



*WARREN COUNTY  
BOARD OF COMMISSIONERS*

*Monday, April 1, 2013*

*6:00 pm Regular Meeting*

***WARREN COUNTY ARMORY CIVIC CENTER  
WARRENTON, NORTH CAROLINA***

*Prepared by:*

***Angelena Kearney-Dunlap  
NC Certified County Clerk***

***Paula Pulley, Deputy Clerk***



Call to Order April 1, 2013  
Monthly Meeting  
By  
Chairman or Designee

Agenda Item # 2  
Moment of Silence

**Agenda Item # 3**  
Conflict of Interest Disclaimer

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- *“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: April 1, 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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**NOTES:**

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*SUGGESTED AGENDA  
FOR  
April 1, 2013 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
Armory Civic Center  
WARRENTON, NORTH CAROLINA*

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 April 1, 2013 Suggested Agenda**
6. **Consent Agenda**
  - A. **Approve Minutes – March 11, 2013 Regular Monthly Meeting**
  - B. **Interest Income Report – Finance Director Barry Mayo**
  - C. **Tax Collector’s Report – Interim Tax Administrator - Bonnie Andrews**
  - D. **Tax Release Requests (Over \$100) – Interim Tax Administrator – Bonnie Andrews**  
**Tax Release Requests (Under \$100) - “ “ “ “**
  - E. **Resolution – Warren County Government Celebration – April 27, 2013**
  - F. **Resolution – Support of Take Pride in Lake Gaston Clean-up Day 2013**
  - G. **CDBG Monthly Performance Status Reports – Karen Foster, Kerr Tar Regional Council of Governments**
    1. **CDBG Grant 11-C-2328 Monthly Performance Status Report**
    2. **CDBG Grant 10-C-2227 Monthly Performance Status Report**
  - H. **Proclamation – Warren County Soil & Water Conservation Proclamation for Stewardship Week – April 28 to May 5, 2013**
  - I. **Resolution – Maintain and Support the Current Integrity and Funding for the Parks and Recreation Trust Fund (PARTF) – Dickie Williams**
7. **Amendment # 9 to Warren County FY 2012-13 Budget Ordinance – Barry Mayo, Finance Officer**

8. **(Re)Appointments to Board of Equalization & Review (E&R): O.L.Meek, J.W.Febel, L.R.Carver & R.C.King**
9. **Water & Sewer District III, Phase III – Macon Robertson, Director**
  - A. **Change Order #2 for System Improvements**
  - B. **Revision to Construction Inspection Plan**
  - C. **Revised Project Budget**
10. **Personnel Matters - Elgin Lane, Human Resources Manager**
  - A. **Appoint Tax Administrator**
  - B. **Appoint Information Technology Director**
11. **County Manager’s Report**
  - A. **Contracts Approved for March 2013**
  - B. **County Manager’s March 2013 Status Report**
12. **Closed Session - In accordance with NCGS §143-318.11(a)(3)(6) - Attorney-Client Privileged and Personnel Matters**
13. **Adjourn - April 1, 2013 Board Meeting**

Meeting Date: April 1, 2013

Consent Agenda Item # 6A

**SUBJECT:** Approve Minutes

**REQUESTED BY:** Clerk to the Board

**SUMMARY:** Minutes of March 11, 2013 Meeting 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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**NOTES:**

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**Minutes of March 11, 2013  
Meeting have been provided  
via e-mail to Board Members for review.**

Meeting Date: April 1, 2013

Consent Agenda Item # 6B

**SUBJECT:** Interest Income Report

**REQUESTED BY:** Barry Mayo, Finance Director

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

**FUNDING SOURCE:** Various

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**INTEREST INCOME REPORT**  
**Month of February 2013**

FUND	FEBRUARY INCOME	FISCAL YEAR TO - DATE
General	480.88	3,768.05
Revaluation	7.97	87.37
E 911 Telephone System	8.05	89.84
Buck Spring Project	8.39	99.36
Ambulance Storage Facility	0.71	60.66
National Guard Armory	0.56	6.68
Simulcast System Upgrade	2.60	31.33
Regional Water Enterprise Fund	11.78	158.95
District 1 Enterprise Fund	26.55	311.41
Solid Waste	8.86	42.80
District II Enterprise Fund	21.56	248.63
District III Capital Project Fund	0.00	30.12
District III Phase II BANS	0.11	1.29
District III Enterprise Fund	14.76	133.10
Soul City Pump Station Improvements	0.11	1.28
District III Phase III	1.66	51.12
	594.55	5,121.99

**Meeting Date: April 1, 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 February 2013 is presented for the Board's information.**

**FUNDING SOURCE: Various**

**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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**NOTES:**

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

**Current Year Collections**

Tax Year	Charge	Collected in February	Collected to Date	Balance Outstanding	Percentage Collected
<b>FEBRUARY 2013 FY13</b>	<b>\$16,821,616</b>	<b>\$528,193</b>	<b>\$15,566,001</b>	<b>\$1,255,615</b>	<b>92.54</b>
<b>FEBRUARY 2012 FY12</b>	<b>\$15,676,283</b>	<b>\$1,308,530</b>	<b>\$14,492,113</b>	<b>1,184,171</b>	<b>92.45</b>

**Delinquent Collections**

2011	\$752,052	\$379,401	\$400,746	\$351,306	53.29
2010	265,445	4,654	83,829	181,617	31.58
2009	160,291	1,551	29,908	130,384	18.66
2008	134,011	2,221	18,647	115,364	13.91
2007	133,660	1,158	8,921	124,740	6.67
2006	123,296	1,012	5,818	117,478	4.72
2005	104,042	160	3,266	100,775	3.14
2004	93,450	75	2,887	90,563	3.09
2003	80,255	275	3,192	77,063	3.98
2002	102,895	175	3,129	99,766	3.04
<b>Total Delinquent Years</b>	<b>\$ 1,949,397</b>	<b>\$390,682</b>	<b>\$ 560,343</b>	<b>\$ 1,389,056</b>	

**Other FEBRUARY Receipts**

County Penalties	\$ 650,868	\$ 125,254
Landfill User Fees	\$ 531,637	\$ 1,084,214
Municipalities	\$ 75,640	\$ 629,032
Fire District Taxes	\$ 181,379	\$ 748,756
Advance Taxes	\$ 4,707	\$ 9,880

**FEBRUARY GRAND TOTAL**

<b>\$ 2,363,106</b>	<b>\$ 18,723,480</b>
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**BONNIE ANDREWS**

Bonnie Andrews Interim Tax Assessor

**3/21/2013**

DATE

**Meeting Date: April 1, 2013**

**CONSENT AGENDA Item # 6D**

**SUBJECT: Request for Approval of Tax Releases**

**REQUESTED BY: Bonnie Andrews, Interim Tax Administrator**

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

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of releases over \$100.**

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**NOTES:**

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**Request  
For Tax  
Releases  
Over \$100**

Over \$100

4/1/2013

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

**ERROR CORRECTION RELEASES:**

BULLOCK WALTER M	2006 9852 106	B5 59 1X	21751	\$128.40 HSE BURNED IN 2005
BULLOCK WALTER M	2007 9852 107	B5 59 1X	21751	\$127.20 HSE BURNED IN 2005
BULLOCK WALTER M	2008 9852 300	B5 59 1X	21751	\$127.46 HSE BURNED IN 2005
BULLOCK WALTER M	2009 9852 109	B5 59 1X	49666	\$145.58 HSE BURNED IN 2005
BULLOCK WALTER M	2010 9852 110	B5 59 1X	53650	\$153.49 HSE BURNED IN 2005

**SUB-TOTAL ERROR CORRECTIONS:**

**\$682.13**

**MOTOR VEHICLE RELEASES:**

DICKENS WINFORD BLAND	2012 37845 1910	ZWS3186	79902	\$176.87 RELEASED TO HALIFAX CO
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**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$176.87**

**SUB-TOTAL CORRECTION RELEASES:**

**\$682.13**

**Total Releases**

**\$ 859.00**

**LANDFILL USER FEE RELEASES:**

ST SING ROBERT W	2012 4668 301	G5D 5	12563 \$	71.93 HSE USED FOR STORAGE
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**TOTAL LFUF RELEASES:**

**\$71.93**

**Total Releases**

**\$ 930.93**

# Request For Tax Releases Under \$100

Under \$100

4/1/2013

Date: *DW*  
3/25/13

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD</u>	<u>AMOUNT</u>	<u>REASON</u>
BALDWIN CHARLIE & TEYA	2012	35844 200		26148	\$ 14.80	NOT LOCATED IN WARREN CO
DOWNEY MARY A HEIRS	2012	12132 302	D2 7	12986	\$ 64.66	2 ACRES TAKEN OFF IN 2011

SUB-TOTAL ERROR CORRECTIONS:

\$ 79.46

MOTOR VEHICLE RELEASES:

