

Revised

***WARREN COUNTY  
BOARD OF COMMISSIONERS***

***July 1, 2013***

***5:45 pm – Zoning Ordinance Public Hearing***

***6:00 pm – Regular Meeting***

***Warren County Armory Civic Center  
Meeting Room***

***Prepared by***

***Angelena Kearney-Dunlap***

***NC Certified Clerk to the Board of County Commissioners***

*July 1, 2013*  
*5:45 PM – Public Hearing*

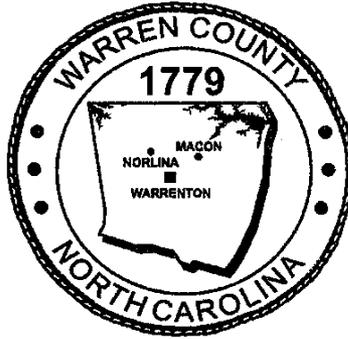
Amendment  
to the  
Official Warren County  
Zoning Ordinance

# Public Hearing Agenda

- ▶ Chairman or Designee call Public Hearing to Order
  - ▶ Clerk read Notice of Public Hearing
  - ▶ Comments from Ken Krulik, Planner/Zoning Administrator
  - ▶ Clerk read Rules of Citizen Comments
  - ▶ Citizen Comments
  - ▶ County Manager and/or Commissioner Comments
  - ▶ Adjourn Public Hearing
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*July 1, 2013*  
*5:45 PM – Public Hearing*

- Chairman or Designee call Public Hearing to Order
  - Clerk read Notice of Public Hearing



## WARREN COUNTY BOARD OF COMMISSIONERS

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

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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

### Warren County Board of Commissioners

## Public Hearing

Notice is hereby served that the Warren County Board of Commissioners has scheduled a public hearing to hear citizen comments regarding the proposed revision of Section V – Signs (pages 35-38) of the Warren County Zoning Ordinance for Monday July 1, 2013 at 5:45 PM to be held in the Warren County Armory Civic Center – Meeting Room, 501 US Hwy 158 Business, East Warrenton, NC.

Contact Ken Krulik, Planner/Zoning Administrator at (252) 257-7027 [kkruklik@co.warren.nc.us](mailto:kkruklik@co.warren.nc.us) for more information.

All interested citizens are urged to attend this meeting.

Bertadean Baker, Chairman  
Warren County Board of Commissioners

*July 1, 2013*  
*5:45 PM – Public Hearing*

- Comments from Ken Krulik,  
Planner/Zoning Administrator



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

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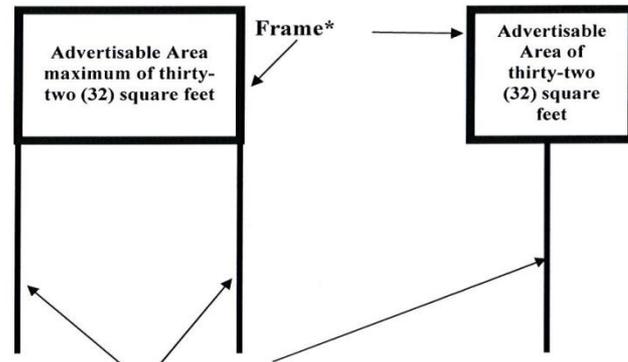
To: Warren County Board of Commissioners, County Manager and County Attorney  
From: Ken Krulik, AICP CZO - Planning and Zoning Administrator *VJK*  
Date: June 19, 2013  
Re: Proposed revision (7/1/13 public hearing) to Zoning Ordinance – Section V-Signs.

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### SECTION V - SIGNS

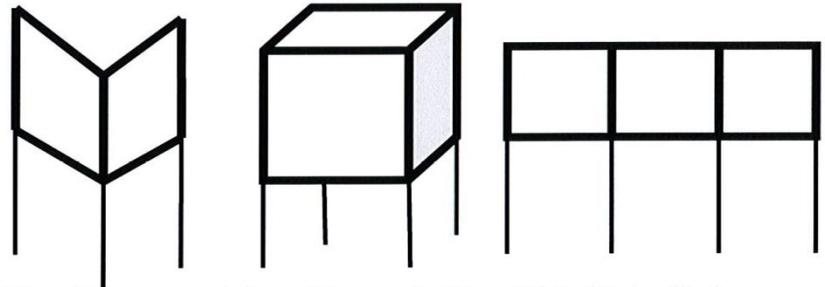
- A. **Sign Compliance:** No type of exterior sign may be erected, posted, reposted, placed, replaced, hung, painted, or repainted in any district except in compliance with this ordinance.
- B. **General Sign Regulations**
1. No sign shall be erected or constructed to interfere with visual clearance at any street or road right of way.
  2. No sign except those erected for governmental purposes shall be permitted on any public right of way.
  3. All signs shall be at least five feet from street right of way. Any sign less than two feet from right of way after street widening may remain if, in the opinion of the Planning and Zoning Administrator, said sign would not encumber the free and easy movement of traffic.
  4. All signs, together with any supports, braces, guys, and anchors shall be kept in good repair. Signs shall meet all structural requirements of the State Building Code.
  5. Illuminated signs shall be limited to those lighted from behind to silhouette letters and figures and illuminated internally, except spotlighted signs will be permitted if no glare is cast which is disturbing to motorists or where it reflects on any property in separate ownership. All illuminated signs or structures shall be placed to prevent the light rays or illumination from being cast directly on any dwelling.
  6. No sign may exceed twelve (12) feet in height above ground level or grade level.
  7. ~~No new commercial signs within a three hundred-fifty (350) foot radius of an existing commercial sign.~~ No new off premise commercial signs (where the sign is not located on the same site/property as the business being advertised) within a three hundred-fifty (350) foot radius of an existing commercial sign. On-premise signs for the business located on the same site/property are not subject to this distance requirement and shall adhere to all other regulations as noted in this ordinance.
  8. No more than one (1) free-standing, on-premise commercial sign is permitted per business/property (includes all commercial and industrial zoning districts as noted in this ordinance).

9. Window signs may be placed only on the inside of any buildings and shall not exceed twenty five (25) percent of the glass area on which the sign is displayed.
10. An identification sign shall pertain solely to the name of the principle use of the premises or its operators and shall not advertise products or services, which differ in name from the principle use.
11. No sign or advertisement on a sign shall be maintained for more than ninety (90) days after it has been made obsolete for any reason or the sign is in a state of disrepair as determined by the Planning and Zoning Administrator.
12. The area of a sign, for the purpose of determining its permitted size (i.e. sign area or sign face) shall be the advertisable surface and shall not exceed shall not exceed thirty-two (32) square feet in area with a maximum frame\* size of six (6) inches. This includes any type of sign, bulletin board, billboard or kiosk as defined in this ordinance and this measurement shall encompass only the printable, advertising area of the sign (this measurement does not include post support \*\* for the sign). For measurement clarification see illustrations



**Post support \*\* (not included in sign area)**

12. V-shaped signs, quad-shaped signs and double or triple, side-by-side signs are prohibited. See illustrations below:



**V-Shaped Sign      Quad-Shaped Sign      Double or Triple, Side-by-side sign**

13. No temporary signs, banners or political signs (meeting the size requirements of this ordinance) shall remain on display for more than ten (10) days after the date of the advertised event.

# PUBLIC HEARING PROCEDURES

This hearing is being held to hear any persons who wish to be heard relative to proposed amendments to Warren County's official Zoning Ordinance.

## RULES:

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

*Warren County*  
*Board of Commissioners*

*July 1, 2013*  
*5:45 PM – Public Hearing*

# Citizen Comments

- County Manager  
and/or  
Commissioner Comments

**Adjourn Public Hearing**

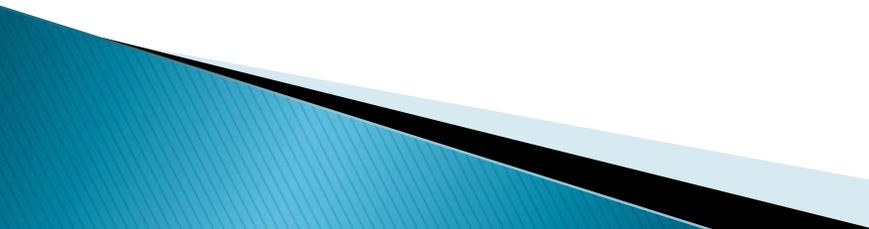
**6:00 pm**

**Call to Order July 1, 2013  
Regular Monthly Meeting  
By  
Chairman or Designee**

**Moment of Silence**

**Conflict of Interest Disclaimer**



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

# Citizen Comments



**Meeting Date: July 1, 2013**

**Agenda Item # 5**

**SUBJECT: Adopt July 1, 2013 Suggested Agenda**

**REQUESTED BY: Clerk / Deputy Clerk to the Board**

**SUMMARY: None**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Revised  
Items  
9A & 14A**

***SUGGESTED AGENDA  
FOR  
July 1, 2013 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
Warren County Armory Civic Center Meeting Room  
WARRENTON, NORTH CAROLINA***

***5:45 pm – Public Hearing  
Amendment to Zoning Ordinance***

1. Call to Order Regular Monthly Meeting – 6:00 pm by Chairman or Designee
2. Moment of Silence
3. Conflict of Interest Disclaimer
4. Citizen Comments
5. Adopt July 1, 2013 Suggested Agenda
6. Consent Agenda
  - A. Approve Minutes of:
    - June 3, 2013 - Regular Board Meeting
    - June 10, 2013 - Budget Public Hearing
    - June 27, 2013 - Budget Special meeting
  - B. Interest Income Report May 2013 – Finance Director Barry Mayo
  - C. Tax Collector's Report May 2013 – Tax Administrator Starlin Beatty
  - D. Tax Release Requests (Over \$100) – Tax Administrator  
Tax Release Requests (Under \$100) - “ “ “ “
  - E. CDBG June Monthly Performance Status Reports: 11-C-2328 & 10-C-2227
7. Reserved for Finance Officer – Barry Mayo

Revised  
Items  
9A & 14A

8. Boards and Commissions Member Appointments:
  - A. ABC Commission: C.A. Jones
  - B. Workforce Development: M.Winstead & H.Curtis
  - C. EDC Board: P.J. Deschenes & S.White (or J.B. Groom & R.Skow)
9. Follow-Up to June 19<sup>th</sup> Work Session
  - A. **Resolution of Support & Waiver of Fees Relative to Warehouse Construction Project – Peggy Richardson, Interim EDC Director, & Oscar Meek, Chair, Public Facilities Company**
  - B. Request for Proposed Easement over Armory Property – Atty. Al Thompson & Jane Connell Wilson
  - C. Proposed Playground Safety Policy – Richard “Dickie” Williams, Recreation Director
10. Community Development Block Grant (CDBG)
  - A. Adopt Revised Language Access Plan (LAP) – Gwen Wright, Kerr-Tar COG Grant Administrator
  - B. Schedule 03-C-1187 Ephraim Place Housing Project Close-Out Public Hearing
11. Renewal of Tax Collector Employee Performance Bond
12. KARTS Annual Contract Renewal
13. Designate Voting Delegate to NCACC Annual Conference
14. Adopt 2014 Holiday Schedule
- 14A. Second Amendment to Water Tower Lease Agreement – Macon Robertson**
15. County Manager’s Report
  - A. Request for Approval of Re-negotiated Collection Center & Transfer Station Operation Agreement with Waste Industries, LLC
  - B. Contracts Executed
  - C. Monthly Report
16. **Closed Session - In accordance with NCGS §143-318.11(a)(3)(6) – Attorney-Client Privileged and Personnel Matters**
17. Adjourn Meeting

