

**REVISED**

**WARREN COUNTY  
BOARD OF COMMISSIONERS**

**Tuesday - September 3, 2013**

***4:00 pm - Special Work Session***

***5:45 pm – CDBG 11-C-2328 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***

**4 pm**

**Special  
Work  
Session**

**Notice**

The Warren County Board of Commissioners will hold a Special Work Session on Tuesday - September 3<sup>rd</sup> at 4:00 pm to hear "Presentation of Job Classification/Salary Study Final Report" by John Anzivino, Senior Vice President, Springsted, Inc.

This work session will take place in the Armory Civic Center immediately before a 5:45 pm public hearing and 6 pm regular Board of Commissioners meeting.

All citizens are urged to attend any and all Board of Commissioners meetings.

Bertadean W. Baker, Chairman  
Warren County Board of Commissioners

**NOTE TO NEWSPAPERS:**

Information only  
This is not an ad



*Angelena Kearney-Dunlap, NCCCC  
NC Certified County Clerk  
Warren County Board of Commissioners  
Post Office Box 619*

***WARREN COUNTY  
BOARD OF COMMISSIONERS***

***Tuesday - September 3, 2013***

***Special Work Session***

***Agenda***

***1 – Chairman Call Work Session to Order at 4:00 pm***

***2 – Presentation of Job Classification/Salary Study Final Report  
By John Anzivino, Senior VP, Springsted, Inc.***

***3 – Comments by County Manager***

***4 - Comments by Board of Commissioners***

***5 – Chairman Adjourn Work Session***

**Tuesday - September 3, 2013**  
***Special Work Session***

***Agenda Item # 1***

***Chairman Call Work Session***  
***to Order at 4:00 pm***

**Tuesday - September 3, 2013**  
***Special Work Session***

***Agenda Item # 2***

***Presentation of Job Classification/Salary Study***  
***Final Report***

***By***

***John Anzivino, Senior VP***  
***Springsted, Inc.***

**Tuesday - September 3, 2013**  
***Special Work Session***

***Agenda Item # 3***

***Comments***  
***By***  
***County Manager***



**Tuesday - September 3, 2013**

***Special Work Session***

***Agenda Item # 4***

***Comments***

***By***

***Board of Commissioners***



**Tuesday - September 3, 2013**

***Special Work Session***

***Agenda Item # 5***

***Chairman***

***Adjourn Work Session***



**5:45 pm**

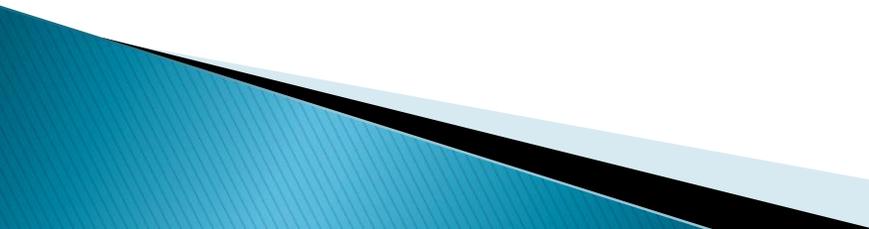
**Public  
Hearing**

**Amendment to  
CDBG # 11-C-2328**

**Community Development  
Block Grant Scattered  
Sites Housing 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 # 11-C-2328 Scattered Sites Housing Development Project Budget Amendment - Karen Foster, COG Grants Specialist
  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

# Affidavit

## Notice of Public Hearing

Notice is hereby served that the Warren County Board of Commissioners will hold a public hearing Tuesday, September 3, 2013 at 5:45 pm at the Warren County Armory Civic Center, 501 US Highway 158 BUS E, Warrenton, NC 27589. The purpose of the hearing is to receive comments from the public on the following amendments to the 2011 CDBG Scattered Site Program (Grant # 11-C-2328).

The proposed program amendment will move money from the Reconstruction and Clearance line items to the Rehabilitation line item. 100% of funding for the Warren County Scattered Site CDBG Grant is provided by the NC Department of Commerce, through the Division of Community Assistance.

Any and all interested citizens are invited to attend this Public Hearing. Assistance or special aids for the handicapped are available upon request. Warren County uses the state TDD number which is: 1-800-735-2962. Questions or comments concerning this Public Hearing or the Community Development Block Grant Program should be addressed to:

Linda T. Worth, County Manager  
County of Warren  
P. O. Box 619  
Warrenton, North Carolina 27589  
[lworth@co.warren.nc.us](mailto:lworth@co.warren.nc.us)

Warren County is an equal opportunity employer and service provider. Public improvements, housing rehabilitation assistance and other public programs are administered without regard to race, color, creed, sex, religion, familial status, handicap, or national origin. Minority, female and underutilized businesses are encouraged to participate in CDBG Programs.

*Esta información está disponible en español o en cualquier otro idioma que necesita. Por favor, póngase en contacto con Kristie Harris al 1-252-257-5000 o Hilda Benedict al 1-252-257-1185 para esta solicitud.*

Bertadean W. Baker , Chairman  
Warren County Board of Commissioners

## Item # 3

# Overview of CDBG 11-C-2328 Budget Amendment

= = =

**Karen Foster**  
**COG Grants Specialist**



A project budget revision is necessary in order to accommodate the applicants that are currently eligible and interested in participating in Warren County's 2011 Community Development Block Grant (CDBG) Scattered Site Housing Rehabilitation Program. Of those originally selected by the Housing Selection Committee and included in the application to be offered assistance, only one proved eligible to participate as a result of the preliminary title opinion. Applicants were then drawn from the approved alternates list for consideration. This process resulted in two applicants eligible for reconstruction and one for rehabilitation. Therefore, it is necessary to amend the budget in order to decrease the housing reconstruction line item to the amount needed to cover the cost for two reconstructions (see the attached budget). The housing rehabilitation line item needs to be increased to cover the cost of two eligible rehabilitations and possibly an additional one should funds and time allow.

Diane Cox  
Executive Director

August 27, 2013

Member  
Governments

Chairman Bertadean W. Baker  
Warren County Board of Commissioners  
PO Box 619  
Warrenton, NC 27589

**COUNTIES**

Franklin  
Granville  
Person  
Vance  
Warren

Re: Grant No. 11-C-2328  
Request for Approval of Program Amendment

**MUNICIPALITIES**

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

Dear Chairman Baker:

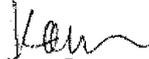
Warren County is the recipient of a 2011 Community Development Block Grant (CDBG) Scattered Site project. The focus of the project is the rehabilitation and/or reconstruction of owner occupied substandard housing. During the application process, the housing selection committee reviewed all eligible applications and ranked it application based on identified need and the household composition (ie. elderly, disabled, etc.). The applicants who were not selected during the application process to be served, were rated and held as alternates in the event that those selected became ineligible or voluntarily withdrew from the program.

Of the three (3) reconstructions and one (1) rehabilitation selected by the Housing Selection Committee and included in the application for assistance, only one (the rehabilitation) proved eligible to participate as a result of the preliminary title opinion. As a result of those original applicants becoming ineligible, Kerr-Tar Community Development staff reviewed the alternate list, spoke with each alternate listed to explain the project and owner commitment, and obtained the required preliminary title opinion for those who were income eligible and interested in participating. Having completed that process, eligible households for the project include two (2) for reconstruction and two (2) for rehabilitation.

The revised budget is attached and reflects the decrease in both the reconstruction and clearance line items and an increase in the reconstruction line item. The total project budget remains at \$400,000.

Thank you for your consideration of this program amendment.