ALSTON ROCKY C	2012	46307 1796	YST8992	67972	\$14.99	DMV ERROR
ALSTON ROCKY C	2012	46307 3088	ZPT9951	69264	\$14.72	DMV ERROR
BRANCH CAROLYN DENISE	2012	34547 1759	ZPW5818	67935	\$9.56	MOVED TO PA IN 2010
CABALLERO DEBBIE S	2012	6506 1670	NVZ1167	67846	\$33.83	DMV ERROR
COOK ROBERT S	2012	26567 1808	U456H	67984	\$30.61	LIVES IN MECKLENBURG CO
COOK ROBERT S	2010	26567 110	U456H	52154	\$37.30	LIVES IN MECKLENBURG CO
COOPER EUGENE CARROL	2012	3959 2026	WPW8228	80018	\$7.82	HIGH MILEAGE
DAVIS KERWIN	2012	8043 2033	KXY1936	68209	\$13.52	DMV ERROR
EVANS LOUISE B	2012	13633 9999	VWX1369	28741	\$20.87	CAR DISCOVERED TWICE
HARRIS ASHLEY BLAIRE	2012	34102 3260	ZPW5785	69436	\$24.77	DMV ERROR
HARRISON LEONARD VANN	2012	6984 2440	ZPW4117	68616	\$10.95	DMV ERROR
HAWKINS EUGENE	2012	10040 3106	YPV1084	69282	\$56.01	DMV ERROR
HEDGEPEATH AMY LYNN	2012	37662 2023	VWW9178	75464	\$73.73	RELEASED TO VANCE CO
JIGGETTS JOHN T	2012	21835 1242	WKN4624	67418	\$11.19	DMV ERROR
LEMAY TIFFANY L	2012	21564 2809	XSB3336	68985	\$17.74	DMV ERROR
LEON JESUS GARCIA	2012	21575 2003	ZRA8121	68179	\$91.19	PAID IN HALIFAX CO
MERCY MICHAEL M	2012	34582 3160	ZPW4589	69336	\$10.77	DMV ERROR
MCPHERSON BETTY OVERMAN	2012	9870 1307	XNA8728	79299	\$16.01	RELEASED TO GRANVILLE CO
NEALE EVA DURHAM	2012	4508 2254	XSB3079	68430	\$22.74	DMV ERROR
PERRY TINNY DIANE	2012	31429 3228	STZ3677	69404	\$84.46	DMV ERROR
SHORT GLADYS A	2012	37232 1412	XT8161	67588	\$14.85	DMV ERROR
SLEDGE CLARENCE	2010	37706 110	YNC4671	52089	\$11.88	DMV ERROR
SLEDGE CLARENCE	2012	37706 1115	YNC4671	67291	\$11.19	DMV ERROR
WATSON SHELIA ALLEN	2012	25787 1999	VWW6417	68175	\$11.11	DMV ERROR
WHITLEY AFFA LEE	2012	29723 2603	WPR3176	68779	\$68.55	DMV ERROR

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$720.36

SUB-TOTAL CORRECTION RELEASES:

\$79.46

Total Releases

\$ 799.82

**Meeting Date: April 1, 2013**

**CONSENT AGENDA Item # 6E**

**SUBJECT: April 27, 2013 Warren County Celebration**

**REQUESTED BY: Clerk to the Board – Angelena Kearney-Dunlap**

**SUMMARY: Resolution recognizing April 27<sup>th</sup> as a day to celebrate  
Tourism in Warren County is presented for Board’s review and adoption.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend adoption of Resolution.**

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**NOTES:**

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## **Proclamation**

### **Warren County Government Tourism Celebration - April 27, 2013**



**WHEREAS**, the nation's 3,068 counties provide a variety of essential public services to communities serving more than 300 million Americans; and

**WHEREAS, WARREN COUNTY** and all counties take pride in their responsibility to provide cultural outlets and enhance community welfare in a sensible and cost-effective way; and

**WHEREAS**, county governments are often the entity providing both direct and indirect services to enhance the lives of their residents and are responsible for maintaining public structures and the efficient use of local tax dollars; and

**WHEREAS**, many local communities are considered historic in nature and valuable to be maintained; and

**WHEREAS**, National Association of Counties President Chris Rodgers is encouraging counties to promote community programs across the country through this 2013 "County Government Celebration"; and

**WHEREAS**, each year since 1991 the National Association of Counties has encouraged counties across the country to actively promote their own programs and services to the public they serve; and

**WHEREAS**, Warren County, NC strives to inform its community of opportunities and activities to enrich life;

**NOW, THEREFORE, BE IT RESOLVED THAT I, Bertadean Baker,** Chairman of the Warren County Board of Commissioners, do hereby proclaim April 27, 2013 a day to celebrate Tourism in Warren County and encourage all county officials, employees, schools and residents to participate in county government celebration activities.

**Adopted this the 1<sup>st</sup> day of April 2013.**

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Bertadean Baker, Chairman  
Warren County Board of Commissioners

**ATTEST**

**Meeting Date: April 1, 2013**

**CONSENT AGENDA Item # 6F**

**SUBJECT: Lake Gaston Clean-up Day 2013**

**REQUESTED BY: Clerk to the Board – Angelena Kearney-Dunlap**

**SUMMARY: Resolution supporting Take Pride in Lake Gaston Clean-up Day 2013,  
June 1, 2013.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend adoption of Resolution.**

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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

## *Resolution*

*In*

### *Support of Take Pride in Lake Gaston Clean-up Day 2013*

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

*WHEREAS, there is a need to improve the appearance of Lake Gaston by removing litter and debris that create eyesores and harm the environment; and*

*WHEREAS, a clean Lake Gaston environment positively impacts water safety, economic development, travel, tourism and quality of life; and*

*WHEREAS, the Lake Gaston Association is sponsoring Take Pride in Lake Gaston clean-up of the lake on June 1, 2013 in an effort to educate citizens on the harmful effects of litter; and*

*WHEREAS, there is a need for citizen participation in maintaining the beauty of our county; and*

*WHEREAS, it is in the interest of Warren County to support our volunteers in efforts to improve the appearance of the county.*

*NOW, THEREFORE BE IT RESOLVED* by the Board of Commissioners of Warren County, NC that it endorses and supports the Take Pride in Lake Gaston Clean-up Day 2013 initiative.

*Adopted this the 1st day of April, 2013.*

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

*Attest:*

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

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

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

**Meeting Date: April 1, 2013**

**CONSENT AGENDA Item # 6G - 1**

**SUBJECT: CDBG Grant Number 11-C-2328 Monthly Performance Status Report**

**REQUESTED BY: Karen Foster, Kerr Tar Regional Council of Governments**

**SUMMARY: Monthly Performance Status Report for CDBG Grant 11-C-2328 as required by Division of Community Assistance is submitted by Karen Foster for approval.**

**FUNDING SOURCE: N/A**

**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.**

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**NOTES:**

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# Monthly Performance Status Report

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

Grantee Name: Warren Grant Number: 11-C-2328 Month: April 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>
Administration	On		
Planning	On		
Rehabilitation	On		
Clearance	On		
Reconstruction	On		
Temporary Relocation	On		

Prepared By: Karen Foster  
 Approved and Emailed By: Linda J. Wertz  
 Board or Council Update:

Title: Community Development Planner  
 Title: County Manager (City/County Manager or Clerk)  
 Date: 4/1/2013

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

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

**Meeting Date: April 1, 2013**

**CONSENT AGENDA Item # 6G - 2**

**SUBJECT: CDBG Grant Number 10-C-2227 Monthly Performance Status Report**

**REQUESTED BY: Karen Foster, Kerr Tar Regional Council of Governments**

**SUMMARY: Monthly Performance Status Report for CDBG Grant 10-C-2227  
as required by Division of Community Assistance is submitted by Karen Foster  
for approval.**

**FUNDING SOURCE: N/A**

**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 10-C-2227.**

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**NOTES:**

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**Meeting Date: April 1, 2013**

**CONSENT AGENDA Item # 6H**

**SUBJECT: Proclamation for Soil and Water Stewardship Week**

**REQUESTED BY: Larry West, Director of Warren County Soil and Water Conservation**

**SUMMARY: Proclamation recognizing April 28 to May 5, 2013 as Soil and Water Stewardship Week .**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Proclamation.**

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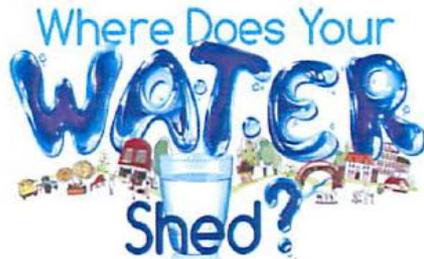
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**NOTES:**

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# Soil & Water Stewardship Week 2013 P R O C L A M A T I O N



*Whereas* fertile soil and clean water provide us with our daily sustenance, and *Whereas* effective conservation practices have helped provide us a rich standard of living, and *Whereas* our security depends upon healthy soil and clean water, and *Whereas* stewardship calls for each person to help conserve these precious resources, **Therefore**, we do hereby proclaim

**April 28 to May 5, 2013**

**Soil and Water Stewardship Week**

Name \_\_\_\_\_  
Bertadean Baker

Title: Chairman Date: April 1, 2013  
Warren Co. Board of Commissioners

**Meeting Date: April 1, 2013**

**CONSENT AGENDA Item # 6I**

**SUBJECT: Resolution for Funding of PARTF**

**REQUESTED BY: Dickie Williams, Director of Warren County Parks & Recreation**

**SUMMARY: Resolution to maintain and support the current integrity and funding for the Parks and Recreation Trust Fund (PARTF).**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend adoption of Resolution.**

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**NOTES:**

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**A RESOLUTION TO MAINTAIN AND SUPPORT THE CURRENT INTEGRITY AND FUNDING  
FOR THE PARKS AND RECREATION TRUST FUND (PARTF)**

**WHEREAS**, North Carolina is known for its unique and scenic natural resources and opportunities for recreation with a long tradition of its citizens and visitors enjoying parks, mountains, rivers, greenways, beaches and more. Generations of residents and visitors have delighted in these landscapes and park facilities; and

**WHEREAS**, The Parks and Recreation Trust Fund (PARTF) was established with bi-partisan support on July 16, 1994 to fund improvements in the state's park system, to fund grants for local governments and to increase the public's access to the state's beaches and coastal waterways; and

**WHEREAS**, since its inception The Parks and Recreation Trust Fund has provided \$161 million via 722 grants to 370 local governments in 99 counties and has been matched with \$312 million of local and private dollars for the purchase of local park land, building and renovation of facilities and development of greenways and trails; and

**WHEREAS**, North Carolina's population has grown to make it the 10<sup>th</sup> most populous state in the nation with projections for the significant growth to continue in the coming decades, and more state and local parks are needed to meet the increased demands; and

**WHEREAS**, parks are identified as key contributors to North Carolina's tourism industry that generates nearly \$20 billion in annual economic impact; and

**WHEREAS**, parks in North Carolina are experiencing record visitation levels including over 14.25 million to state parks in both 2011 and 2012; and

**WHEREAS**, The Parks & Recreation Trust Fund has leveraged funds that allowed our State to acquire land for state parks and state natural areas and protected nearly 83,000 acres and made major additions to the Mountains-to-Sea State Trail; and

**WHEREAS**, The Parks & Recreation Trust Fund has funded capital improvement projects in the state parks such as visitor centers and exhibit halls which provide tremendous opportunities to educate students and all citizens about North Carolina's outstanding natural resources, and other capital projects including campgrounds, picnic areas, boating facilities, trails and swimming beaches; and local capital projects including construction of community centers, athletic fields and greenways; and

**WHEREAS**, the annual economic impact to local economies of all tourists visiting the state parks system was estimated at more than \$400 million in sales and income, as well as nearly 5,000 jobs according to a 2008 study.

