

***WARREN COUNTY
BOARD OF COMMISSIONERS***

August 5, 2013

***5:45 PM – Public Hearing
6:00 PM – Regular Meeting***

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

Prepared by

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

August 5, 2013

5:45 pm

Public Hearing

Close-Out

Community Development Block

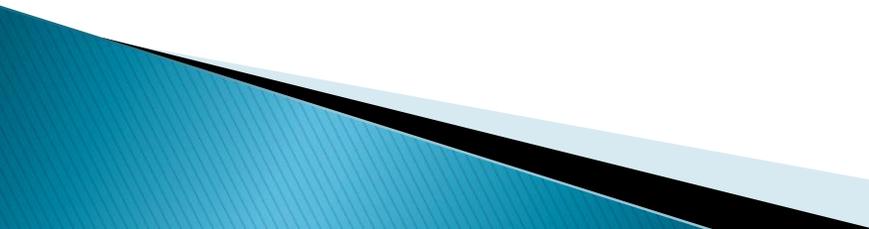
Grant (CDBG) # 03-C-1187

Ephraim Place Housing

Development Project

5:45 Public Hearing

Agenda

1. Chairman or designee call Public Hearing to Order
 2. Clerk to the Board Read Notice of Public Hearing
 3. Overview of CDBG # 03-C-1187 Ephraim Place Housing Development Project Close-Out - Cathy Alston-Kearney, Executive Director WFI
 4. Citizens Comments
 5. County Manager and/or Commissioner Comments
 6. Adjourn Public Hearing
- 

**Chairman or designee
call Public Hearing to
Order**

Item # 2

Notice Of Public Hearing

NORTH CAROLINA
WARREN COUNTY

I, MARY LOU CHEEK, Office Manager of The Warren Record, a weekly newspaper publication in the town of Warrenton, Warren County, and state of North Carolina, do so solemnly swear that a legal action entitled:

*Notice
of Public
Hearing*

Notice of Public Hearing

Notice is hereby served that the Warren County Board of Commissioners has scheduled a public hearing for **August 5, 2013 at 5:45 pm in the Warren County Armory Civic Center Meeting Room**, 501 US Highway 158 Business, East Warrenton, NC 27589. The purpose of this hearing is to receive citizen comments regarding Close out of Community Development Block Grant Program # 03C-1187 Ephraim Place Housing Development Project. CDBG funds financed 1.2% of projected project costs.

Anyone wishing to submit written comments should do so by submitting them directly or by mail no later than 5:00 pm, August 5, 2013. Warren County will respond to written comments within 10 calendar days.

Linda T. Worth, Warren County Manager
Post Office Box 619, Warrenton, NC 27589
Telephone: (252) 257-3115
E-mail: lworth@co.warren.nc.us

Warren County is an equal opportunity employer and service provider; public improvements, housing rehabilitation assistance and other programs are administered without regard to race, color, creed, religion, handicap, or national origin.

All interested citizens are invited to attend this public hearing. Assistance and/or special aid for disabled persons is available upon request. This information is available in Spanish upon request.

Esta informacion esta disponible en espanol o en cualquier otro idioma a peticion. Pongase en contacto con el individuo enumerado a continuacion para dar cabida a esta solicitud.

true copy of which is made a part of his affidavit, did appear in the said The Warren Record in the following consecutive issues:

7/24, 2013
Mary Lou Cheek
Office Manager

Sworn to and subscribed before me this

26 day of *July*, 20*13*.

Lucille Lee Weldon
Notary Public

My commission expires: *12-6-14*.



Item # 3

Overview of CDBG # 03-C-1187 Ephraim Place Housing Development Project Close-Out

= = =

Cathy Alston-Kearney
Executive Director - WFI



Entire document has been provided in a separate E-mail.

CDBG Closeout Forms

Grantee	Warren County
Grantee Address	Post Office Box 619, Warrenton, North Carolina
Grant Number	03-C-1187
Project Name	Ephraim Place
1st Project Number	
2nd Project Number	
3rd Project Number	
Period	
Authorized Representative	
Name	Linda Worth
Title	County Manager
Preparer of Information	
Name	Cathy Alston-Kearney
Address	Post Office Box 150, Warrenton, North Carolina
Telephone Number	252-257-1134
Email Address	warrenfamilyinstitute@yahoo.com
Property acquired with CDBG funds?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Item # 4

Citizens Comments

PUBLIC HEARING PROCEDURES

- ▶ This public hearing is being held to hear citizens' comments regarding Close Out of CDBG # 03-C-1187 Ephraim Place Housing Development Project

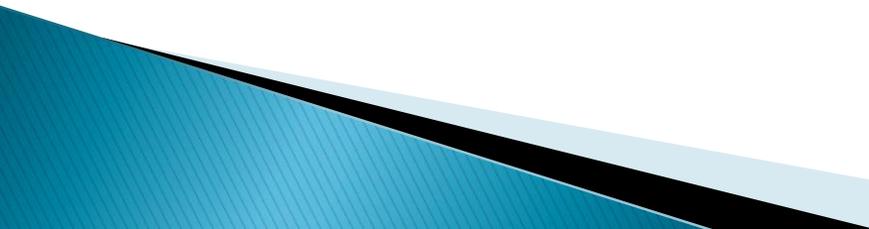
RULES:

- ▶ Please sign up to speak
- ▶ The maximum time allotted to each speaker will be 5 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*

Item # 5

County Manager and/or Commissioner Comments



Item # 6

Adjourn
Public Hearing



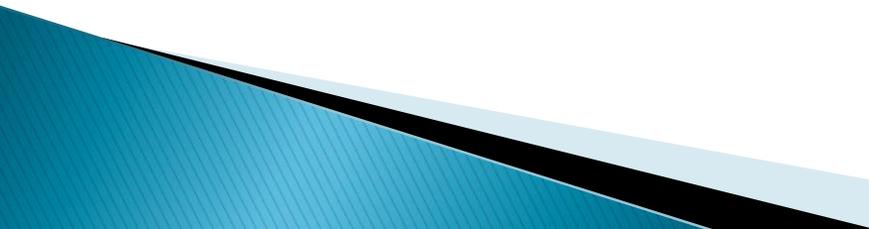
6:00 pm

**Call to Order August 5, 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.
- 

Citizens Comments



Rules for Citizens Comments

Please sign up to speak.

The maximum time allotted to each speaker will be five (5) minutes;
Clerk to the Board will keep time.

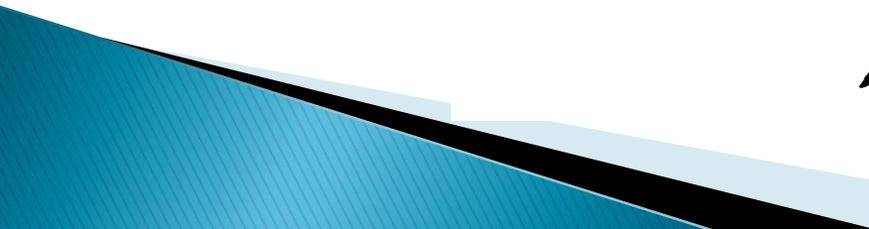
Any group of people who support or oppose the same position should
designate a spokesperson.

Please address only those items which might not have been addressed
by a previous speaker.

If response from Manager and/or Board is desired, please leave a copy
of your comment(s) with the Clerk to the Board.

Order and decorum will be maintained. This is not a question and
answer session.

*Warren County
Board of Commissioners*



Meeting Date: August 5, 2013

(REVISED)

Agenda Item # 5

SUBJECT: Adopt August 5, 2013 Suggested Agenda

REQUESTED BY: Clerk / Deputy Clerk to the Board

SUMMARY: None

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



REVISED
Item 17-C
Added

SUGGESTED AGENDA
FOR
August 5, 2013 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Warren County Armory Civic Center
WARRENTON, NORTH CAROLINA

5:45 pm - Public Hearing

Close-out CDBG # 03-C-1187 Ephraim Place Housing Development Project

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

7. Finance Office – Barry Mayo, Finance Officer
 - A. Amendment # 1 to the FY 2013-14 Warren County Budget Ordinance
 - B. Amendment # 2 to the Capital Project Ordinance – Warren County Simulcast System Upgrade
8. Tax Collector’s 2012 Settlement and Order to Collect – Starlin Beatty, Tax Administrator
9. Follow-Up to Public Hearing – Consider Close-out of CDBG # 03-C-1187 Ephraim Place Housing Development Project
10. Board/Commission Appointments
 - A. Fire Commission: C. Pegram and H. Freeman
 - B. Jury Commission: M. C. Harris
11. Follow-up to Request for Access to Property Adjacent to Armory Civic Center – Al Thompson
12. NC Department of Agriculture & Consumer Services - Forestry Services Annual Contract – Bryant Pitchford, Ranger
13. Adopt Resolution Proclaiming September 2013 “Natural Resources Appreciation Month: A Celebration of Water (H2O)” – William Kearney
14. Appoint Human Resources Manager
15. Approve Purchase of Vehicles Budgeted for FY 14 – Clerk to the Board
 - A. 2013 Dodge Chargers (4) - Law Enforcement
 - B. 2013 Dodge Caravan Wagons (3) – DSS, Senior Center, & Fleet Department
16. Community Development Block Grant (CDBG) – Karen Foster
 - A. Schedule Public Hearing – Project # 11-C-2328 Budget Amendments
 - B. Consider Environmental Review Record for Project 10-C-2227
17. County Manager’s Reports
 - A. Contracts Executed
 - B. Manager’s Monthly Report

C. VGCC Satellite Roof Replacement Project
18. **Closed Session - In accordance with NCGS §143-318.11(a)(3)(6) Attorney-Client Privileged & Personnel Matters**
19. Adjourn Meeting

Meeting Date: August 5, 2013

CONSENT AGENDA Item # 6A

SUBJECT:

Approve Minutes as follows:

June 27, 2013 – Budget Special Meeting

July 1, 2013 – Amendment to Zoning Ordinance Public Hearing

July 1, 2013 - Regular Monthly 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:

NOTES:

Minutes of:

June 27, 2013 - Budget Special Meeting;
July 1, 2013 - Amendment to Zoning Ordinance Public Hearing;
and
July 1, 2013 - Regular Monthly Meeting

have been provided by e-mail prior to the meeting.

