

**Attest:**

\_\_\_\_\_  
**Angelena Kearney-Dunlap, Clerk to the Board**  
**Warren County Board of Commissioners**

\_\_\_\_\_  
**, Chairman**  
**Warren County Planning Board**



**Planning/Zoning and Code Enforcement Department**  
542 West Ridgeway Street  
Warrenton, NC 27589  
(PH) 252-257-7027 (FX) 252-257-1083

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**BYLAWS**  
**WARREN COUNTY PLANNING BOARD**

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**ARTICLE I**  
**NAME AND ORGANIZATION**

The Warren County Planning Board shall be governed by North Carolina General Statutes Chapter 153 Article 18 and other general and special acts pertaining to planning and related activities in Warren County as well as policies established by the Planning Board and the Board of County Commissioners.

**ARTICLE II**  
**PURPOSE AND DUTIES OF THE PLANNING BOARD**

The Planning Board is charged with protecting the public health, safety and welfare as it pertains to the orderly growth and development of land and water resource stewardship in Warren County North Carolina.

The Planning Board is further charged with considering each and every application for residential subdivision development in order to determine the consistency of applications with all applicable local ordinances, public restrictions and regulations. If any application is found to be inconsistent, such finding shall be made a part of the permanent record of the proceedings of the Planning Board. No application shall be denied approval without a finding of fact establishing an inconsistency.

The Planning Board may make suggestions and recommendations to the Warren County Board of Commissioners as to changes, modifications, revisions and development of local ordinances relating to land use issues and the development of property in Warren County, the Planning Board may encourage the study and documentation of physical, social and economic characteristics of Warren County in order to facilitate decision making by both the Planning Board and the County Commissioners.

**ARTICLE III**  
**MEMBERSHIP**

**Section 1** – The membership of the Planning Board shall consist of seven (7) voting members.

A. Five members shall be appointed for three (3) year terms.

B. Two members shall be appointed for two (2) year terms.

**Section 2** – All members shall be appointed by the Warren County Board of Commissioners.

**Section 3** – **Members shall serve at the pleasure of the Warren County Board of Commissioners. The Board of Commissioners at its discretion may consider a waiver of the limitation on term limits to allow service beyond the three consecutive full terms when the Board deems it in the best public interest of Warren County.**

**ARTICLE IV**  
**ATTENDANCE**

Faithful attendance at the meetings of the Board is considered a pre-requisite for the maintenance of membership on the Board. A member of the Board may be removed for the following reasons:

- A. Unexcused absences from three (3) consecutive meetings.
- B. Absence from five (5) meetings during a calendar year, whether such absences are excused or unexcused.
- C. Upon receipt of a letter of resignation from the member to the Warren County Board of Commissioners.
- D. Behavior found to be disruptive, threatening, or unethical and causing harm to the integrity of Warren County and its elected representatives, members of the Planning Board, or the citizens of Warren County.

**ARTICLE V**  
**OFFICERS AND THEIR DUTIES**

**Section 1 – Election of Officers:** The Planning Board shall elect a Chairman and Vice-Chairman from its membership. Election of officers shall be by majority vote of the quorum in attendance. The officers shall serve a one (1) year term; however, no officer may serve in the same capacity for more than three (3) consecutive terms. The election of officers shall take place at the regular monthly meeting in January of each year.

**Section 2 – Chairman:** Shall preside over all meetings and shall conduct all meetings in an orderly manner while providing for public participation and open debate of all matters appearing on the agenda for consideration.

**Section 3 – Vice-Chairman:** The Vice-Chairman shall serve as acting Chairman in the absence of the Chairman and shall have the same powers and duties as the Chairman when presiding.

**Section 4 – Recording Secretary:** The Planning Board shall appoint a Recording Secretary who shall be a member of the Planning Department staff. The Recording Secretary shall keep the minutes of all Planning Board proceedings; keep records of attendance, resolutions and votes and notify the membership, news media and the public of the meetings of the Planning Board. Copies of minutes of the Planning Board shall be forwarded to the County Managers office on a monthly basis.

**ARTICLE VI**  
**VOTING**

**Section 1 –** It shall be the duty and responsibility of each member of the Planning Board who has been duly appointed by the Warren County Board of Commissioners to vote on each and every issue unless a conflict of interest exists.

No member of the Board shall seek to influence a decision, participate in any action or cast a vote involving any matter that is before the Board which may result in monetary or non-monetary benefit to any family member or business interest.

A member of the Planning Board may abstain from voting if so excused by a majority of the remaining Planning Board members upon a determination of sufficient grounds for such abstention. If an abstention request is denied, an abstention shall be considered a vote with the majority vote of the Planning board so recorded. The recording Secretary of the Planning Board shall record an abstention as such with explanation.