**WHEREAS**, a portion of The Parks & Recreation Trust Fund is designated for the Public Beach and Coastal Waterfront Access Program to improve access to beaches and coastal waterways by funding public boat ramps and public beaches accesses; and

**WHEREAS**, access to parks, recreation facilities and open space provides cost-effective opportunities for citizens of all ages to participate in health and wellness activities thereby reducing costs associated with obesity, heart disease, diabetes and high blood pressure; and

**WHEREAS**, research has documented that structured park and recreational opportunities in local communities can prevent crime and provide positive activities and directions for young people; and

**WHEREAS**, dedicated, recurring funding of the Parks & Recreation Trust Fund allows for structured and objective planning and efficient management of the system at both the state and local levels for today and future generations; and

**WHEREAS**, the success of The Parks and Recreation Trust Fund is due to the dedicated funding source provided by a portion of the deed stamp tax, and is recognized nationally as a model for efficiency and accountability; and

**NOW, THEREFORE, BE IT RESOLVED**, that the (city/town/county) does call on the members of the General Assembly to maintain dedicated revenues generated by seventy-five cents of the deed stamp tax for The Parks and Recreation Trust Fund.

The Clerk is directed to send a copy of this resolution to each of the members of the General Assembly representing the people of (city/town/county) and the North Carolina Recreation and Park Association.

This the \_\_\_\_\_ day of \_\_\_\_\_, 2013

\_\_\_\_\_  
Mayor/Chair

Attest:

\_\_\_\_\_  
Clerk

**Meeting Date: April 1, 2013**

**Item # 7**

**SUBJECT: Finance Office**

**REQUESTED BY: Barry Mayo, Finance Director**

**SUMMARY: Amendment # 9 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 #9 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. 9

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

Increase/(Decrease) Appropriations:

Human Resources	7,550
Health Department	19,919
Library	2,400
Contingency	(7,550)
<b>Total</b>	<b>\$ 22,319</b>

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

Miscellaneous Revenue	1,412
Restricted Intergovernmental - Health	19,919
Fund Balance Appropriated	988
<b>Total</b>	<b>22,319</b>

**This amendment:**

- appropriates funds to the Human Resources Department for a classification and pay plan study as approved at the March 11, 2013 Commissioners Meeting.

Funding Source: Contingency

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

Funding Source: NC DHHS - Public Health

- appropriates funds to the Library for office supplies and program supplies.

Funding Source: Private Contributions - \$1,412 (collected in FY 13)  
Fund Balance Appropriated - \$988 (funds collected in prior FY years but not spent)

Respectfully Submitted 04/01/2013

*Barry J. Mayo*

Barry J. Mayo, Finance Director

**Meeting Date: April 1, 2013**

**Agenda Item # 8**

**SUBJECT: Boards/Commissions/Committees**

**REQUESTED BY: Bonnie Andrews, Interim Tax Administrator**

**SUMMARY: It is presented on recommendation of Bonnie Andrews, Interim Tax Administrator to (re)appoint the following individuals to the Board of Equalization and Review (E&R) for a one-year term expiring March 2014.**

**Oscar Long Meek (6<sup>th</sup> term)  
Joel W. Febel (6<sup>th</sup> term)**

**Russell C. King ( 5<sup>th</sup> term)  
Lawrence R. Carver (6<sup>th</sup> term)**

**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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## Board of Equalization & Review (E&R)

**Term of Office:** 1 Year  
**Authority:** Article 21 - Review & Appeals of Listing & Valuat  
**Membership:** Appointed  
**Responsibilities:** (1) Duty to Review Tax Lists. (2) Duty to Hear Taxpayer Appeals (3) Powers in Carrying Out Duties (4) Power to Submit Reports (5) Duty to Change Abstracts and Records After Adjournment

Member	Position	Term
Commissioner Barry Richardson	Designated (4th term)	March 2008, Dec2012- Dec2014
<u>Dr. Russell C. King</u>	Appointed (5th Term)	Mar09-13 March 2013-14
<u>Joel W. Febel</u>	Appointed (6th Term)	Mar8-13 March 2013-14
<u>Lawrence R. Carver</u>	Appointed (6th Term)	Mar08-13 March 2013-14
<u>Oscar Butch Meek</u>	Appointed (6th Term)	Mar08-13 March 2013-14

RECEIVED

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  
WARREN COUNTY MANAGER'S OFFICE

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

- 1. Bd of Equalization & Review
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Your full name OSCAR Lang Meek "Butch"  
 Date of Birth 10-11-48 Sex m Race w  
 Mailing Address 315 ONE Rd  
 City and Zip Code NORLINA NC  
 Street Address SAME  
 City and Zip Code \_\_\_\_\_  
 Home Phone 456-2664 Work Phone 257-1333  
 Job Title Agent  
 Company or Agency OL Meek INSURANCE Agency, INC  
 Email Address butch@olmeekins.com

Do you live in the county? Yes  No

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

Educational Background

Name and Address of High School Attended NORLINA  
 Name and Address of College Attended NCSU  
 Degree Received AA

Please list any military experience NONE

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

If you are presently serving as an elected or appointed official, please explain: yes -  
Appointed - Zoning Bd - Warren Co Public Facility Co -

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

Work Experience Banking - 4 yrs INS SALER - 35+

Volunteer Experience Warren Co Fire Comm  
Planning Bd - Zoning Bd - Bd of E&R

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 George Smeed  
Date 3-11-13

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

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

RECEIVED

STATEMENT OF INTEREST TO SERVE

FAR 47 110

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 MANAGER'S OFFICE

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

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

- 1. BOARD OF EQUALIZATION REVIEW
2.
3.
4.

Your full name JOEL WILLIAM FEBEL
Date of Birth FEB. 7, 1938 Sex M Race W
Mailing Address 112 E. MAPLE POINTE DRIVE
City and Zip Code LITTLETON, NC 27850
Street Address same
City and Zip Code
Home Phone 252/586-6107 Work Phone 252/955-4048 (cell)
Job Title PRESIDENT
Company or Agency FEBEL ASSOCIATES
Email Address joel.febel@centurylink.net

Do you live in the county? Yes [X] 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 PILES TWP HIGH SCHOOL, BOKIE, IL
Name and Address of College Attended U.S. NAVAL ACADEMY, ANNAPOLIS, MD & HARVARD BSNS SCHL, CAMBRIDGE, MA.
Degree Received BS ENGINEERING, MBA (Harvard)

Please list any military experience NAVAL AVIATOR, JET ATTACK - VIETNAM 1960-69
LIEUTENANT COMMANDER (R-4) USNAVY

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

If you are presently serving as an elected or appointed official, please explain: MEMBER OF BOARD OF EQUALIZATION REVIEW SINCE 2008

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

**Work Experience** FEGFL ASSOCIATES, MERGERS & ACQUISITIONS FIRM;  
MASONITE CORP, VP CORPORATE/STRATEGIC PLANNING & DEVELOPMENT, CHICAGO, IL.  
CORNING GLASS WORKS, MGR TECHNICAL PRODUCTS DIVISION;

**Volunteer Experience** PRESIDENT HARVARD BUSINESS SCHOOL CLUBS OF CHICAGO & GUATEMALA C.A.;  
ASSOCIATION OF NAVAL AVIATORS; TAX REVIEW BOARD, ORLANDO, FL;

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

John W. Juhl

Date

MARCH 4, 2013

*Please feel free to attach a resume if so desired. (Already on file with Past BOER Tax Assessor)*

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

# 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. BOARDE FUNDRAISING REVIEW
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name LAWRENCE RICHARD CADWELL  
Date of Birth 11-26-49 Sex M Race W  
Mailing Address 128 PET BURNELL RD.  
City and Zip Code WARRENTON, NC 27589  
Street Address SAME  
City and Zip Code \_\_\_\_\_  
Home Phone 252-257-6055 Work Phone SAME  
Job Title RETIRED  
Company or Agency \_\_\_\_\_  
Email Address LNHILCEPENS@MAGNOLIA.MANOR.BNR.COM

Do you live in the county? Yes  No

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

### Educational Background

Name and Address of High School Attended NO. BURNINGHAM REG. H.S., N.C.  
Name and Address of College Attended WVU, MORROWTOWN, WV  
Degree Received B.S. BUSINESS ADMINISTRATION  
Please list any military experience NONE

RECEIVED

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

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

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

**Work Experience** NORTEL NETWORKS PURCHASING MGR  
NORTEL NETWORKS CONTRACT MANAGER  
TOWN OF WARRINGTON, TOWN ADMINISTRATION  
FRANKLINTON, NC, TOWN MANAGER

**Volunteer Experience** BOARD OF EDUCATION & RETIRE  
Boy Scouts of America

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

Newspaper                      Current Warren County Volunteer                      Other

If other, please explain: CURRENTLY SERVING

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 3-6-2013

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

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

**Angelena,**

**Mr. King has expressed his interest to continue to serve on the Board of Equalization and Review. We have found him to be very knowledgeable and fair in dealing with the taxpayers who come before the Board of E & R. I would highly recommend that he be reappointed to this Board.**

**Thank you,  
Bonnie Andrews**

RECEIVED

STATEMENT OF INTEREST TO SERVE

MAR - 5 2013

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

WARREN COUNTY MANAGER'S OFFICE

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

- 1. EQUALIZATION & ADJUSTMENT
2.
3.
4.