Respectfully submitted,



Karen Foster

Community Development Planner

## Application Summary for Scattered Site Housing

5:45 pm  
**Public Hearing**

1. Applicant's name		Warren County	2. Date	
a. Mailing Address		P. O. Box 619	<input type="checkbox"/> Original, dated: x <input type="checkbox"/> Amendment, dated: 9/3/2013	
b. City and Zip Code		Warrenton 27589		
c. County		Warren		
d. Contact Person		Linda Worth		
e. Telephone Number		252-25703115		
f. Fax Number		252-257-5971		
g. e-mail address		<a href="mailto:lworth@co.warren.nc.us">lworth@co.warren.nc.us</a>		
h. DUNS Number		028924835		
3. Preparer's Name		Karen Foster	c. Telephone Number	
a. Firm's Name		Kerr-Tar Regional Council of Governments	252-436-2040  f. Fax Number 252-436-2055	
b. Mailing Address		P. O. Box 709		
c. City and Zip Code		Henderson 27536		
d. e-mail address		<a href="mailto:kfoster@kerrtarcog.org">kfoster@kerrtarcog.org</a>		
4. Program Category	5. Project Number	6. Project Name		7. CDBG Funds Requested
C	1	Scattered Site		\$400,000
L	1	Urgent Repair		\$0
<b>Total</b>				<b>\$400,000</b>
10. Certification by the Chief Elected Official				
(a) I certify that to the best of my knowledge and belief:				
(1) Data in this application is true and correct,				
(2) Opportunities have been provided for citizen participation and access to information concerning the proposed activities,				
(3) This document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached certifications and state standards if the assistance is approved.				
(b) I acknowledge that, if funded, this application is part of the Grant Agreement.				
(c) Typed Name of Chief Elected Official >		Bertadean W. Baker		
(d) Typed Title >		Chairman of the Board		
(e) Signature >				
(f) Typed Date >		9/3/2013		
<b>For CI Use Only</b>		Date Received:	Application Number:	

**PROJECT BUDGET REVISION FORM**

Per Bulletins 11-5

NAME OF GRANTEE	Warren County
GRANT NUMBER	11-C-2328
COBG GRANT AMOUNT	\$ 400,000.00
DATE	08/13/2013

ACTIVITY	PRESENT BUDGET	PROPOSE CHANGE IN BUDGET	REVISED BUDGET REVISION #
a. Acquisition			\$ 0.00
b. Disposition			\$ 0.00
c. Public facilities and improvements			\$ 0.00
(1) Senior and handicapped centers			\$ 0.00
(2) Parks, playgrounds and recreation facilities			\$ 0.00
(3) Neighborhood facilities			\$ 0.00
(4) Solid waste disposal facilities			\$ 0.00
(5) Fire protection facilities and equipment			\$ 0.00
(6) Parking facilities			\$ 0.00
(7) Public utilities, other than water and sewer			\$ 0.00
(8) [Reserved]			
(9) Street Improvements			\$ 0.00
(10) Flood and drainage improvements			\$ 0.00
(11) Pedestrian improvements			\$ 0.00
(12) Other public facilities			\$ 0.00
(13) Public sewer improvements			\$ 0.00
(14) Public water improvements			\$ 0.00
d. Clearance activities			\$ 0.00
e. Public Services			\$ 0.00
f. Relocation assistance			\$ 0.00
g. Construction, rehabilitation and preservation			\$ 0.00
(1) Construction or rehabilitation of commercial and			\$ 0.00
(2) Rehabilitation of privately owned dwellings			\$ 0.00
a. Rehabilitation	\$ 29,750.00	\$ 99,035.00	\$ 128,785.00
b. Reconstruction	\$ 288,250.00	-\$ 88,035.00	\$ 200,215.00
c. Clearance	\$ 27,000.00	-\$ 11,000.00	\$ 16,000.00
d. Temporary relocation expenses	\$ 15,000.00		\$ 15,000.00
(3) Rehabilitation of publicly owned dwellings			\$ 0.00
(4) Code enforcement			\$ 0.00
(5) Historic preservation			\$ 0.00
h. Development financing			\$ 0.00
(1) Working capital			\$ 0.00
(2) Machinery and equipment			\$ 0.00
i. Removal of architectural barriers			\$ 0.00
j. Other Activities			\$ 0.00
k. SUBTOTAL	\$ 360,000.00	\$ 0.00	\$ 360,000.00
l. Planning	\$ 7,000.00		\$ 7,000.00
m. Administration	\$ 33,000.00		\$ 33,000.00
n. TOTAL	\$ 400,000.00	\$ 0.00	\$ 400,000.00

5:45 pm  
Public Hearing

\_\_\_\_\_  
Authorized Signature

# Item # 4

# Citizens Comments

# PUBLIC HEARING PROCEDURES

- ▶ This public hearing is being held to hear citizens' comments regarding Budget Amendment to CDBG # 11-C-2328 Scattered Sites 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**

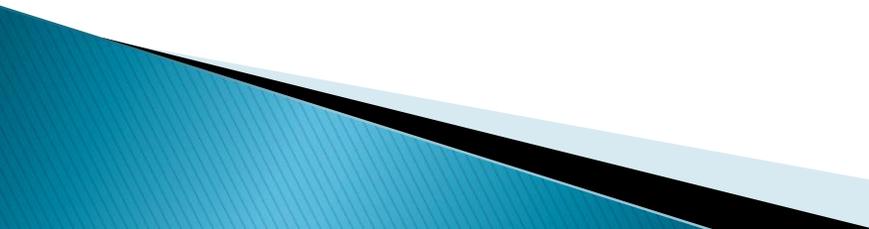


**6:00 pm**  
**Call to Order September 3, 2013**  
**Regular Monthly Meeting**  
**By**  
**Chairman or Designee**

**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.
- 

# Citizen Comments



# Rules for Citizen Comments

Please sign up to speak.

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

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

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

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

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

*Warren County  
Board of Commissioners*

**Meeting Date: September 3, 2013**

**REVISED**

**Agenda Item # 5**

**SUBJECT: Adopt September 3, 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**

***SUGGESTED AGENDA  
FOR  
SEPTEMBER 3, 2013 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
WARREN COUNTY ARMORY CIVIC CENTER  
WARRENTON, NORTH CAROLINA***

**4:00 pm - Special Work Session**

**5:45 pm – CDBG 11-C-2328 Public Hearing**

- 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 September 3, 2013 Suggested Agenda**
- 6. Consent Agenda**
  - A. Approve Minutes of August 5, 2013**
    - # Public Hearing – Close-Out CDBG 03-C-1187 Ephraim Place Housing Project**
    - # Regular Monthly Meeting**
  - B. Interest Income Report August 2013 – Finance Director Barry Mayo**
  - C. Tax Collector’s Report August 2013 – Starlin Beatty, Tax Administrator**
  - D. Tax Release Requests (Over \$100) – Starlin Beatty, Tax Administrator**
    - Tax Release Requests (Under \$100) - “ “ “ “**
  - E. Proclamation 9-11 Day of Service & Remembrance**
  - F. Resolution of Support for Water Quality Outreach Programming through 205j Grant Funding for Kerr-Tar Regional COG – Diane Cox**
  - G. Proclamation for the International Day of Peace – September 21<sup>st</sup> – Sylvia Fletcher**
  - H. CDBG August Monthly Performance Status Reports: 11-C-2328 & 10-C-2227**
  - I. Resolution – Right of 1<sup>st</sup> Refusal to Dispose of Former Oine School Building**
  - J. Resolution – Right of 1<sup>st</sup> Refusal to Dispose of Former North Warren Elementary School**