Meeting Date: August 5, 2013

CONSENT AGENDA Item # 6B

SUBJECT: Approve Interest Income Report for June 2013

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: None

FUNDING SOURCE: Various

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: Interest Income Report
supplied for Board's information**

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



INTEREST INCOME REPORT
Month of June 2013

FUND	JUNE INCOME	FISCAL YEAR TO - DATE
General	185.67	5,596.69
Revaluation	3.02	120.20
E 911 Telephone System	3.28	124.61
Buck Spring Project	3.23	134.50
Ambulance Storage Facility	0.61	64.75
National Guard Armory (Closed)	0.00	7.24
Simulcast System Upgrade	0.79	40.05
Regional Water Enterprise Fund	4.50	207.37
District 1 Enterprise Fund	10.37	424.83
Solid Waste	1.18	71.48
District II Enterprise Fund	8.36	343.24
District III Capital Project Fund (Closed)	0.00	30.12
District III Phase II BANS	0.04	1.75
District III Enterprise Fund	2.61	193.16
Soul City Pump Station Improvements	0.16	1.85
District III Phase III	0.64	58.09
	224.46	7,419.93

Meeting Date: August 5, 2013

CONSENT AGENDA Item # 6C

SUBJECT: Approve Tax Collector's Report for June 2013

REQUESTED BY: Starlin Beatty, Tax Administrator

SUMMARY: None

FUNDING SOURCE: Various

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



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

Current Year Collections

Tax Year	Charge	Collected in JUNE	Collected to Date	Balance Outstanding	Percentage Collected
JUNE 2013 FY13	\$16,980,456	\$148,203	\$16,338,468	\$641,988	96.22
JUNE 2012 FY12	\$15,839,539	\$90,084	\$15,090,863	748,676	95.27

Delinquent Collections

2011	\$750,228	\$25,114	\$487,531	\$262,698	64.98
2010	264,705	7,481	110,678	154,027	41.81
2009	159,809	4,805	40,507	119,302	25.35
2008	133,389	427	21,798	111,592	16.34
2007	133,433	768	11,249	122,184	8.43
2006	123,092	433	8,126	114,966	6.60
2005	103,862	339	5,501	98,361	5.30
2004	93,274	103	4,837	88,437	5.19
2003	80,082	96	4,051	76,031	5.06
2002	102,739	141	4,113	98,626	4.00
Total Delinquent Years	\$ 1,944,613	\$39,707	\$ 698,391	\$ 1,246,224	

Other JUNE Receipts

County Penalties
Landfill User Fees
Municipalities
Fire District Taxes
Advance Taxes

\$ 16,581	\$ 189,057
\$ 21,276	\$ 1,188,299
\$ 17,418	\$ 683,201
\$ 12,494	\$ 809,071
\$ 25,423	\$ 56,159

JUNE GRAND TOTAL

\$ 281,102	\$ 19,962,646
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Starlin L. Beatty, Tax Administrator

7/23/2013

DATE

Meeting Date: August 5, 2013

CONSENT AGENDA Item # 6D

SUBJECT: Request for Tax Releases

REQUESTED BY: Starlin Beatty, Tax Administrator

SUMMARY: Tax Release Requests over \$100 are presented for the Board's consideration and approval. Tax Release Requests under \$100 approved by the County Manager are presented for the Board's information.

FUNDING SOURCE: General Fund

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Tax Release Requests over \$100.

NOTES:

Over
\$100

Over \$100

8/5/2013

Date: _____

MOTOR VEHICLE RELEASES:

CAHILL JAMES F	2012 32857 2850	BFK7071	65675	\$181.24	RELEASED TO HALIFAX CO
HARGROVE YOLANDA B	2012 36705 2891	XSB3452	69067	\$101.24	CLERICAL ERROR
LOWREY CHARLES W	2012 27050 2295	YZD6321	84153	\$ 111.60	SOLD
TERRY TISHA L	2012 4733 2921	XSB3393	69097	\$ 118.50	CLERICAL ERROR

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$512.58

SUB-TOTAL CORRECTION RELEASES:

\$0.00

Total Releases

\$ 512.58

Under
\$100

Under \$100

8/5/2013

Date: *DW*
7/27/13

ERROR CORRECTION RELEASES:

NAME	Year	ACCT#	MAP #	RECORD	AMOUNT	REASON
BULLOCK ELEANOR	2009	5520 109	F2 18G	47770	\$ 26.99	ONLY ONE HOOK UP ON PROP
BULLOCK ELEANOR	2010	5520 110	F2 18G	51175	\$ 26.99	ONLY ONE HOOK UP ON PROP
BULLOCK ELEANOR	2011	5520 111	F2 18G	55167	\$ 27.80	ONLY ONE HOOK UP ON PROP
BULLOCK ELEANOR	2012	5520 112	F2 18G	63262	\$ 29.42	ONLY ONE HOOK UP ON PROP

SUB-TOTAL ERROR CORRECTIONS:

\$ 111.20

MOTOR VEHICLE RELEASES:

BLACKMAN KENNETH E	2012	22831 1858	SRK5787	64883	\$44.44	RELEASED TO HANOVER CO
CALIZTE VIOLA B	2012	5898 2492	ADP2073	74263	\$16.92	TOTALED
CLIFTON THERESA J	2012	8711 1053	XNB5709	79045	\$2.15	SOLD
COOPER AL LOUIS JR	2012	9334 112	XRB7770	59376	\$2.90	SOLD
CROCKETT CORNELUIS	2012	6055 1559	AFA3960	80848	\$22.74	SOLD
DAVIS EMILY P	2012	9364 1765	SRT2956	83623	\$39.33	SOLD
DAVIS WILLIE E	2012	35295 112	ZWS1286	58515	\$1.74	SOLD
DUNSON GLORIA S	2012	12334 112	TTT2926	55496	\$43.20	TAGS STOLEN
DURHAM HENRY	2012	12437 1617	XSB1801	64442	\$13.84	TRADED IN
FARRAR JANER B	2012	4328 2136	YVT2086	72201	\$54.72	SOLD
FELTS LINDA MARIE	2012	31344 2112	YNC7312	75553	\$4.89	SOLD
GAGNON JAMES M JR	2012	34874 112	ZTN3178	57332	\$2.61	SOLD
GARAZ LEIGH ANN	2012	680 1591	ZNA6440	79583	\$28.10	TURNED IN TAGS
GRANGER BENJAMIN W JR	2012	18782 1993	XNB3097	78558	\$10.24	GAVE AWAY
HARDY MILDRED	2012	17111 1395	XNB1748	76455	\$7.20	TURNED IN TAGS
HARVEY MICHAEL T	2012	36663 2446	BHC8167	84304	\$3.33	SOLD
HEEMAN CRYSTAL	2012	28956 1602	YNC5947	73373	\$8.82	TURNED IN TAGS
HENDERSON WILLIAM EDWARD	2012	19625 112	PT61535	57342	\$2.65	DMV ERROR
HIGHTOWER ALPEAN R	2012	12976 110	RRA2950	49846	\$1.53	TURNED IN TAGS
HINES RUTH C	2012	38505 2566	VSL2930	65391	\$89.00	RELEASED TO HALIFAX CO
HUBBARD FRANKLIN D R	2012	31508 1105	WYY6458	76165	\$7.52	SOLD
HUNT REGINA	2012	28579 1975	AAH2375	83833	\$21.69	TURNED IN TAGS
KEELER ROBERT J	2012	26715 2417	BBN6815	78982	\$4.30	SOLD
LEATH JACQUELINE W	2012	45612 1675	AAP4172	83533	\$13.95	SOLD
LINK JAMES C JR	2012	2891 1709	VRJ2012	80998	\$36.42	MOVED
MATHENY KATHLEEN ANN	2012	31359 1928	YWZ4933	78988	\$5.01	TOTAL LOSS
MILLER DEBORAH N	2012	14851 112	DEACS73	60661	\$85.95	MOVED
MONTAGUE THEODORE O	2012	31094 2255	ZWS2861	63230	\$11.94	SOLD
MOSELEY ROBERT	2012	2703 1095	CR5109	81662	\$4.34	GAVE TO DAUGHTER
MUNN KATHERINE H	2012	28308 1258	BCH1282	77823	\$34.70	SOLD
PEOPLES WILLIAM LEE	2012	13985 2121	CA86601	64946	\$10.22	WRONG LENGTH OF TRAILER
PULLEY JESSICA B	2012	37755 1758	ZXV5364	76818	\$16.95	TRADED
PULLEY TRACY O	2012	32536 2213	YNC7594	75684	\$14.73	WRECKED
RICHARDSON EUGENE A	2012	33534 1266	XTS5678	83124	\$57.60	SOLD
RICHARDSON KATHY B	2012	16397 100	AAD7439	88234	\$33.12	SOLD
RICHARDSON WANDA J	2012	17393 1822	XSB6778	83680	\$7.04	SOLD
ROBERTSON DESIREE W	2012	12772 1622	BF85617	73393	\$6.45	SOLD
ROBINSON FREDDIE T	2012	34803 2270	XY3537	77330	\$10.29	SOLD
SMITH DARRYON	2012	8264 1914	TSM5743	83772	\$23.93	HIGH MILEAGE
SMITH DARRYON	2012	8264 1819	TSM5742	83677	\$14.06	HIGH MILEAGE
SNELL DAISY J	2012	38036 1203	XYZ4683	74644	\$3.36	GAVE AWAY
STEFURA JOHN JR	2012	2871 1579	AJJ7411	82146	\$30.32	SOLD
STEWART ELIZABETH	2012	5526 1520	BJL3653	64345	\$10.40	SOLD
TAYLOR ELIZA D	2012	29642 2336	XND8630	77396	\$36.30	SOLD
TAYLOR NORMA	2012	39801 1694	XSB2248	82261	\$45.63	WRECKED
ULRICH OLIVIA MARIE	2012	37737 1416	BHC6936	80705	\$3.74	SOLD
WHYTE SCOTT W T	2012	29273 1548	BBN4610	73319	\$7.95	SOLD
WILKINS WILLIAM M	2012	43739 1824	K340DV	81113	\$91.17	WRECKED
WILKINS WILLIAM M	2012	43739 112	K340DV	59626	\$97.11	WRECKED
WILLIAMS DAVID LEE	2012	43928 112	ZPW600B	60654	\$25.55	SOLD
WILLIAMS ERICA N	2012	32965 112	APH6898	57569	\$42.96	DMV ERROR
WILLIAMS ERICA N	2012	32965 110	ZPH6898	50203	\$51.81	DMV ERROR
WILLIAMS SAMUEL	2012	34193 2296	ZWS2495	78861	\$3.05	SOLD

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$1,269.91

SUB-TOTAL CORRECTION RELEASES:

\$111.20

Total Releases

\$ 1,381.11

Meeting Date: August 5, 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: CDBG Grants

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

Monthly Performance Status Report

(Due on 15th of each month)

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

Submitted: August 2013

<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		
Planning	On		
Rehabilitation	On		
Clearance	On		
Reconstruction	On		
Temporary Relocation	On		

Prepared By: Karen Foster

Approved and Emailed By: Linda J. Watt

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

Meeting Date: August 5, 2013

Item # 7-A

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Amendment # 1 to the FY 2013-14 Budget Ordinance

FUNDING SOURCE: General Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment #1 to the FY 14 Warren County Budget Ordinance.

NOTES:



AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2013/2014

Amendment No. 1

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

Increase/(Decrease) Appropriations:

Cooperative Extension		3,100
Total	\$	3,100

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

Increase/(Decrease) Revenues:

Restricted Intergovernmental - Other		3,100
Total	\$	3,100

This amendment:

- funds are appropriated to Cooperative Extension for the establishment of community gardens.

Funding Source: Nourishing NC Grant

Respectfully Submitted 08/05/2013

Barry J. Mayo

Barry J. Mayo, Finance Director

Meeting Date: August 5, 2013

Item # 7-B

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Amendment # 2 to the Capital Project Ordinance – Warren County Simulcast System Upgrade Project.

FUNDING SOURCE: Various

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment #2 to the Capital Project Ordinance – Warren County Simulcast System Upgrade Project.

NOTES:

**CAPITAL PROJECT ORDINANCE
WARREN COUNTY
SIMULCAST SYSTEM UPGRADE
(Amendment No. 2)**

Section 3. The following revenues are anticipated to be available to complete the project:

Proceeds Installment Purchase	(501,865)
Transfer from Other Funds - General Fund	100,000
	<hr/>
Total	(401,865)

Section 4 of the above-reference capital project ordinance shall be amended as follows:

Increase/(Decrease) Appropriations:

Engineering/General	(525)
Soil Investigation	(2,000)
Land	800
Construction Contract	(530,000)
Contingency	11,043
Equipment Capital/Radio Communications	118,817
	<hr/>
Total	(401,865)

This amendment adjust the budget to the most recent costs estimates.