Your full name RUSSELL C. KING
Date of Birth 1-12-48 Sex M Race C
Mailing Address 2442 U.S. 1 NORTH
City and Zip Code NORLINA, N.C. 27563-9029
Street Address SAME
City and Zip Code
Home Phone 252-456-3480 Work Phone 252-213-1076
Job Title RETIRED
Company or Agency
Email Address RUSSELL\_KING@NCSU.EDU

Do you live in the county? Yes [X] No [ ]

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

Educational Background

Name and Address of High School Attended NORLINA
Name and Address of College Attended N.C. STATE UNIVERSITY
Degree Received Ed.D

Please list any military experience U.S. MARINE CORPS

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

If you are presently serving as an elected or appointed official, please explain: Bd. OF EQUALIZATION  
& ADJUSTMENT.

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

Work Experience N.C. COOPERATIVE EXTENSION SERVICE

Volunteer Experience Bd. OF EQUALIZATION & ADJUSTMENT

WARREN SOIL & WATER DISTRICT SUPERVISOR

HAWTREE VOLUNTEER FIRE DEPT. Bd. OF SUPERVISORS

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

Russell C. King

Date

2-28-2013

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

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

**Meeting Date: April 1, 2013**

**Agenda Item # 9-A**

**SUBJECT: Public Utilities**

**REQUESTED BY: Macon Robertson, Director**

**SUMMARY: Change Order # 2 to Water & Sewer District III, Phase III System Improvements is submitted for Board's review and approval. Project budget increases by \$144,751.10 (from \$1,682,734.18 to \$1,827,485.28).**

**FUNDING SOURCE: District III, Phase III Capital Project Funds**

**APPLICABLE GENERAL STATUTE:**

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

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval of Construction Change Order #2 to Water Sewer District III, Phase III Water System improvements with an increase of \$144,751.10 in the project budget, and authorize the Chairman to sign related documentation. Funding Source: District III, Phase III Project Budget

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**NOTE**

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March 20, 2013

Entire  
16 page  
document  
is supplied  
in a separate  
e-mail

Mr. Macon Robertson  
Director of Public Utilities  
Warren County Public Utilities  
712 US Hwy 158 Business West  
Warrenton, NC 27589

**SUBJECT:** Warren County  
Water & Sewer District No. 3, Phase III  
Water System Improvements  
Rivers File 2009090 J1.1

Dear Macon:

Enclosed please find five (5) signed originals of Change Order No. 2 for the subject project. This change order adds water main sections as shown on the referenced drawing sheets attached thereto. The Contract Time for this Change Order will be 60 days to Substantial Completion and 75 days to Ready for Final Payment beginning on the date the fully executed Change Order is delivered to the Contractor.

Please have this item placed on the agenda for approval and execution by the Board of Commissioners at the Monday, April 1, 2013 regular meeting. After execution, please deliver all five (5) originals to Mr. Jonathan Jones for USDA-RD concurrence.

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

Very truly yours,



Frederick L. Stowe, P.E.  
Project Manager

Enc.

cc: Ms. Linda T. Worth, Warren County  
Mr. Barry Mayo, Warren County  
Ms. Marcie Byrd, Warren County Public Utilities  
Mr. Jonathan Jones, USDA-RD  
Mr. Clifton Murphy, Herring & Rivenbark, Inc., w/ encl.  
File, w/ encl.

W:\Muni\WARRENDist 3 Ph III\1.1\Change Order No. 2\Macon CO#2 03-20-13.doc

# Change Order

No. 2

Date of Issuance: March 20, 2013

Effective Date: March 20, 2013

Project: Water & Sewer  
District No. 3, Phase III

Owner: Warren County

Owner's Contract No.: N/A

Contract: Water System Improvements

Date of Contract: October 3, 2011

Contractor: Herring & Rivenbark, Inc.

Engineer's Project No.: 2009090

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

#### Description:

Add water main sections per quantities detailed in Attachment 1 and shown on the drawings in Attachment 3.

Increase Contract unit prices as requested by Contractor as shown in Attachment 2.

Contract Time for this Change Order will be 60 days to Substantial Completion and 75 days to Ready for

Final Payment beginning on the date of delivery of the fully executed Change Order to the Contractor.

#### Attachments (list documents supporting change):

Attachment 1 – Intermediate Adjusting Change Order for Original Contract Quantities and Estimated Construction Cost of Change Order No. 1 & Change Order No. 2 Additional Water Main Sections.

Attachment 2 – Letter from Contractor Requesting Increase in Unit Price for Line Items 2, 4, 29, 36 and 38.

Attachment 3 – Revised Drawing W-3338 – Sheets 1, 20G and 20H.

#### CHANGE IN CONTRACT PRICE:

#### CHANGE IN CONTRACT TIMES:

Original Contract Price:

\$ 1,344,205.05

[Increase] [Decrease] from previously approved  
Change Orders No.    to No.   1  :

\$ 338,529.13

Contract Price prior to this Change Order:

\$ 1,682,734.18

[Increase] [Decrease] of this Change Order:

\$ 144,751.10

Contract Price incorporating this Change Order:

\$ 1,827,485.28

Original Contract Times:  Working days  Calendar days

Substantial completion (days or date): June 8, 2012

Ready for final payment (days or date): July 8, 2012

[Increase] [Decrease] from previously approved Change Orders  
No.    to No.   1  :

Substantial completion (days): 90

Ready for final payment (days): 105

Contract Times prior to this Change Order:

Substantial completion (days or date): May 20, 2013

Ready for final payment (days or date): June 3, 2013

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): 60 days

Ready for final payment (days or date): 75 days

Contract Times with all approved Change Orders:

Substantial completion (days or date): 60 days from delivery

Date of fully executed C.O.

Ready for final payment (days or date): 75 days from

Delivery date of fully executed C.O.

RECOMMENDED:

By: *Paul A. Starnes*  
Engineer (Authorized Signature)

Date: 3/20/13

Approved by Funding Agency (if applicable):

ACCEPTED:

By: \_\_\_\_\_  
Owner (Authorized Signature)

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

ACCEPTED:

By: *Chilton Mungby*  
Contractor (Authorized Signature)

Date: 3/24/13

Entire  
16 page  
document  
is supplied  
in a separate  
e-mail

**Meeting Date: April 1, 2013**

**Agenda Item # 9-B**

**SUBJECT: Public Utilities**

**REQUESTED BY: Macon Robertson, Director**

**SUMMARY: Revision to the Construction Inspection Plan for water mains proposed under Construction Change Order # 2 to Water & Sewer District III, Phase III System Improvements is submitted for Board's review and approval. Project budget revised to \$162,768.**

**Authorize Chairman or vice-chair to sign document.**

**FUNDING SOURCE: District III Capital Project Funds**

**APPLICABLE GENERAL STATUTE:**

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

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval of revised Construction Inspection Plan to facilitate Construction Change Order #2 to Water/Sewer District III, Phase III System Improvements with a revised resident inspection budget of \$162,768., and authorize Chairman to sign related documentation. Funding Source: District III, Phase III Project Budget

**NOTE**

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March 20, 2013

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

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

Dear Macon:

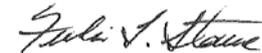
Enclosed please find four (4) originals of the revised *Construction Inspection Plan* for the subject project. Please have this item placed on the agenda for approval and execution by the Board of Commissioners at the Monday, April 1, 2013 regular meeting. After execution by Warren County, please deliver all four (4) originals to Mr. Jonathan Jones for USDA-RD concurrence.

This revision to the *Construction Inspection Plan* amends the Resident Inspection Ceiling Cost to include inspection services associated with the additional water main construction proposed under Construction Contract Change Order No. 2 and included in Amendment No. 2 to the Professional Services Agreement in effect. The revision thereto is summarized as follows:

Original Resident Inspection Ceiling Cost	\$110,768.00
Increase approved under Amendment No. 1	\$ 23,000.00
Increase approved under Amendment No. 2	<u>\$ 29,000.00</u>
Revised Resident Inspection Ceiling Cost	\$162,768.00

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

Sincerely yours,



Frederick L. Stowe, PE  
Project Manager

Encl.

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

RUS Project: Warren County - Water & Sewer District No. 3, Phase III  
 Engineering Firm: Rivers & Associates, Inc.

Date: March 20, 2013

**North Carolina - USDA Rural Development  
 Construction Inspection Plan**  
 Attachment to EJCDC E-509, AGREEMENT BETWEEN  
 OWNER and ENGINEER for PROFESSIONAL SERVICES  
 (See General Conditions and Approvals on reverse)

Applicant/ Borrower: Warren County

Brief Description of Project:  
 (elements, components, and quantities) Construction of approximately 148,783 linear feet of 2" through 8" water mains and appurtenances in  
 Water & Sewer District No. 3, Phase III of Warren County, North Carolina.