**Section 2 –** Four (4) members of the Planning Board shall constitute a quorum.

**Section 3 –** Official business shall not be conducted unless a quorum is present.

**Section 4 –** A minimum of a simple majority of the quorum present and voting in the affirmative shall be necessary to pass a motion.

**Section 5** – Members of the Board shall not commit themselves on any question scheduled to be considered by the Board, prior to a consideration of the matter at a duly authorized meeting. Members shall use discretion in discussing with individuals scheduled agenda items, which are later to be voted upon by the Planning Board.

**Section 6** – Alternates and Conference Calls: The Planning Board shall have two (2) alternate members appointed by the Warren County Board of Commissioners and serving at the pleasure of the Warren County Board of Commissioners. They shall be designated Primary Alternate and Secondary Alternate to attend meetings as necessary, in the event they are unavailable and regular Members are unable to attend the conference calls as noted in this section shall apply.

Alternate members will receive notice of all Planning Board meetings and shall be expected to regularly attend such meetings. Alternate members shall be called upon to participate in only those meetings at which one or more regular members are absent or are unable to participate in hearing a case due to a conflict of interest. At any meeting in which an alternate member is replacing a regular member, the alternate member shall have the same powers and privileges as the regular member.

Should a Planning Board Member be unable to attend a meeting, but still able to call in to the meeting on a conference call and where action items are on the agenda, this shall count as attendance at that meeting and for that meeting's agenda. Conference calls shall only be allowed when the Planning Board Member has no other alternative and shall not be considered as a replacement for meeting attendance per the requirements set forth in the Planning Board Bylaws.

## **ARTICLE VII MEETINGS**

**Section 1** – The Planning Board shall hold a monthly meeting at a place and time it designates.

**Section 2** – Special meetings of the Planning Board may be called by the Chairman or by majority of the Planning Board at any time. Notice of any special meeting shall be given at least two days (48 hours) in advance and shall state the purpose thereof and the time and place of said meeting. Notice of a meeting must be given in writing and may posted or delivered.

**Section 3** – The place at which meetings shall be held shall be stated in the notice and call of all meetings. Notice of the time and place of regular meetings of the members may be given by mailing written or printed notice. Notice of all regular meetings shall be mailed or delivered to each Planning Board member so that he receives said notice not less than two (2) days before the meeting. Notice of all regular meetings shall contain a proposed agenda of business to be transacted. Notice of all meetings shall be given to the news media and the public in accordance with the North Carolina Open Meetings Law. Meetings may be canceled by like notice.

## **ARTICLE VIII CONDUCT OF MEETING**

**Section 1** – The order of business in regular meetings should be, but are not limited to:

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| 1. Approval of minutes            | 5. Correspondence                  |
| 2. Zoning affairs                 | 6. Report of the Planning Director |
| 3. Subdivision development review | 7. Staff reports                   |
| 4. Old and new business           | 8. Adjournment                     |

The order of business for special meetings shall be set out in the meeting call.

**Section 2** – All meetings shall be open to the public.

**Section 3** – The Chairman at his discretion may impose time limits upon those desiring to speak.

**Section 4** – At the close of discussion on matters heard in public hearings the Chairman may:

- A. Call for a formal motion, a second and a vote by the members for or against the motion.

- B. Call for a formal motion, a second and a vote by the members to table or continue the matter being heard until such time as additional necessary information may be obtained.

**ARTICLE IX  
AMENDMENTS**

**Section 1** – The Warren County Board of Commissioners reserves the right to amend these bylaws as is deemed to be in the best interest of Warren County.

**Section 2** – Requests for amendments to these bylaws may be initiated by the Planning Board or the Board of Commissioners; however, when such amendment is initiated by the Board of Commissioners, it may, at its discretion, submit the proposed amendment to the Planning Board for review and comment.

**Section 3** – An affirmative vote of a majority of the full membership shall be required on any proposed amendment, which is initiated by the Planning Board

**ARTICLE X  
EFFECTIVE DATE**

These bylaws, recompiled and amended, shall become effective on the 1<sup>st</sup> day of \_\_\_\_\_, 2013. Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

“An Ordinance To Establish A Planning Board For Warren County,” which was duly adopted by the Warren County Board of Commissioners on October 3, 1960 and amended in 2003, is hereby repealed. These bylaws adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2013 and effective on the 1<sup>st</sup> day of \_\_\_\_\_, 2013 supersedes and replaces all prior bylaws for the Warren County Planning Board.