**Meeting Date: July 1, 2013**

**CONSENT AGENDA Item # 6A**

**SUBJECT: Approve Minutes of:**

**June 3, 2013 - Regular Board Meeting**

**June 10, 2013 - Budget Public Hearing**

**June 27, 2013 - Budget Special Meeting**

**REQUESTED BY: 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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## *Minutes of*

**June 3, 2013 - Regular Board Meeting**

**June 10, 2013 - Budget Public Hearing**

**June 27, 2013 - Budget Special meeting**

*Have been provided by e-mail prior to the meeting.*

**Meeting Date: July 1, 2013**

**CONSENT AGENDA Item # 6B**

**SUBJECT: Interest Income Report for May 2013**

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

**SUMMARY: The monthly Interest Income Report is 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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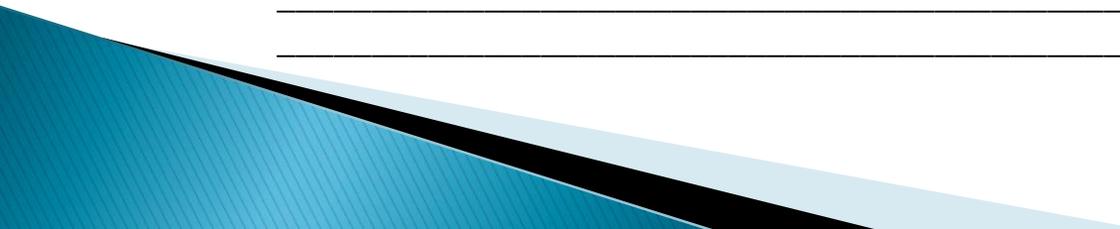
**NOTES:**

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**INTEREST INCOME REPORT**  
**Month of May 2013**

FUND	MAY INCOME	FISCAL YEAR TO - DATE
General	472.83	5,411.02
Revaluation	8.54	117.18
E 911 Telephone System	9.64	121.33
Buck Spring Project	9.15	131.27
Ambulance Storage Facility	1.55	64.14
National Guard Armory (Closed)	0.00	7.24
Simulcast System Upgrade	2.25	39.26
Regional Water Enterprise Fund	12.86	202.87
District 1 Enterprise Fund	30.99	414.46
Solid Waste	6.19	70.30
District II Enterprise Fund	26.25	334.88
District III Capital Project Fund (Closed)	0.00	30.12
District III Phase II BANS	0.12	1.71
District III Enterprise Fund	17.40	190.55
Soul City Pump Station Improvements	0.12	1.69
District III Phase III	1.81	57.45
	599.70	7,195.47

**Meeting Date: July 1, 2013**

**CONSENT AGENDA Item # 6C**

**SUBJECT: Tax Collector's Report**

**REQUESTED BY: Tax Administrator**

**SUMMARY: The Tax Collector's Report for the month of May is presented for the Board's information.**

**FUNDING SOURCE: Various**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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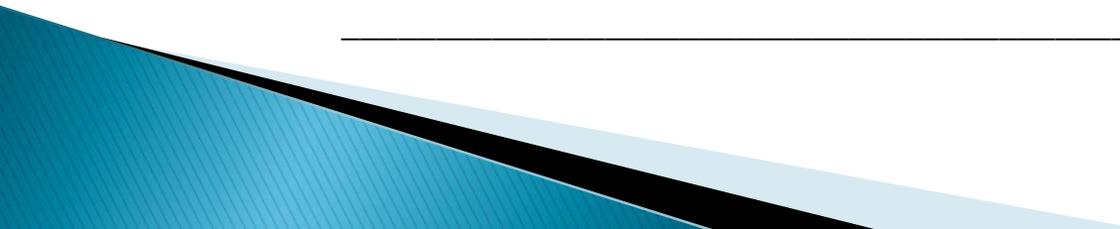
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**NOTES:**

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

**Current Year Collections**

Tax Year	Charge	Collected in MAY	Collected to Date	Balance Outstanding	Percentage Collected
MAY 2013 FY13	\$17,000,696	\$165,773	\$16,190,265	\$810,431	95.23
MAY 2012 FY12	\$15,838,674	\$146,884	\$15,000,779	837,895	94.71

**Delinquent Collections**

2011	\$750,536	\$14,858	\$462,417	\$288,118	61.61
2010	265,032	7,017	103,197	161,835	38.94
2009	159,924	2,666	35,702	124,222	22.32
2008	133,564	1,699	21,371	112,194	16.00
2007	133,613	909	10,481	123,132	7.84
2006	123,274	1,338	7,693	115,581	6.24
2005	104,022	1,148	5,162	98,860	4.96
2004	93,434	1,064	4,734	88,700	5.07
2003	80,237	257	3,955	76,283	4.93
2002	102,895	117	3,972	98,923	3.86
<b>Total Delinquent Years</b>	<b>\$ 1,946,531</b>	<b>\$31,073</b>	<b>\$ 658,684</b>	<b>\$ 1,287,848</b>	

**Other MAY Receipts**

County Penalties  
Landfill User Fees  
Municipalities  
Fire District Taxes  
Advance Taxes

\$ 16,198	\$ 172,476
\$ 20,129	\$ 1,167,023
\$ 13,317	\$ 665,783
\$ 13,723	\$ 796,577
\$ 5,893	\$ 30,736

**MAY GRAND TOTAL**

<b>\$ 266,106</b>	<b>\$ 19,681,544</b>
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6/24/2013

Starlin L. Beatty, Tax Administrator

DATE

**Meeting Date: July 1, 2013**

**CONSENT AGENDA Item # 6D**

**SUBJECT: Request for Tax Releases**

**REQUESTED BY: Tax Administrator**

**SUMMARY: Tax Releases over \$100 are submitted for the Board's approval and Releases under \$100 approved by the County Manager are submitted 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.**

**NOTES:**

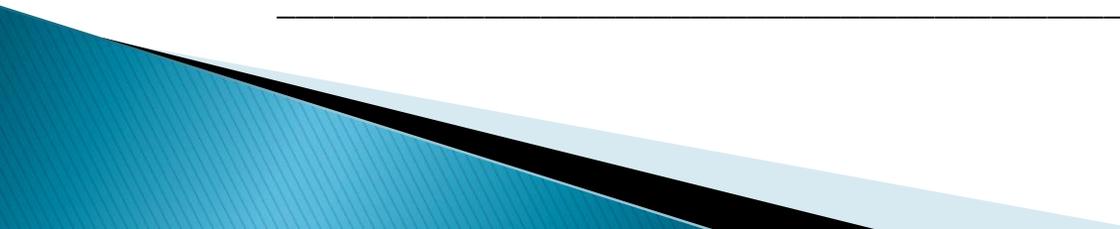
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# Over \$100

Over \$100

7/1/2013

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

**ERROR CORRECTION RELEASES:**

KEARNEY HAYWOOD HEIRS	2002 23533 102	H8 5	32778	\$316.41	PARCEL DOES NOT EXIST
KEARNEY HAYWOOD HEIRS	2003 23533 103	H8 5	33881	\$301.89	PARCEL DOES NOT EXIST
KEARNEY HAYWOOD HEIRS	2004 23533 103	H8 5	35064	\$294.28	PARCEL DOES NOT EXIST
KEARNEY HAYWOOD HEIRS	2005 23533 105	H8 5	37621	\$279.40	PARCEL DOES NOT EXIST
KEARNEY HAYWOOD HEIRS	2006 23533 106	H8 5	40490	\$264.52	PARCEL DOES NOT EXIST
KEARNEY HAYWOOD HEIRS	2007 23533 107	H8 5	43322	\$255.07	PARCEL DOES NOT EXIST
KEARNEY HAYWOOD HEIRS	2008 23533 108	H8 5	46117	\$261.18	PARCEL DOES NOT EXIST
KEARNEY HAYWOOD HEIRS	2009 23533 109	H8 5	49236	\$152.22	PARCEL DOES NOT EXIST
KEARNEY HAYWOOD HEIRS	2010 23533 110	H8 5	53043	\$142.04	PARCEL DOES NOT EXIST
KEARNEY HAYWOOD HEIRS	2011 23533 111	H8 5	60473	\$135.88	PARCEL DOES NOT EXIST
KEARNEY HAYWOOD HEIRS	2012 23533 300	H8 5	6468	\$132.81	PARCEL DOES NOT EXIST
MORGANO LOUS P HEIRS	2012 924 301	G5 103A	18793	\$137.98	CLERICAL ERROR
TAYLOR NORMA & QIANA TAYLOR	2012 39801 300	K7 33H	24002	\$107.18	CLERICAL ERROR

**SUB-TOTAL ERROR CORRECTIONS:**

**\$2,780.86**

**MOTOR VEHICLE RELEASES:**

NORWOOD CURTIS WAYNE	2012 4334 1988	BM8888	83846	\$115.74	SOLD
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**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$115.74**

**SUB-TOTAL CORRECTION RELEASES:**

**\$2,780.86**

**Total Releases**

**\$ 2,896.60**

# Under \$100

Under \$100

7/1/2013

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

**ERROR CORRECTION RELEASES:**

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD</u>	<u>AMOUNT</u>	<u>REASON</u>
TAYLOR NORMA & QIANA TAYLOR	2011	39801 300	K7 33H	24002	\$ 94.45	CLERICAL ERROR
TAYLOR NORMA & QIANA TAYLOR	2010	39801 110	K7 33H	60327	\$ 88.09	CLERICAL ERROR
TAYLOR NORMA & QIANA TAYLOR	2009	39801 109	K7 33H	24002	\$ 63.20	CLERICAL ERROR

**SUB-TOTAL ERROR CORRECTIONS:**

**\$ 94.45**

**MOTOR VEHICLE RELEASES:**

BELLO LOUIS PATRICK JR	2012	16840 2092	XZP5551	83950	\$6.90	CAR BILL WAS OVER ASSESSED
BENEDICT LOREN C	2012	23886 1751	CC9072	79743	\$43.01	SOLD
BOYD JOYCE LAVERNE	2012	5146 1400	YRP2028	67576	\$10.55	DMV ERROR
CARROLL EDWARD R	2012	1476 111	4H6480	53816	\$44.36	DMV ERROR
CARTER ASHLEY DENISE	2012	38392 2528	BHC8181	84386	\$20.87	RELEASED TO HALIFAX CO
CONTRERAS ADAN G	2012	31185 1244	ZPH1773	81811	\$12.33	SOLD
CREWS JULIA D	2012	10341 2142	ZPW5611	68318	\$6.43	DMV ERROR
DESHIELDS CALVIN EUGENE	2012	16699 1740	CB52089	78305	\$2.56	RELEASED TO NORTHAMPTON CO
DIAMOND WILLIAM J	2012	7409 1671	LSL2519	67847	\$1.42	GAVE AWAY
DIXON THOMOSA CARR	2012	26945 2574	AAH1511	68750	\$20.28	SOLD
HALL JASON W	2012	34938 2665	DB7078	72730	\$52.68	SOLD
HAMPTON JOE E III	2012	2154 3198	ZPW5825	69374	\$11.35	CLERICAL ERROR/LIVES IN RALEIGH
HAYWARD JAMES E	2012	16089 2329	BS37212	84187	\$43.28	SOLD
HILLIARD GILBERT LEE	2012	20108 1437	YRN9926	83295	\$16.40	SOLD
HUTTON KENNETH S	2012	23283 1839	YWZ4907	76899	\$18.95	SOLD
LEATH JACQUELINE W	2012	45612 1675	AAP4172	83533	\$13.95	TOTAL LOSS
OWENS CLIFFORD	2012	6367 9999	SNW4517	29135	\$4.20	SOLD
POWELL THOMSA C JR	2012	8113 1735	AFS4991	81024	\$9.05	SOLD
TALLEY KENYATTA A	2012	15639 2436	ALV3533	84294	\$27.99	DOES NOT LIVE IN TOWN OF NORLINA
WALKER BARBARA P	2012	35356 1720	SSS9344	82287	\$75.44	GAVE AWAY
WHITMORE KENNETH J	2012	43529 1673	5470DU	83531	\$16.56	SURRENDERED
WORKMAN ROBERT B JR	2012	38195 1762	SNW5060	82329	\$86.70	RELEASED TO HALIFAX CO
WORKMAN ROBERT B JR	2012	38195 1433	XRN5836	82000	\$24.63	RELEASED TO HALIFAX CO
YOUNG JASON A	2012	34971 1528	WNK2887	82095	\$7.45	TRUCK SALVAGEABLE