Engineering Consulting Firm: Rivers & Associates, Inc.

Contract #	Contractor	Total Contract Amount	Notice to Proceed Date
1	Herring & Rivenbark, Inc.	\$ 1,827,485.28	12/12/2011
2	(insert contractors name)	\$ -	---
3	(insert contractors name)	\$ -	---
4	(insert contractors name)	\$ -	---
5	(insert contractors name)	\$ -	---

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

**Section I - Personnel Costs**

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

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

Inspector's Name	Classification *	Contract(s) Assigned	Estimated Hours**	Hourly*** Rate \$ / hr	Estimated Cost
Jay Davis	Advanced	1	1694	\$ 66.00	\$ 111,804.00
Mike Luszc	Advanced	1	344	\$ 66.00	\$ 22,704.00
					\$ -
					\$ -

Total Inspection Cost Estimate: \$ 134,508.00  
 (Personnel Costs)

\* Advanced - At least five years on-the-job inspection experience with similar projects and capable of functioning independently with minimum supervision from engineer.  
Intermediate - 1-5 years on-the-job inspection experience with similar projects - works under general supervision of advanced inspector.  
Entry - Less than one year experience with similar projects - works under close supervision of advance inspector and/or engineer.  
 \*\* Attach a separate sheet with documentation of estimated hours for each inspector.  
 \*\*\* Proposed billing rates are inclusive of salary, overhead, and profit.

RUS Project:	Warren County - Water & Sewer District No. 3, Phase III
Engineering Firm:	Rivers & Associates, Inc.

Date:	March 20, 2013
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**Section II - Mileage, Per Diem, and Miscellaneous Costs**

Total Estimate Mileage (all inspectors)	<u>48,763.63</u> miles	x	\$ <u>0.55</u> (reimbursement rates)	\$ <u>26,820.00</u>
Per Diem - if applicable (all inspectors)	<u>240</u> total days	x	\$ <u>6.00</u> (daily rate)	\$ <u>1,440.00</u>
Miscellaneous Expenses	<u>\$ -</u>			\$ <u>-</u>

**Resident Inspection Ceiling Cost: \$ 162,768.00**  
(Section I + Section II)

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

**Construction Inspection Plan - General Conditions**

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

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

**Approval of Proposed Inspection Plan**

Owner/Applicant:

<p>_____</p> <p align="center">(signature)</p> <p><b>Bertadean Baker, Chairman</b></p> <p align="center">(print name)</p>	<p align="right">Consulting Engineer:</p> <p align="right">_____ <u>3-20-13</u></p> <p align="right">(signature) (date)</p> <p align="right"><b>Gregory J. Churchill, P.E., Vice President</b></p> <p align="right">(print name)</p>
---	--

Rural Development:

\_\_\_\_\_

(signature) (date)

\_\_\_\_\_

(print name)

**Meeting Date: April 1, 2013**

**Agenda Item # 9-C**

**SUBJECT: Public Utilities**

**REQUESTED BY: Macon Robertson, Director**

**SUMMARY: Revised Project budget that reflects Construction and engineering costs associated with Construction Change Order # 2 to Water & Sewer District III, Phase III System Improvements is submitted for Board's review and approval.**

**FUNDING SOURCE: District III Capital Project Funds**

**APPLICABLE GENERAL STATUTE:**

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

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval of revised Water/Sewer District III, Phase III System Improvements budget to include costs associated with Construction Change Order #2 for a total revised budget of \$2,535,000. Funding Source: District III, Phase III Project Budget.

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**NOTE**

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March 20, 2013

Mr. Macon Robertson  
Director of Public Utilities  
Warren County Public Utilities  
712 US Hwy 158 Business West  
Warrenton, NC 27589

**SUBJECT:** Warren County  
Water & Sewer District No. 3, Phase III  
Water System Improvements  
Rivers File 2009090 J1.1

Dear Macon:

Attached please find a revised Project Budget for the subject project that reflects construction and Engineering costs associated with Contract Change Order No 2 and the addition of radio read meters and automatic flushing devices.

A Project Budget Amendment reflecting these revisions should be placed on the agenda for approval and execution by the Board of Commissioners at the Monday, April 1, 2013 regular meeting.

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

Very truly yours,



Frederick L. Stowe, P.E.  
Project Manager

Enc.

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

**WARREN COUNTY  
WATER AND SEWER DISTRICT NO. 3 PHASE III  
WATER SYSTEM IMPROVEMENTS**

**PROJECT BUDGET  
REVISED MARCH 20, 2013**

<b>PROJECT REVENUES</b>	<b>BUDGET CONTRACT AWARD</b>	<b>VARIANCE</b>	<b>BUDGET CHANGE ORDER NO. 1</b>	<b>VARIANCE</b>	<b>BUDGET CHANGE ORDER NO. 2</b>
USDA Loan	\$ 1,561,000.00	\$ -	\$ 1,561,000.00	\$ -	\$ 1,561,000.00
USDA Grant	920,000.00	-	920,000.00	-	920,000.00
Owner Contribution	15,300.00	38,700.00	54,000.00	-	54,000.00
<b>Total</b>	<b>\$ 2,496,300.00</b>	<b>\$ 38,700.00</b>	<b>\$ 2,535,000.00</b>	<b>\$ -</b>	<b>\$ 2,535,000.00</b>
<b>PROJECT EXPENSES</b>					
Construction	\$ 1,344,205.05	\$ 338,529.13	\$ 1,682,734.18	\$ 144,751.10	\$ 1,827,485.28
Engineering (Study & Report Phase)	30,000.00	1,500.00	31,500.00	2,000.00	33,500.00
Engineering (Basic Services) :					
Preliminary & Final Design Phase	86,637.00	40,000.00	126,637.00	28,000.00	154,637.00
Bidding & Negotiating Phase	12,377.00	-	12,377.00	-	12,377.00
Construction Phase	24,753.00	17,500.00	42,253.00	12,000.00	54,253.00
Engineering (Additional Services - PER Amendment)	1,500.00	-	1,500.00	-	1,500.00
Engineering (Additional Services - Hydraulic Analysis Update)	-	4,000.00	4,000.00	2,500.00	6,500.00
Engineering (Additional Services - Easements)	-	3,000.00	3,000.00	-	3,000.00
Resident Project Representative	110,768.00	23,000.00	133,768.00	29,000.00	162,768.00
Subsurface Investigation	8,620.00	-	8,620.00	-	8,620.00
Legal	22,000.00	-	22,000.00	-	22,000.00
Debt Service Interest	58,537.00	-	58,537.00	-	58,537.00
Radio Read Meters	-	-	-	93,637.00	93,637.00
Automatic Flushing Devices	-	-	-	24,000.00	24,000.00
Contingency	796,902.95	(388,829.13)	408,073.82	(335,888.10)	72,185.72
<b>Total</b>	<b>\$ 2,496,300.00</b>	<b>\$ 38,700.00</b>	<b>\$ 2,535,000.00</b>	<b>\$ -</b>	<b>\$ 2,535,000.00</b>

**Meeting Date: April 1, 2013**

**Agenda Item # 10-A**

**SUBJECT: Personnel Matters**

**REQUESTED BY: Elgin Lane, Human Resources Manager**

**SUMMARY: Candidate for Tax Administrator Mr. Starlin Beatty is presented for Board's consideration. Salary and moving costs reimbursement are recommended at:**

**Starting salary: \$69,500/annum**

**Travel reimbursed up to: \$1,500**

**Employment commences on May 16, 2013.**

**FUNDING SOURCE:**

**APPLICABLE GENERAL STATUTE:**

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval to appoint Starlin Beatty to an initial two-year term as Tax Administrator, at a salary of \$69,500/annum with a start date of May 16, 2013; and a travel reimbursement up to \$1,500.**

**NOTE**

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**WARREN COUNTY  
HUMAN RESOURCES DEPARTMENT**

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

Telephone:  
252-257-7132

Fax:  
252-257-5971

[www.warrencountync.com](http://www.warrencountync.com)

**MEMORANDUM**

**TO:** Warren County Board of Commissioners  
**FROM:** Elgin J. Lane *Elgin J. Lane*  
Human Resources Manager  
**DATE:** March 21, 2013  
**RE:** Candidate for Tax Administrator

The Personnel Committee recommends Mr. Starlin Beatty to the Board of County Commissioners to fill the Tax Administrator position. We are recommending a starting salary of \$69,500 and a moving expense reimbursement up to \$1,500.

Contingent upon the approval of the Board, Mr. Beatty has accepted a tentative offer of employment and will be available to begin work on May 16, 2013.