7. **Finance Office – Barry Mayo**
  - A. **Amendment # 2 to FY 2013-2014 Budget Ordinance**
  - B. **Resolution Approving Terms of Re-Finance “Loan Modification”**
8. **Follow-up to CDBG 11-C-2328 Public Hearing – Karen Foster**
9. **Board/Commission/Committee Appointments:**
  - A. **Citizens Advisory Council for District II: Kia Nate’ Settles**
  - B. **Juvenile Crime Prevention Council: Kia Nate’ Settles**
  - C. **Economic Development Commission: W.E.Hundley or J.Ball-Groom or R.Skow**
10. **Follow-up to August 21<sup>st</sup> Work Session:**
  - A. **Approve Revised Sexual Harassment Policy**
  - B. **Request for Easement Across Armory Property**
11. **Request for Use of Armory Civic Center with fee waived - VGCC – Dr. S. Williams**
12. **Request from Division of Workforce Solutions for Office Space Consideration – Roger Shackelford**
13. **Water District III, Phase III – Macon Robertson**
  - A. **Change Order #3 to Add Water Main Section on SR 1738 Birch Lane**
  - B. **Change Order # 3 - Exhibit K to EJCDC E-500 Agreement Between Owner & Engineer for SR 1738 Birch Lane**
  - C. **Change Order # 3 - Project Budget**
14. **Declare Surplus Property and Authorize Auction – Clerk to the Board**
15. **Schedule Public Hearing – ROAP Program – October 7, 2013 at 5:45 pm**
16. **County Manager’s Reports**
  - A. **Job Classification/Salary Study**
    - A-1. NC Cooperative Extension Service Award 40 Hours of Paid Leave**
  - B. **Contracts Executed**
  - C. **Manager’s August 2013 Monthly Report**
17. **Closed Session – in accordance with GS § 143-318.11(a)(3) to discuss Attorney- Client Privileged Information**
18. **Adjourn Meeting**

**Meeting Date: September 3, 2013**

**CONSENT AGENDA Item # 6A**

**SUBJECT: Approve Minutes of August 5, 2013:  
Public Hearing – Close-out CDBG 03-C-1187 Ephraim Place  
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:**

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**NOTES:**

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**Minutes of August 5, 2013:**

**Public Hearing  
Close-Out of CDBG 03-C-1187  
Ephraim Place Housing Project  
&**

**Regular Monthly Meeting**

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

**Meeting Date: September 3, 2013**

**CONSENT AGENDA Item # 6B**

**SUBJECT: Approve Interest Income Report for July 2013**

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

**SUMMARY: None**

**FUNDING SOURCE: All Funds**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**INTEREST INCOME REPORT**  
**Month of July 2013**

FUND	JULY INCOME	FISCAL YEAR TO - DATE
General	179.46	179.46
Revaluation	3.18	3.18
E 911 Telephone System	3.33	3.33
Buck Spring Project	3.41	3.41
Ambulance Storage Facility	0.65	0.65
Simulcast System Upgrade	0.84	0.84
Regional Water Enterprise Fund	5.01	5.01
District 1 Enterprise Fund	10.93	10.93
Solid Waste	0.43	0.43
District II Enterprise Fund	9.13	9.13
District III Phase II BANS	0.04	0.04
District III Enterprise Fund	3.35	3.35
Soul City Pump Station Improvements	0.44	0.44
District III Phase III	0.68	0.68
	220.88	220.88

**Meeting Date: September 3, 2013**

**CONSENT AGENDA Item # 6C**

**SUBJECT: Approve Tax Collector's Report for July 2013**

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

**SUMMARY: Tax Collector's Report is supplied for the Board's information.**

**FUNDING SOURCE: Various**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: G.S. 105 350**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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

**Current Year Collections**

Tax Year	Charge	Collected in JULY	Collected to Date	Balance Outstanding	Percentage Collected
JULY 2013 FY14	\$16,008,854	\$79,335	\$79,335	\$15,929,519	0.50
JULY 2012 FY13	\$15,837,565	\$147,178	\$147,178	\$15,690,387	0.93

**Delinquent Collections**

2012	\$641,939	\$77,082	\$77,082	\$564,857	12.01
2011	262,698	19,817	19,817	242,881	7.54
2010	154,027	3,797	3,797	150,229	2.47
2009	119,302	3,107	3,107	116,195	2.60
2008	111,592	1,491	1,491	110,101	1.34
2007	122,184	1,233	1,233	120,951	1.01
2006	114,966	1,191	1,191	113,775	1.04
2005	98,361	982	982	97,379	1.00
2004	88,437	869	869	87,567	0.98
2003	76,031	1,257	1,257	74,774	1.65
<b>Total Delinquent Years</b>	<b>\$ 1,789,537</b>	<b>\$110,826</b>	<b>\$ 110,826</b>	<b>\$ 1,678,709</b>	

**Other JULY Receipts**

County Penalties	\$ 15,243	\$ 15,243
Landfill User Fees	\$ 24,552	\$ 24,552
Municipalities	\$ 9,194	\$ 9,194
Fire District Taxes	\$ 12,266	\$ 12,266
Advance Taxes	\$ -	\$ -

**JULY GRAND TOTAL**

<b>\$ 251,416</b>	<b>\$ 251,416</b>
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*Starlin L. Beatty*  
Starlin L. Beatty, Tax Administrator

7/23/2013  
DATE

**Meeting Date: September 3, 2013**

**CONSENT AGENDA Item # 6D**

**SUBJECT: Request for Tax Releases**

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

**SUMMARY: Tax releases over \$100 are presented for the Board's approval, and tax releases 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 Releases over \$100.**

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**NOTES:**

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# Releases Over \$100

Over \$100

9/3/2013

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

**ERROR CORRECTION RELEASES:**

BROWN SYLVESTER B	2013 36183 300	J6 41C	16752	\$278.42 NO MH ON PROP
BRYANT JAMES A	2013 5234 200		26334	\$224.81 MH LISTED ON ACCT 3722 300
BRYANT RICKY	2013 5303 300	G8 47 1X	18574	\$216.71 WRONG VALUE PUT ON MH
BURWELL RUBY COOK HEIRS	2012 6319 200	E6B 349	59379	\$130.19 MH NOW LISTED BY EDDIE BROWN
BURWELL RUBY COOK HEIRS	2011 6319 200	E6B 349	59379	\$140.63 MH NOW LISTED BY EDDIE BROWN
BURWELL RUBY COOK HEIRS	2010 6319 102	E6B 349	33627	\$151.45 MH NOW LISTED BY EDDIE BROWN
BURWELL RUBY COOK HEIRS	2009 6319 109	E6B 349	48726	\$149.01 MH NOW LISTED BY EDDIE BROWN
BURWELL RUBY COOK HEIRS	2008 6319 108	E6B 349	45654	\$164.49 MH NOW LISTED BY EDDIE BROWN
BURWELL RUBY COOK HEIRS	2007 6319 107	E6B 349	42907	\$173.32 MH NOW LISTED BY EDDIE BROWN
BURWELL RUBY COOK	2006 6319 106		40186	\$183.64 UNCOLLECTIBLE
BURWELL RUBY COOK	2005 6319 105		37348	\$193.96 UNCOLLECTIBLE
BURWELL RUBY COOK	2004 6319 104		34803	\$204.28 UNCOLLECTIBLE
BURWELL RUBY COOK	2003 6319 103		33627	\$214.28 UNCOLLECTIBLE
BURWELL RUBY COOK	2002 6319 102		33627	\$214.51 UNCOLLECTIBLE
CHAMPION JAMES G	2013 34397 200		29718	\$101.08 BOAT SOLD IN 2012
LYNCH WILLIAM & TAMMY	2012 19835 112	C6 56C	63282	\$101.02 DOES NOT OWN SHED/MH
PERRY LENA B HEIRS	2013 31239 200		27988	\$128.53 MH BURNED 2007
POWERS JAMES ANDREW	2013 38309 200		29317	\$121.93 DOUBLE BILLED BOAT
RYDER QUINTIN W JR	2013 35826 200		28872	\$147.52 MH WAS SOLD 2008 THEN DESTROYED
SEABOLT JOSEPH	2013 37998 200		37998	\$100.98 DOUBLE BILLED BOAT
WURSTER MARK D & ERIN RINA	2013 37241 300	L2C196	4353	\$850.00 APPRAISAL ERROR