Respectfully Submitted 08-05-13

Barry J Mayo

Barry J. Mayo, Finance Director

Meeting Date: August 5, 2013

Item # 8

SUBJECT: Settlement of 2012 Tax Levy & Order to Collect

REQUESTED BY: Starlin Beatty, Tax Collector

SUMMARY: In accordance with NC GS 105-321, the Board is requested to authorize, empower and command the Tax Collector to collect the taxes set forth in the tax records filed in the office of the Tax Collector.

Authorize Chairman of the Board to sign Order to Collect.

FUNDING SOURCE: General Fund

APPLICABLE GENERAL STATUTE: NC GS 105-321, 105-375, 105-367

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

1) Recommend approval of Tax Collector's Settlement of 2012 Tax Levy; 2) Order the Tax Collector to Collect the Taxes set forth in the tax records; and 3) Authorize the Chairman to sign the Order to Collect.

NOTES:

Starlin Beatty
Tax Administrator



117 S. Main Street
Post Office Box 240
Warrenton, North Carolina 27581
Phone: (252) 257-3337
Fax: (252) 257-9369

**COUNTY OF WARREN
OFFICE OF THE TAX ADMINISTRATOR**

2012 TAX YEAR ANNUAL SETTLEMENT

2012 TAX YEAR
ORIGINAL LEVY \$19,163,706.13

ADDITIONS:
DISCOVERIES \$ 603,687.20
INTEREST 57,148.08
STATE 3% INTEREST 5,944.34
LIEN ADVERTISING COST 6,088.00

TOTAL \$19,836,573.75

REDUCTIONS
UNCOLLECTED BALANCE
CASH COLLECTIONS \$18,813,619.60
RELEASES 111,665.58
TOTAL \$18,925,285.18

BALANCE OUTSTANDING AT JUNE 30, 2011 \$ 911,288.57

TOTAL \$19,836,573.75

Warren County Board of Commissioners

**State of North Carolina
County of Warren County**

To the Tax Collector of Warren County:

Pursuant to N. C. G. S. 105-321, you are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Tax Collector and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Warren, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on, seize and sell any real or personal property of such taxpayers, for and on account hereof, in accordance with the law.

Pursuant to N. C. G. S. 105-375, you are further authorized, empowered, and commanded to collect taxes from prior years. This order shall be full and sufficient authority for the Tax Collector to file judgments on real property and request execution on those judgments.

Pursuant to N. C. G. S. 105-367, you are hereby authorized to direct executions to the Sheriff of Warren County to levy on and sell any personal property of taxpayers whose taxes are delinquent for the collection of said taxes. You are further authorized to bid on any real or personal property at the time of the foreclosure sale conducted under N. C. G. S. 105-375.

Witness my hand and official seal this the 5TH day of August, 2013.

Chairman of the Board of Commissioners of
Warren County

ATTEST:

Angelena K. Dunlap
Clerk of the Board of Commissioners
Warren County

Meeting Date: August 5, 2013

Item # 9

SUBJECT: Follow-Up to Public Hearing

**REQUESTED BY: Cathy Alston-Kearney, CDBG Grant Administrator
03-C-1187 Ephraim Place Housing Development Project**

SUMMARY: After holding a required public hearing on Monday, August 5, 2013 at 5:45 pm, Close-Out of CDBG Grant 03-C-1187 Ephraim Place Housing Development Project is presented for Board's action. Authorize Chairman Baker to sign related documentation.

FUNDING SOURCE: CDBG Grant

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend Close-Out of CDBG Grant 03-C-1187 Ephraim Place Housing Development Project and authorize the Chairman to sign related documentation.

NOTES:

CLOSEOUT PERFORMANCE REPORT

Cover Sheet

Grantee Name: **Warren County**

Grant Number: **03-C-1187**

Grantee Address: **Post Office Box 619, Warrenton, North Carolina 27589**

Entire document has been provided in a separate E-mail.

1. Citizens' Written Comments. (Attach the following three items unless each item was previously submitted to DCA, in which case they may be incorporated by reference.)

- a. **A copy of each written citizen comment, which was received during the reporting period on the grantee's community development performance under this grant;**
- b. **The grantee's assessment of the comment; and**
- c. **A description of any action taken or to be taken in response to the comment as required by 4 NCAC 19L .1002.**

2. The grantee's authorized official representative must certify the following:

- a. **To the best of his/her knowledge and belief, data in this report is true and correct;**
- b. **The records described in 4 NCAC 19L .0911 are being maintained and will be made available upon request; and**
- c. **In accordance with Section 101(c)(9) of the Housing and Community Development Act of 1974, the assistance made available under this CDBG grant is not substantially reducing, below the level of support prior to start-up of the CDBG grant reported here, the amount of local financial support for community development activities.**

Bertadean W. Baker

Chairman , Board of Commissioners

Typed Name of Chief Elected Official/Authorized Representative

Title

Signature of Chief Elected Official/Authorized Representative

Date

Preparer Information

Name: **Cathy Alston-Kearney**

Address: **Post Office Box 150, Warrenton, North Carolina 27589**

Telephone Number: **252-257-1134**

Meeting Date: August 5, 2013

Item # 10-A

SUBJECT: Board/Commission Member Appointment

REQUESTED BY: Doug Young, Director - Emergency Services

SUMMARY: Upon recommendation of the Warren County Fire Commission, it is submitted to re-appoint the following individuals to serve on the Fire Commission, terms expire June 30, 2016.

Chris Pegram	3rd Term
Hugh W. Freeman	2nd Term

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Fire Commission

Term of Office: 3 years, expires June
Authority: NC GS 153(A)-233
Membership: Appointed
Responsibilities:
Meeting Schedule: Last Tuesday of each month
Staff Liaison: Douglas R. Young, CEM,
 Emergency Management
 Coordinator

Member	Position	Term
Chris Pegram	3 rd Term	August 2013 - June 30, 2016
Hugh W. Freeman	2 nd term	August 2013 - June 30, 2016



COUNTY OF WARREN, NC

DEPARTMENT OF EMERGENCY SERVICES

Emergency Management * Emergency Medical Services * Fire Marshal's Office

PO Box 619
540 W. Ridgeway St.
Warrenton, NC 27589

Douglas R. Young, CEM / VPEM
Director / Fire Marshal

Office 252-257-1191 ext 237
Fax 252-257-9458

July 22, 2013

To: Angelena Kearney-Dunlap
Clerk, Warren County Board of Commissioners

From: Doug Young, Director 

Re: Re-appointment to Fire Commission

The Warren County Fire Commission submits this memo to recommend to the Board of Commissioners for approval of Chris Pegram and Hugh Freeman to be re-appointed to the Warren County Fire Commission with a term to expire in June 2016.

Please let me know if you have any questions or concerns.

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. Fire Commission
2. _____
3. _____
4. _____

Your full name Christopher Warren Peggam
Date of Birth 7-17-81 Sex M Race W
Mailing Address 416 Macco - Embro Rd.
City and Zip Code Macco, NC 27551
Street Address Same as Above
City and Zip Code _____
Home Phone 252-257-1006 Work Phone 252-257-1191
Job Title Captain
Company or Agency Warren County EMS
Email Address mickdAss1Chick@yahoo.com

Do you live in the county? Yes No

Please list your County Commissioner District B. Richardson
(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 Western Carolina Univ. (Culloway, NC)
Degree Received BS Business Management

Please list any military experience NONE

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 Warren County EMS
Warren County Public Utilities

Volunteer Experience Maize Rural Fire Dept.

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 [Handwritten Signature]
Date 6-24-13

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. Fire Commission
2. _____
3. _____
4. _____

Your full name Hugh W Freeman
Date of Birth 08-28-1948 Sex M Race W
Mailing Address 349 Club DRIVE
City and Zip Code Littleton, NC 27850
Street Address same
City and Zip Code same
Home Phone (252) 580-6938 Work Phone NONE
Job Title Retired
Company or Agency Brown & Williamson Tobacco
Email Address hughfreeman62@gmail.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Walter M. Williams High, Burlington, NC
Name and Address of College Attended Alamance Community, Burlington, NC
Degree Received Business Administration

Please list any military experience U.S. Navy

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

Fire Commission

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

Work Experience

Management - B&W Tobacco

Volunteer Experience

Long Bridge VFD

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

Hugh Freeman

Date

6/20/13

Please feel free to attach a resume if so desired.

Meeting Date: August 5, 2013

Item # 10-B

SUBJECT: Board/Commission Member Appointment

REQUESTED BY: Richard Hunter, Clerk of Superior Court

SUMMARY: Upon recommendation of Richard Hunter, Clerk of Superior Court, it is submitted to re-appoint Mary C. Harris to the Jury Commission for a 5th, two year term (expires June 30, 2015).

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Angelena Kearney-Dunlap

Subject: FW: Jury Commission

From: Hunter, Richard [<mailto:Richard.Hunter@nccourts.org>]

Sent: Tuesday, July 23, 2013 12:22

To: Angelena Kearney-Dunlap

Subject: RE: Jury Commission

I reappointed Elaine G. Coleman and Judge Hobgood reappointed George Koonce. We talked about the county reappointing Mary C. Harris at their July meeting. I guess it did not happen. She is interested in serving another term.

Richard

Richard E. Hunter, Jr.
Clerk of Superior Court
Warren County, NC
Phone - (252) -257-3261
Fax - (252) -257 -5529

STATEMENT OF INTEREST TO SERVE

JUL 25 2013

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

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

WARREN COUNTY MANAGER'S OFFICE

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

- 1. Jury Commission
- 2. _____
- 3. _____
- 4. _____

Your full name Mary Catherine Joyner Harris
 Date of Birth June 27, 1945 Sex F Race W
 Mailing Address 434 N.C. Highway 58
 City and Zip Code Warrenton, NC 27589
 Street Address 434 N.C. Highway 58
 City and Zip Code Warrenton, NC 27589
 Home Phone 252-257-3430 Work Phone NA
 Job Title Retired School Counselor
 Company or Agency _____
 Email Address mc harris 627 @ hotmail.com

Do you live in the county? Yes No

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

Educational Background Rocky Mount, NC
 Name and Address of High School Attended West Edgecombe High School
 Name and Address of College Attended East Carolina University, Greenville, NC
 Degree Received B.S.

Please list any military experience _____

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

Jury Commissioner

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

Work Experience Warren County Schools

Volunteer Experience Warren County Chamber of Commerce,
Friends of Warren Co. Memorial Library,
Cherry Hill Historical Foundation, Warrenton
Baptist Church

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 Mary Catherine J. Harris

Date 7-23-2013

Please feel free to attach a resume if so desired.

Meeting Date: August 5, 2013

Item # 11

SUBJECT: Request for Access to Property Adjacent to Armory Civic Center

REQUESTED BY: Attorney Al Thompson for Jane C. Wilson

SUMMARY: Having been discussed during June 19, 2013 work session and tabled from July 1st Board meeting, above referenced request is now presented for Board's review and action.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend securing legal opinion from County Attorney on the request for easement across Armory Civic Center Property prior to granting same.