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

# APPLICATION FOR EMPLOYMENT

**WARREN COUNTY  
NORTH CAROLINA**

Date of Application  
**02/06/2013**

Social Security No. [REDACTED]	Last Name <b>BEATTY</b>	First Name <b>STARLIN</b>	Middle Name <b>L'MAR</b>
Address (Street number and name) [REDACTED]		City [REDACTED]	County [REDACTED]
State [REDACTED]	Zip Code [REDACTED]	Phone (Home or where you can be reached) <b>252.671.4975</b>	Business Phone <b>252.583.2121</b>

**Availability**  
Do you now work for the State of NC?  
 YES  NO

Are you a layoff candidate with the State of N.C. eligible for RIF priority reemployment consideration as described by GS 126:  YES  NO Notification Dates: \_\_\_\_\_

Are you related by blood or marriage to any person now working for the State  YES  NO  
If yes, give name, relationship to you and the agency where employed. \_\_\_\_\_

If subject to Military Selective Service registration, certify compliance by initialing dotted line \_\_\_\_\_

**Military Service**  
Have you served honorably in the Armed Forces of the United States on active duty for reasons other than training?  YES  NO  
Do you wish to declare a service-connected disability?  YES  NO  
At the time of this application, are you the surviving spouse or dependent of a deceased veteran who died from service-related reasons?  YES  NO  
Do you wish to declare eligibility for veterans preference as the spouse of a disabled veteran?  YES  NO  
Give dates of your (or spouse's) qualifying active military service:  
Entered: \_\_\_\_\_ Separated: \_\_\_\_\_ Branch: \_\_\_\_\_ Rank: \_\_\_\_\_

**AGENCY USE ONLY: ELIGIBILITY FOR VETERAN'S PREFERENCE:**  YES  NO

CHECK the types of work you will accept:  1. Permanent full-time  2. Permanent part-time  3. Temporary full-time  4. Temporary part-time  
 5. Any of the preceding  6. Work Involving Travel  7. Shift or Split Shift Work

If you are not available for work now, enter the earliest date you could begin work (mo/day/yr.) MARCH 2013

Will you accept work anywhere in N.C.?  YES  NO (If no, list below the counties in which you would be willing to work.)  
1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

**Job Applied For**  
Enter below the specific title and vacancy number of the job for which you are applying.  
Job Title: TAX ASSESSOR Vacancy Number: \_\_\_\_\_

**Referral Source**  
Please indicate your referral source: \_\_\_\_\_  
If you were referred by the Employment Security Commission (Job Service) please indicate which local office: \_\_\_\_\_

**Education**  
Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4  
Under S/Q Hrs., list the hours of credit received and if they were semester (S) or quarter (Q) hours.

Schools	Name and Location	Dates Attended (mo/yr) From: To:	Grad? YES <input type="checkbox"/> NO <input type="checkbox"/>	S/Q Hrs.	Major/Minor Course Work	Type of Degree Received
High School	NEW BERN HIGH SCHOOL	08/1972 06/1975	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
College(s) University (s)	WINSTON SALEM STATE UNIVERSITY	01/1976 05/1984	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	141		BA
Graduate or Professional			YES <input type="checkbox"/> NO <input type="checkbox"/>			
Other educational, vocational school, internships, etc.			YES <input type="checkbox"/> NO <input type="checkbox"/>			

Special training programs and seminars you have completed in the last five years (list):  
\_\_\_\_\_

If the job(s) applied for calls for specific courses, indicate those courses taken and credits received:  
IAAO COURSES: 101, 102, 201, 300, 311, 400, 402; UNC SOG COURSES: PROPERTY TAX LISTING, USPAP; NC DOR COURSES: PERSONAL PROPERTY APPRAISAL AND ASSESSMENT

Current professional status: (List fields of work for which you have been registered)  
Registration: \_\_\_\_\_ State: \_\_\_\_\_ No. \_\_\_\_\_  
Registration: \_\_\_\_\_ State: \_\_\_\_\_ No. \_\_\_\_\_

Membership in professional, honorary, or technical societies (list):  
INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS  
NORTH CAROLINA ASSOCIATION OF ASSESSING OFFICERS  
CITY OF NEW BERN PLANNING AND ZONING BOARD OF ADJUSTMENT

**DO NOT COMPLETE THIS BLOCK**  
DEGREES AND PROFESSIONAL CREDENTIALS  
 Have been verified  
 Will be verified within 90 days (G.S. 126-30)  
Person Responsible: \_\_\_\_\_

**Licenses and certifications (List, giving dates and sources of issuance):**

NCAAO CERTIFIED APPRAISER # 155 11/2005 VA. DEPT. PROF. OCCUP. REG. REAL ESTATE APP. BRD. LICENSED RESIDENTIAL APPRAISER # 2113 04/1994. NC STATE BRD. EX. LICENSED PLUMBER # 13930

**SKILLS**

CHECK the following skills, experiences, etc., which you have:

- |   |        |       |   |  |
|---|--------|-------|---|--|
| <input checked="" type="checkbox"/> Driver's License    | 616859 | NO    | <input type="checkbox"/> Sign Language                        | <input type="checkbox"/> Legal transcription   |
| <input type="checkbox"/> Chaffeur's License             | Number | State | <input type="checkbox"/> Foreign language (specify)           | <input type="checkbox"/> Medical transcription |
| <input checked="" type="checkbox"/> Car for use at work | Number | State | <input type="checkbox"/> Adding Machine/calculator            | <input type="checkbox"/> Braille               |
|   |        |       | <input type="checkbox"/> Typing (specify WPM)                 | <input type="checkbox"/> Word Processing       |
|   |        |       | <input type="checkbox"/> Shorthand/speedwriting (specify WPM) | <input type="checkbox"/> Other                 |

Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.)  YES  NO (If yes, explain fully on an additional sheet.)

**WORK HISTORY** (include volunteer experience). Use additional sheets if necessary. As you describe your work history experiences, make sure you highlight your competencies which demonstrate your qualifications for the position for which you are applying.

Current or Last Employer: <b>HALIFAX COUNTY GOVERNMENT</b>		Address: <b>PO BOX 68 HALIFAX, NC 27839</b>	
Job Title: <b>TAX ASSESSOR</b>		Supervisor's Name <b>LINDA TAYLOR</b>	Telephone Number <b>252.583.1131</b>
Date Employed (mo/yr) <b>09/2012</b>		Starting Salary \$ _____ per YEAR	Ending or Current Salary \$ _____ per
Date Separated (mo/yr) <b>CURRENT</b>		Reason for Leaving <b>PROFESSIONAL ADVANCEMENT</b>	
Full Time Years Months <b>6</b>		May We Contact Employer YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Part Time Years Months		List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job: <b>RESPONSIBLE FOR THE LISTING, APPRAISAL, ASSESSING AND BILLING OF ALL PROPERTY IN THE COUNTY. EMPLOYING LISTERS APPRAISERS AND CLERICAL STAFF. ENSURING THE EDUCATION REQUIREMENTS ARE FULFILLED AND ALL REQUIRED REPORTS ARE COMPLETED AND FILED WITH THE APPROPRIATE STATE AGENCIES. PREPARING THE SCHEDULE OF VALUES FOR THE COUNTY WIDE REVALUATION. OVERSEEING THE DATA COLLECTION AND THE CORRECT APPLICATION OF VALUES. REVIEWING APPEAL REQUEST, EXEMPTION AND EXCLUSION APPLICATIONS AND PUV APPLICATIONS. ADVERTISING THE UPCOMING LISTING PERIOD YEARLY. SUPERVISING THE OFFICE STAFF TO ENSURE THE DUTIES OF THE ASSESSOR'S OFFICE ARE COMPLETED AS REQUIRED BY LAW. RESPONSIBLE FOR DEFENDING APPEALS BEFORE THE BOARD OF EQUALIZATION AND REVIEW OR PROPERTY TAX COMMISSION. MAKING NECESSARY REPORTS TO COUNTY MANAGER OR BOARD OF COMMISSIONERS. PERFORM ANY TASKS OR DUTIES NECESSARY IN THE TAX OFFICE.</b>	
If part time, number of hours worked per week:			

Employer: <b>CRAVEN COUNTY GOVERNMENT</b>		Address: <b>406 CRAVEN STREET NEW BERN, NC 28560</b>	
Job Title: <b>APPRAISER II COMMERCIAL</b>		Supervisor's Name <b>GLENN JONES</b>	Telephone Number <b>252.636.6640</b>
Date Employed (mo/yr) <b>01/1997</b>		Starting Salary \$ _____ per YEAR	Ending or Current Salary \$ _____ per
Date Separated (mo/yr) <b>08/2012</b>		Reason for Leaving <b>PROFESSIONAL ADVANCEMENT</b>	
Full Time Years Months <b>15 7</b>		List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job: <b>APPRAISE COMMERCIAL AND INDUSTRIAL REAL PROPERTY ASSIST WITH RESIDENTIAL REAL PROPERTY APPRAISALS AS NEEDED. ASSIST WITH THE LISTING OF PERSONAL PROPERTY AS NEEDED. SUPERVISE APPRAISAL DEPARTMENT IN THE ABSENCE OF THE CHIEF APPRAISER. SUPERVISE TAX OFFICE IN THE ABSECE OF THE TAX ADMINISTRATER AND CHIEF APPRAISER. HOLD COMMERCIAL AND RESIDENTIAL HEARINGS BEFORE THE BOARD OF E&amp;R OR PTC IF NECESSARY. TRAIN NEW EMPLOYEES FOR FIELD WORK AND OFFICE DATA ENTRY. APPROVE AND REVIEW APPLICATION FOR PUV. DEVELOPE THE COMMERCIAL SCHEDULE OF VALUES. PERFORM ANY TASKS OR DUTIES NECESSARY IN THE TAX OFFICE.</b>	
Part Time Years Months			
If part time, number of hours worked per week:			

Employer: <b>PEARSON APPRAISAL SERVICE INC</b>		Address: <b>605-C RESEARCH ROAD RICHMOND, VA</b>	
Job Title: <b>PROJECT MANAGER/APPAISER</b>		Supervisor's Name <b>ROBERT PEARSON</b>	Telephone Number <b>804.560.9200</b>
Date Employed (mo/yr) <b>12/1987</b>		Starting Salary \$ _____ per YEAR	Ending or Current Salary \$ _____ per
Date Separated (mo/yr) <b>12/1996</b>		Reason for Leaving <b>ADVANCEMENT IN THE APPRAISAL FIELD</b>	
Full Time Years Months <b>9 1</b>		List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job: <b>APPRAISE PROPERTY FOR TAX PURPOSE. COORDINATE FIELD ASSIGNMENTS, DATA COLLECTION AND ENTRY RESPONSIBLE FOR DEVELOPING SCHEDULE OF VALUES WHEN ACTING AS PROJECT MANAGER. HELD INFORMAL HEARINGS AND DEFEND APPRAISALS BEFORE THE BOARD OF EQUALIZATION AND REVIEW IN MULTIPLE COUNTIES IN NORTH CAROLINA AND VIRGINIA WORKED WITH BOARD OF ASSESSORS IN VIRGINIA. SUPERVISE FIELD AND OFFICE STAFF. PERFORM ANY TASKS AND DUTIES NECESSARY TO COMPLETE REAPPRAISAL PROJECTS.</b>	
Part Time Years Months			
If part time, number of hours worked per week:			

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and (or) criminal action. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications (Authority: G.S. 126-30, G.S. 14-122.1.)