**SUB-TOTAL ERROR CORRECTIONS:**

**\$4,190.76**

**SUB-TOTAL CORRECTION RELEASES:**

**\$4,190.76**

**Total Releases**

**\$ 4,190.76**

**LANDFILL USER FEE RELEASES:**

CALLIS JULIE P	2013 34199 200	L4A 59	29534	\$ 120.00 LFUF PAID BY PROP OWNER
ODOM EUGENE T JR	2013 29319 300	E6B 160	8452	\$ 120.00 LIVES IN TOWN/NO LFUF
SYKES BOYD,NATASHA GENEVA	2013 34525 300	L2B 54A	18563	\$ 120.00 NO DWELLING ON PROP

**TOTAL LFUF RELEASES:**

**\$ 360.00**

**Total Releases**

**\$ 4,550.76**

# Releases Under \$100

Under \$100

9/3/2013

Date: 8/27/13

**ERROR CORRECTION RELEASES:**

NAME	Year	ACCT#	MAP #	RECORD	AMOUNT	REASON
ALBAUGH WILLIAM S & MARY A	2013	31491 300	L2C 75	3336	\$ 5.78	NOT LISTED LATE
ALEXANDER GARY	2013	38964 200		29435	\$ 56.84	CLERICAL ERROR/TRAVEL TL TAGGED
BIOMEDICAL APPLICATIONS OF NC	2013	4144 200		29408	\$ 78.39	MACHINERY WAS OVERASSESSED
BULLOCK ROBERT	2012	1232 112	E8B111 1X	63461	\$ 33.05	PROP NOW LISTED BY KOONCE
BULLOCK ROBERT	2010	1232 110	E8B111 1X	51231	\$ 43.58	PROP NOW LISTED BY KOONCE
BULLOCK ROBERT	2009	1232 109	E8B111 1X	44859	\$ 51.30	PROP NOW LISTED BY KOONCE
BULLOCK ROBERT	2008	1232 108	E8B111 1X	44859	\$ 87.82	PROP NOW LISTED BY KOONCE
CONTRERRA ULTRA BROADBAND LLC	2013	33290 200		29146	\$ 57.12	MACHINERY OVERASSESSED
CONTRERRA ULTRA BROADBAND LLC	2013	33290 201		29146	\$ 58.59	MACHINERY OVERASSESSED
CONTRERRA ULTRA BROADBAND LLC	2013	33290 202		29149	\$ 31.82	MACHINERY OVERASSESSED
CONTRERRA ULTRA BROADBAND LLC	2013	33290 203		29150	\$ 32.29	MACHINERY OVERASSESSED
CONTRERRA ULTRA BROADBAND LLC	2013	33290 204		29151	\$ 29.61	MACHINERY OVERASSESSED
CONTRERRA ULTRA BROADBAND LLC	2013	33290 208		29153	\$ 10.76	MACHINERY OVERASSESSED
CONTRERRA ULTRA BROADBAND LLC	2013	33290 207		29154	\$ 3.72	MACHINERY OVERASSESSED
CONTRERRA ULTRA BROADBAND LLC	2013	33290 208		29155	\$ 78.13	MACHINERY OVERASSESSED
CONTRERRA ULTRA BROADBAND LLC	2013	33290 205		29152	\$ 1.25	MACHINERY OVERASSESSED
CONTRERRA ULTRA BROADBAND LLC	2013	33290 209		29156	\$ 48.10	MACHINERY OVERASSESSED
FOGARTY RICHARD	2013	38575 200		29468	\$ 45.37	DOUBLE BILLED MOTOR HOME
FOWLER BRUCE L	2013	15101 301	K3A 23	4476	\$ 15.59	NOT LISTED LATE
GAINNEY STEPHANIE N	2013	37596 300	L3D 57I	24522	\$ 57.10	BOAT DOUBLE ASSESSED
GIBBS JOESPH	2013	11976 300	J2A 78	13926	\$ 9.85	BOATS OVER ASSESSED
GILBERTSON GARY D	2013	4688 300	H2 19B	21097	\$ 26.87	CLERICAL ERROR NOT LATE
HARRIS AUSTIN	2013	38578 200		29486	\$ 69.80	MOTOR HOME HAS TAGS
HENDERSON GLEAN	2013	19428 300	D4D131	6758	\$ 25.01	NO FIREPLACE IN HOME
HORNE KEVIN J	2013	20946 300	H5 47	11169	\$ 2.00	DOES NOT OWN A DOG
ITTNER CHARLES W & CONNIE	2013	37576 200	H1A 29 30	28592	\$ 69.00	TRAVEL TRAILER IS TAGGED
JOHNSON JORDAN & EMILY	2013	34380 300	E8 8	17486	\$ 85.10	NO DWELLING ON SITE/REMOVED
JONES JOE	2013	22718 319	E8B 82	6844	\$ 3.81	LISTING WAS ON TIME
JONES LINWOOD	2013	38613 200		29451	\$ 48.74	PAID IN WAKE COUNTY
LEWIS CHRIS	2013	38585 200		28528	\$ 41.88	TRAVEL TRAILER IS TAGGED
LOUIE LAURA	2013	1989 200	J11 30C	26664	\$ 2.00	DOES NOT OWN A DOG
LYNCH WILLIAM & TAMMY	2013	19831 301	C8 56C	16915	\$ 94.67	DOES NOT OWN SHEDIMH
MILLER PAUL	2013	38592 200		29632	\$ 55.84	TRAVEL TRAILER IS TAGGED
PHELPS JUSTYN	2013	502 301	C10 31A	16983	\$ 12.87	POND CHARGED IN ERROR IN 2012
SEWARD INDIANA HEIRS	2013	36528 300	A1D 3	10907	\$ 5.46	CARPOT NOT ON THIS LOT
SHELTON TERRY	2013	38835 200		28621	\$ 83.76	DOUBLE BILLED TRAVEL TRAILER
SPITZ WILLIAM	2013	38005 300	L2C 60	13487	\$ 47.12	BROUGHT PROP NOT THE BOAT

SUB-TOTAL ERROR CORRECTIONS:

\$ 1,508.99

**MOTOR VEHICLE RELEASES:**

AUSTIN LINDA H	2013	471 1720	XVN9712	64545	\$32.01	SOLD
BRILEY SHARON C	2013	17930 2270	WNJ8959	78835	\$12.24	SOLD
BROWN BERNARD W	2013	22171 1478	WFX1102	82045	\$33.92	SOLD
COLEMAN KRISTI M	2013	12917 1466	RRS4804	78031	\$3.30	SOLD
COLTRANE CARL W JR	2013	36749 1722	3762W	64547	\$46.26	SOLD
COLTRANE DONNA J	2013	26749 1619	NVB5403	82186	\$18.56	TURNED IN TAGS
GIBSON MICHAEL DALE	2013	36681 1200	Z85577	67514	\$2.38	RELEASED TO HALIFAX CO
GREER BROTHERS INC	2013	16427 1317	MB1214	81884	\$25.50	SOLD
JUDGE TARY S	2013	32288 111	ALT6036	53873	\$18.41	SOLD
KENNEDY ROBERT G	2013	170 1493	BLUE90	74082	\$5.32	SOLD
KLEINSCHMIDT JAMES	2013	38696 2371	XTW2341	68885	\$82.07	RELEASED TO HALIFAX CO
LONG PAUL B	2013	37654 1936	ADE8253	75377	\$17.36	SOLD
ODONNELL KIM EDWARD	2013	38673 1683	5A7371	67997	\$20.52	RELEASED TO HALIFAX CO
PENA VALENTE SALDANA	2010	19538 110	ZPH2805	50241	\$26.48	DMV ERROR
PENA VALENTE SALDANA	2012	19538 112	ZPH2805	57844	\$21.68	DMV ERROR
PUCKETT NELSON M	2013	35951 1541	RSS4450	82108	\$16.75	SOLD
RICHARDSON JOSEPH	2013	27693 1367	YYX6832	77932	\$4.54	TOTALED
RICHARDSON WILLIE M	2013	38728 2645	BLC6833	68959	\$1.30	WRONG FIRE DISTRICT ON BILL
SIMMONS MICHAEL RAY	2013	25433 1548	ZXW2099	80837	\$24.09	SOLD
SPARKS ROGER W	2013	13581 2182	AJR6881	64877	\$61.39	SOLD
STALLINGS ROBERT P	2013	38639 2286	BCH3586	77346	\$7.50	SOLD
STEVENSON THOMAS KANE	2013	0658 112	NWH8241	60473	\$58.98	SOLD
STREET MONIQUE	2010	34545 110	XSA9111	50136	\$39.46	DMV ERROR
STREET MONIQUE	2012	34545 112	XSA9111	57451	\$33.15	DMV ERROR
THORNHILL KENNETH W	2013	40529 1040	XVH1985	63885	\$3.30	SOLD
WILLIAMS CARL WENDELL	2013	7690 112	AEH3036	58064	\$30.31	SOLD
WILLIAMS NORMA S	2013	22654 1664	BCH4417	78229	\$4.98	SOLD
WILLIAMS SHIRLEY ANN	2013	16056 105	TSM8104	36489	\$6.34	DMV ERROR
WILSON CHARLES W	2013	45129 1328	VYT1182	65809	\$58.09	TRADED

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$717.17

SUB-TOTAL CORRECTION RELEASES:

\$1,508.99

Total Releases

\$ 2,226.16

**Meeting Date: September 3, 2013**

**CONSENT AGENDA Item # 6E**

**SUBJECT: Proclamation – 9/11 National Day of Service & Remembrance**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: Declare September 11, 2013 National Day of Service & Remembrance**

**FUNDING SOURCE: N/A**

**APPLICABLE STATUTE: N/A**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Proclamation.**

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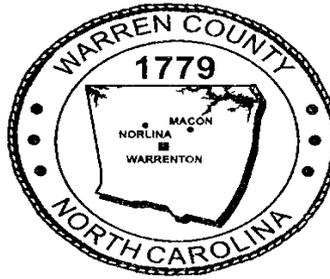
**NOTES:**

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# WARREN COUNTY BOARD OF COMMISSIONERS

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

## County of Warren Proclamation

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

Linda T. Worth  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

**WHEREAS**, in an unprovoked and senseless act of terrorism, four civilian aircraft were hijacked on September 11, 2001, and crashed in New York City, Pennsylvania and the Pentagon, resulting in a momentous loss of innocent U.S. lives of all heritages; and

**WHEREAS**, while we still continue to recover from the loss of innocent lives, the spirit of the U.S. has been revitalized, giving way to expressions of patriotism; and

**WHEREAS**, inspired by the heroism of our nation's public service personnel, military service members and countless volunteers, our nation found unity and strength; and

**WHEREAS**, from the tragedy of September 11 emerged a stronger nation, renewed by the spirit of national pride, and a true love of country; and

**WHEREAS**, Americans also have fought back against terror by choosing to overcome evil with good by loving their neighbors as they would like to be loved, contributing to relief efforts, and volunteering their time to aid those in need;

**NOW, THEREFORE, BE IT RESOLVED** by the Warren County Board of Commissioners September 11, 2013, is hereby proclaimed:

### 9/11 NATIONAL DAY OF SERVICE AND REMEMBRANCE

in the County of Warren and all citizens are urged to recognize the heroism of firefighters, rescue and law enforcement personnel, military service members and the many volunteers who respond to tragic events with courage, selfless compassion, determination and skill; and to remember the victims and innocent lives lost as a result of the tragic events on September 11, 2013.

*This the 3<sup>rd</sup> day of September 2013.*

ATTEST:

\_\_\_\_\_  
Bertadean W. Baker, Chairman  
Warren County Board of Commissioners

\_\_\_\_\_  
Angelena Kearney-Dunlap, Clerk

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

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

**Meeting Date: September 3, 2013**

**CONSENT AGENDA Item # 6F**

**SUBJECT: Resolution in Support of Kerr-Tar Regional Council of Government (COG) 205j Grant for Environmental Planning**

**REQUESTED BY: Diane Cox, COG – Executive Director**

**SUMMARY: This resolution supports the Kerr-Tar COG continuing its work with local governments in Region K to address environmental planning concerns. Funding for this initiative was through a competitive 205j grant provided under the federal Clean Water Act.**

**FUNDING SOURCE: N/A**

**APPLICABLE STATUTE: N/A**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:  
Recommend adoption of the Resolution.**

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**NOTES:**

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Diane Cox  
Executive Director

**Member  
Governments**

**COUNTIES**

Franklin  
Granville  
Person  
Vance  
Warren

**MUNICIPALITIES**

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

TO: All Region K Managers

FROM: Diane Cox, Executive Director



DATE: August 26, 2013

RE: Resolution of Support for water quality outreach programming through 205j grant funding for Kerr-Tar Regional Council of Governments.

In October, 2012 Kerr-Tar Regional Council of Governments received a competitive 205j grant, provided under the federal Clean Water Act (CWA). Grants are available for award to COGs for selected water quality projects; used to determine the nature, extent and cause of water pollution problems; and, to develop plans to resolve these problems.

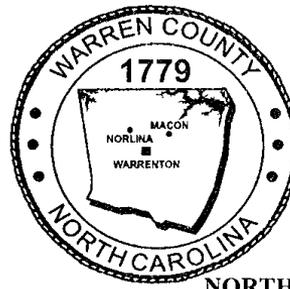
Kerr-Tar COG is providing water quality outreach and educational resources through a resource website, seminars, and public education materials. Because of project success, Kerr-Tar Board of Directors approved the organization to move forward with applying for 2013 205j grant funding through the North Carolina Division of Water Resources. Continuing the project will include:

- A full-time water quality planning/outreach position
- Customized resources for citizens, elected officials, and developers on water quality concerns and explanation guides
- Local government staff support and coordination for regional initiatives and collaborative opportunities with COGs

By endorsing and supporting this resolution, it will allow Kerr Tar COG to work in concert with local governments, and better support local staff with a cadre of regional environmental planning concerns. In addition, 205j grant funding will continue the project and staff position through September 2015.

We ask that your Board also approve the attached resolution and forward a copy to us once it is adopted.