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$577.34**

**SUB-TOTAL CORRECTION RELEASES:**

**\$94.45**

**Total Releases**

**\$ 671.79**

**Meeting Date: July 1, 2013**

**CONSENT AGENDA Item # 6E**

**SUBJECT: CDBG Monthly Performance Status Reports**

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

**SUMMARY: Monthly Performance Status Reports for Community Development Block Grants # 10-C-2227 Water Hook-Up & 11-C-2328 Scattered Sites Housing as required by Division of Community Assistance are presented by Karen Foster, Kerr-Tar COG CDBG Grant Administrator, for Board's approval.**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

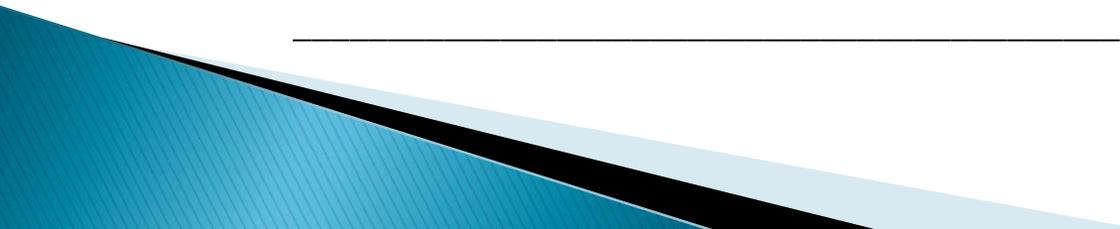
**Recommend approval.**

**NOTES:**

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# Monthly Performance Status Report

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

Grantee Name: Warren County Grant Number: 10-C-2227 Month: June Year: 2013

Submitted: July 2013

Monthly Performance Status Report For Community Development Block Grant # 10-C-2227 Water Hook-Up Project.

<u>Activity</u>	<u>Performance Schedule</u> (On/Off)	<u>Current Performance Status</u> (If Off Schedule)	<u>Remedy to get back on Schedule</u> (If Off Schedule)
Administration	On		
Rehabilitation	On		

Prepared By: Karen Foster  
 Approved and Emailed By: Kimberly J. Waters  
 Board or Council Update:

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

**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

**Monthly Performance Status  
Report For Community  
Development Block Grant  
11-C-2328 Scattered Sites  
Housing.**

**Monthly Performance Status Report**

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

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

Submitted: July 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:

Board or Council Update:

*Julia J. Water*

Title: Community Development Planner

Title: County Manager (City/County Manager or Clerk)

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

**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: July 1, 2013**

**Item # 7**

**SUBJECT: Reserved for Finance Officer**

**REQUESTED BY:**

**SUMMARY:**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: July 1, 2013**

**Item # 8-A**

**SUBJECT: Boards & Commissions Member Appointments**

**REQUESTED BY: Larry C. Spruill, General Manager, Warren County ABC Board**

**SUMMARY: On recommendation of ABC Commission Chair Karl Hehl, it is requested to reappoint Clarence A. Jones to the ABC Commission for a second term expiring June 2016.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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# ABC Commission

Term of Office: Appointed June every three years  
Authority: Chapter 18B, Article 7, Section 18B  
Membership: Appointed  
Responsibilities:  
Meeting Schedule: 4th Monday of each month  
Staff Liaison: Chairman Karl Hehl, (252) 257-2419

Member	Position	Term
Clarence E. Jones	2 <sup>nd</sup> Term	June 2013 to June 2016

May 29.2013

Hello Ms. Dunlap

Clarence A. Jones was reinstated to the Warren County ABC Board by fellow board members for another three year term at the May 16,2013 board meeting. I will send you a copy of those minutes as soon as they are typed.

truly

Larry C.Spruill  
General Manager  
Warren County ABC Board

**Meeting Date: July 1, 2013**

**Item # 8-B**

**SUBJECT: Boards & Commissions Member Appointments**

**REQUESTED BY: Vincent Gilreath, Director  
Kerr-Tar COG Workforce Development**

**SUMMARY: On recommendation of Mr. Vincent Gilreath, it is requested to appoint the individuals on the attached sheet to the Workforce Development Board for a two-year term. Terms expire September 2016.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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# Region K Workforce Development Board

Term of Office: Two (2) years  
Authority:  
Membership: Appointed  
Responsibilities:  
Meeting Schedule:  
Staff Liaison: Vincent Gilreath @ Kerr Tar Cog

Member	Position	Term
Michelle Winstead	Director – Warren County Department of Social Services	July 2013 to September 2016
Heather Curtis	Private Industry Representative	July 2013 to September 2016



**Diane Cox**  
Interim Executive Director

June 3, 2013

**Member  
Governments**

**COUNTIES**

Franklin  
Granville  
Person  
Vance  
Warren

Ms. Angelena Kearney-Dunlap, Clerk  
Warren County Board of Commissioners  
P.O. Box 619  
Warrenton, N.C. 27589

**MUNICIPALITIES**

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

Dear Ms. Kearney-Dunlap:

I write to request that the Warren County Board of Commissioners appoint Michelle Winstead, Director, Warren County Department of Social Services to the Kerr-Tar Workforce Development Board for a two-year term. Ms. Winstead will fill one of the required JobLink Partner positions on the Board.

I also request that the Board appoint Ms. Heather Curtis, 1790 Wise Five Forks Road, Macon, N.C. 27551, for a two- year term. Ms. Curtis will fill one of the required Private Industry positions on the Workforce Development Board.

Thank you in advance for your assistance. If you have any questions or need additional information, please contact me at 436-2040.

Sincerely,

A handwritten signature in black ink, appearing to read "Vincent Gilreath". The signature is written in a cursive style with a large, sweeping flourish at the end.

Vincent Gilreath  
Workforce Development Director

**Meeting Date: July 1, 2013**

**Item # 8-C**

**SUBJECT: Boards & Commissions Member Appointments**

**REQUESTED BY: Margaret “Peggy” Richardson, Interim Director  
Economic Development Commission**

**SUMMARY: On recommendation of Mrs. Richardson, it is requested to appoint  
Peter J. Deschenes, Sr. and Sallie D. White to the EDC Board for a three year term.  
Terms expire June 2016.**

*Note: Ms. Jane Ball Groom & Mr. Ron Skow also expressed interest in serving on the EDC Board but are not recommended by the EDC Board for appointment at this time.*

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## Economic Development Commission (EDC)

Term of Office:	3 Year Terms, expires June
Authority:	NC GS 158-8, 158-15, HB 344
Membership:	Appointed
Responsibilities:	
Meeting Schedule:	3rd Monday in February, April, June, August, October & December
Staff Liaison:	Peggy Richardson, EDC Interim Director 252-257-3114

Member	Position	Term
Peter J. Deschenes, Sr.	Appointed (4th term)	June 2013 to June 2016
Sallie D. White	Appointed (3rd term)	June 2013 to June 2016

***Note:*** *Ms. Jane Ball Groom & Mr. Ron Skow also expressed interest in serving on the EDC Board but are not recommended for appointment at this time.*



## Warren County Economic Development Commission

### MEMO

TO: Ms. Bertadean Baker, Chairman  
Warren County Board of Commissioners  
From: Peggy Richardson, Interim Director  
Date: June 20, 2013  
RE: Recommendation for EDC Board Appointments

At our meeting on June 17, 2013, the Directors of the Economic Development Commission addressed the upcoming expirations of the terms of Peter Deschenes and Sallie White on June 30, 2013.

Upon motion properly made and seconded, the directors voted to recommend the re-appointment of Mr. Peter J. Deschenes and Ms. Sallie D. White to the EDC Board of Directors. If approved, Mr. Deschenes' and Ms. White's terms will expire June 30, 2015.

The board plans to address a third vacancy at their July meeting.

# STATEMENT OF INTEREST TO SERVE

MAY 14 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 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. LAKE GASTON WOOD CENTER BOARD 3
2. ECONOMIC DEVELOPMENT COMMISSION

Your full name Peter J. Deschenes  
Date of Birth 6/9/1945 Sex MALE Race CAUCASIAN  
Mailing Address 136 Holly Pt  
City and Zip Code LITTLETON, N.C. 27850  
Street Address SAME  
City and Zip Code SAME  
Home Phone 252-586-3144 Work Phone N/A  
Job Title Retired  
Company or Agency N/A  
Email Address stygaville@embargo@mail.com

Do you live in the county? Yes  No

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

### Educational Background

Name and Address of High School Attended Salem High School, Salem, MASS  
Name and Address of College Attended UNIV OF MAINE  
Degree Received Bach of Arts & Science

Please list any military experience N/A.

If you are presently serving as an elected or appointed official, please explain: EDC, E!  
LGWCC

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

Work Experience Director Global Procurement  
AT&T, Western Elect / Lucent Technologies

Volunteer Experience Past Pres Cities In Schools, Past Pres Lake Gaston  
Assoc; Lake Gaston Water Safety Council

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 Peter P. Decker  
Date 5/12/2013

Please feel free to attach a resume if so desired.

## 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. EDC
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name Sallie White  
Date of Birth 5/30/1975 Sex F Race W  
Mailing Address 606 US Hwy 401 S  
City and Zip Code Warrenton, NC 27589  
Street Address Same  
City and Zip Code \_\_\_\_\_  
Home Phone 252-257-4927 Work Phone 252-257-5381  
Job Title City Executive  
Company or Agency BE&T  
Email Address schwhite@bboardt.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 Warren County High School  
Name and Address of College Attended Peace College and Barton College  
Degree Received AA Bus and BS in Bus. Mgmt/Bus. Adm.

Please list any military experience n/a

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 n/a

Volunteer Experience previously on board of Warren Co Chamber of Commerce ; currently on board of Jacob Holt House Foundation ; previously served as vice chair, chair, and now board member of EDC.