*Starlin S. Beatty* Signature of Applicant (unsigned applications will not be processed) 2/6/13 Date

**Meeting Date: April 1, 2013**

**Agenda Item # 10-B**

**SUBJECT: Personnel Matters**

**REQUESTED BY: Elgin Lane, Human Resources Manager**

**SUMMARY: Candidate for Information Technology Administrator Robert Hines is presented for Board's consideration. Starting salary is recommended at: \$47,000/annum, with a start date of April 16, 2013.**

**FUNDING SOURCE: IT Budget**

**APPLICABLE GENERAL STATUTE:**

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval to appoint Robert Hines as Information Technology Administrator at a salary of \$47,000/annum with a start date of April 16, 2013.**

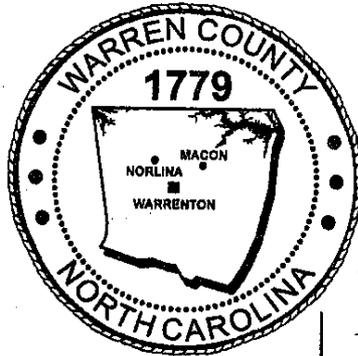
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**NOTE**

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**WARREN COUNTY  
HUMAN RESOURCES DEPARTMENT**

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

Telephone:  
252-257-7132

Fax:  
252-257-5971

[www.warrencountync.com](http://www.warrencountync.com)

**MEMORANDUM**

**TO:** Warren County Board of Commissioners  
**FROM:** *Elgin J. Lane*  
Elgin J. Lane  
Human Resources Manager  
**DATE:** March 21, 2013  
**RE:** Candidate for Information Technology Administrator

The Personnel Committee recommends Mr. Robert Hines to the Board of County Commissioners to fill the Information Technology Administrator position. We are recommending a starting salary of \$47,000.

Contingent upon the approval of the Board, Mr. Hines has accepted a tentative offer of employment and will be available to begin work on April 16, 2013.

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

# robert hines

520 Lakeland St. • Durham, NC 27701 • 919.390.5636 • r21hines@gmail.com



## Professional Objective

An administrative position to utilize my skills in handling coding change request, project request Quality Control Analyst for department, maintain positive work relationship with clients, Demonstrate effective communication both written and verbally Coordinate video-web conferences and meeting for managers, and project leads Organizes and follows detailed technical procedures.

**Organization:** Managed contractor weekly budget and salaries

Implemented Change Request Reconciliation Project to increase productivity

Hosted and maintained department website

**Communication:** Assisted with biweekly departmental staff meeting

Performed weekly team leaders meeting

Handled the distribution of Change Request to all staff employees

## Leadership and Training:

Led workshops in presenting quality assurance skills

Provide PC/Software support to Tax Auditors and Supervisor

Work with Employer Compliance and IS staff to determine distributing and tracking assignments

## Professional Experience

Business & Technology Analyst, NC Department of Transportation, 1999 - 2012

Information Systems Tax Liaison, NC Department of Commerce, 1998 - 1999

Computer Programmer, Duke University, 1996 - 1997

Computer Operation III, NC Department of Justice, 1988 - 1995

## Education:

M. S. Health Services Administration, Strayer University Expected 2013

M. S. Public Administration, Strayer University

B.S. Mathematics, Shaw University

Diploma, Finance & Accounting, United States Army

## AFFILIATIONS

**Licenses:** NC Department of Insurance

References available on request

**Meeting Date: April 1, 2013**

**Agenda Item # 11-A**

**SUBJECT: Contracts Approved by the County Manager**

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

**SUMMARY: Having been granted authority to enter into contracts up to but not to exceed \$50,000; contracts executed by the County Manager are presented for the Board's information.**

**FUNDING SOURCE: Various**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## MEMORANDUM

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LJW*  
**DATE:** March 26, 2013  
**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

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

I have entered into an IT support contract with Intercomp Systems for the remaining four months in the fiscal year at a cost of \$5,491. Funds to facilitate the cost of this agreement are budgeted in the IT Department's FY 13 departmental budget.

### Tax Assessor's Office

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

I have entered into an Agreement for Services with Pearson's Appraisal Services, Inc. to serve as consultants to the Warren County Board of Equalization and Review at a cost not to exceed \$7,500. Funds to facilitate the cost of this agreement are budgeted in the Tax Assessor's FY 13 departmental budget.

### Human Resources

I have entered into a Memorandum of Agreement for Personnel Services with the NC Association of County Commissioners for Springsted, Inc. to perform a Job Classification and Pay Study for Warren County. The Board of Commissioners appropriated funds not to exceed \$17,750.00 to pay for these services in the current fiscal year.

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

Attachments

**Intercomp Systems**

**IT Support Contract**

<b>CONTRACT #:</b>	<b>030113</b>
<b>DATE:</b>	<b>03/08/2013</b>
<b>CUSTOMER:</b>	<b>Warren County, NC</b>
<b>ADDRESS:</b>	<b>105 Front St.</b>
<b>CITY, STATE, ZIP:</b>	<b>Warrenton, NC 27589</b>
<b>CONTACT:</b>	<b>Linda Worth</b>

Intercomp Systems to provide IT Support Services per Schedule below:

**SCHEDULE**

<b>Contracted Support Services</b>	<b>Per Mth</b>	<b>Mths</b>	<b>Contract</b>
See attached (Attachment A) - Average (3) scheduled "on-site" visits per month - Unlimited Telephone, Remote and Email Support	\$1,260	4	\$5,040
Optional: - Weekend Coverage – Sheriff's Department Inc: Coverage-8AM-8PM Sat/Sun as defined: (Attachment A)	\$ 185	4	\$ 740
Less: 5% Prepayment Discount			\$ -289
<b>Total Contract</b>			<b>\$5,491</b>

Payment Terms: Net 10  
 Contract Period: 03/01/13-06/30/13  
 Coverage: Per Attachment A

**CUSTOMER**

Customer: Warren County  
 By: Linda J. Worth  
 Title: County Manager  
 Date: 3/15/13

**Intercomp Systems**

By: [Signature]  
 Title: OWNER  
 Date: 3/15/13

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act

[Signature] 3/15/13

intercomp Systems

IT Support Contract

Attachment A

Contract#: 030113

Date: 03/08/2013

Customer: Warren County, NC

Product: IT Support Services – All County Departments

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IT Support Coverage: (Billing: Fixed monthly support charge)

- Coverage: (8-5 – 5 Days)
- Average 2 Hour response via Telephone (Toll Free#)
- Average 1 Hour Email Support via [support@intercompsys.com](mailto:support@intercompsys.com)
- County email Support via Time Warner Portal (Add/Modify/Delete) email accounts
- Install "Remote Support PC Software" – Provides immediate access to address PC Desktop issues
- Consulting regarding IT related Projects/Activities
- 15% discount on hrly rates for identified IT Projects
- **Travel time and expenses to site are included – (Scheduled visits)**

Computer Hardware Support Coverage: (Billing: Time and Materials)

- Coverage: (8-5 – 5 Days)
  - Average 2 Hour response via Telephone (Toll Free#)
  - Average 1 Hour Email Support via [support@intercompsys.com](mailto:support@intercompsys.com)
  - Work with manufacturer to determine Warranty Status and assist to resolve issue
  - Guaranteed "on-site" next day coverage to repair/replace defective component as required. Best effort for "same day" response – (Ref: Critical Hardware)
  - Turnaround for hardware repair/replacement – Up to (3) business days. Loaner hardware provided as required. (Critical Hardware will receive priority)
  - **Travel time and expenses not included**
-

## AGREEMENT FOR SERVICES

THIS AGREEMENT for Services (this "Agreement"), made and entered into this 14th day of March, 2013, by and between ` County, a body politic and corporate of the State of North Carolina (the "COUNTY"), whose address is PO Box 619, Warrenton, NC 27589 and Pearson's Appraisal Services, Inc. (the "Contractor") whose address is PO Box 36404, Richmond, Virginia, 23235. The County and the Contractor are sometimes referred to in this Agreement individually as a "Party" and collectively as the "Parties".

### WITNESSETH:

WHEREAS, the Contractor has represented to the County that the Contractor possesses the requisite skill experience and financial resource to provide the Services contracted for herein; and

WHEREAS, the County desires to procure the Services offered by the Contractor; and

WHEREAS, the Parties each desire to enter into an Agreement for the Services hereinafter described;

NOW, THEREFORE, in consideration of the mutual covenants and the conditions contained herein, the Parties agree as follows:

1. **SCOPE OF SERVICE.** Pearson's Appraisal Service's appraisers will serve as consultants to Warren County's Board of Equalization & Review with the County's outstanding appeals (approximately 60 in number) and perform all related work as detailed in the following: Pearson's appraisers will work with the County to resolve and/or defend the new 2013 real property assessments of the County's taxpayers. Our appraisers will look first at any property consistencies with the appeals being made. The appraiser will then attempt to contact property owners who have made an appeal to the Board of E&R in order to make an on-site inspection of their property, take a digital photo of their property and make any changes and/or recommendations needed to insure that all the property information is accurate and complete and that the newly assessed values are equitable. In an effort to expedite the on-site visits, Pearson's requests the County to furnish Pearson's appraisers with a map detailing the location of the property of each taxpayer who is appealing their new assessment. Pearson's appraisers will meet with the Board of E&R for up to four (4) sessions.