\_\_\_\_\_  
**Bertadean Baker, Chairman**  
**Warren County Board of Commissioners**

\_\_\_\_\_  
**Date Adopted**

\_\_\_\_\_  
**Jennifer Jordan, Vice-Chairman**  
**Warren County Board of Commissioners**

**Attest:**

\_\_\_\_\_  
**Angelena Kearney-Dunlap, Clerk to the Board**  
**Warren County Board of Commissioners**

\_\_\_\_\_  
**, Chairman**  
**Warren County Planning Board**

Meeting Date: March 11, 2013

Agenda Item # 10-C

SUBJECT: Boards/Commissions/Committees

REQUESTED BY: Ken Krulik, Planner/Zoning Administrator

SUMMARY: It is presented to appoint/re-appoint the following individuals to the Planning Board for a three year term, expiring March 2016:

Tim Proctor – Primary Alternate  
Clarence D. “Chip” King – Secondary Alternate

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

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NOTES:

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**Planning/Zoning and Code Enforcement Department**

542 West Ridgeway Street  
Warrenton, NC 27589  
(PH) 252-257-7027 (FX) 252-257-1083

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**To:** Warren County Board of Commissioners, County Manager  
**From:** Ken Krulik, AICP CZO - Planning and Zoning Administrator *KKC*  
**Date:** March 6, 2013 (for March 11, 2013 BOC Meeting)  
**Re:** Planning Board recommendations for alternate members

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At the March 5, 2013 Planning Board meeting, it was recommended by formal action to appoint two (2) alternate Members to the Planning Board in an effort to insure quorum for meetings.

These alternates would be established as Primary and Secondary, with the premise that the Primary Alternate is contacted first when quorum needs to be met and the Secondary Alternate contacted to attend in instances where the primary Alternate is unavailable.

Formal Action by the Planning Board was taken as follows:

“**Chair Tony Moran** entertained a motion regarding establishing Alternates for the Planning Board:

- A. **Motion** was made by **David Williams** to recommend Tim Proctor as Primary Alternate to the Planning board and Clarence Deibert (Chip) King as the Secondary Alternate.
- B. **Second** was made by **Doris Ross**, on call for a vote by **Chair Tony Moran** all Members voted to approve the recommended alternates as designated.”

Both candidates have agreed to serve:

- Primary Planning Board Alternate – Tim Proctor
- Secondary Planning Bard Alternate – Clarence Deibert (Chip) King.

## STATEMENT OF INTEREST TO SERVE

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

Warren County Board of Commissioners  
c/o Clerk to the Board  
PO Box 819  
Warrenton, NC 27589

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

1. PLANNING BOARD 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

Your full name CLARENCE DEIBERT KING  
Date of Birth APR 13, 1951 Sex MALE Race White  
Mailing Address 623 Ebony Rd.  
City and Zip Code Littleton North Carolina 27850  
Street Address SAA  
City and Zip Code \_\_\_\_\_  
Home Phone 252-586-6000 Work Phone 252-686-6000  
Job Title OWNER VaTicco  
Company or Agency Self-employed VaTicco  
Email Address chipking@centurylink.net

Do you live in the county? Yes  No

Please list your County Commissioner District #2 Ulysses Ross  
(This information can be obtained from the Board of Elections at (252) 257-2114).

### Educational Background

Name and Address of High School Attended Granby High 7101 Granby St. Norfolk, VA.  
Name and Address of College Attended TideWater Community College, Chesapeake Va.  
Degree Received General in H.S. - Private Airplane Pilot-instrument course

Please list any military experience NONE

If you are presently serving as an elected or appointed official, please explain: \_\_\_\_\_

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

**Work Experience** Retired from Verizon with 31 years outside plant experience. Worked on Gov't, Army and Naval Bases, and all types of buildings and sub-divisions. Served as Union Steward assisting in contract negotiations issues. Now president of VATICCO Telecommunications Co.

**Volunteer Experience** Multiple fund raising events for Children's Hospital of King's Daughters. Member of Lake Boston Lions Club. Member of Lake Boston Chamber of Commerce and member of Lake Boston Association.

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain:

PLANNING BOARD MEMBER

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature

Date

Charles M. King

August 6, 2012

Please feel free to attach a resume if so desired.