Attachment



# WARREN COUNTY BOARD OF COMMISSIONERS

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

## NORTH CAROLINA WARREN COUNTY

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 Resolution in Support of Kerr-Tar Regional Council of Governments 205j Grant for Environmental Planning

**WHEREAS** North Carolina's continued prosperity depends on protecting the state's water resources for current use and future generations; and

**WHEREAS** North Carolina is expected to grow by 3.5 million people to exceed 12 million by the year 2030, placing pressures on the state's water resources and local water provider; and

**WHEREAS** North Carolina's businesses, traditional and emerging industries all depend on reliable supplies of clean water, reasonable utility costs and an attractive natural environment; and

**WHEREAS** North Carolina's public water, sewer and storm water utilities will require investments totaling \$16.63 billion to keep pace with necessary improvements and population growth over the next 25 years, including \$6.85 billion in investments within the next five years;

**NOW, THEREFORE, BE IT RESOLVED** that the Warren County Board of Commissioners supports the Kerr-Tar Board of Directors' efforts to continue seeking 205j grant funding to ensure that the Kerr-Tar region and its local governments, residents, and businesses remain aware of and prepared for current and future water quality rules and regulations.

Adopted this 3<sup>rd</sup> day of September, 2013.

\_\_\_\_\_  
Bertadean W. Baker, Chairman  
Warren County Board of Commissioners

ATTEST:

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

Phone: (252) 257-3115  
Fax: (252) 257-5971  
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**Meeting Date: August 5, 2013**

**CONSENT AGENDA Item # 6G**

**SUBJECT: Proclamation – International Day of Peace – September 21<sup>st</sup>**

**REQUESTED BY: Sylvia Fletcher**

**SUMMARY: A proclamation declaring September 21, 2013 as the International Day of Peace is presented for the Board’s consideration and adoption.**

**FUNDING SOURCE: N/A**

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

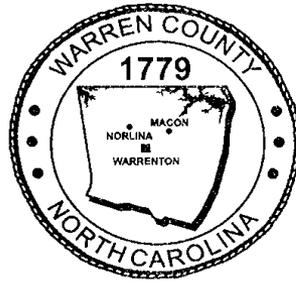
**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend adoption of Resolution declaring 9/21/13 as the International Day of Peace.**

**NOTES:**





# WARREN COUNTY BOARD OF COMMISSIONERS

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

## Proclamation For The International Day of Peace - September 21<sup>st</sup>

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

Linda T. Worth  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

*Whereas*, the issue of peace embraces the deepest hopes of all peoples and remains humanity's guiding inspiration; and

*Whereas*, in 1981 the United Nations proclaimed the International Day of Peace be "*devoted to commemorating and strengthening the ideals of peace both within and among all nations and peoples*"; and

*Whereas*, the United Nations expanded the observance of the International Day of Peace in 2001 to include the call for a day of global ceasefire and non-violence, and invited all nations and people to honor a cessation of hostilities for the duration of the Day; and

*Whereas*, there is growing support within our city for the observance of the International Day of Peace, which affirms a vision of our world at peace, and fosters cooperation between individuals, organizations and nations; and

*Whereas*, global crises impel all citizens to work toward converting humanity's noblest aspirations for world peace into the practical reality of a culture of peace for future generations,

*Now*, Therefore, The Warren County Board of Commissioners, do hereby proclaim September 21 as:

### The International Day of Peace

Throughout the County of Warren and urge all government departments, agencies, organizations, schools, places of worship and individuals in our county to commemorate, in an appropriate manner, the International Day of Peace. This may include community service projects, cultural exhibits and performances, a moment of silence, ringing of bells, sharing the universal message '*May Peace Prevail On Earth*' at noon, vigils, religious services in our places of worship, and other education and public awareness activities in order to help establish a global day of peace in our homes, our communities and between nations.

Signed this 3<sup>rd</sup> day of September, 2013

Warren County Board of Commissioners

ATTEST

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

\_\_\_\_\_  
Angelena Kearney-Dunlap, Clerk

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

**Meeting Date: September 3, 2013**

**CONSENT AGENDA Item # 6H**

**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.

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**NOTES:**

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# Monthly Performance Status Report

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

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

Submitted: September 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		
Rehabilitation	On		

Prepared By: Karen Foster

Approved and Emailed By: Linda J. Worth

Board or Council Update: 8/26/13

Title: Community Development Planner

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

Date: 9/5/13

## 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

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

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

Submitted: September 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: *Lula J. White*

Board or Council Update:

Title: Community Development Planner

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

Date: *9/3/13*

### 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: September 3, 2013**

**CONSENT AGENDA Item # 6I**

**SUBJECT: Resolution Right of 1<sup>st</sup> Refusal Authorizing Warren County Board of Education to Dispose of Former Oine School Building**

**REQUESTED BY: Attorney Al Thompson for Warren County Public Schools**

**SUMMARY: The Board of Commissioners declared certain public school properties as surplus by Resolution dated October 5, 2009 and now exercises its “Right of First Refusal” of the former Oine School Building. The Board of Education is requesting authorization to dispose of this property per statutory requirements.**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: NCGS 115C-518(a) & NCGS 160A Article 12**

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

**COUNTY MANAGER'S RECOMMENDATION:**

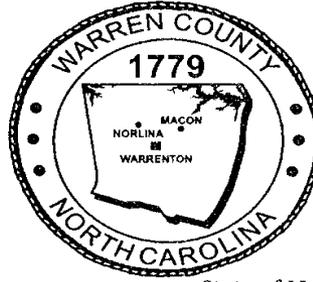
**Recommend adoption of Resolution that will allow the Board of Education to dispose of this property per statutory requirements.**

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**NOTES:**

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# WARREN COUNTY BOARD OF COMMISSIONERS

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

State of North Carolina  
County of Warren

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

## RESOLUTION Right of First Refusal Authorizing Warren County Board of Education to Dispose of Former Oine School Building

Whereas, the Warren County Board of Education, upon determining that certain real property held by it is no longer necessary or desirable for public school purposes, notified the Warren County Board of Commissioners of such, and;

Whereas, on October 5, 2009, the County of Warren declared that same certain property to be surplus property, specifically: the former Oine School, a one-story frame building, located on the west side of Rooker Dairy Road and situated in the Smith Creek Township, and;

Whereas, pursuant to N.C.G.S. § 115C-518(a), the Board of Education has properly offered the property to the Board of Commissioners, and;

Whereas, the Board of Commissioners has the right of first refusal to obtain the property;

Now, Therefore, Be It Known that the Warren County Board of Commissioners hereby exercises its Right of First Refusal and declines to obtain said property. As such, the Warren County Board of Education is hereby authorized to dispose of the property described herein according to the procedures prescribed in N.C.G.S. § 160A, Article 12.

Be It Further Known that all costs associated with the sale and/or transfer of said property shall be the responsibility of the Warren County Board of Education and/or those persons and/or entities taking ownership of said property.

Adopted this the 3<sup>rd</sup> day of September, 2013.

Warren County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Angelena Kearney-Dunlap, Clerk

\_\_\_\_\_  
Bertadean Baker, Chairman

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

**Meeting Date: September 3, 2013**

**CONSENT AGENDA Item # 6J**

**SUBJECT: Resolution Right of 1<sup>st</sup> Refusal Authorizing Warren County Board of Education to Dispose of Former North Warren Elementary School Building**

**REQUESTED BY: Attorney Al Thompson for Warren County Public Schools**

**SUMMARY: The Board of Commissioners declared certain public school properties as surplus by Resolution dated October 5, 2009 and now exercises its “Right of First Refusal” of the former North Warren Elementary School Building. The Board of Education is requesting authorization to dispose of this property per statutory requirements.**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: NCGS 115C-518(a) & NCGS 160A Article 12**

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

**COUNTY MANAGER'S RECOMMENDATION:**

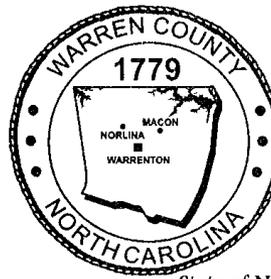
**Recommend adoption of Resolution that will allow the Board of Education to dispose of this property per statutory requirements.**