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain: EDC board

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 6/17/13

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

## 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. W.C. Economic Development Bd
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name E. Jane Ball-Groom  
Date of Birth 7-19 Sex F Race A.A.  
Mailing Address P.O. Box 142  
City and Zip Code Manson, N.C. 27553  
Street Address 104 Laine Circle, Seal City Community  
City and Zip Code Manson, N.C. 27553  
Home Phone 252-456-4301 Work Phone 252-456-9058  
Job Title Executive Director  
Company or Agency Piedmont Community Innovations, Inc.  
Email Address emilyjane.ball@gcom1@embarq.net.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 - See Attached Resume.

Name and Address of High School Attended \_\_\_\_\_

Name and Address of College Attended \_\_\_\_\_

Degree Received \_\_\_\_\_

Please list any military experience \_\_\_\_\_

See Attached Resume.

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

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

**Work Experience**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Volunteer Experience**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

E. Gene Bill. Shaver

Date

6/17/2013

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



## 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. EDC
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name RON SKOW  
Date of Birth 9/30/42 Sex M Race ?  
Mailing Address 127 BLUE HERON CT  
City and Zip Code LITTLETON, N.C. 27850  
Street Address SAME  
City and Zip Code \_\_\_\_\_  
Home Phone 252-586-7114 Work Phone N/A  
Job Title RETIRED  
Company or Agency N/A  
Email Address SEMPERFI1@EMBARQMAIL.COM

Do you live in the county? Yes  No

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

### Educational Background

Name and Address of High School Attended BURLINGTON SR HIGH, BURLINGTON, NJ  
Name and Address of College Attended MIAMI UNIV OXFORD, OH & FAIRLEIGH DICKINSON,  
Degree Received B.S. MATH & MBA RUTHERFORD, NJ

Please list any military experience 20 YRS USMC

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* CHAIRMAN THE CAC WHICH PROVIDED  
OVERDUE UPDATE TO THE ZONING ORDINANCE FOR  
WARREN COUNTY

*Code* →

**Volunteer Experience** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Ben Shaw

Date

22 MAY 2013

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

Meeting Date: July 1, 2013

Item # 9-A

**SUBJECT:** Follow-Up to June 19, 2013 Work Session

**Revised**

**REQUESTED BY:** Margaret “Peggy” Richardson, Interim Director  
Economic Development Commission  
and  
Oscar “Butch” Meek, President Warren County Public  
Facilities Company, Inc.

**SUMMARY:** Having discussed during work session adoption of “Resolution of Support and Waiver of Fees Relative to proposed local Warehouse Construction Project, it is now presented for Board’s action.

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend: 1) Adoption of Resolution by title; and 2) Approval of requested waiver of permitting fees at an estimated cost of \$11,575 for the proposed Warren County Public Facilities Company local Warehouse Construction Project.**

**NOTES:**

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**RESOLUTION**  
**SUPPORTING WARREN COUNTY PUBLIC FACILITIES COMPANY'S PLANNED CONSTRUCTION**  
**OF AN EXPANDED WAREHOUSE FOR LEASE TO INTERNATIONAL PAPER**

**WHEREAS International Paper's Manson Container Plant** is one of Warren County's largest industrial employers; and

**WHEREAS** International Paper's container operation contributes \$129,058.88 in tax revenue to the county annually; and

**WHEREAS** the Manson Container Plant lacks sufficient warehouse space, requiring the company to lease warehouse space in Vance County; and

**WHEREAS** the construction of an expanded warehouse will enable International Paper to consolidate its warehousing operations in Manson; and

**WHEREAS** meeting International Paper's warehouse needs supports the retention of this major employer in our county; and

**WHEREAS** Warren County Public Facilities Company, Inc., is charged with leasing property to companies in order to advance the economic development of Warren County;

**NOW, THEREFORE, BE IT RESOLVED** by the Warren County Board of Commissioners:

That the Warren County Board of Commissioners supports the Warren County Public Facilities Company in constructing an expanded warehouse for lease to International Paper in Manson.

**Adopted this, the 1<sup>st</sup> day of July, 2013**

ATTEST:

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Bertadean Baker, Chairman  
Warren County Board of Commissioners

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Angelena Kearney-Dunlap  
Clerk to the Board

Warren County  
Public Facilities Company, Inc.  
501 US Hwy 158-Bus E - Warrenton, NC 27589  
252-257-3114 - fax 252-257-2277

Revised

July 1, 2013

Warren County Board of Commissioners  
P.O. Box 619  
Warrenton, NC 27589

Dear Commissioners:

I am writing to request of a waiver of the permitting fees, estimated at \$11,575, for a warehouse expansion that the Warren County Public Facilities Company (WCPFC) is planning to construct for International Paper (IP). The planned 73,940 square foot facility, which will cost \$2.75 million to construct, will triple IP's warehouse capacity at the Manson Container Plant, thereby enabling the company to relocate warehouse operations currently housed in Vance County to Warren County. We believe that this project merits a fee waiver because:

- WCPFC is a non-profit organization that was established to support Warren County's economic development, in part by holding property for lease to companies that have agreed to locate facilities in the County. This warehouse project is in direct fulfillment of this mission.
- This project supports the county's retention of International Paper's Manson container operation, which currently employs 112 people and contributes \$129,058.88 in tax revenue to the county annually.
- This warehouse expansion is projected to generate \$11,600 in new tax revenue annually, so the county will recoup the value of waiving the permitting fees within a year of project completion.
- By waiving the permitting fees, the Commissioners will signal to both IP and First Citizens Bank (which will be financing the project) that the county is supportive of the project and recognizes IP's economic significance to the county.

Thank you very much for considering this fee waiver and for your support of our county's economic development.

Sincerely,  
Oscar L. Meek, President



## Warren County Economic Development Commission

### RESOLUTION SUPPORTING WARREN COUNTY PUBLIC FACILITIES COMPANY'S PLANNED CONSTRUCTION OF AN EXPANDED WAREHOUSE FOR LEASE TO A LOCAL INDUSTRY

WHEREAS the local industry's operation is one of Warren County's largest industrial employers; and

WHEREAS the local industry's operation contributes nearly \$130,000 in tax revenue to the county annually; and

WHEREAS the local industry lacks sufficient warehouse space, requiring the company to lease warehouse space in a neighboring county; and

WHEREAS the construction of an expanded warehouse will enable the local industry to consolidate its warehousing operations in Warren County; and

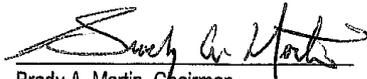
WHEREAS meeting the local industry's warehouse needs supports the retention of this major employer in our county; and

WHEREAS Warren County Public Facilities Company, Inc., is charged with leasing property to companies in order to advance the economic development of Warren County;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Warren County Economic Development Commission:

That the Board of Directors of the Warren County Economic Development Commission supports the Warren County Public Facilities Company in constructing an expanded warehouse for lease to a local industry.

This, the 17th day of June, 2013

  
Brady A. Martin, Chairman  
Warren County Economic Development Commission

ATTEST:   
Peter J. Deschenes  
Secretary

**Meeting Date: July 1, 2013**

**Item # 9-B**

**SUBJECT: Follow-Up to June 19, 2013 Work Session**

**REQUESTED BY: Lewis A. Thompson, Attorney at Law for  
Jane Connell Wilson**

**SUMMARY: Having discussed during work session a request for Proposed  
Easement over Armory Property to access Jane Connell Wilson Property,  
it is now presented for Board's action.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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### **Public comments**

During public comments, Warrenton resident Len Stemle told the board about plans to develop Veterans Park and Gardens

See **GRANT**, page 2

## **Grant**

Continued from page 1

at Warrenton on 9.5 acres of woodland just outside the town limits.

The property, currently owned by Jane Connell Wilson, is situated by the Armory on Highway 58 east. Stemle said that a 501(c)3 nonprofit would be established to purchase the land and solicit donations to fund its development.

He said plans include a botanical garden and walking paths, and that the park would serve as public recognition of citizen soldiers and serve as a social and educational site.

Stemle said he hopes to have the park developed and open for next year's Wounded Warrior Project 5k, which is planned for Saturday, April 12.

P.O. Box 535  
Warrenton, NC 27589  
Telephone: (252) 257-3166  
Fax: (252) 257-2053

**Banzet, Thompson &  
Styers, PLLC**

# Memo

To: Jennifer Jordan, Ulysses S. Ross, Ruth Downey, Bertadean Baker,  
& Barry Richardson, Warren County Commissioners  
Linda T. Worth, Warren County Manager  
Karlene Turrentine, County Attorney