**Meeting Date: March 11, 2013**

**Agenda Item # 11**

**SUBJECT: Grassroots Advocacy**

**REQUESTED BY: County Manager – Linda T. Worth**

**SUMMARY: NCACC is requesting all counties to schedule a meeting with their Legislative Delegates to discuss and get feedback on key issues of concern for Counties for the 2013 Short Session.**

**Tentative dates to choose from for Warren County’s meeting: Monday –April 8<sup>th</sup> at 3:30 pm or Monday- April 15<sup>th</sup> at 3:30 pm**

**\* Date & Time will be adjusted as necessary to accommodate Legislative Schedules.**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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# WARREN COUNTY BOARD OF COMMISSIONERS

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

## Memorandum

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

Linda T. Worth  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

**District Meetings:**  
**Wake County April 18th**  
**Pitt County April 24<sup>th</sup>**

Date: March 7, 2013

To: Warren County Board of Commissioners

From: Linda T. Worth, Warren County Manager

Re: County Grassroots Advocacy Meeting with NC Legislators to  
Discuss NCACC Key Legislative Issues for the 2013 Short Session.

The North Carolina Association of County Commissioners (NCACC) is requesting that all counties convene meetings with their legislative delegation to discuss and get feedback on the key issues of concern for counties for the 2013 Short Session. The Association has provided meeting materials to support this effort, and would like for us to provide feedback on our meeting with our legislative delegation at one of the NCACC's District Meetings in April.

NCACC's Legislative Goals Committee and Board of Directors have reviewed in detail the legislative accomplishments for 2012. They have determined what counties can reasonably expect to complete in what is planned to be a fast-paced focused 2013 Short Session. After these deliberations, it is important for counties to focus on the following five key issues:

### Top Five Goals for 2013-14

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

The NCACC believes it is important for all County Commissioners to help lay the groundwork for advancing these key issues. The meeting with our legislative delegation will help provide us and NCACC staff with guidance on strategic approaches to our advocacy success. We are being asked to bring the results of our discussions with our Legislators to an NCACC District Meeting in April. The District Meetings closest to Warren County are being held on:

Thursday, April 18	Wake	Quorum Center (Conference Center)	323 W. Jones St., Raleigh
Wednesday, April 24	Pitt	Hilton Greenville (Section A)	207 SW Greenville Rd., Greenville

NCACC staff recommends that the Board of Commissioners schedule the meeting with the delegation as soon as is reasonably convenient.

Please advise if you wish us to move forward to contact our legislators to secure possible dates for a meeting with them here in Warren County. Your consideration of these matters is greatly appreciated.

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

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

Meeting Date: March 11, 2013

Agenda Item # 12

**SUBJECT:** Consider Bid for Tax Foreclosed Property

**REQUESTED BY:** Taria Howard, Bidder

**SUMMARY:** Bid on Tax Parcel E5-180B for \$1,800 is submitted for Board's consideration. Property has outstanding tax and attorney fees of \$7,521.89 (115 Huntsville Drive, Warrenton).

**FUNDING SOURCE:** N/A

**APPLICABLE GENERAL STATUTE:** Article 12, NC GS 160A-268

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTE**

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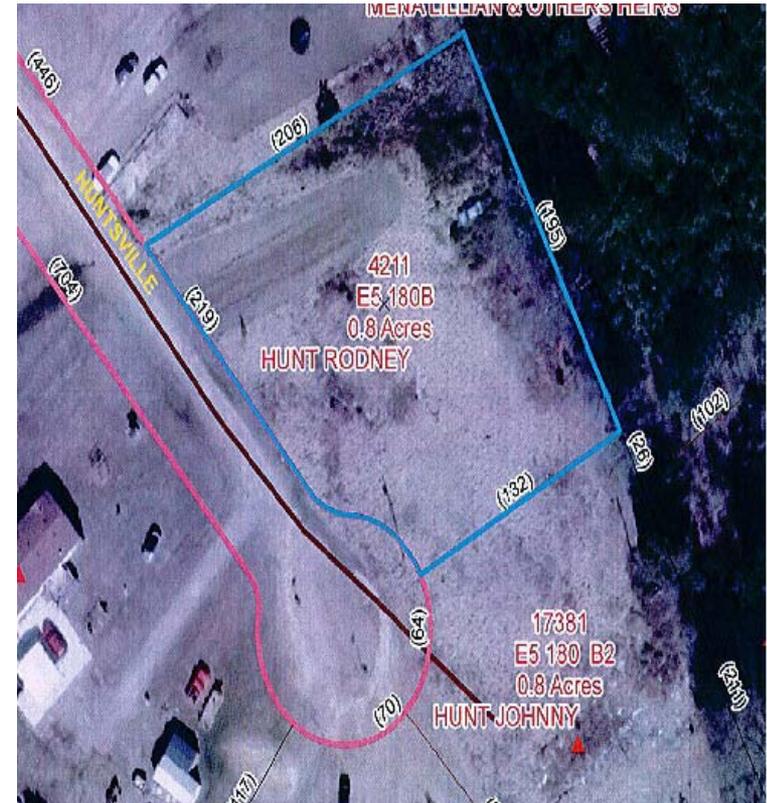
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The following tract or parcel of land situated in Warrenton Township, Warren County, North Carolina, and being more particularly described as follows: BEING Lot No. 2 containing 0.799 acres as is delineated in that certain survey and plat prepared by Harry M. Williams, III, R.L.S., dated January 29, 1997, and revised March 18, 1997, entitled "Surveyed and Mapped for Anthony Hunt"; said plat having been recorded in the Office of the Register of Deeds of Warren County, North Carolina on March 26, 1998, in Plat Cabinet 1, Slide 100, Plat 6.