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**NOTES:**

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# WARREN COUNTY BOARD OF COMMISSIONERS

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

State of North Carolina

County of Warren

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

**RESOLUTION**  
**Right of First Refusal**  
**Authorizing Warren County Board of Education to**  
**Dispose of Former North Warren Elementary School**

Whereas, the Warren County Board of Education, upon determining that certain real property held by it is no longer necessary or desirable for public school purposes, notified the Warren County Board of Commissioners of such, and;

Whereas, on October 5, 2009, the County of Warren declared that same certain property to be surplus property, specifically: the former North Warren Elementary School, a 4.97 acre parcel located in the Paschall Community and situated in the Hawtree Township, and;

Whereas, pursuant to N.C.G.S. § 115C-518(a), the Board of Education has properly offered the property to the Board of Commissioners, and;

Whereas, the Board of Commissioners has the right of first refusal to obtain the property;

Now, Therefore, Be It Known that the Warren County Board of Commissioners hereby exercises its Right of First Refusal and declines to obtain said property. As such, the Warren County Board of Education is hereby authorized to dispose of the property described herein according to the procedures prescribed in N.C.G.S. § 160A, Article 12.

Be It Further Known that all costs associated with the sale and/or transfer of said property shall be the responsibility of the Warren County Board of Education and/or those persons and/or entities taking ownership of said property.

Adopted this the 3<sup>rd</sup> day of September, 2013.

ATTEST:

Warren County Board of Commissioners

\_\_\_\_\_  
Bertadean Baker, Chairman

\_\_\_\_\_  
Angelena Kearney-Dunlap, Clerk

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

**Meeting Date: September 3, 2013**

**Item # 7-A**

**SUBJECT: Finance Office**

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

**SUMMARY: Amendment # 2 to the FT 2013-14 Warren County Budget Ordinance**

**FUNDING SOURCE: General Fund**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTES:**

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AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2013/2014

Amendment No. 2

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

Increase/(Decrease) Appropriations:

Emergency Medical Services	6,415
Vance Granville Community College	14,000
SEMAA	5,250
<b>Total</b>	<b>\$ 25,665</b>

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

Increase/(Decrease) Revenues:

Restricted Intergovernmental - Other	5,250
Miscellaneous Revenue	6,415
Fund Balance Appropriated	14,000
<b>Total</b>	<b>\$ 25,665</b>

**This amendment:**

- funds are appropriated to Emergency Medical Services for vehicle repairs.  
Funding Source: Insurance Claims
- funds are appropriated to Vance Granville Community College for roof repairs. An additional \$14,000 was approved at the August 5, 2013 Commissioners meeting to match the bid accepted by VGCC.  
Funding Source: Fund Balance Appropriated
- funds are appropriated to SEMAA for programming and operations.  
Funding Source: NASA / Paragon Tec

Respectfully Submitted 09/03/2013

Barry J. Mayo  
Barry J. Mayo, Finance Director

**Meeting Date: September 3, 2013**

**Item # 7-B**

**SUBJECT: Finance Office**

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

**SUMMARY: In follow-up to August 21<sup>st</sup> Work Session, Resolution approving Loan Modification is presented for Board's consideration. County has the potential of saving \$317,554 over a 15 year period.**

**FUNDING SOURCE: General Fund**

<b>Project</b>	<b>Remaining Balance</b>	<b>Old Rate</b>	<b>New Rate</b>
New Library	1,538,062	3.91	2.59
Law Enforcement	774,999	3.82	1.97
Rec/Animal	506,667	3.89	2.46
County Bldgs/EMS	535,200	4.76	2.97

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

**FOLLOW-UP REQUIRED:**

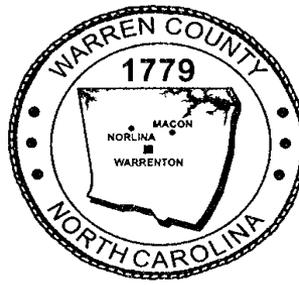
**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend adoption of Resolution approving terms of Re-Financing for four Warren County loans with Branch Banking & Trust Company.**

**NOTES:**

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# WARREN COUNTY BOARD OF COMMISSIONERS

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

## Resolution

### Approving Terms of Re-Financing

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

Linda T. Worth  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

**WHEREAS**, Warren County, North Carolina (the "County") has determined to change the terms of the Payment Schedules to that Financing Agreements and Deed of Trusts (the "Original Agreement") granted to F. Louis Loyd, III (the "Deed of Trust Trustee") for the benefit of Branch Banking & Trust Company ("BB&T") for contracts #9933004020-00001, -00002, -00003 and -00005; and

**WHEREAS**, the changes to the terms of the Payment Schedule include revising the interest rates from:

3.91% to 2.59% for loan -00001 with a final maturity now of October 24, 2022;

3.82% to 1.97% for loan -00002 with a final maturity of March 14, 2018;

3.89% to 2.46% for loan -00003 with a final maturity of October 18, 2021, and

4.76% to 2.97% for loan -00005 with a final maturity of May 26, 2025; and

**NOW, THEREFORE BE IT RESOLVED** by the governing body of the County of Warren, North Carolina that the proposed changes to the Payment Schedule of the Original Agreement are to take such action as may be necessary to effectuate such changes. All other terms and conditions of the Original Agreement and the Payment Schedule thereof remain in full force and effect.

ADOPTED this 3<sup>rd</sup> day of September 2013.

Warren County Commissioners

ATTESTATION:

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

\_\_\_\_\_  
Angelena Kearney-Dunlap, Clerk

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

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

**MEMO**

To: Board of Commissioners  
 County Manager  
 Clerk to the Board

From: Barry J. Mayo

Date: August 19, 2013

Re: Loan Modification

Branch Banking and Trust Company (BB&T) has presented a proposal to modify four (4) of the County's existing loans. Currently the County has approximately \$3,354,926 in outstanding debt financed by BB&T. The proposed financing would modify the loan payments on the following:

- New Library
- Law Enforcement Center
- Recreation Complex Phase I / Animal Shelter
- County Bldg Renovations / EMS Ambulance Storage Facilities

The County will be responsible for paying \$16,775, a ½ percent prepayment fee on the existing balance of the loans. The County's first year savings after ½ percent prepayment fee on the outstanding balance is \$75,833. Over a 15 year period the County will save \$317,554. A Resolution approving the terms is needed to revise the interest rates modifying the 4 loans. The interested rates stated are valid for 45 days.

Project	Remaining Balance	Old Rate	New Rate
New Library	1,538,062	3.91	2.59
Law Enforcement	774,999	3.82	1.97
Rec/Animal	506,667	3.89	2.46
County Bldgs/EMS	535,200	4.76	2.97

Thank you.