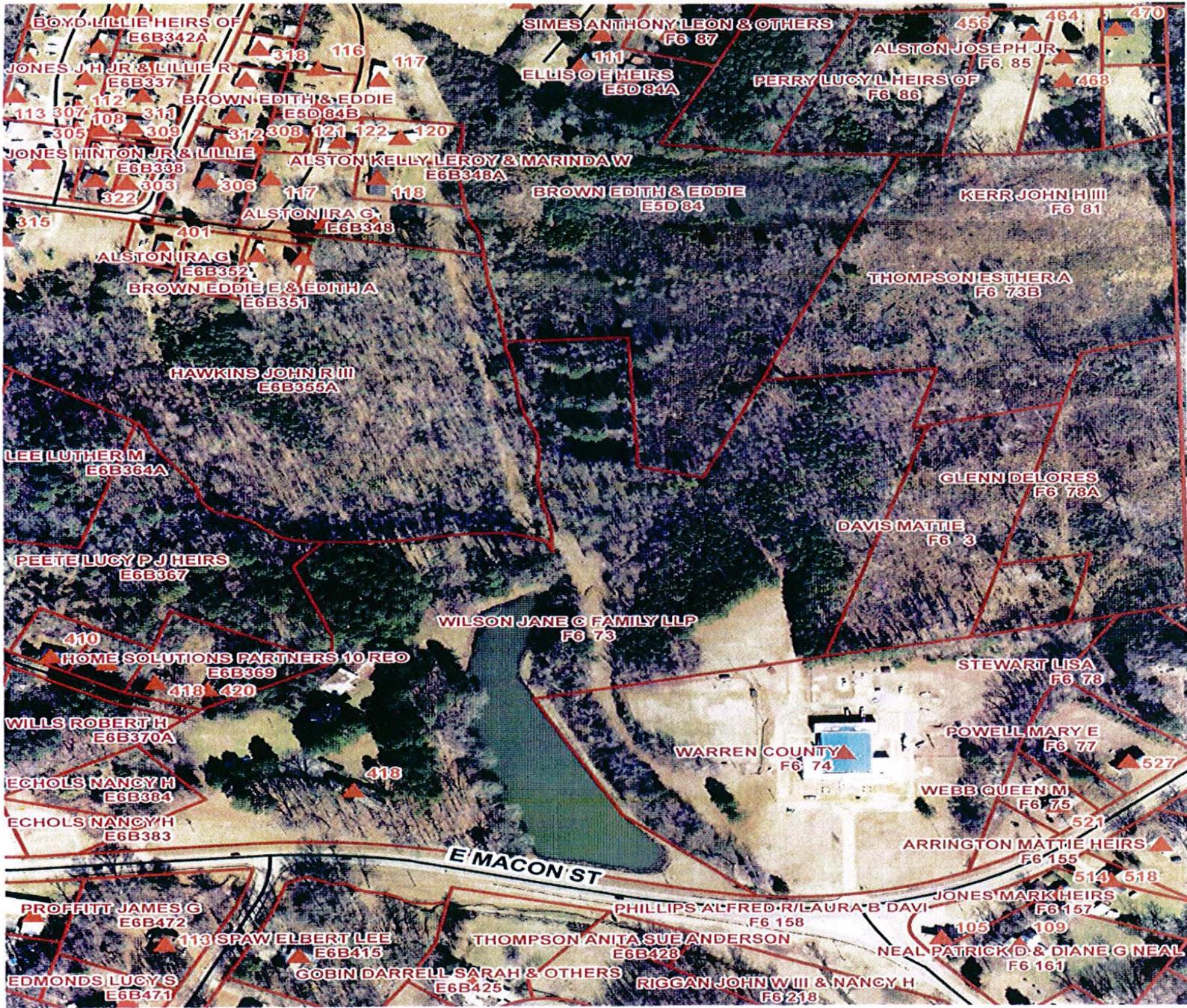
From: Lewis A. Thompson, III

Date: June 11, 2013

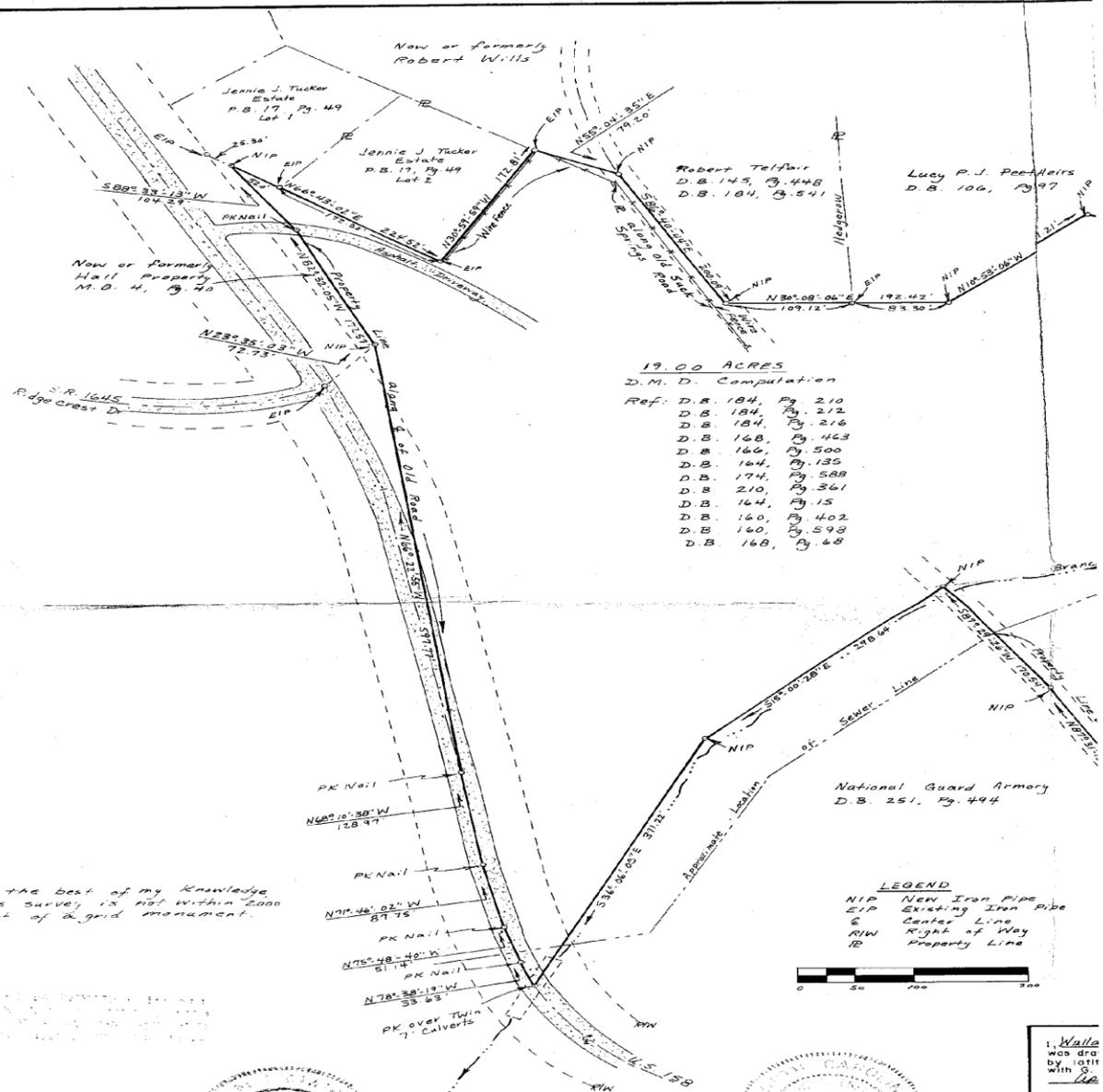
Re: Jane Connell Wilson Property – Warren County, NC

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Please review the enclosed tax map and plat. Ms. Jane Connell Wilson has title to that open area adjacent to the Armory ballfield which the County has been using for parking. She would be willing to donate this area to the County in exchange for an easement to the remainder of her property which lies to the East of the branch shown on the enclosed survey map. The non-exclusive easement could be located along the existing driveway and entrance to the Armory. Please consider this and let me hear from you. Thank you.



# Map Page 1 of 2



To the best of my knowledge this survey is not within 2000 feet of a grid monument.

THIS SURVEY WAS MADE BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT COMES UP TO THE REQUIREMENTS OF THE ACTS OF PARLIAMENT IN THAT BEHAVIOR.



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NORTH  
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personal  
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**Meeting Date: July 1, 2013**

**Item # 9-C**

**SUBJECT: Follow-Up to June 19, 2013 Work Session**

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

**SUMMARY: Having discussed during work session proposed "Playground Safety Policy" same is presented for Board's adoption. Authorize Chairman Baker to sign.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of the Playground Safety Policy and authorize the Chairman to sign the document.**

**NOTES:**

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## **WARREN COUNTY PARKS AND RECREATION PLAYGROUND SAFETY POLICY**

Warren County Parks and Recreation has developed the following standard operating procedures to protect and preserve its unsupervised public playground facilities and its users.

This program may only be accomplished through a commitment to a public playground safety program which assures that every attempt will be made to eliminate playground hazards while not totally eliminating the element of risk which is an essential part of any successful children's play and learning environment.

To guarantee the continued success of this program, the following guidelines will be adhered to by all departments and staff:

- All playground sites will be subject to the playground safety program.
- All equipment shall be installed according to manufacturer specifications.
- Provide reasonable resources to ensure prudent and timely inspections and repairs, as determined necessary by the playground safety program.
- All play equipment shall be inspected, repaired and maintained by Parks and Recreation employees on a regular basis with the necessary documentation.
- All playground equipment purchasers, installers, inspectors and maintenance employees performing repairs shall be trained in accordance with the agency's public playground safety training program, in order to maintain the playground equipment in substantial compliance with the current standard of care.

•All new equipment shall be in compliance with current CPSC Handbook and ASTM Standards. Warren County Parks and Recreation shall provide reasonable resources to insure prudent and timely inspections and repairs as determined necessary by the Parks and Recreation’s staff. A Certified Playground Safety Inspector should be a staff member if possible.

A Playground Safety Binder has been developed and includes the following:

- Playground Inspection Form** – Monthly maintenance inspection shall record any hazards or defects, which need immediate attention or require a plan of action to resolve the problem.
- Playground Maintenance Work Order** – The Recreation Director will be responsible to ensure that all repairs are carried out as quickly as possible. All repairs and renovations will be recorded and stored in the playground safety binder and checked by the CPSI.
- Playground Injury Report** – Any injuries shall be recorded on this report. The Recreation Director will assume responsibility for monitoring these incidents for the purpose of determining any patterns of incident.

Adopted April 2013 by Parks & Recreation Commission

Adopted:

Warren County Board of Commissioners

ATTEST:

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Bertadean Baker, Chairman

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Angelena Kearney-Dunlap, Clerk

**Meeting Date: July 1, 2013**

**Agenda Item # 10-A**

**SUBJECT: Community Development Block Grant (CDBG)**

**REQUESTED BY: Gwen Wright, Community Development Specialist  
Kerr-Tar Regional Council of Governments**

**SUMMARY: Current CDBG Language Access Plan (LAP) expires August 4,  
2013. Therefore revised 2-year plan is presented for review and adoption.**

**FUNDING SOURCE: CDBG Grant Funds**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of the Warren County Language Access Plan as required for participation  
in the CDBG program, and authorize the Chairman to sign the document.**

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**NOTES:**

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## **Angelena Kearney-Dunlap**

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**From:** Gwen Wright [gwright@kerrtarcog.org]  
**Sent:** Wednesday, May 29, 2013 9:52 AM  
**To:** Angelena Kearney-Dunlap

Angelena,  
Warren County's current LAP plan expires August 4, 2013. The County is required to adopt a Plan every two years. If you decide to put it on your July agenda that would be ok and give Karen a chance to get fully back to herself.

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

Attached is the Language Access Plan (LAP) that I mentioned to you over the phone that needs to be adopted by your Board at their next meeting. Please forward the signed copy to me, and I will send it to Compliance at DCA. At the same time, I will send the current adopted 504 self-evaluation survey and adopted grievance procedure.

Thanks,

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

## Language Access Plan

### *Warren County*

The purpose of this Plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 that require that recipients of federal funds take responsible steps to ensure meaningful access to programs by persons with limited English proficiency (LEP persons). A Limited English Proficient person is a person who does not speak English as their primary language and who have limited ability to read, speak, write or understand English.

To ensure meaningful access to its programs Warren County has developed a Language Access Plan. In order to develop the plan, Warren County had to conduct several activities, the first of which is a four factor analysis. The other considerations are language assistance services to be provided, if requested or needed; staff training; the LEP contact person; and the process for addressing complaints.

#### **A. Four Factor Analysis**

##### **1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.**

Based on the information provided by the U.S. Census, 2005-2009 American Community Survey, Warren County has total population of 55,670. Of this number 3,987 (7.6%) of the population speak a language other than English at home (population 5 years and over). There are 3,603 (6.5) Hispanic or Latino (of any race) in the County and 297 (0.5) Asian.

##### **2. The Frequency with which LEP individuals come in contact with the program**

Community Development Block Grant funds are available for housing and public facilities services on a regular funding cycle. Warren County has not had any request or response to public notices in which housing rehabilitation and water hook-up applications are solicited.

##### **3. The nature and importance of the program, activity, or service provided by the program to people's lives.** The programs under consideration are federally funded housing rehabilitation programs—Scattered Site Housing Rehabilitation and Water Hook-up using Community Development Block Grant (CDBG) funds. The Housing Rehabilitation Program is a very important program in that it is one of the two major sources of funds used to bring privately owned dwelling units for low-to moderate income persons up to decent, safe, and sanitary living standards. It is the goal of Warren County to provide assistance in these programs to all eligible individuals regardless of race, color, national origin or English proficiency.

In order to determine if an individual is eligible to participate in the programs, an application/household survey form, the total household income, and proof of ownership of property must be submitted to the County upon request and in a timely fashion.

4. **The resources available to the recipient and costs.** CDBG administrative funds will be used to implement all LAP requirements. Translation and interpretation assistance will be provided to LEP individuals free of charge.