TOGETHER WITH the above-described property is hereby conveyed a perpetual non-exclusive easement for purposes of egress, ingress, and regress to and from the above-described property and Secondary Road #1333 along that certain fifty (50) foot private right of way delineated as Big Bird Court in that certain plat of survey recorded in the Warren County Registry in Plat Cabinet 1, Slide 100, Plat 6.

Subject to restrictive covenants and easements of record.

**Parcel Number: E5 180B**





Meeting Date: March 11, 2013

Agenda Item # 13-A

SUBJECT: Proposal for Classification System and Pay Plan Development

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: The following requests are made for the Board's consideration:

- 1) Appropriate an additional \$7,550 from General Fund Contingency to the HR Department to fund a Classification System and Pay Plan Study for Warren County employees at a total cost not to exceed \$19,550;
- 2) Accept Springsted, Inc.'s proposal to perform a Classification System and Pay Plan Study for Warren County employees at a cost not to exceed \$19,550.

FUNDING SOURCE: General Fund

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

- 1) Recommend approval to appropriate an additional \$7,550 from General Fund Contingency to the HR Department to fund the cost of a Classification System and Pay Plan Study;
- 2) Recommend the acceptance of Springsted, Inc.'s proposal to perform a Classification System and Pay Plan Study for Warren County employees at a cost not to exceed \$19,550. \_\_\_

NOTES:

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## MEMORANDUM

**TO:** Warren County Board of Commissioners

**FROM:** Linda T. Worth, County Manager *LW*

**DATE:** March 7, 2013

**RE:** Classification System and Pay Plan Development Proposal

16 page document  
has been provided  
in separate e-mail.

At my request the Board recently appropriated \$12,000 to the Human Resources Department budget to fund a Classification System and Pay Plan Development Study for Warren County. We solicited proposals from qualified vendors via the RFP method and received two responses on 3/1/13 as indicated in the attached Bid Tabulation. The proposal received from Springsted, Inc. (attached) that I am recommending for acceptance is at a cost of \$17,750 (plus project expenses not to exceed \$1,800) for a total of \$19,550, which exceeds the funding appropriation for this project by \$7,550.

Springsted, Inc. and the staff assigned to this project come highly recommended by the North Carolina Association of County Commissioners and several other references that I personally contacted. I am, therefore, requesting the Board's favorable consideration to appropriate an additional \$7,550 from General Fund Contingency to the Human Resources Department to fund this project in the current fiscal year.

Your consideration of this request is greatly appreciated. Should you have any questions, I will be more than happy to entertain them.

cc: Barry Mayo, Finance Director  
Elgin Lane, Human Resources Manager

PROJECT NAME: Classification System and Pay Plan Development

DATE: March 1, 2013

### BID TABULATION

VENDOR/CONTRACTOR	BASE BID	REMARKS
Springsted Incorporated	\$17,750.00 (plus expenses not to exceed \$1,800)	
The Archer Company	\$38,460.00	

16 page document has been provided in separate e-mail.

This is to certify that the bids tabulated herein were publicly opened and read aloud at 4:00 p.m. on the 1st day of March, of 2013, at the County Manager's Office, Warren County, Warrenton, NC.

*Pamela Riley*  
Witness

*Edwin G. Lane*  
Signature

Meeting Date: March 11, 2013

Agenda Item # 13-B

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:

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NOTES:

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Entire 12  
page  
document  
has been  
provided  
in  
separate  
e-mail.

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

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

Information Technology

Highland Mapping  
P.O. Box 2124  
Banner Elk, NC 28604

Intercomp Systems  
3901 Barrett Dr., Suite 305  
Raleigh, NC 27609

I have entered into contracts with these two vendors for GIS Mapping and IT consulting support. Funds to facilitate the cost of both agreements are budgeted in the IT Department's FY 13 budget.

Department of Social Services

Com. Jennifer Jordan  
474 Snow Hill Rd.  
Warrenton, NC 27589

The Social Services Board approved a one-month extension of the Contractor Service Agreement between Warren County DSS and Com. J. Jordan to serve as Interim DSS Director through 2/28/13. The agreement to extend is attached. Funds to pay for these services are budgeted in the DSS Administrative Budget.