NOTES:

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

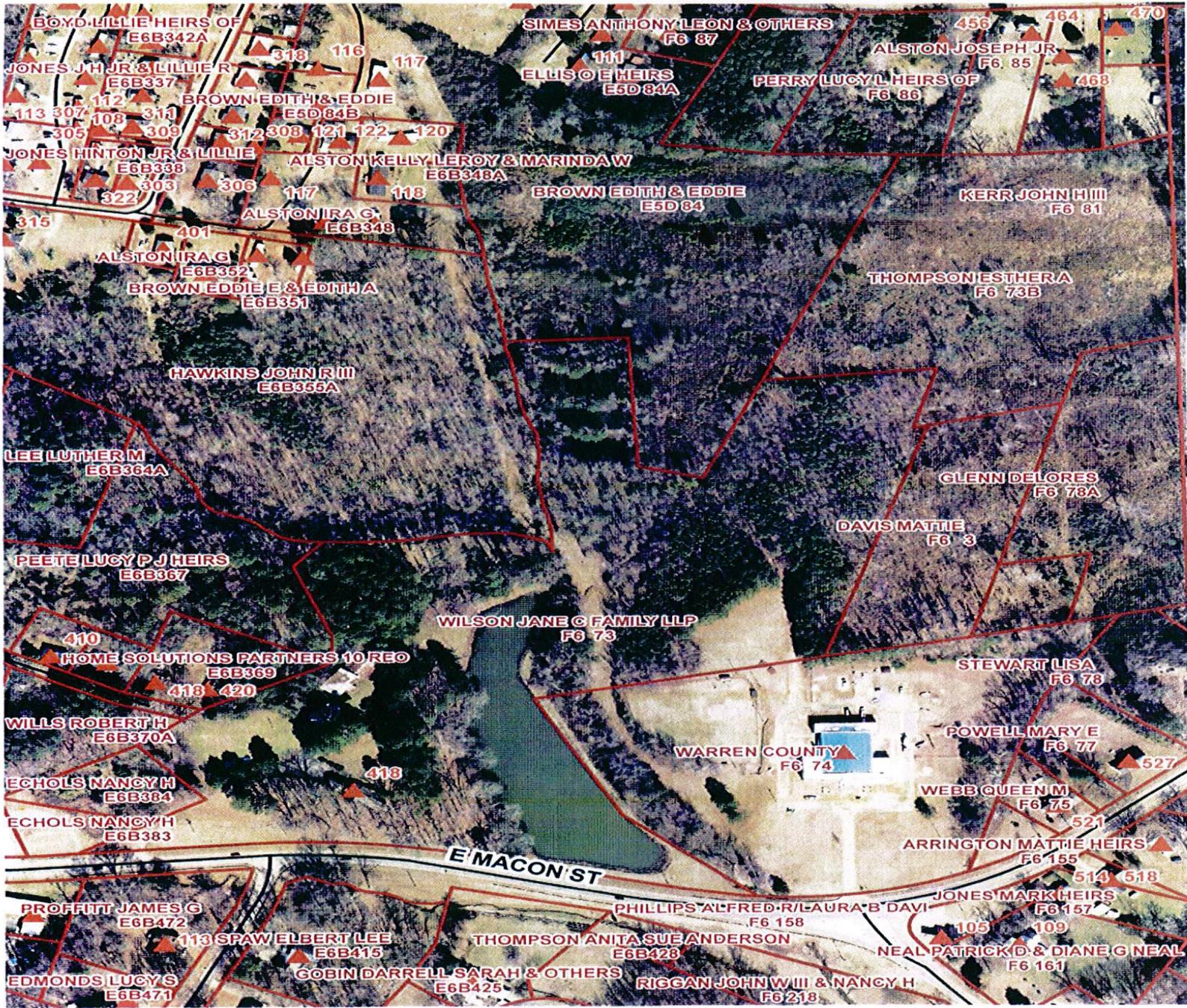
To: Jennifer Jordan, Ulysses S. Ross, Ruth Downey, Bertadean Baker,
& Barry Richardson, Warren County Commissioners
Linda T. Worth, Warren County Manager
Karlene Turrentine, County Attorney

From: Lewis A. Thompson, III

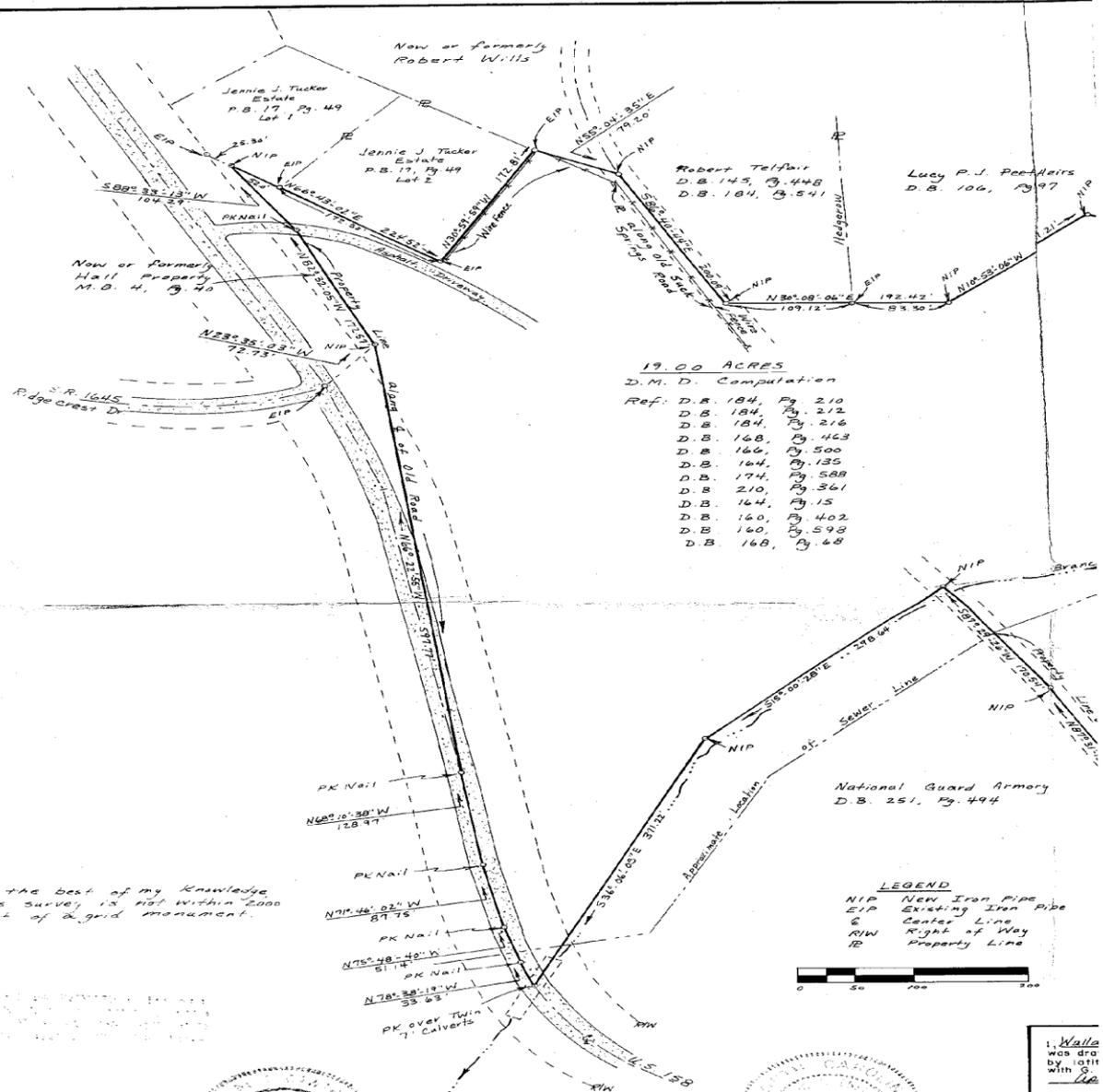
Date: June 11, 2013

Re: Jane Connell Wilson Property – Warren County, NC

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



19.00 ACRES
 D.M.D. Computation
 Ref: D.B. 184, Pg. 210
 D.B. 184, Pg. 212
 D.B. 184, Pg. 216
 D.B. 168, Pg. 463
 D.B. 166, Pg. 500
 D.B. 164, Pg. 135
 D.B. 174, Pg. 588
 D.B. 210, Pg. 361
 D.B. 144, Pg. 15
 D.B. 160, Pg. 402
 D.B. 160, Pg. 598
 D.B. 168, Pg. 48

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

National Guard Armory
 D.B. 251, Pg. 494

LEGEND
 NIP New Iron Pipe
 EIP Existing Iron Pipe
 CL Center Line
 RIW Right of Way
 PL Property Line



I, Walla
 was dra
 by (attit
 with S.
116
 R. L. S.
 NORTH
 hereby
 personal
 the 19c
116
 My con



Wallace G. Cawthorne, certify that under my direction and supervision this map was drawn from an actual field survey, that the error of closure of the survey as calculated by latitudes and departures is 1/10000, that this map was prepared in accordance with G.S. 47-30 as amended. Witness my hand and seal this 19th day of April 1985

L. S. L-2500 Wallace G. Cawthorne
 NORTH CAROLINA, Franklin COUNTY

I, Josephine J. Cawthorne, a Notary Public for said county and state do hereby certify that Wallace G. Cawthorne, a Registered Land Surveyor, personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal this 19th day of April 1985

My commission expires 3-28-87 Josephine J. Cawthorne
 NOTARY PUBLIC

CAWTHORNE AND ASSOCIATES
REGISTERED LAND SURVEYORS, P.A.
 HENDERSON, NORTH CAROLINA

SURVEY FOR
JANET P. CONNELL
 WARRENTON TOWNSHIP
 WARREN COUNTY, NORTH CAROLINA
 SCALE 1"=100' APRIL 19, 1985

Meeting Date: August 5, 2013

Item # 12

SUBJECT: Agreement for Provision of Forest Services

REQUESTED BY: Ranger Bryant Pitchford

SUMMARY: Annual agreement for provision of Forest Services is presented for Board's review and approval. FY 2013-14 allocations are as follows.

Authorize Chairman to sign documents.

FUNDING SOURCE: General Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Annual Agreement for Provision of Forest Services. Funds are budgeted in the FY 14 Forestry Service departmental budget to pay the County's share of \$119,254.

NOTES:

\$	<u>298,136</u>	
Total Cooperative Appropriation		
\$	<u>178,882</u>	60%
	State	
\$	<u>119,254</u>	40%
	County	
<hr/>		

STATE OF NORTH CAROLINA

Department of

Agriculture and Consumer Services

\$ 298,136
Total Cooperative Appropriation

\$ 178,882 60%
State

\$ 119,254 40%
County

AGREEMENT FOR THE PROTECTION, DEVELOPMENT AND IMPROVEMENT
OF FOREST LAND IN WARREN COUNTY, NORTH CAROLINA

THIS AGREEMENT, made under authority of "An act to authorize Counties to cooperate with State in Forest Protection, Reforestation and promotion of Forest Management," (Section 106-906 of the general Statutes of North Carolina), and also under authority of another Section of the General Statutes, namely Section 106-898, by the North Carolina Department of Agriculture and Consumer Services (hereinafter Called the Department), party of the first part, and the Board of Commissioners of WARREN County, in the State of North Carolina (hereinafter called the Board), party of the second part, witnesseth:

That WHEREAS the said Board, recognizing the need for active forest protection, development, reforestation, management and improvement in WARREN County, has accepted the offer of the Department for cooperation in accomplishing this object:

Now THEREFORE, in consideration of the mutual covenants hereinafter set forth, the said parties contract and agree to maintain a legally appointed and equipped Forest Ranger organization in said county at the joint cost of the State and County, insofar as the joint funds will permit as follows:

Part I. THE DEPARTMENT AGREES:

1. To select, employ and appoint, after consultation with the Board, a County Forester or County Forest Ranger for the purposes of controlling forest fires in said County; for detecting and extinguishing fires that break out; for investigating the origin of forest, woodland and field fires; for enforcing State forest fire laws; for taking such preventative measures, educational and otherwise, as shall seem necessary to prevent forest fires; for developing and improving the forests through reforestation promotion and practice of Forest Management practices; and for protection from insects and diseases.