**B. Language Assistance Services to Be Provided**

1. On an as needed basis Warren County will provide oral interpretation and written translation of all vital documents required to provide housing rehabilitation services to LEP individuals.
2. HUD's I Speak Cards will be available at the receptionist desk for LEP walk-ins. A LAP sign will be hung near the receptionist desk.
3. Warren County Health Department and the Social Service Department both have a Spanish bilingual person on staff available to provide translation and interpreting services.
4. Warren County will post a statement in Spanish at the end of CDBG public notices and other related documents which says "this information is available in Spanish or any other language upon request. Please contact a certain name and a phone number for accommodations for this request."
5. An organization which provides translation and interpreting services will be contacted to provide reasonable services on an as needed basis if a request is made for interpretations other than Spanish.
6. Warren County will maintain a record of all services provided and will complete an annual compliance report and send this report to CI.

**C. Staff Training**

Warren County will provide training to the existing receptionist on LEP individuals and the LAP that will be utilized to assist the LEP access housing rehabilitation services for which they may be eligible. The receptionist will be trained on how to use HUD's I speak card, document the request in writing, and forward the request to the County Manager who shall follow through on the necessary assistance.

**D. LEP Contact Persons**

Linda Worth, County Manager  
P. O. Box 906  
Warrenton, NC 27589  
252-257-3115

**E. Process for Addressing Complaints**

1. Warren County will provide assistance to LEP individuals if they indicate that they would like to file a complaint. A complaint will be filed in writing, contain the name and address of the person filing it or his/her designee and briefly describe the alleged violation of this policy.
2. Records will be maintained of any complaints filed, the date of filing, actions taken and resolutions.
3. The County will notify CI of the complaint filed, the date of filing, actions taken and resolution. This information will be provided within 30 days of resolution.
4. CI will conduct an investigation. If the investigation indicates a failure to comply with the Act, County will inform the individual and the matter will be resolved by informal means whenever possible within 60 days.
5. If the matter cannot be resolved by informal means, then the individual will be informed of his or her right to appeal further to the Department of Justice. This notice will be provided in the primary language of individual with Limited English Proficiency.
6. If not resolved by DCA, then complaint will be forwarded to DOJ, HUD Field Office.

SUBMITTED AND APPROVED BY:

\_\_\_\_\_  
Bertadean W. Baker, Chairman of Board

\_\_\_\_\_  
Date

**Meeting Date: July 1, 2013**

**Agenda Item # 10-B**

**SUBJECT: Community Development Block Grant (CDBG)**

**REQUESTED BY: Cathy Alston-Kearney, Executive Director  
Warren Family Institute (WFI)**

**SUMMARY: As Administrator of CDBG #03-C-1187 Ephraim Place Housing  
Development Project, it is requested to schedule a Close-Out public hearing to hear  
citizen comments regarding same:**

**Suggested date: August 5, 2013**

**Suggested time: 5:45 pm**

**FUNDING SOURCE: CDBG Grant Funds**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: July 1, 2013**

**Item # 11**

**SUBJECT: Employee Performance Bond**

**REQUESTED BY: Starlin Beatty, Tax Administrator**

**SUMMARY: It is submitted to approve renewal of Tax Collector's employee performance bond to cover current Tax Collector Starlin Beatty. Period covered: July 10, 2013 to July 10, 2014 at a premium of \$200. Bond amount = \$20,000.**

**FUNDING SOURCE: General Fund**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of the renewal of the Tax Collector's employee performance bond for Starlin Beatty, Tax Administrator.**

**NOTES:**

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**NOTICE OF PREMIUM DUE**  
\*\*\*\*\*

104144-545300 FY14

*Star Link Beauty*  
WARREN COUNTY TAX COLLECTOR  
602 W RIDGEWAY STREET  
WARRENTON, NC 27589

RECEIVED

JUN 19 2013



Phone: 1-888-866-2666  
Fax: 1-605-335-0357  
Email: [uwservices@cnaSurety.com](mailto:uwservices@cnaSurety.com)  
Company#: 0601  
Bond/Policy#: 61400488  
Billing Date: 05/10/2013  
Due Date: 07/10/2013

Premium: \$200.00

**Amount Due: \$200.00**

We show one individual in this business. To ensure proper coverage, verify the total number of employees (and owners, if they are covered) & fax, call or write us if the number has changed.

MAY 20 2013

Company#: 0601  
Bond/Policy#: 61400488  
Effective Date: 07/10/2013 OFFICE Anniversary Date: 07/10/2014  
Bond amount: \$20,000.00  
Name: WARREN COUNTY TAX COLLECTOR  
Description: NC P.E. POSITION SCHEDULE (1)

Written By: WESTERN SURETY COMPANY

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

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

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

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

**YOU CAN PAY ONLINE BY VISITING [ONLINEPAY.CNASURETY.COM](http://ONLINEPAY.CNASURETY.COM)**

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

**Amount Due: \$200.00**

**CNA Surety**  
Company#: 0601  
Bond/Policy#: 61400488 Effective Date: 07/10/2013  
Name: WARREN COUNTY TAX COLLECTOR  
Description: NC P.E. POSITION SCHEDULE (1)  
Written By: WESTERN SURETY COMPANY  
Agency Code: 32-02393 Warrenton Insurance

Make Check Payable To CNA Surety

Check here if changes needed and explain below.

CNA Surety  
P.O. Box 802876  
Chicago, IL 60680-2876

**Meeting Date: July 1, 2013**

**Item # 12**

**SUBJECT: KARTS Transportation Agreement**

**REQUESTED BY: Alicia Giddiens, Senior Center Director**

**SUMMARY: Annual contract renewal for transportation services through KARTS for the Senior Center is presented for the Board's approval.**

**FUNDING SOURCE: HCCBG & EDTAP Funding**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of annual contract and authorize Chairman to sign same.**

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**NOTES:**

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**TRANSPORTATION AGREEMENT  
KERR AREA TRANSPORTATION AUTHORITY dba  
KERR AREA RURAL TRANSIT SYSTEM (KARTS)**

*This agreement, as set forth herein between the Kerr Area Transportation Authority (hereafter referred to as "KATA") and Warren County Senior Center hereinafter referred to as "agency"), represents a mutual understanding of the agreement whereby KATA will provide to the agency certain services as set forth below.*

## **I. PURPOSE**

The purpose of this agreement is to provide efficient and cost effective, transportation for clients of the agency within the KATA service area through the Kerr Area Rural Transit System (KARTS). The service area is defined as the Counties of Franklin, Granville, Vance, and Warren. Out of County services to Durham and Chapel Hill will be provided on weekdays if there is a minimum of three riders on the vehicle. Out of County services to Raleigh will be provided on Tuesday, Wednesday and Thursday if there is a minimum of three riders on the vehicle.

This contract applies to all programs funded by the agency.

## **II. OBLIGATION OF PARTIES**

### **A. KATA shall:**

1. Be responsible for the administration of the transportation program.
2. Comply with all federal, state and local laws and ordinances governing vehicle and driver licensure and operation. KATA may provide services through a different service contract and/or subcontract all or part of this agreement, provided the requirements of this paragraph are complied with.
3. Agree to keep and maintain good and proper business records of all services and charges provided for under this agreement.
4. Provide service Monday through Friday, between the hours of 5:00 AM and 6:00 PM as routes allow and Saturday for dialysis riders only.
5. Schedule all trips in a coordinating manner intended to maximize on-time performance & vehicle utilization, and minimize passenger ride-time and deadhead service, while considering agency requirements. For these purposes, a trip is considered on-time if the initial pick-up is made within +/- 15 minutes (15 minutes before the scheduled pick-up time or 15 minutes after the scheduled pick-up time). The same +/- 15 minute window also applies to the drop off times.
6. Make records maintained by KATA pertaining to this agreement available to the agency or its representatives for the purpose of inspection or audit during normal business hours and upon a 5 business day notice.

7. Submit to the Agency, on or before the tenth (10) working day of each month, an invoice for services provided in the calendar month prior. The agency will have thirty (30) calendar days to bring billing disputes to the attention of KATA. KATA reserves the right to make adjustments on the following month's invoice as necessary, and requires payment in full of disputed charges at the time of invoicing. KATA further reserves the right to refuse billing disputes not brought to our attention within the above specified timeframe.
8. Because KATA serves a regional area it becomes impossible to apply a uniform policy regarding how operations will be affected by adverse weather conditions. The administrative offices of KATA in Henderson will be open as weather permits for normal business hours; however, transportation services will be decided on a case by case basis.
9. Services for dialysis patients and employment passengers only will be provided on the following holidays: Martin Luther King Day, Good Friday, Veteran's Day, and the Friday following Thanksgiving. No services will be provided on Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, or New Year's Day.

**B. The Agency shall:**

1. Provide KATA written, facsimile, web portal or email of trip authorizations and service requests to include the time and actual physical and street address location of pickups and discharges, as well as the names, telephone numbers, and special needs (e.g. vans with wheelchair lift, type of wheelchair) of the clients to be served, and identify funding source code to be charged. Attachment A contains service policies as established for the KARTS' program. Individual service requests should be submitted by 1 PM on the day prior to the request. The agency will recognize a +/- 15 minute deviation when scheduling trips as described in item 5 above.
2. Provide KATA with adequate notice of cancellation of prescheduled transportation. Adequate notice is defined as two hours before any revenue time spent attempting the trip if it has not been canceled appropriately the trip is marked a "No Show." The agency will be responsible for payment for a client's no shows. In the event that an agency does not pay "No Shows," the client will be responsible for payment. The client will not be permitted to ride again until that charge is paid (unless unallowable per Medicaid policy).
3. Reimburse KATA for all services rendered. Local travel (within the four counties) will be billed at a rate of \$1.15 per shared mile (See Attachment C). Out of County travel will be billed at a flat rate per round trip (See Attachment B). Specialized services will be billed at a rate of \$9.00 an

hour and \$1.15 per mile. Wait time will be charged at a flat rate of \$20 per hour.

4. Understand the following provisions are in place:
  - a. The agency agrees that vehicles will not wait more than two minutes beyond scheduled pick-up time at an individual client's pick-up location. The agency will be billed for all wait time outside of the initial two minutes allotted in 15 minute increments (if requested in writing by the agency).
  - b. KARTS does not provide one-on-one service. To make trips affordable for all agencies and general public riders, return trips are prescheduled whenever possible and included in a set route. For all local trips, drivers are not allowed to wait beyond the two minutes allotted for clients on a return trip. Wait time will be charged in the same manner as stated above for the initial trip. For clients who do not know their return trip time, they will be instructed to call the KATA office when their appointment is complete and a driver will be dispatched as soon as possible to pick them up. Because they are not prescheduled in a set route, their wait-time can vary, up to sixty minutes after notifying KARTS that they are ready.
  - c. Group trips or specialized services must be canceled 48 hours prior to the scheduled trip. Any trip canceled with less than 48 hour notice will be charged a \$100 administration fee.
  - d. Due to FTA's drug testing requirements group trips may only travel 100 miles from KATA's office.
  - e. The fare structure quoted is based on the highest level of cost sharing possible among all county core agencies, including, but not limited to, Department of Social Services, Aging Services, Area Mental Health Programs and Health Department. If all county core agencies choose not to fully utilize KATA to provide transportation for clients of said agencies, then KATA reserves the right to increase fares for all core agencies within a single county. Please note: KATA realizes that core agencies may have situations when some of their transportation needs will be met by other providers because of varying factors such as cost, time constraints, and the like. However, every effort should be made by the core agencies to insure that KATA has an opportunity to evaluate the costs of these services to compare fully allocated costs. If it is determined that KATA must increase rates due to underutilization the agency will be provided a 10 day notice of the new rate.
  - f. In the event that the average cost of fuel increases more than .05¢ per gallon over \$3.80 per gallon, rates will increase at a rate of .01¢ per shared mile for every .01¢ over that amount.
  - g. KATA reserves the right to negotiate separate contracts and rates with other agencies.