2. **TIME OF PERFORMANCE; DELAY.** The Contractor shall commence providing such services upon acceptance of this agreement (the "Commencement Date") and shall complete the provision of such services to the reasonable satisfaction of the County on or before the 30<sup>th</sup> day of April, 2013, (the "Completion Date") unless such of time of performance is extended in writing by the County.

3. **COMPENSATION and EXPENSES.** As compensation for the Services to be provided under this Agreement, the County shall pay the Contractor a lump sum of \$7,500 upon completion of the services detailed in the aforesaid Scope of Services and is incorporated herein and made an Integral

part of the Agreement. The foregoing amount is all inclusive and includes all expenses of every kind and nature, including but not limited to travel, lodging, and other similar and dissimilar expenses and charges.

**4. TERMINATION.** This Agreement may be terminated for cause as follows: If the Services provided by the Contractor under this Agreement are unsatisfactory or unacceptable, as determined by the County, this Agreement may be terminated for default.

**5. CONFIDENTIALITY:** All proprietary data and information, if any, furnished to the Contractor by the County shall be regarded as confidential, shall remain the sole property of the County, and shall be held in confidence and safekeeping by the Contractor for the sole use of the Parties and the Contractor under the terms of this Agreement. The Contractor agrees to carry out its obligations to the County in compliance with all privacy and security regulations required by law.

**7. STATUS OF PARTIES:** Nothing contained in this Agreement shall be construed as establishing a partnership or joint venture relationship between the Contractor and the County. The Contractor and its employees and representatives are independent contractors, solely responsible for its or their performance under this Agreement and shall have no legal authority to bind the County.

**8. HOLD HARMLESS AGREEMENT.** The Contractor agrees to indemnify and hold the County, its agents, servants and employees harmless from and against any and all claims, losses, liabilities, costs, expenses, charges, and damages arising from, or relating to, this Agreement, including but not limited to attorney's fees, with respect to any cause arising out of, resulting from, or in connections with (a) any breach by the Contractor of any clause, condition or provision of this Agreement; (b) any breach or violation by the Contractor of any applicable criminal or civil law; or (c) any other cause resulting from any act or failure to act by the Contractor in accordance with this Agreement. The Contractor shall promptly assume the defense of any claim, suit or action within the scope of this indemnification at its expense, upon being notified thereof.

**9. ASSIGNMENT AND SUBCONTRACTING:** Neither this Agreement nor any rights or obligations hereunder shall be subcontracted, assigned, or delegated by the Contractor without the prior written consent of the County, which consent may be withheld in the County's sole discretion.

**10. MODIFICATIONS:** This Agreement may be amended or modified by the mutual written consent of the Parties. A modification is not enforceable against the County unless it is signed by the County Manager, Purchasing Agent or other duly authorized official.

**11. NOTICES.** Any notice or other communication required or permitted under this Agreement shall be in writing and shall be deemed to have been given on the date delivered personally or

deposited with the United States Postal Service, certified mail, return receipt requested, with adequate postage affixed, addressed as follows:

Warren County  
Ms. Linda Worth, Warren Co. Mgr.  
PO Box 619  
Warrenton, NC 27589

Pearson's Appraisal Service, Inc  
Attn: Robert H. Pearson, Jr.  
P.O Box 36404  
Richmond, Va. 23235

12. NO WAIVER: No waiver by either Party of any default by the other Party in the performance of any particular provision of this Agreement shall invalidate any other paragraph of this Agreement or operate as a waiver of any future default, whether like or different in character.

13. SEVERABILITY: The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

14. GOVERNING LAW: This Agreement shall be governed and construed in accordance of the laws of the state of North Carolina.

WARREN COUNTY, NORTH CAROLINA, a body politic and corporate of the State of North Carolina

BY: Linda J. Worth  
Linda Worth, COUNTY MANAGER

ATTEST:

BY: Robert H. Pearson, Jr.

Pearson's Appraisal Service, Inc.

BY: Robert H. Pearson, Jr.  
Robert H. Pearson, Jr. Owner/Manager

ATTEST:

BY: Ernest D. Lend

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act

Ernest D. Lend  
3-11-13

MEMORANDUM OF AGREEMENT

PERSONNEL SERVICE

WARREN COUNTY

THIS AGREEMENT is made and entered into this 15<sup>th</sup> day of March, 2013, by and between the North Carolina Association of County Commissioners, an unincorporated association, hereinafter called "Association", and Warren County, a governmental subdivision of the State of North Carolina, hereinafter called the "County".

WITNESSETH

In consideration of the amounts of money hereinafter agreed to be paid, and in consideration of the other conditions hereinafter agreed to by the County, the Association offers to perform the following services:

Scope of Services

See Attachment "B", Scope of Services as amended, which is incorporated into and made a part of the Memorandum of Agreement by reference.

Time for Performance

The time for performance will be approximately 90 to 110 calendar days. This study can be started March 15, 2013 and completed by June 15, 2013. This completion date is guaranteed for a period of thirty (30) days only after the submission date.

Costs

The professional fee of the proposed work is Seventeen Thousand Seven Hundred Fifty Dollars (\$17,750.00) plus project expenses not expected to exceed \$1,800.00.

In consideration of the services performed by the Association, the County agrees to abide by and perform the following:

The County will be billed an initial payment of \$4,437.50, two monthly progress payments of \$4,437.50 and a final payment of \$4,437.50, plus properly documented expenses when the project is completed and presented to the County. This cost includes ten (10) copies of the completed study document. The County agrees to remit payment to Springsted Incorporated upon receipt of each of the statements referred to above.

Execution

If this Memorandum of Agreement is not executed and returned to the Association Office within thirty (30) days from the submission date, the time frame for performance may have to be renegotiated.

If the terms of this contract are acceptable, please sign two (2) copies and return same to the Association office.

SUBMITTED BY:

NORTH CAROLINA ASSOCIATION  
OF COUNTY COMMISSIONERS

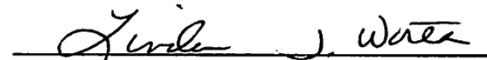


Lisa Nolen  
Director of Membership Services

3/15/13  
Submission Date

ACCEPTED BY:

WARREN COUNTY



Name

County Manager  
Title

3/25/13  
Date

This instrument has been presubmitted in the  
manner required by the Local Government Budget  
and Fiscal Control Act

  
322-13

**Meeting Date: April 1, 2013**

**Agenda Item # 11-B**

**SUBJECT: County Manager's March 2013 Report**

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

**SUMMARY: Manager's March 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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**NOTES:**

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## MEMORANDUM

**TO:** Warren County Board of Commissioners

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

**DATE:** March 6, 2013

**RE:** March 2013 Status Report

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

### Administration

- Prepared for and attended Board of Commissioners Special Meeting (3/1/13)
- Met with Eddie Williams of Warren County Schools Gear Up Program (3/11/13)
- Attended monthly JCPC Advisory Board meeting (3/11/13)
- Prepared for and attended Board of Commissioners Regular Monthly Meeting (3/11/13)
- Attended meeting with Warren County Industrial Facilities & Pollution Control Financing Authority members and others (3/13/13)
- Attended meeting to discuss Public Utilities Water/Sewer Projects (3/13/13)
- Meeting with County Attorney (3/13/13)
- Participated in Human Resources Technician Interviews (3/14/13)
- Participated in Information Technology Administrator Interviews (3/15/13)
- Budget Meetings with Department Heads (3/18-21/13)
- Mtg. with Dr. S. Williams to discuss VGCC budget request (3/19/13)
- Participated in Conference Call with National SEMAA Office staff (3/25/13)
- Mtg. with Animal Control Director (3/25/13)
- Participated in Conference Call with Region K Managers & Kerr Tar COG staff and Others (3/25/13)
- Met with Engineering Consultant and Emergency Services Director to discuss Radio System Upgrade Project (3/26/13)
- Prepared for and facilitated meeting of the Buck Spring Project Committee (3/26/13)
- Attended meeting of the Region K County Managers at the Kerr-Tar COG Office (3/27/13)
- Attended Joint Meeting of the Warren County Board of Commissioners and the Warren County Board of Education (3/27/13)
- Meeting with Springsted representatives and HR Manager to discuss Job Class and Pay Study (3/28/13)

- Attended Kerr Tar COG Executive Committee and Board Meeting (3/28/13)
- Easter Holiday Observed (3/29/13)

### **Other Activities**

- Attended NACo Legislative Conference in Washington, DC (3/3-5/13)
- Attended Northwoods Neighborhood Subdivision Groundbreaking in Norlina (3/8/13)
- Attended LGA 5 County Forum (3/21/13)
- Participated in South Warren Elementary School Career Day (3/22/13)
- Attended Kittrell Job Corps Center Joint Community Relations Council and Industry Council Meeting (3/28/13)

### **Project Updates**

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

Bid proposals for radio equipment for this project were received from Motorola and Radio Communications Company (RCC) on 2/22/13. We are in the process of reviewing the proposals with an anticipated recommendation for vendor selection to be made to the Board of Commissioners at the 5/6/13 meeting. The State Highway Patrol is moving forward with the construction phase of the Radio Tower 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. All required 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.

**Closed Session**

**In accordance with  
NC GS § 143-318.11(A)(3)(6)**

**To Discuss  
Attorney-Client Privileged and  
Personnel Matters**



*Adjourn*

*April 1, 2013*  
*Regular Meeting*