2. To furnish to each Forester or Forest Ranger so employed a badge of office, stationery and report forms, instructional posters for use in the County, leaflets for distributing to landowners and others; to purchase necessary equipment, communication systems, and other Forestry improvements deemed necessary insofar as the joint funds will permit.

3. To pay the Forester or Forest Ranger for all official services rendered, at a fair rate of pay. Rates of pay are to be established by the Department in accord with existing State salary schedules.

4. To direct supervise, instruct, and inspect, through its agents, the work and conduct of the Forester or Forest Ranger, to discipline and, when necessary, discharge such Forester or Forest Ranger.

5. To submit to the Board of Commissioners monthly (or at other mutually satisfactory intervals) an itemized statement of all monies to be paid by the County and those paid by the Department for proper conduct of the work within said County.

6. To make available annually from State, Federal, and other funds allotted to it, the sum of One hundred seventy-eight thousand, eight hundred eighty-two dollars (\$178,882) as its share of an annual budget of Two hundred ninety-eight thousand, one hundred thirty-six dollars (\$298,136) for carrying the work in said County.

Part II. THE BOARD AGREES:

1. To pay to the Department **40%** of the total cost of the Forester or Forest Ranger salaries and expenses and of other proper expenditures made in connection with the over-all Forestry program in said County, upon receipt and consequent approval of the periodic statements submitted by the Department.

2. To appropriate annually the sum of One hundred nineteen thousand, two hundred fifty-four dollars (\$119,254) which sum shall be available for expenditure under the terms of this Agreement, and shall represent the County's share of the annual budget.

Part III. IT IS EXPRESSLY AGREED AND UNDERSTOOD BY BOTH PARTIES:

1. That this Agreement becomes effective **July 1, 2013**.

2. That the annual appropriations as set forth above may be revised by mutual agreement between the Department and the Board, based on the amount of annual appropriation desirable for the proper conduct of the Forestry work, such revision to become effective at the beginning of a given Fiscal Year. Any unused balance of County funds remaining at the end of a Fiscal Year shall revert to said County unless otherwise mutually agreed upon by both parties.

3. That the Board reimburses the Department as provided in Part II, Item 1, by forwarding a county voucher drawn in favor of the Department for the amount of the County's share of expenditures as set forth in the Department's periodic statement to the Board. That such payments be made by the Board within thirty days following receipt of the Department's billing.

4. That title to all improvements and equipment purchased and/or constructed in connection with this agreement will rest with the Department; such materials or their equivalent will remain in the County as long as this agreement is in effect, or as long as they are needed by the Department for the proper conduct of the work therein.

5. That the Forester or Forest Ranger periodically or at the request of the Board, shall present to the Board statements of the work being done within the County, so that said Board may be fully informed at the times regarding the Forestry finances and activities within the County.

IN WITNESS WHEREOF, the said parties do hereunto affix their names and seals upon the date herein below specified.

For the Board of County Commissioners of WARREN County.

Date _____ Chairman

Provisions for the payment of the monies to fall due under this Agreement have been made by appropriation duly made or by bonds or notes duly authorized, as required by the "County Fiscal Control Act."

Date 7-18-13



County Finance Officer

For the North Carolina Department of Agriculture and Consumer Services

Date _____ Signature

N. David Smith, Chief Deputy Commissioner

Meeting Date: August 5, 2013

Item # 13

SUBJECT: Resolution Proclaiming September 2013 Natural Resources Month in Warren County

REQUESTED BY: William A. Kearney

SUMMARY: Resolution Proclaiming September 2013 as “Natural Resources Appreciation Month: A Celebration of Water (H2O) in Warren County is presented to raise awareness of the threat to our natural resources and celebrate a safe drinkable water source.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution and authorize Chairman to sign same.

NOTES:



WARREN COUNTY BOARD OF COMMISSIONERS

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

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

COUNTY OF WARREN STATE OF NORTH CAROLINA

A RESOLUTION PROCLAIMING THE MONTH OF SEPTEMBER 2013 AS *"NATURAL RESOURCES APPRECIATION MONTH: A CELEBRATION OF WATER (H₂O)"* IN WARREN COUNTY, NC

WHEREAS, Warren County is the birthplace of the environmental justice movement, a fact deserving of commemoration and celebration; and

WHEREAS, it is vital to the prosperity of our communities to continue to protect our natural resources by recognizing the importance of clean water in our world; and

WHEREAS, storm water is the number one source of water pollution in North Carolina, and this untreated water carries all refuse it catches directly to creeks, lakes and rivers; and

WHEREAS, our community has been traditionally agricultural and wholly dependent on the consistently abundant resource of fresh water; and

WHEREAS, Lake Gaston, Kerr Lake and other recreational waters of Warren County draw residents and visitors to participate in tourism and positively contribute to our economy; and

WHEREAS, all commercial, industrial, agricultural and private citizens are water consumers and contaminators, have a mutual interest in maintaining the highest degree of water quality, and can make positive contributions to protect North Carolina's water resources; and

WHEREAS, Warren County uses close to one million gallons of freshwater per day and shares the Kerr Lake Regional Water System with the Oxford and Henderson communities; and

Phone: (252) 267-3116
Fax: (252) 257-5971
www.warrencountync.com

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

NOW, THEREFORE, BE IT RESOLVED THAT I, Bertadean Baker, Chair of the Warren County Board of Commissioners, do hereby proclaim the month of September to be

*“NATURAL RESOURCES APPRECIATION MONTH:
A CELEBRATION OF WATER (H2O)”*

and encourage all county officials, employees, schools and residents to participate in county events and activities in observance and support of one of our vital natural resources that is our water.

Adopted this 5th day of August 2013.

Warren County Board of Commissioners

Bertadean W. Baker, Chairman

ATTEST:

Angelena Kearney-Dunlap, Clerk

A Celebration of

WATER (H₂O)

“The Source of life”

September 2013 Natural Resources Appreciation
Month - Warren County, North Carolina

Partners & Sponsors

Warren County Cooperative Extension
Warren County Public Schools
Warren County Memorial Library
Warren County Economic Development
Warren County Water and Soil
Coley Springs Missionary Baptist Church
UNC-CH Center for Health Promotion and Disease Prevention
4-H Club
Warren County Artists Market / Birdland
Warren County Senior Center
Buck Springs - Warren County Parks & Recreation

Coordinated by:

Warren County Environmental Action Team (EAT)



Contact: Bill Kearney & Company LLC - Consultant & Facilitator
P.O. Box 908 - Warrenton, NC 27589 - (252) 257-1491
Email: handsincorporated@earthlink.net
Website and Blog: www.billkearney.com

Please partner with Warren County Environmental Action Team (EAT) during this exciting month to showcase water and its role in Warren County's past, present and future.

1. **What?** – A celebration of water one of our many natural resources.
2. **Why?** – Water is essential for life and is an agricultural, recreational and economical resource for Warren County. Celebration goals:
 - To highlight local and state water resources and challenges
 - To inform, engage and mobilize Warren County citizens (*children, youth and adults*) about the importance of clean water, protecting our clean water supply and advocating for clean water policies and practices to ensure a clean and adequate water supply for future generations.
3. **When?** – The month of September 2013 – proclamation by the County Commissioners that September will be designated as ***“Natural Resources Appreciation Month: A Celebration of WATER.”*** Water focused events and activities will be scheduled throughout the month.
4. **Who?** – The Warren County Environmental Action Team (*EAT*) in collaboration with community partners/sponsors. Will list partners and sponsors.
5. **Where?** – Various locations in the town of Warrenton and Warren County. Will list dates, times, and locations.
6. **How?** – As a partner you can:
 - Do presentations and displays
 - Organize fieldtrips/tours – (*structured and self-guided*)
 - Lead workshops, classes and trainings
 - Create and present music, artwork, drama and poetry
 - Build rain barrels/restore streams
 - Host essay competitions
 - Create visual and audio documentation of events
 - Write media releases - Radio, Newspaper, TV, Facebook, etc.
 - Provide water facts and water conservation tips
7. **Resources** - Contact information for organizations and individuals who advocate for adequate accessible clean water for all.

Warren County Environmental Action Team (EAT)

Who we are – The Warren County Environmental Action Team (EAT) was established February 2012 with representatives of local government, faith communities, schools, non-profits, farmers, academics, community activists, students and the county librarian. The EAT planned and held the **“Telling Our Story – Building Our Future”** 30th anniversary celebration and commemoration of the 1982 Warren County PCB toxic landfill protests. The celebration held at Coley Springs Missionary Baptist Church, September 15, 2012 included the presentation of a historical marker to commemorate the **“Warren County 1982 PCB Landfill Protests”** - later placed near the remediated Afton landfill site. The EAT is also working with Warren County Tourism to help increase tourism and organized and facilitated **“The Afton – Shocco Township Environmental Justice Tour”** as a part of the Warren County Tourism Day Celebration April 27, 2013.

Our Vision – The vision of the Warren County Environmental Action Team is that Warren County will again be a place of prosperity and health/wellness retreat promoting its many natural and cultural resources, building on its heritage, legacies and history while adopting and demonstrating the best green practices.

Our Mission – The mission of the Warren County Environmental Action Team is to work in collaboration with others to identify, share, celebrate and build on: 1) Warren County’s many resources (*natural, agricultural and cultural*); 2) Warren County’s rich history as a place of health and wellness retreat; and 3) Warren County’s inspiring legacy as the birthplace of the environmental justice movement.



Warren County Environmental Action Team

C/O Bill Kearney and Company LLC, PO Box 908, Warrenton, NC – 27589,

Telephone: (252) 257-1491, Email: handsincorporated@earthlink.net,

Website & Blog: www.billkearney.com

www.facebook.com/warrencountyenvironmentalactionteam

Meeting Date: August 5, 2013

Item # 14

SUBJECT: Consider Candidate for Human Resources Manager

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: On recommendation of Personnel Committee Ms. Lisa Alston is presented for appointment to the position of Human Resources Manager at an annual salary of \$55,000, employment commencing September 3, 2013.

FUNDING SOURCE: General Fund

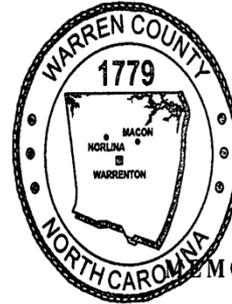
APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Lisa Alston for appointment as Human Resources Manager at an annual salary of \$55,000 effective September 3, 2013.

NOTES:



WARREN COUNTY BOARD OF COMMISSIONERS

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

MORANDUM

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

TO: Warren County Board of Commissioners

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

DATE: July 31, 2013

RE: Candidate for Human Resources Manager Position

The Personnel Committee recommends Ms. Lisa Alston to the Board of County Commissioners to fill the vacant Human Resources Manager position. We are recommending a starting salary of \$55,000.

Contingent upon the approval of the Board, Ms. Alston has accepted a tentative offer of employment and will be available to begin work on Tuesday, September 3, 2013.

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

Meeting Date: August 5, 2013

Item # 15-A

SUBJECT: Approve Purchase of Law Enforcement Vehicles

REQUESTED BY: Clerk to the Board Angelena Kearney-Dunlap

SUMMARY: It is submitted for authorization to purchase four (4) 2013 Dodge Chargers with Police Package on State Contract from Ilderton Chrysler Jeep Dodge, High Point, NC at \$22,854 each (a total of \$91,416) for the Sheriff's Department.

FUNDING SOURCE: FY 2014 Budget

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval to purchase (4) 2013 Dodge Chargers with Police Package at State Contract Price of \$22,854/ea. (total \$91,416) from Ilderton Chrysler Jeep Dodge, High Point, NC for the Sheriff's Department. Funds are budgeted in the FY 14 Departmental budget for this purchase.