# KARTS

POST OFFICE BOX 246  
HENDERSON, NORTH CAROLINA 27536

PUBLIC TRANSPORTATION  
TELEPHONE: 252/438-2573

harmless KATA and KARTS, its' employee and agents, from all claims, losses, liabilities or expenses (including attorney's fees) arising from bodily injury, property damage, or death to any person or persons resulting from the provision of transportation services under this contract, and resulting from the negligence of the agency. KATA agrees, to the extent allowable by law, to release and hold harmless the agency, its employees and agents, from all claims, loss, liability or expense (including attorney's fees) arising from bodily injury, property damage or death to any person or persons resulting from the provision of transportation services under this contract, and resulting from the negligence of KATA.

5. Only clients of the agency may receive services under this agreement.
6. All notices and other communications pertaining to this Agreement shall be in writing and shall be deemed given if personally delivered to the other party or if sent by certified mail, return receipt requested, postage prepaid. A notice sent by certified mail, shall be deemed to be given on the third business day after the mailing date. All notices or communications between the agency and KATA pertaining to the agreement shall be addressed as shown below:

# KARTS

POST OFFICE BOX 246  
HENDERSON, NORTH CAROLINA 27536

PUBLIC TRANSPORTATION  
TELEPHONE: 252/438-2573

KATA  
Executive Director  
PO Box 246  
Henderson, NC 27536

7. Failure to enforce any provision of this contract shall not be construed as waiver of such provision or otherwise affect the validity of this contract.
8. If any provision of this contract is adjudicated invalid by any court of competent jurisdiction, such invalidity will not affect the remainder of this contract.
9. Any other agency specific terms are included as Attachment C if applicable.

IN TESTIMONY WHEREOF, KERR AREA TRANSPORTATION AUTHORITY through their authorized officers and by their own hands have hereunto set forth their hands and seals on the day and year written.

## AGENCY

By: \_\_\_\_\_

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

## KERR AREA TRANSPORTATION AUTHORITY

By:   
**Robert Brink, Executive Director**  
**Kerr Area Transportation Authority**

Date: 6.21.13

## Attachment A

**For your safety and comfort and for that of all of our riders; passengers are required to observe the following policies when riding KARTS:**

1. Request for transportation should be made by 12:00 P.M. the day prior to when transportation is needed. The sooner a trip is scheduled the better, but no further than 14 days in advance.
2. Please be ready to go at least 60 minutes prior to your scheduled pick-up time. Once the van has arrived the driver can wait no more than 2 minutes for passengers to board.
3. If a vehicle arrives to pick you up and you do not ride for any reason it is considered a **No-Show**. You are responsible for the cost of this **No-Show** before you may ride again.
4. Schedule changes are to be handled through the KARTS' office or through the appropriate agency office at **ALL** times. Passengers are asked not to make arrangements with drivers. **Cancellations may not be relayed by drivers**. Requests for next day service, including changes in destination, must be called into KARTS.
5. **Raleigh, Durham and Chapel Hill Riders** should not schedule their arrivals earlier than 10:30 A.M. KARTS must return from the out of county trips no later than 4:00 P.M. **with or without all riders**. The vehicle will return when all riders are ready or at 4:00 P.M.
6. If you are riding as a **will-call** you must call the office when you are ready for pick-up. After you contact the office it may take up to 60 minutes for your ride to arrive.
7. If you have scheduled a time for your return trip and you will not be ready it is your responsibility to notify KARTS that you will not be ready. Failure to do so will result in a **No-Show**. If you are not ready at your scheduled time your trip will be made a **will-call**.
8. KARTS' drivers can assist passengers on and off the van, and to and from the door of their pick-up or drop-off point, as long as the van remains within eyesight. Drivers are not permitted to assist passengers inside homes or other buildings. Drivers can assist those in wheelchairs in navigating **suitable** ramps, however, they are not permitted to push or pull wheelchairs up or down steps.
9. KARTS' drivers are not permitted to stop for restroom breaks or otherwise while in route; only to pick up or discharge passengers. In the event that there is a medical reason a passenger needs to stop for breaks, passengers are asked to contact the KARTS' offices.
10. Passengers are expected to be responsible for their own personal hygiene while on board KARTS' vehicles.
11. If you are paying with cash, please have exact fare ready when boarding. For those who are using tickets or FareKards, please have them ready upon boarding. The **full fare** is due on the first leg of the trip.

# KARTS

POST OFFICE BOX 246  
HENDERSON, NORTH CAROLINA 27536

PUBLIC TRANSPORTATION  
TELEPHONE: 252/438-2573

## Attachment B

### KARTS AGENCY RATE 2013-2014

#### LOCAL TRIPS

\$1.15 per shared mile (Cost distributed evenly among all riders on each vehicle for each day of service)

Trip cost will be lower when there is the opportunity to spread costs among more riders. Those trips that require more one-on-one service will be the most expensive.

#### OUT-OF-COUNTY

Point of Origin	Point of Destination	Round Trip Fares
FRANKLIN COUNTY	CHAPEL HILL	\$48.40
	DURHAM	\$43.25
	RALEIGH	\$38.10
GRANVILLE COUNTY	CHAPEL HILL	\$33.00
	DURHAM	\$28.00
	RALEIGH	\$43.25
VANCE COUNTY	CHAPEL HILL	\$43.25
	DURHAM	\$38.10
	RALEIGH	\$48.40
WARREN COUNTY	CHAPEL HILL	\$46.35
	DURHAM	\$43.25
	RALEIGH	\$46.35

**Meeting Date: July 1, 2013**

**Item # 13**

**SUBJECT: Designate Voting Delegate**

**REQUESTED BY: NC Association of County Commissioners (NCACC)**

**SUMMARY: It is submitted to appoint a voting delegate to the August 22-25, 2013 NCACC annual conference to be held in Guildford County. Chairman Baker and Commissioner Downey have indicated their intent to attend the conference.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## Designation of Voting Delegate to NCACC Annual Conference

I, \_\_\_\_\_, hereby certify that I am the duly designated voting delegate for \_\_\_\_\_ County at the 106<sup>th</sup> Annual Conference of the North Carolina Association of County Commissioners to be held in Guilford County, N.C., on August 22-25, 2013.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

### Article VI, Section 2 of our Constitution provides:

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

Please return this form to Sheila Sammons by: **Friday, August 9, 2013:**

NCACC  
215 N. Dawson St.  
Raleigh, NC 27603  
Fax: (919) 733-1065  
[sheila.sammons@ncacc.org](mailto:sheila.sammons@ncacc.org)

**Meeting Date: July 1, 2013**

**Item # 14**

**SUBJECT: Adopt 2014 Holiday Calendar**

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

**SUMMARY: It is submitted to adopt 2014 Holiday Schedule identical to the State of North Carolina's 2014 schedule.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend adoption of proposed 2014 Holiday Schedule for County Offices.**

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**NOTES:**

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# Warren County 2014 Holiday Schedule

**NOTE:**  
This schedule is  
identical to NC  
State's 2014  
schedule.

Holiday	Observance	Day of Week
New Year's Day	January 1 <sup>st</sup> 	Wednesday
Martin Luther King Jr.'s Birthday	January 20 <sup>th</sup>	Monday
Good Friday	April 18 <sup>th</sup>	Friday
Memorial Day	May 26 <sup>th</sup>	Monday
Independence Day	 July 4 <sup>th</sup>	Friday
Labor Day	September 1 <sup>st</sup>	Monday
Veteran's Day	November 11 <sup>th</sup>	Tuesday
Thanksgiving	November 27 <sup>th</sup> & 28 <sup>th</sup>	Thursday & Friday
Christmas 	December 24 <sup>th</sup> , 25 <sup>th</sup> & 26 <sup>th</sup>	Wednesday, Thursday & Friday

**Meeting Date: July 1, 2013**

**Addition to Agenda - Item # 14-A**

**SUBJECT: Second Amendment to Water Tower Lease Agreement**

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

**SUMMARY: Above referenced Agreement between Warren County and CELLCO partnership is submitted for Board’s review and action. Authorize Chairman Baker to sign related documentation.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**SECOND AMENDMENT TO  
WATER TOWER LEASE AGREEMENT**

This Second Amendment to Water Tower Lease Agreement (this "Amendment") is made this 1 day of March, 2013, by and between **WARREN COUNTY, NORTH CAROLINA**, with a mailing address of Post Office Box 577, Warrenton, North Carolina 27589, hereinafter "Lessor", and **CELLCO PARTNERSHIP** d/b/a Verizon Wireless, with its principal offices located at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920, hereinafter "Lessee". Lessor and Lessee are at times collectively referred to hereinafter as the "Parties" or individually as the "Party".

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

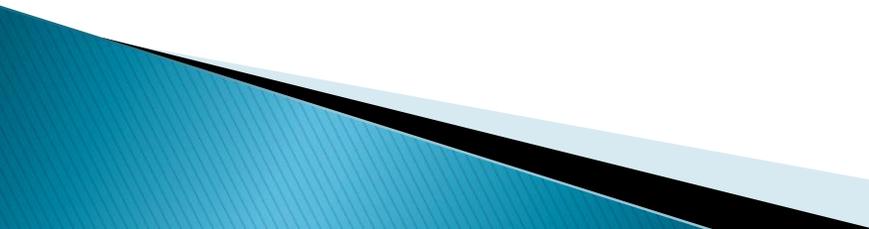
**WHEREAS**, Lessor and Lessee desire to amend the Agreement in order to modify Lessee's equipment.

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

1. Exhibit B-1 is hereby deleted in its entirety and replaced and superseded by and with Exhibit B-2, attached hereto and incorporated herein.
2. On November 1, 2012, pursuant to the Original Agreement, Lessee's monthly rent increased by fifteen percent (15%) of the Original Agreement amount, going from \$1,250.00 to \$1,437.50.
3. Then, commencing March 1, 2013, Lessee's monthly rent shall increase an additional \$300.00 Dollars per month to \$1,737.50 per month.
4. Lessor and Lessee each hereby warrant to the other that the person executing this Amendment on behalf of the warranting Party has the full right, power and authority to enter into, and execute, this Amendment on that Party's behalf, and that no consent from any other person or entity is necessary as a condition precedent to the legal effect of this Amendment.

5. All remaining provisions of the Agreement shall remain in full force and effect as to all other terms and conditions, and shall remain binding on the Parties hereto.
  
6. The Agreement and Amendment contain all agreements, promises or understandings between Lessor and Lessee and no verbal or oral agreements, promises or understandings shall be binding upon either the Lessor or Lessee in any dispute, controversy or proceeding at law, and any addition, variation or modification to the Agreement and Amendment shall be void and ineffective unless made in writing and signed by the Parties. In the event any provision of the Agreement and Amendment is found to be invalid or unenforceable, such a finding shall not affect the validity and enforceability of the remaining provisions of the Agreement and Amendment.