**Entire 12  
page  
document  
has been  
provided  
in  
separate  
e-mail.**

MEMORANDUM

Page 2

March 6, 2013

General County

Tax Reduction Specialists  
P.O. Box 1810  
2511 Neudorf Rd., Suite H  
Clemmons, NC 27012

An Addendum to the Sales Tax Contract with Tax Reduction Specialists (TRS) has been executed to extend the contract through the tax period ending 12/31/13. TRS will audit sales and use taxes for Warren County through the tax period noted to identify sales and use tax revenues for the County. If revenues are identified, TRS will deduct an agreed upon percentage of the revenues as their fee for providing this service.

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

Attachments

Meeting Date: March 11, 2013

Agenda Item # 13-C

SUBJECT: County Manager's February 2013 Report

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Manager's February 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:

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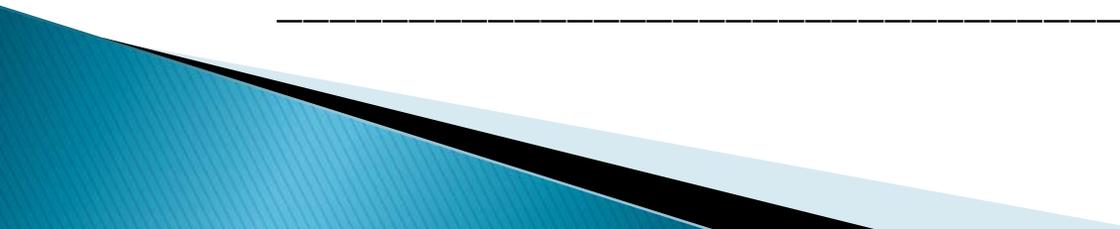
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**RE:** February 2013 Status Report

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

**Administration**

- Attended mtg. with Fire Commissioner, Emergency Services Director, Sheriff, EMS Coordinator, Firemen's Association President and Warrenton Rural VFD Chief to discuss emergency services concerns (2/1/13)
- Met with C. Norwood to receive update on Growing Local/Buying Local BCBS Grant Project (2/4/13)
- Prepared for and attended Board of Commissioners Public Hearing and Regular Meeting (2/4/13)
- Met with Interim Veterans Service Officer to discuss office matters (2/5/13)
- Met with Recreation Director and B&G Manager to discuss staffing issues (2/5/13)
- Met with HR Manager and representatives of Hill, Chesson & Woody to discuss employer health insurance compliance requirements (2/5/13)
- Second interview of Tax Administrator Applicant (2/7/13)
- Attended Courthouse Security Training (2/8/13)
- Met with C. Alston-Kearney, Project Administrator, to discuss Ephraim Place CDBG Project (2/8/13)
- Met with C. Smith, CED, to discuss Cooperative Extension Service proposed Work Plan (2/11/13)
- Met with County Attorney to discuss legal matters (2/14/13)
- Met with Triangle North-Warren Delegation (2/15/13)
- Met with M. Pucci to discuss Uranium Mining Issue (2/18/13)
- Attended Zoning Community Meeting with Planning/Zoning Administrator, EDC Director, and Clerk to the Board in Soul City (2/18/13)
- Mtg. with Com. Jordan, Interim DSS Director and CSE Supervisor to discuss rental space concerns (2/19/13)
- Attended mtg. with Senior Center staff, Cooperative Extension Service staff and others to discuss Rural Center Garden Grant (2/20/13)
- Prepared for and attended Board of Commissioners Work Session (2/20/13)

- Mtg. with L. West, Soil Conservation Director, to discuss county leave policies (2/22/13)
- Participated in Tax Administrator Interview with HR Committee (2/22/13)
- Conducted Radio System Upgrade Project Bid Opening (2/22/13)
- Met with Com. Jordan and WFI Board Member and Executive Director to discuss Ephraim Place Subdivision CDBG Project (2/25/13)
- Met with Health Director and Representatives from ECU to discuss proposed regional Dental Program (2/26/13)
- Prepared for and conducted monthly Department Head's meeting (2/28/13)

### **Other Activities**

- Attended and participated in Ephraim Place Subdivision Road Naming Ceremony (2/2/13)
- Attended Annual Farm Bureau Legislative Reception & Dinner (2/5/13)
- Attended Family Visitation and Funeral Services for Sharon Minton Vaughan, Deceased DSS Employee (2/6 & 7/13)
- Ridgeway Baptist Church Black History Month Speaker during Regular Worship Service (2/10/13)
- Black History Month Speaker for Warren New Tech High School's Black History Month Program (2/13/13)
- Attended Warren Food Works Ribbon Cutting/Open House (2/15/13)
- Attended Warrenton Solar Farm Ribbon Cutting Ceremony (2/25/13)
- Attended Luncheon for Com. Jordan, Interim DSS Director, at Social Services (2/27/13)
- Attended YSB Annual Black History Month Program (2/28/13)