NOTES:



AVAILABLE FOR IMMEDIATE DELIVERY!!!

2013 DODGE CHARGER POLICE PKG. V-8

STANDARD STATE CONTRACT VEHICLES AT
STATE CONTRACT PRICING--\$22854

FOUR COLORS TO CHOOSE FROM—
WHITE, BLACK, BILLET SILVER, GRANITE CHRYSAL

ALSO AVAILABLE 2 V-6 2013 POLICE CHARGERS
WITH STREET APPEARANCE PKG., FULL SIZE SPARE,
BLACK SPOT LAMP, TRUNK TRAY, 2 XTRA KEYS
BLACK IN COLOR-- \$23642
(SPOT LAMP CAN BE REMOVED IF NECESSARY)

CONTACT MIKE COLLINS AT 336-822-8708 OR
MCOLLINS@ILDERTON.COM

Meeting Date: August 5, 2013

Item # 15-B

SUBJECT: Approve Purchase of Vehicles for Social Services Dept., Senior Center, & Fleet Dept.

REQUESTED BY: Clerk to the Board Angelena Kearney-Dunlap

SUMMARY: It is submitted for authorization to purchase three (3) 2013 Dodge Caravan Wagons from Superior Chrysler Dodge Jeep, Henderson at \$22,000 each (total \$66,000) one each for DSS, Senior Center, and Fleet Department (Floater Vehicle).

FUNDING SOURCE: FY 2014 Budget

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval to purchase (3) 2013 Dodge Caravan Wagons at the price of \$22,000 ea. from Superior Chrysler Dodge Jeep, Henderson, NC, one each for DSS, Senior Center, and Fleet Department. Funds are budgeted in FY 14 departmental budgets for this purchase.

NOTES:

Superior

Chrysler • Dodge • Jeep

(252) 438-2717

120 HWY 158 BYPASS W. • HENDERSON, NC 27536



PURCHASER'S NAME County Of Warren DATE 5/31/2013
 PURCHASER'S ADDRESS Pobox 613 RESIDENCE PHONE _____
 CITY, STATE & ZIP Warrenton NC 27588 BUSINESS PHONE _____

VEHICLE BEING PURCHASED			DEALER INSTALLED EQUIPMENT	
PLEASE ENTER MY ORDER OR THE FOLLOWING	<input type="checkbox"/> NEW <input type="checkbox"/> USED <input type="checkbox"/> DEMO	CAR TRUCK	STOCK NO. 8051	BASE PRICE OF VEHICLE \$ 22,390.50
				ACCESSORIES N/A

YEAR **2013** MAKE **Dodge**
 MODEL OR SERIES **Grand Caravan** BODY TYPE **4d Wagon SE**
 COLOR **WHITE** TRIM _____
 VIN OR SERIAL NO. **2C4RDG6GTR542526**
 TO BE DELIVERED **5/31/2013** SALESMAN **Julia Keith**
 ORDER ABOUT _____

USED VEHICLE TRADED IN AND/OR OTHER CREDITS

YEAR MAKE STOCK NO.
 MODEL OR SERIES BODY TYPE
 COLOR TRIM
 VIN OR SERIAL NO.
 VALUE ADDED TO ADDRESS

TRADED TRADE-IN ALLOWANCE	\$	N/A
ALLOWANCE OWED ON TRADE-IN		N/A
TRADED ALLOWANCE ON USED TRADE-IN	\$	N/A
DEPOSIT OR CREDIT BALANCE	Rebate (\$)	1,500.00
CASH WITH ORDER		N/A
TOTAL CREDIT (TRANSFER TO RIGHT COLUMN)		

WARRANTY INFORMATION
NEW OR DEMONSTRATOR: If the Vehicle is an new or demonstrator vehicle, the only written warranty provided with respect to the Vehicle and factory installed accessories is the most recent applicable printed warranty which is made solely by the Manufacturer of the Vehicle.
 Dealer installed Accessories are not included in the Manufacturer's warranty on the Vehicle and may or may not be included in separate written warranties which are made solely by Manufacturers of the Accessories.
USED: If the Vehicle is a used vehicle, the Vehicle is sold by Dealer AS IS - WITH ALL FAULTS.

ALL VEHICLES: WHETHER THE VEHICLE IS NEW, A DEMONSTRATOR OR USED; SUPERIOR CHRYSLER DODGE JEEP DISCLAIMS ALL WARRANTIES, WRITTEN, EXPRESS OR IMPLIED, INCLUDING ALL WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND EXPRESSLY DISCLAIMS ANY LIABILITY TO PURCHASER, FOR ANY CONSEQUENTIAL DAMAGES, LOSS OF TIME OR INCONVENIENCE ARISING OUT OF THE PURCHASE OR OPERATION OF THE VEHICLE.

CONTRACTUAL DISCLOSURE STATEMENT FOR USED VEHICLE ONLY
 The information you see on the window form for this vehicle is part of this contract, information on this window form overrides any contrary provision in the contract of sale.
 PURCHASER'S SIGNATURE x Maureen B. ... Co. of Warren
 THE FRONT AND BACK OF THIS ORDER COMPRISE THE ENTIRE AGREEMENT AFFECTING THIS PURCHASE AND NO OTHER AGREEMENT OR UNDERSTANDING OF ANY NATURE CONCERNING NAME HAS BEEN MADE OR ENTERED INTO OR WILL BE RECOGNIZED. I HEREBY CERTIFY THAT NO CREDIT HAS BEEN EXTENDED TO ME FOR THE PURCHASE OF THIS CAR EXCEPT AS APPEARS IN WRITING ON THE FACE OF THIS AGREEMENT. I HAVE READ THE MATTER PRINTED IN THE BACK HEREOF AND AGREE TO IT AS A PART OF THIS ORDER THE SAME AS IF IT WERE PRINTED ABOVE MY SIGNATURE. I CERTIFY THAT I AM 21 YEARS OF AGE OR OLDER.

CASH PRICE OF VEHICLE & ACCESSORIES	\$	22,390.50
ADDITIONAL SERVICE & PREPARATION	\$	N/A
STATE SALES TAX	\$	669.92
DOCUMENTARY FEES	\$	299.50
License, License Transfer, Title, Registration Fee	\$	N/A
TOTAL PRICE OF UNIT	\$	22,400.00
TOTAL CREDIT	\$	1,500.00
UNPAID CASH BALANCE DUE ON DELIVERY	\$	21,900.00

MEMO INFORMATION

CONTRACT BALANCE TO BE PAID IN 1 MONTHLY INSTALLMENTS
 OF \$ 21,900.00 INTEREST RATE OF 0.00 %

a. EXTENDED SERVICE CONTRACT	\$	N/A
b. ADDITIONAL COVERAGE	\$	N/A
c. COMPREHENSIVE COVERAGE	\$	N/A
d. \$ <u>N/A</u> DEDUCTIBLE COLLISION	\$	N/A
e. CREDITOR LIFE AND A & H INSURANCE	\$	N/A

SALESMAN Julia Keith
 BY [Signature] APPROVED AND ACCEPTED
 (INSURER AND POLICY NO.) _____
 SUPERIOR CHRYSLER DODGE JEEP

Meeting Date: August 5, 2013

Item # 16-A

SUBJECT: Community Development Block Grant

REQUESTED BY: Karen Foster, COG Grants Specialist

SUMMARY: It is submitted to schedule a public hearing to hear citizen comments regarding proposed budget amendments to CDBG 11-C-2328 Scattered Sites Housing Grant for Tuesday, September 3, 2013 at 5:45 pm.

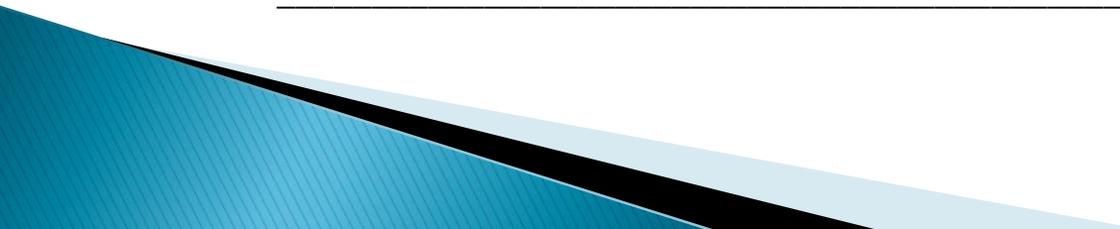
FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Meeting Date: August 5, 2013

Item # 16-B

SUBJECT: Community Development Block Grant

REQUESTED BY: Karen Foster, COG Grants Specialist

SUMMARY: It is submitted to approve Environmental Review Record for CDBG Grant 10-C-2227 Infrastructure Hook-Up Project. Authorize Chairman Baker to sign same.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Environmental Review Record for CDBG Grant 10-C-2227 Infrastructure Hook-Up Project, and authorize Chairman to sign same.

NOTES:

**North Carolina Department of Commerce
Small Cities Community Development Block Grant Program (CDBG)**

**Environmental Review Record at the Community Level for
Exempt and CENST Projects**

1. Grantee (Responsible Entity) Name [24 CFR 58.2]: Warren County		2. Grant Number: 10-C-2227
3. Responsible Entity Mailing Address: 602 W. Ridgeway Rd Warrenton, NC 27589		4. Project Name and Location (City <u>and</u> County): Contingency Infrastructure Hook Up
5. Local Government Project Representative Name: Linda Worth Title: County Manager		Email: lworth@co.warren.nc.us Telephone: 252-257-3115
6. Preparer Contact Information Name/Title/Organization: Karen Foster/CD Planner/KTRCOG Address: 1724 Graham Ave/PO Box 709 City/State/ZIP: Henderson/NC/27536		Phone: 252-436-2040 E-mail: kfoster@kerrtarcog.org Date: Signature:
7. Responsible Entity Certifying Officer [24 CFR 58.2] Name: Bertadean W. Baker Title: Chair		Date: Signature:
8. Grant Category: Infrastructure Hookup		9. Checklists Included: <input checked="" type="checkbox"/> Exempt [24 CFR 58.34] <input type="checkbox"/> Categorical excluded (not subject to 58.5) [24 CFR 58.35(a)]
10. Project Activities:	CDBG Funds Budgeted:	Other Funds Budgeted:
Water Connections	150,000.00	
Urgent Repairs	75,000.00	
Administration	25,000.00	
Total:		
11. Project Description: (Briefly describe the project. Include all contemplated actions which logically are either geographically or functionally a composite part of the project, regardless of the source of funding. [24 CFR 58.32, 40 CFR 1508.25]). Please include a project map. If the project is occurring in multiple places, identify all sites and provide addresses. Please provide labeled photos of all project sites. The addition of two properties – 420 Jerman Lane and 122 Kinderhook Lane – to the IFHU project. Both properties will receive Urgent Repair services under this project.		
12. Additional Studies Performed, if any (Attach studies or summaries):		

DETERMINATION OF EXEMPTION [24 CFR 58.34]

Responsible Entity Name: Warren County
Project Name: Contingency Infrastructure Hook Up
Grant Number: 10-C-2227

Except for the applicable requirements of § 58.6, the responsible entity does not have to comply with the requirements of this part or undertake any environmental review, consultation or other action under NEPA and the other provisions of law or authorities cited in § 58.5 for the activities exempt by this section or projects consisting solely of the exempt activities listed in 24 CFR 58.34 (a). In accordance with 24 CFR 58.34 (b), no further approval from HUD or the State is necessary for the drawdown of funds to implement these activities. However, the responsible entity must still document in writing its compliance with and/or applicability of the "other requirements" listed at § 58.6 and the Environmental Review Record (ERR) must contain a well organized written record of the process and determinations made under this section.