[SIGNATURES TO APPEAR ON THE FOLLOWING PAGE]



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

**LESSOR:**

**WARREN COUNTY, NORTH  
CAROLINA**

By: \_\_\_\_\_  
Bertadean Baker,  
Chair of the Board of  
Commissioners



\_\_\_\_\_  
WITNESS

**LESSEE:**

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

By: 9/1/13 5/28/2013  
Hans F. Leutenegger  
Area Vice President Network

Kim Uluch

\_\_\_\_\_  
WITNESS

**EXHIBIT "B-2"**

**EQUIPMENT DESCRIPTION**

**ANTENNA INFORMATION**

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

**Orientation:** 30/160/270

**Diameter of transmission line:** 1 5/8"

**Meeting Date: July 1, 2013**

**Item # 15-A**

**SUBJECT: Convenience Center & Transfer Station Operation Agreement**

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

**SUMMARY: Per the attached memorandum, the Board is requested to consider approving the re-negotiated Convenience Center & Transfer Station Operation Agreement with Waste Industries effective 7/1/13 – 6/30/16. The agreement has been approved as to legal form by the County Attorney.**

**FUNDING SOURCE: Solid Waste Fund**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of the Collection Center & Transfer Station Operation Agreement with Waste Industries, LLC for a term commencing 7/1/13 and ending 6/30/16. Funding Source: Solid Waste Fund**

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**NOTES:**

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## MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Linda T. Worth, County Manager



DATE: June 25, 2013

RE: Re-Negotiated Collection Center and Transfer Station  
Operation Agreement with Waste Industries, LLC

Attached is the re-negotiated contract with Waste Industries, LLC that was last entered into on May 4, 2009. A copy of the 2009 contract is also provided for comparison purposes.

Mr. Marshall Brothers, Public Works Director, and I have been in contract negotiations with Waste Industries for several weeks, and we are pleased to report to the Board that the contract before you holds the costs for services rendered during the initial three-year term at the current contract cost levels. We were also successful in raising the cost per gallon of fuel at which time an oil/energy surcharge will be charged from \$4.00 to \$4.20/gallon. These modifications to the contract are significant to the County as we work diligently to contain costs in the Solid Waste Fund that are driven annually by the increasing costs associated with this contract.

As the current re-negotiated agreement is written, after the initial three-year term, the contract costs will increase by 3% per year for each extension term. We envision going back to the table at that time to again re-negotiate the contract.

Funds to pay for these services are budgeted in the FY 2014 Solid Waste Fund. The County Attorney has reviewed the proposed contract as to legal form. We, therefore, respectfully request the Board's consideration to approve the proposed new Collection Center and Transfer Station Operation Agreement with Waste Industries, LLC to commence July 1, 2013 and end on June 30, 2016.

Please advise if there are any questions or concerns regarding this matter. Thank you in advance for your favorable consideration.

NORTH CAROLINA

WARREN COUNTY

COLLECTION CENTER AND TRANSFER STATION  
OPERATION AGREEMENT

Entire 26 paged  
document has been  
provided in a separate  
e-mail.

This **Collection Center and Transfer Station Operation Agreement** (hereinafter, "Agreement"), is made and entered into this \_\_\_\_\_ day of, \_\_\_\_\_ 2013 between the County of Warren, a North Carolina body politic and corporate ("hereinafter, "the County"), and Waste Industries, LLC, a North Carolina limited liability company with its principal office in Wake County, North Carolina (hereinafter, "Company");

WITNESSETH:

WHEREAS, the County has determined it necessary to provide for the collection and transportation of certain solid waste from throughout the County for health, safety and wellbeing of its citizens, and;

WHEREAS, the County deems it in the best interests of its citizens to make solid waste collection sites available throughout the County therefore; and,

WHEREAS the County requires the solid waste collected at each collection site to be transported to the Warren County Transfer Station, and;

WHEREAS the County, having responsibility to transport the solid waste from said sites to the Warren County Transfer Station, has determined it is necessary to outsource the operation of the Transfer Station as well as the transportation of the solid waste from the various stations throughout the County to the Transfer Station and from the Station to a permitted landfill, and;

WHEREAS, Company has the ability, expertise and desire to provide said transport of the County's solid waste from the various sites throughout the County to the Transfer Station and from the Transfer State to a permitted landfill on a regular basis, as well as to operate the Warren County Transfer Station, and;

WHEREAS, Company also has all the necessary equipment, materials and source labor required for both the transportation and operation needs of the County.

**NOW THEREFORE**, in consideration of the mutual promises, covenants and agreements herein contained, and the parties' recitals above being fully incorporated herein and throughout, the parties agree as follows:

- I. Definitions - The following definitions will apply in this Agreement:
  - A. Board: The Warren County Board of Commissioners.
  - B. Construction and Demolition (C&D) Waste: Non-putrescible construction or demolition materials.
  - C. CPI: The Consumer Price Index (CPI) for All Urban Consumers, Table 1 –

**Meeting Date: July 1, 2013**

**Item # 15-B**

**SUBJECT: Contracts Approved by County Manager**

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

**SUMMARY: County Manager has been granted authorization to approve contracts up to but not to exceed \$50,000, as well as contracts over \$50,000 with Board authorization. Approved contracts are submitted for Board's information.**

**FUNDING SOURCE: Various**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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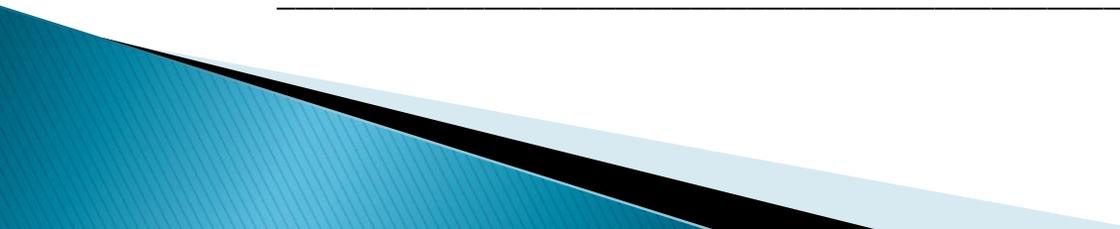
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**NOTES:**

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Entire 27 paged document has been provided in a separate e-mail.

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

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

General County

Tyler Technologies, Inc.  
1 Cole Haan Dr.  
Yarmouth, Maine 04096

I have approved an Amendment to Application Service Provider Agreement for the County's MUNIS financial management software system for a term of 9/1/13 – 8/31/16. Funds to pay the associated costs for the upcoming fiscal year are budgeted in the FY 2014 General Fund budget.

Radio System Upgrades Capital Project

Granville Communications, LLC/Wireless Communications, Inc.  
103 Belle St.  
Oxford, NC 27565

I have executed an agreement, as authorized by the Board of County Commissioners, with the Granville Communications, LLC/Wireless Communications, Inc. at a cost of \$118,816.11. Funds are budgeted in the capital project ordinance to pay the cost of this project.

Warren County EDC

EnviroSmart, Inc.  
2097 Mount Pleasant  
Charleston, SC 29403

I have accepted a proposal with EnviroSmart, Inc. to remove the 20 drums of potentially hazardous waste from the former Peck Mfg. site at a cost not to exceed \$13,400. Funds were appropriated by the Board of Commissioners to the EDC department in the current fiscal year to pay for this service.

MEMORANDUM

Page 2

June 25, 2013

Warren County EDC cont'd

Community Voice Consulting

108 S. Main St.

Warrenton, NC 27589

A contractor service agreement has been executed with Gabriel Cumming d/b/a Community Voice Consulting to provide consulting services to the EDC Department and Commission. Funds are budgeted in the current year's budget and the FY 14 budget to pay for these services that commenced on 6/1/13 and will end on 9/1/13.

General County

Hill, Chesson & Woody (HCW)

4819 Emperor Blvd., Suite 200

Durham, NC 27703

The Service Agreement with HCW has been executed for the provision of employee benefit services for FY 2014. Funds to pay for these services are budgeted in the FY 2014 budget.

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

Attachments

**Meeting Date: July 1, 2013**

**Item # 15-C**

**SUBJECT: County Manager's Report**

**REQUESTED BY: Linda T. Worth, Warren County Manager**

**SUMMARY: County Manager's Report of activities for June 2013 is presented for the Board's review and approval.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**RE:** June 2013 Status Report

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

**Administration**

- Prepared for and attended the Warren County Board of Commissioners Budget Work Session (6/3/13)
- Prepared for and attended the Warren County Board of Commissioners regular monthly meeting (6/3/13)
- Attended EEOC proceeding with County Attorney (6/5/13)
- Met with Atty. A. Thompson to discuss request for easement across Armory property (6/5/13)
- Attended County Employee's mandatory Benefits Fair (6/6/13)
- Attended Warren County Public Facilities Company Bid Opening (6/6/13)
- Met with Finance Officer and HR Manager (6/10/13)
- Attended JCPC Advisory Board meeting (6/10/13)
- Prepared for and attended Warren County Board of Commissioners Budget Public Hearing (6/10/13)
- Attended meeting at Kerr-Tar COG (6/12/13)
- Met with Clerk and Finance Officer to discuss 2014 County Celebration (6/12/13)
- Prepared for and attended Warren County Board of Commissioners Budget Work Session (6/13/13)
- Annual Leave (6/14/13)
- Met with Heritage Quilters reps, B&G Manager, and Code Enforcement Administrator to discuss Hendrick House (6/17/13)
- Prepared for and attended Warren County Board of Commissioners Regular Work Session (6/19/13)
- Attended Radio System Upgrades Project Kick-Off meeting (6/20/13)
- Annual Leave (6/21/13)
- Attended Kerr-Tar REDC Board Meeting (6/25/13)

- Participated in HR Manager interviews with Personnel Committee (6/26/13)
- Meeting with Executive Director of Warren County Chamber of Commerce (6/27/13)
- Conducted monthly Department Heads meeting (6/27/13)
- Prepared for and attended Warren County Board of Commissioners Special Meeting to Adopt the FY 2014 Budget (6/27/13)

#### **Other Activities**

- Participated in Customer Service Committee Flea Market Fundraiser (6/1/13)
- Attended Futrell Pharmacy Ribbon Cutting and Open House (6/19/13)
- Office Farewell Reception for HR Manager (6/28/13)

#### **Project Updates**

##### **Simulcast Radio System Upgrade Project**

The contract with Granville Communications, LLC/Wireless Communications, Inc. has been signed and the kick-off meeting has been held to move forward with implementing the upgrades to Warren County's VHF radio system. The project should be completed within the next five months, commencing on 6/10/13 and ending on 11/11/13.

#### **CDBG Projects**

##### **2011 Scattered Site Housing Project/Infrastructure Hook-Up Project**

Bids are continuing to be awarded for water hook-ups and urgent housing repairs that are part of this project. We are working diligently with the Kerr-Tar COG Grant Administrator to move this project forward to completion.

##### **Ephraim Place Subdivision CDBG Housing Project**

Close-out documents are being prepared by the Grant Administrator for this project. A close-out public hearing will be scheduled by the Board at the 7/1/13 Regular Meeting. The first \$19,000 repayment installment was mailed to the NC Department of Commerce, Division of Community Investment on 6/25/13.

# Closed Session

In accordance with  
NCGS §143-318.11(a)(3)(6)  
Attorney-Client Privileged  
And  
Personnel Matters



*Adjourn*

*July 1, 2013 Meeting*