### **Project Updates**

#### **Simulcast Radio System/Radio Tower Project**

Bids for radio equipment for this project were received from Motorola and Radio Communications Company (RCC) on 2/22/13. The bid proposals are currently being reviewed by our Radio Consultant, TSS Partners, who will be making a recommendation to Warren County on which proposal best meets the requirements of the RFP. We have also contacted the State Highway Patrol to secure an update on the status of the Radio Tower construction on Warren County property located off of Hwy. 158 Bypass.

## 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

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 prior to the 4/30/13 close-out date.

Meeting Date: March 11, 2013

Agenda Item # 14

**SUBJECT:** Request for Armory Civic Center Fee Reimbursement

**REQUESTED BY:** Msgt Anthony Taft, WC Jr. ROTC

**SUMMARY:** A \$600 refund is requested by Jr. ROTC for use of the facility on March 13, 2013.

**FUNDING SOURCE:** N/A

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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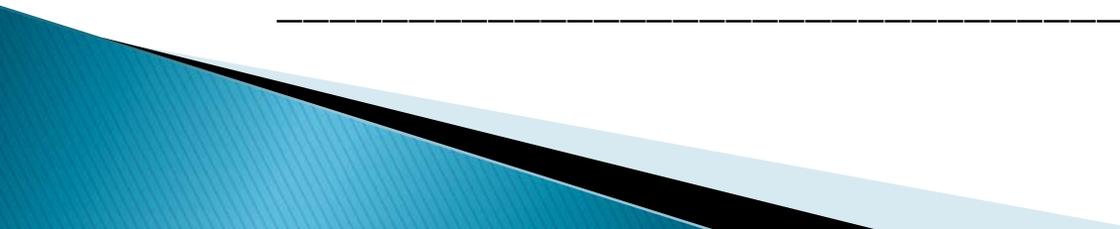
**NOTES:**

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WARREN COUNTY ARMORY CIVIC CENTER

FACILITY USE FEE WAIVER APPLICATION

Organization: WARREN COUNTY H.S. Air Force JROTC Date(s) of event: 9 MAR 13  
 EIN or Business License #: \_\_\_\_\_  
 Type of business:  Government  Non-profit  For-profit  Other: \_\_\_\_\_  
 If your organization is a non-profit, you must attach proof of non-profit status.  
 Address: 149 CAMPUS WAY City WARRENTON State NC Zip 27589  
 Contact Name: MSGT ANTHONY TAFT Title: Aerospace Science Instructor  
 Phone: (O) (252) 257-4413 (C) (919) 482-0185 (Alt.) \_\_\_\_\_  
 Email: AABTAFT@YAHOO.COM Web: \_\_\_\_\_  
 Brief Description of Event: CADET BALL - Cadet social event

Type of event:  Fundraiser  Community Event  Private Event

Specific details or comments that may assist the Board of County Commissioners in making this decision:

- 1) Will admission be charged to attend this event? yes
- 2) Will the event be open to the public? NO
- 3) Has your organization received a fee waiver in the past 12 months? NO
- 4) Do you have an alternate date for the event if your first choice is not available? NO If so please list alternate date(s): \_\_\_\_\_
- 5) Other: \_\_\_\_\_

I acknowledge that this request and any subsequent approval or denial does not guarantee the availability of the Armory Civic Center. I further understand that I must complete all applicable reservation procedures prior to submitting this application including but not limited to reserving the facility and paying any required fees. I further acknowledge that if the request is approved, I must retain adequate security for this event, any necessary permits and insurance coverage that may be required by the Rental Agreement. I will also abide by all rules and regulations governing the use of the Armory Civic Center during and after the event.

[Signature]  
 Signature of Applicant

27 Feb 13  
 Date

FOR OFFICE USE ONLY:  
 Date Application Received: \_\_\_\_\_  
 Date of Approval/Denial: \_\_\_\_\_  
 Date Applicant Notified: \_\_\_\_\_  
 By: \_\_\_\_\_

**WARREN COUNTY ARMORY CIVIC CENTER  
FACILITY USE FEE EXEMPTION POLICY**

A. *Purpose.* To establish a uniform facility use fee exemption policy for the Warren County Armory Civic Center to the benefit of the County, its citizens and the staff with oversight responsibility for rentals.