- (1) Environmental and other studies, resource identification and the development of plans and strategies;
- (2) Information and financial services;
- (3) Administrative and management activities;
- (4) Public services that will not have a physical impact or result in any physical change, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs;
- (5) Inspections and testing of properties for hazard or defects;
- (6) Purchase of insurance;
- (7) Purchase of tools;
- (8) Engineering or design cost;
- (9) Technical assistance and training;
- (10) Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair or restoration activities necessary only to control or arrest the effects from disasters, imminent threats or physical deterioration;
- (11) Payment of principal and interest on loans made or obligations guaranteed by HUD;
- (12) Any of the categorical exclusions listed in 58.35(a) provided that there are not circumstances which require compliance with any other federal laws and authorities cited in 58.5.

I hereby certify that the activities selected above comprising the Contingency Infrastructure Hookup Program have been reviewed and determined exempt per 24 CFR 58.34(a):

Bertadean W. Baker Chair, Warren County Board of Commissioners
Responsible Entity Certifying Official Name and Title (Please Print)

Responsible Entity Certifying Official Signature and Date



COMPLIANCE DOCUMENTATION CHECKLIST [24 CFR Part 58.6]

Responsible Entity Name: Warren County
Project Name: Contingency Infrastructure Hookup
Grant Number: 10-C-2227

The Environmental Review Record (ERR) must contain a well organized written record of the process and determinations made under this section.

The Flood Disaster Protection Act of 1973

1. Does the project involve acquisition, construction or rehabilitation of structures located in a FEMA-identified Special Flood Hazard Area as designated on a current FEMA Flood Map?

- No - Source Documentation: Identify and attach the FEMA flood map used to make your finding.
 Yes - Continue to Question 2.

2. Is the community participating in the National Flood Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?

Yes - Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration is to be obtained as a condition of the approval of financial assistance to the property owner and must be in file.

No - Federal assistance may not be used in the Special Flood Hazards Area unless the community is participating in the National Flood Insurance Program.

The Coastal Barrier Resources Act

1. Is the project located in a coastal barrier resource area?

- Not Applicable - Non-Coastal County (attach source documentation)
 No - Coastal counties must identify and attach the source documentation:
 Yes - **Federal assistance may not be used in such an area.**

Runway Clear Zones and Clear Zones

1. Is the project located within 3,000 feet from the end of the runway at a civil airport? Is the project located within 2.5 miles from the end a runway at a military airfield?

- No - Attach Source Documentation:
 Yes - Continue to Question 2.

2. Does the project involve the sale or acquisition of existing property within a Civil Airport's Runway Clear Zone or a Military Installation's Clear Zone?

- No - Attach Source Documentation: (Project complies with 24 CFR 51.303(a) (3)).
 Yes - A disclosure statement must be **provided** to buyer and a copy of the signed disclosure must be maintained in this Environmental Review Record

In all cases involving HUD assistance, subsidy, or insurance for the purchase or sale of an existing property in a runway Clear Zone or Clear Zone, the responsible entity shall advise the buyer that the property is in a runway clear zone or clear zone, what the implications of such a location are, and that there is a possibility that the property may, at later date, be acquired by the airport. The buyer must sign a statement acknowledging receipt of this information.

Bertadean W. Baker Chair, Warren County Board of Commissioners
Responsible Entity Certifying Official Name and Title (Please Print)

Responsible Entity Certifying Official Signature and Date





420 Jerman Lane, Norlina



- | | | |
|------------------------------------|-----------------------|---------------------------------|
| • Major Cities | Roads | 100yr Flooding - Foodway (AE) |
| ✦ Benchmarks | — NC Highway | 100yr Flooding - Has BFE's (AE) |
| ▨ DFIRM Grid | — US Highway | 100yr Flooding - No BFE's (AE) |
| — Rivers and Streams | — Interstate Highway | 100yr Flooding - Velocity Zone |
| — Transsects (Coastal) | ▨ Political Areas | 500yr Flooding (Shaded X) |
| ▭ County Boundaries | ▨ Extrajurisdictional | — Base Flood Elevation (Symbol) |
| ▨ Coastal Barrier Resource Systems | ▨ Coastal Sounds | — Cross Sections |



North Carolina
Floodplain Mapping Program



122 Kinderhook Lane, Henderson (Warren County)



- | | | |
|----------------------------------|--------------------------------|---------------------------------|
| • Major Cities | Roads | 100yr Flooding - Floodway (AE) |
| + Benchmarks | — NC Highway | 100yr Flooding - Has BFE's (AE) |
| DFIRM Grid | — US Highway | 100yr Flooding - No BFE's (A) |
| — Rivers and Streams | — Interstate Highway | 100yr Flooding - Velocity Zone |
| — Transects (Coastal) | Political Areas | 500yr Flooding (Shaded X) |
| County Boundaries | Extraterritorial Jurisdictions | — Base Flood Elevation (Symbol) |
| Coastal Barrier Resource Systems | Coastal Sounds | — Cross Sections |



0 200 Feet

North Carolina
Floodplain Mapping Program

Division of Coastal Management



CAMA Counties

The following counties are subject to the rules and policies of the Coastal Resources Commission, which administers the Coastal Area Management Act. If you are planning to develop in one of these counties, check to see whether your project is also in an Area of Environmental Concern. If it is, you may need a CAMA permit.

CAMA Counties

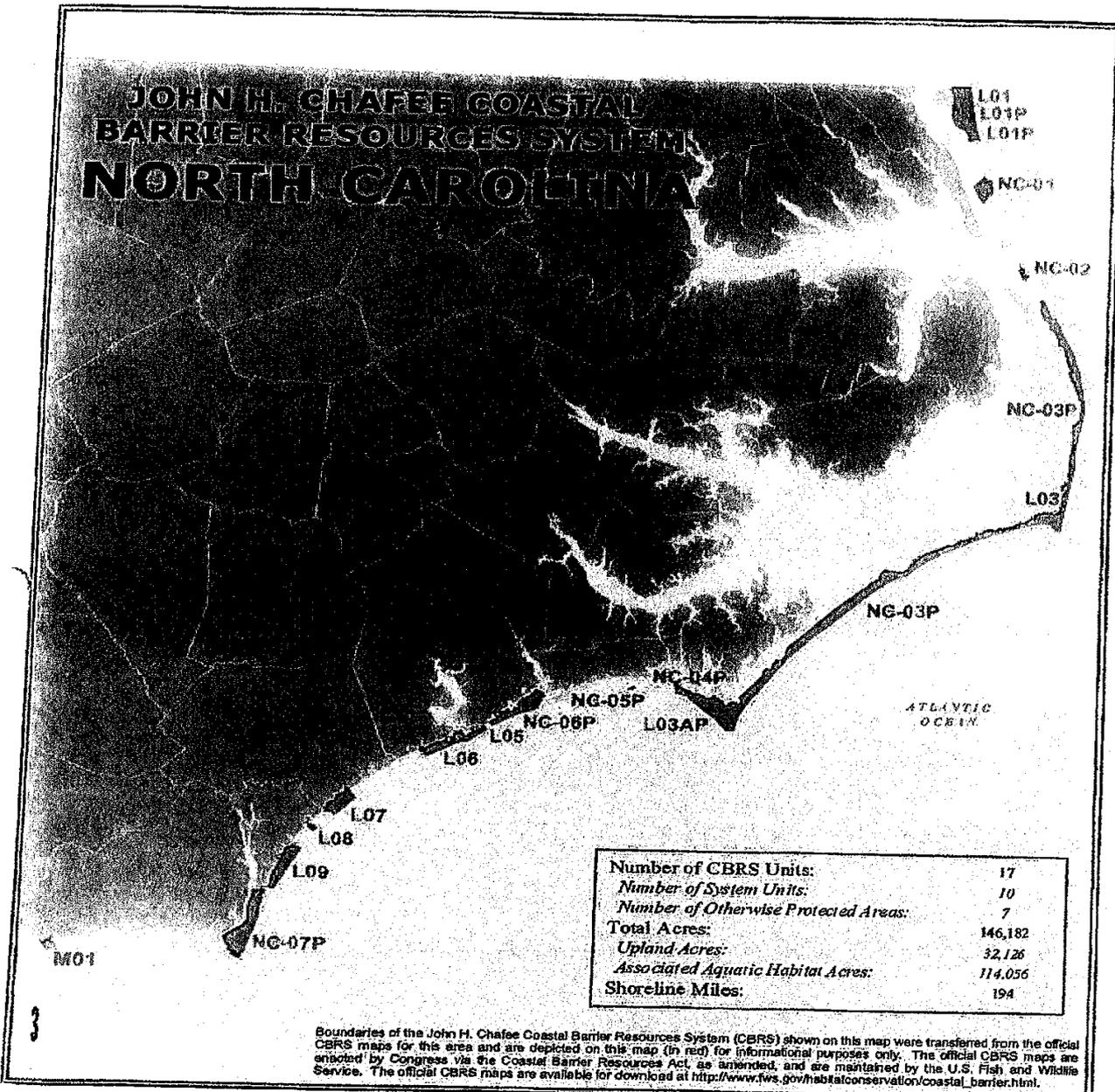
Beaufort	Hertford
Bertie	Hyde
Brunswick	New Hanover
Camden	Onslow
Carteret	Pamlico
Chowan	Pasquotank
Craven	Pender
Currituck	Perquimans
Dare	Tyrrell
Gates	Washington



Last Modified: October 19, 2007

N.C. Division of Coastal Management • 400 Commerce Ave • Morehead City, NC 28557
1-888-4RCOAST • Email Us

JOHN H. CHAFEE COASTAL BARRIER RESOURCES SYSTEM NORTH CAROLINA



Meeting Date: August 5, 2013

Item # 17-A

SUBJECT: County Manager's Report

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: County Manager has been granted authorization to approve contracts up to but not to exceed \$50,000. Contracts approved are submitted for the Board's information:

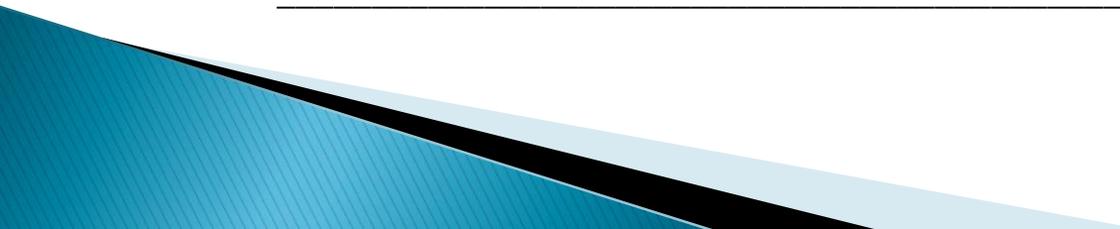
FUNDING SOURCE: Various

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Entire
21 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:

Radio System Upgrades Capital Project

TSS Partners, LLP
429 Grosvenor Dr.
Raleigh, NC 27615

A second contract extension has been executed for the Consulting Services Agreement for the Radio System Upgrades Project. Due to unforeseen circumstances (tower construction) preventing the completion of the project by the agreed upon first contract extension date of 7/31/13, the Consulting Services Contract has been extended an additional five months at no additional cost to and including 12/31/13.

Warren County Public Works

Resolve Environmental Services, PLLC
410 East Franklin St.
Monroe, NC 28112

The annual contract with Resolve to conduct semi-annual ground water and surface water sampling at the Warren County Solid Waste Landfill has been executed at a total cost of \$7,600. Funds are budgeted in the Solid Waste Fund budget to pay this expense.