B. *Basic policy.* The Warren County Board of Commissioners desires to maintain standard policies and procedures designed to accommodate fair consideration of all requests for facility use fee exemptions from the organizations, agencies and groups identified in this Policy.

C. *Non-discrimination policy.* The Armory Civic Center is available for the use and enjoyment by all persons without discrimination on the basis of race, national origin, sex, religion, age or disability.

D. *User fees.* User fees are established by the Warren County Board of Commissioners and are included in the Warren County Armory Civic Center Rental Agreement.

E. *User fee exemptions.* The following organizations *may* be exempted from the payment of user fees upon approval of a Facility Use Fee Waiver Application by the Warren County Board of Commissioners.

Requests for exemption must be submitted to the Warren County Board of Commissioners through the Warren County Manager or her/his designee. Exemption requests shall be considered at the next regularly scheduled meeting of the Board of County Commissioners. Exemptions granted shall be in the form of a resolution adopted by the Warren County Board of Commissioners.

1. Military or military-affiliated organizations located within Warren County or serve the citizens of Warren County that provide in-kind services to Warren County Government *may* be considered for exemption from user fees **once yearly**. Those organizations granted exemption from user fees are not exempt from cleaning and damage fees which are non-refundable.
2. Governmental agencies located within Warren County who wish to sponsor community events open to the general public that are free of admission are exempted from the payment of user fees and deposits. Cleaning and damage fees are not exempt and are non-refundable.
3. National, state, regional or local organizations associated with educational issues or causes involving the Warren County Public Schools or Vance-Granville Community College may use the Armory Civic Center for an event open to the public and free of admission **once yearly** for the purpose of fund raising or holding a community event shall be exempt from user fees. These organizations are not exempt from cleaning and damage fees which are non-refundable.

4. Non-profit organizations defined by the Internal Revenue Code as 501(c) (3) and Internal Revenue Code 501 (c) (8) located within Warren County or serve the citizens of Warren County that are associated with health and/or human services issues or causes may use the Armory Civic Center for an event open to the public and free of admission **once yearly** for the purpose of fund raising or holding a community event shall be exempt from user fees. These organizations are not exempt from cleaning and damage fees which are non-refundable.
5. Fee exemptions **will not** be granted for events scheduled on dates on or around County recognized holidays. A list of County recognized holidays can be secured from the Office of the Clerk to the Board of County Commissioners.

F. *Contracts.* All users of the Armory Civic Center are required to execute the Warren County Armory Civic Center Rental Agreement prior to their use of the facility. The Rental Agreement can be downloaded from Warren County's Official Website at [www.warrencountync.com](http://www.warrencountync.com). The agreement includes an indemnity holding Warren County harmless from any and all liability caused by the user's negligence during their use of the facility. Some groups may be required to provide proof of liability insurance as determined by staff on a case-by-case basis, or as required by the Rental Agreement.

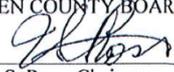
G. *Reservations.* All users are required to reserve the use of the Armory Civic Center through the Warren County Manager's Office. Reservations are to be approved by the Warren County Manager or her/his designated representative. Reservations for events exempted from user fees must be requested a minimum of eight (8) weeks in advance of the required usage. Exceptions may be granted by the County Manager or her/his designee.

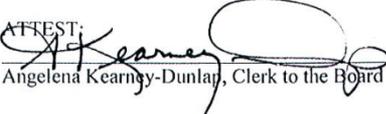
H. *Cancellation & Revocation.* The Warren County Board of Commissioners and the Warren County Manager reserve the right to cancel an approved request or revoke the right of the use of the Armory Civic Center to any organization, agency or group when:

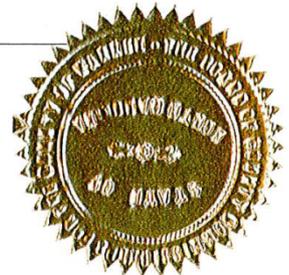
1. Said organization, agency or group has shown sufficient disregard for the Rules and Regulations set forth in the Rental Agreement.
2. It is deemed necessary for the concern of the health, safety, and welfare of the applicant, guests, or the general public.
3. It is in the best interest of the Armory Civic Center.
4. In the event of event cancellation or postponement due to inclement weather, or other situation(s) beyond our control, the Warren County Manager's Office will work with the applicant to secure the next available date for use of the facility. However, each event requires a new Rental Agreement.

Adopted this the 9<sup>th</sup> day of July, 2012.

WARREN COUNTY BOARD OF COMMISSIONERS

  
Ulysses S. Ross, Chairman

ATTEST:  
  
Angelena Kearney-Dunlap, Clerk to the Board



*Adjourn*

*March 11, 2013*  
*Regular Meeting*