E. & B Keeter & Others
298 Mac Powell Rd.
Norlina, NC 27563

A lease agreement for Solid Waste Convenience Center site has been executed at a cost of \$260/month. Funds are budgeted in the Solid Waste Fund budget to pay this expense.

MEMORANDUM

Page 2

July 30, 2013

Warren County JCPC

Candace Williams
Henderson, NC 27536

A Secretarial Contract with C. Williams to serve the Warren County Juvenile Crime Prevention Council (JCPC) has been executed at an annual cost of \$2,610. JCPC grant funds will pay for these services.

Warren County E-911 Center

Wireless Communications, Inc.
4800 Reagan Dr.
Charlotte, NC 28206

The annual E-911 Equipment Maintenance contract with Wireless Communications, Inc. has been executed at a cost of \$17,098.89. E-911 surcharge funds will be used to pay this expense.

Warren County EMS

Zoll
269 Mill Rd.
Chelmsford, MA 01824

A 3 year worry-free AutoPulse Protection Plan with Battery System upgrade for EMS Zoll AutoPulse system equipment has been executed at a cost of \$16,800. Funds are budgeted in the EMS departmental budget to pay this expense.

Entire
21 paged
document
has been
provided
in a separate
E-mail.

Meeting Date: August 5, 2013

Item # 17-B

SUBJECT: County Manager's Report

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: County Manager's Report of activities for July, 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:

NOTES:



RE: July 2013 Status Report

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

Administration

- Prepared for and attended the Warren County Board of Commissioners Public Hearing & Regular Meeting (7/1/13)
- Attended Senior Center Advisory Board Meeting (7/2/13)
- Mtg. with Finance Officer, Public Utilities Director and reps from Davenport & Co. to discuss refinancing bond debt (7/3/13)
- Telephone Conference with HR Manager and Consultants working on Job/Class Study (7/3/13)
- 4th of July Holiday (7/4/13)
- Participated in HR Manager Interview (7/5/13)
- Mtg. with SECU Intern R. Davis (7/8/13)
- Attended JCPC Monthly Meeting (7/8/13)
- Mtg. with Senior Center Director (7/10/13)
- Conducted Office Staff Meeting (7/10/13)
- Participated in Conference Call with COG Officials and others (7/12/13)
- Mtg. with Animal Control Director (7/16/13)
- Attended Senior Center Advisory Board Called Meeting (7/16/13)
- Mtg. with EDC Office Staff (7/17/13)
- Attended Three-County Manufacturers' Forum at VGCC (7/18/13)
- Mtg. with DSS Director (7/18/13)
- Birthday Off (7/19/13)
- Annual Leave (7/22-26/13)
- Mtg. with EDC Office Staff, NC State E3 Representative, and COG Workplace Development Staff (7/29/13)
- Viewed Affordable Care Act Webinar with HR Technician (7/30/13)
- Planned for and attended Buck Spring Project Committee Meeting (7/30/13)
- Viewed NACO Dental Discount Program Webinar with Clerk (7/31/13)
- Viewed Manager's Weekly NCACC legislative update webinar (7/31/13)

Other Activities

- Attended former Warren County Emergency Management Director G. Robenolt's Final Services with other County Officials and staff (7/15/13)

Project Updates

Simulcast Radio System Upgrade Project

Due to unforeseen circumstances surrounding the tower construction that have delayed this project, the consulting contract with TSS Partners has been extended at no additional cost an additional five months to and including 12/31/13. The project kick-off meeting was held with Granville Communications, LLC/Wireless Communications, Inc. and they are moving forward with implementing the upgrades to Warren County's VHF radio system. This project is anticipated to be completed in November 2013.

Buck Spring Project

The Buck Spring Project Committee is meeting monthly to develop a recommendation for the Board of Commissioners of a proposed capital project for the Buck Spring property. Warren County has been notified that our PARTF grant application for Buck Spring has been approved; however, we are awaiting notification that funding has been appropriated. We are reaching out to other potential partners for this project, i.e. Soil & Water Conservation Office, Natural Resources Conservation Service (NRCS), 4 Rivers RC&D, Boy Scouts, and others to solicit assistance with the efforts to clean-up the trails and repair the access road to the dock. A member of the Committee with a background in Forestry Management is preparing a forestry management plan for the County's consideration. We are also moving forward to secure estimates on the cost to restore the historical buildings on the property.

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. A request to schedule a public hearing on a proposed budget amendment for this project will be addressed by the Board at the 8/5/13 board meeting. We are working diligently with the Kerr-Tar COG Grant Administrators to move this project forward to completion.

Ephraim Place Subdivision CDBG Housing Project

Close-out documents have been prepared by the Grant Administrator for this project that will be the subject of a public hearing on 8/5/13.

Meeting Date: August 5, 2013

(Addition to Agenda)

Item # 17-C

SUBJECT: VGCC Satellite Roof Replacement Project

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: Bid was received for above referenced project in the amount of \$235,773 (\$18,773 in excess of budgeted amount). It is requested to allocate \$19,000 in additional funds to proceed with project.

FUNDING SOURCE: Fund Balance

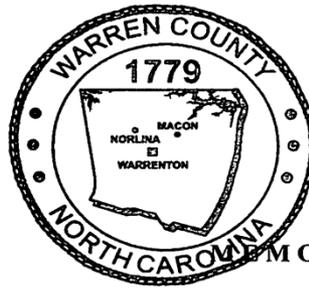
APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

___Recommend approval, appropriate \$19,000 from Fund Balance_____

NOTES:



WARREN COUNTY BOARD OF COMMISSIONERS

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

Addition To Agenda

M O R A N D U M

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

Linda T. Worth
County Manager

Angelena Kearney-Duntap
Clerk to the Board

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: August 5, 2013
RE: VGCC Satellite Roof Replacement Project

In a meeting today, Dr. Stelfanie Williams, VGCC President, and Mr. Steven Graham, VGCC Vice President of Finance & Operations, shared the results of the recently held bid opening for the three roof replacements at the Warren County VGCC Satellite with Mr. Barry Mayo, Finance Officer, and me. We were advised that the lowest responsible bid received from Baker Roofing for roof replacements on all three buildings using a hot asphalt adhesive system and providing roof access ladders on Buildings 2 and 3 totaled \$235,773. This low bid exceeded Warren County's appropriation of \$217,000 for this project by approximately \$18,773.

Based on the critical need to replace the roofs at the Warren County VGCC Satellite facility, it is my recommendation that the Board favorably consider appropriating an additional \$19,000 from Fund Balance to fully fund Dr. Williams' funding request for this project.

I am available to answer any questions and/or concerns regarding this matter. Your consideration is greatly appreciated.

cc: Barry Mayo, Finance Officer
Charles Williams, B& G Manager

Attachments

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

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Addition To Agenda

07/23/2013 17:04
2036gedm

WARREN COUNTY
BUDGET REPORTS

PG 1
glytdbud

FOR 2014 13

ACCOUNTS FOR:
10 GENERAL FUND

ORIGINAL
APPROP

TRANFRS/
ADJUSTMTS

REVISED
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE
BUDGET

PCT
USED

5920 VANCE GRANVILLE COMM COLLEGE

105920 VANCE GRANVILLE COMM COLLEGE

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105920 563005 CURR EXP	177,112	0	177,112	14,759.37	.00	162,352.63	8.3%
105920 563006 BLD REN/IM	217,000	0	217,000	.00	.00	217,000.00	.0%
105920 563110 CAP OUTLAY	6,000	0	6,000	.00	.00	6,000.00	.0%
105920 563118 EXPANSION	4,600	0	4,600	.00	.00	4,600.00	.0%
TOTAL VANCE GRANVILLE COMM COLLEGE	404,712	0	404,712	14,759.37	.00	389,952.63	3.6%
TOTAL GENERAL FUND	404,712	0	404,712	14,759.37	.00	389,952.63	3.6%
TOTAL EXPENSES	404,712	0	404,712	14,759.37	.00	389,952.63	

Addition To Agenda

REI Engineers

Certified Bid Tabulation

Project: VGCC-Warren Campus-Buildings 1, 2 & 3
Roof Replacements
REI Project No. 013RAL-006

Time: 2 p.m., July 23, 2013
Location: VGCC-Main Campus-Building 8 Conference Room 8229

Contractor	Base Bid	(+) Alt. No. 1	(+) Alt. No. 2	(+) Alt. No. 3	(+) Alt. No. 4	(+) Alt. No. 5	(+) Alt. No. 6	(+) Alt. No. 7	(+) Alt. No. 8	(+) Alt. No. 9	Add. No. 1 Rec'd	MBE Forms	Bid Bond
Baker Roofing Lic. No. 5812	\$98,858	\$88,922	\$62,179	\$91,923	\$82,077	\$56,522	\$2,481	\$2,770	\$4,185	\$0	Yes	Yes	Yes
BIRS, Inc. Lic. No. 25444	\$112,661	\$107,933	\$69,636	\$105,941	\$101,861	\$67,478	\$2,940	\$2,940	\$2,345	\$1,895	Yes	Yes	Yes
Curtis Const. Co. Lic. No. 3529	\$138,077	\$99,602	\$65,604	\$131,672	\$94,475	\$60,122	\$5,543	\$6,277	\$3,752	\$1,527	Yes	Yes	Yes
Triangle Roofing Lic. No. 49606	\$136,320	\$114,400	\$68,470	\$157,650	\$132,200	\$83,325	\$2,900	\$2,900	\$1,800	\$2,140	Yes	Yes	Yes

Alternate No. 1: Building 2 - Roof replacement.

Alternate No. 2: Building 3 - Roof replacement.

Alternate No. 3: Building 1 - Roof replacement using hot asphalt to adhere the insulation system in place of two-part low rise foam insulation adhesive and adhering the modified bitumen base ply by hot asphalt mopping in place of adhering base ply by torching.

Alternate No. 4: Building 2 - Roof replacement using hot asphalt to adhere the insulation system in place of two-part low rise foam insulation adhesive and adhering the modified bitumen base ply by hot asphalt mopping in place of adhering base ply by torching.

Alternate No. 5: Building 3 - Roof replacement using hot asphalt to adhere the insulation system in place of two-part low rise foam insulation adhesive and adhering the modified bitumen base ply by hot asphalt mopping in place of adhering base ply by torching.

Alternate No. 6: Building 2 - Provide roof access ladder on exterior wall.

Alternate No. 7: Building 3 - Provide roof access ladder on exterior wall.

Alternate No. 8: Building 2 - Remove existing skylights and provide 4 new skylights.

Alternate No. 9: Building 2 - Remove existing skylights and support curbs and provide 1/8" metal plate and 5/8" gypsum board over deck opening.

This bid tabulation indicates the apparent low bidder and does not constitute an award of contract or bid. This is to certify that the bids tabulated herein were publicly opened and read on the 23rd of April, 2013, at the Vance-Granville Community College, located at 200 Community College Drive, Henderson, NC.

I hereby certify this is a true tabulation of bids received.



Robert E Tomlinson, RRC
Sr. Project Manager
REI Engineers

Addition To Agenda

Project: VGCC-Warren Campus- Buildings 1, 2 & 3
Roof Replacements

	Option A	Option B
<u>Revenue</u>		
General Fund Appropriation- Warren County	237,000	237,000
<u>Construction Cost</u>		
Roof replacement on all three buildings using foam insulation/torching adhesive system	249,959	
Roof replacement on all three buildings using hot asphalt adhesive system	<hr/>	<hr/> 230,522
	(12,959)	6,478
Addition of roof access ladder on both Buildings 2 and 3	<hr/> 5,251	<hr/> 5,251
	(18,210)	1,227

Item # 18

Closed Session

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



Adjourn

August 5, 2013
Meeting