**Warren County Estimate**

**LOAN MODIFICATIONS**

Years	County Savings	BB&T Pre-Payment Fees	County Annual Savings Totals
13/14	92,608	16,775	75,833
14/15	50,913		50,913
15/16	43,995		43,995
16/17	37,077		37,077
17/18	30,158		30,158
18/19	23,957		23,957
19/20	19,906		19,906
20/21	15,855		15,855
21/22	12,031		12,031
22/23	5,834		5,834
23/24	1,397		1,397
24/25	599		599
25/26			-
26/27			-
27/28			-
<b>Totals</b>	<b>334,329</b>	<b>16,775</b>	<b>317,554</b>



**BB&T LOAN MODIFICATION**

**Library**

	Refinance		Modification	
	1/16/2008		FY14	
	3.91%		2.59%	
	\$ 2,428,520		\$ 1,538,063	
	<b>P &amp; I</b>	<b>Principle</b>	<b>P &amp; I</b>	<b>Savings</b>
13/14	220,457	161,901	176,048	44,409
14/15	214,127	161,901	188,663	25,464
15/16	207,796	161,901	184,679	23,117
16/17	201,466	161,901	180,695	20,771
17/18	195,136	161,901	176,712	18,424
18/19	188,805	161,901	172,728	16,077
19/20	182,475	161,901	168,745	13,730
20/21	176,145	161,901	164,761	11,383
21/22	169,814	161,901	160,778	9,037
22/23	82,533	80,951	78,895	3,638
23/24				
24/25				
25/26				
26/27				
27/28				
	1,838,754	1,538,063	1,652,704	186,050
	<b>1/2 percent prepayment fee</b>			<b>7690</b>
			<b>Savings</b>	<b>178,360</b>

**BB&T LOAN MODIFICATION**  
**County Buildings - Renov & Construction**  
**MH Bldg/ Amb Stor/ Armory/ Old Lib**

	Refinance		Modification	
	5/26/2010		FY14	
	4.76%		2.97%	
	\$ 669,000		\$ 535,200	
	<b>P &amp; I</b>	<b>Principle</b>	<b>P &amp; I</b>	<b>Savings</b>
13/14	69,545	44,600	53,541	16,004
14/15	67,422	44,600	58,840	8,582
15/16	65,299	44,600	57,515	7,784
16/17	63,176	44,600	56,190	6,986
17/18	61,053	44,600	54,866	6,187
18/19	58,930	44,600	53,541	5,389
19/20	56,807	44,600	52,216	4,591
20/21	54,684	44,600	50,892	3,792
21/22	52,561	44,600	49,567	2,994
22/23	50,438	44,600	48,243	2,196
23/24	48,315	44,600	46,918	1,397
24/25	46,192	44,600	45,593	599
25/26				
26/27				
27/28				
	694,422	535,200	627,922	66,500
	<b>1/2 percent prepayment fee</b>			<b>2,676</b>
			<b>Savings</b>	<b>63,824</b>

**Meeting Date: September 3, 2013**

**Item # 8**

**SUBJECT: Follow-up to Public Hearing – CDBG 11-C-2328**

**REQUESTED BY: Karen Foster, COG Grants Specialist**

**SUMMARY: It is submitted to consider Amendment to CDBG 11-C-2328 Scattered Sites Housing Development Project as discussed during September 3, 2013 – 5:45 pm required public hearing.**

**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 approval of Project Budget Amendment for CDBG 11-C-2328 Scattered Sites Housing Development Project.**

**NOTES:**

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## Application Summary for Scattered Site Housing

1. Applicant's name		Warren County	2. Date	
a. Mailing Address		P. O. Box 619	_____ Original, dated: x _____ Amendment, dated: 9/3/2013	
b. City and Zip Code		Warrenton 27589		
c. County		Warren		
d. Contact Person		Linda Worth		
e. Telephone Number		252-25703115		
f. Fax Number		252-257-5971		
g. e-mail address		<a href="mailto:lworth@co.warren.nc.us">lworth@co.warren.nc.us</a>		
h. DUNS Number		028924835		
3. Preparer's Name		Karen Foster	c. Telephone Number	
a. Firm's Name		Kerr-Tar Regional Council of Governments	252-436-2040  f. Fax Number 252-436-2055	
b. Mailing Address		P. O. Box 709		
c. City and Zip Code		Henderson 27536		
d. e-mail address		<a href="mailto:kfoster@kerrtarcog.org">kfoster@kerrtarcog.org</a>		
4. Program Category	5. Project Number	6. Project Name		7. CDBG Funds Requested
C	1	Scattered Site		\$400,000
L	1	Urgent Repair		\$0
<b>Total</b>				<b>\$400,000</b>
10. Certification by the Chief Elected Official  (a) I certify that to the best of my knowledge and belief: (1) Data in this application is true and correct, (2) Opportunities have been provided for citizen participation and access to information concerning the proposed activities, (3) This document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached certifications and state standards if the assistance is approved. (b) I acknowledge that, if funded, this application is part of the Grant Agreement.				
(c) Typed Name of Chief Elected Official >		Bertadean W. Baker		
(d) Typed Title >		Chairman of the Board		
(e) Signature >				
(f) Typed Date >		9/3/2013		
<b>For CI Use Only</b> Date Received:			Application Number:	

## PROJECT BUDGET REVISION FORM

Per Bulletins 11-5

NAME OF GRANTEE	Warren County
GRANT NUMBER	11-C-2328
COBG GRANT AMOUNT	\$ 400,000.00
DATE	08/13/2013

ACTIVITY	PRESENT BUDGET	PROPOSE CHANGE IN BUDGET	REVISED BUDGET REVISION #
a. Acquisition			\$ 0.00
b. Disposition			\$ 0.00
c. Public facilities and improvements			\$ 0.00
(1) Senior and handicapped centers			\$ 0.00
(2) Parks, playgrounds and recreation facilities			\$ 0.00
(3) Neighborhood facilities			\$ 0.00
(4) Solid waste disposal facilities			\$ 0.00
(5) Fire protection facilities and equipment			\$ 0.00
(6) Parking facilities			\$ 0.00
(7) Public utilities, other than water and sewer			\$ 0.00
(8) [Reserved]			
(9) Street Improvements			\$ 0.00
(10) Flood and drainage improvements			\$ 0.00
(11) Pedestrian improvements			\$ 0.00
(12) Other public facilities			\$ 0.00
(13) Public sewer improvements			\$ 0.00
(14) Public water improvements			\$ 0.00
d. Clearance activities			\$ 0.00
e. Public Services			\$ 0.00
f. Relocation assistance			\$ 0.00
g. Construction, rehabilitation and preservation			\$ 0.00
(1) Construction or rehabilitation of commercial and			\$ 0.00
(2) Rehabilitation of privately owned dwellings			\$ 0.00
a. Rehabilitation	\$ 29,750.00	\$ 99,035.00	\$ 128,785.00
b. Reconstruction	\$ 288,250.00	-\$ 88,035.00	\$ 200,215.00
c. Clearance	\$ 27,000.00	-\$ 11,000.00	\$ 16,000.00
d. Temporary relocation expenses	\$ 15,000.00		\$ 15,000.00
(3) Rehabilitation of publicly owned dwellings			\$ 0.00
(4) Code enforcement			\$ 0.00
(5) Historic preservation			\$ 0.00
h. Development financing			\$ 0.00
(1) Working capital			\$ 0.00
(2) Machinery and equipment			\$ 0.00
i. Removal of architectural barriers			\$ 0.00
j. Other Activities			\$ 0.00
k. SUBTOTAL	\$ 360,000.00	\$ 0.00	\$ 360,000.00
l. Planning	\$ 7,000.00		\$ 7,000.00
m. Administration	\$ 33,000.00		\$ 33,000.00
n. TOTAL	\$ 400,000.00	\$ 0.00	\$ 400,000.00

\_\_\_\_\_  
Authorized Signature

**Meeting Date: September 3, 2013**

**Item # 9-A**

**SUBJECT: Board/Commission Member Appointment**

**REQUESTED BY: Commissioner Ulysses S. Ross, District II**

**SUMMARY: It is submitted on recommendation of Commissioner Ulysses S. Ross to appoint Kia Nate' Settles to the Citizens Advisory Council as representative for Commissioner District II.**

**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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# Citizens Advisory Council

Term of Office:

Authority: Local Authority

Membership: Appointed

Responsibilities:

Meeting Schedule:

Staff Liaison: County Manager


Member	Position	Term
Charles Jefferson	District III	
David Duxbury	District II	
Earl Evans	District V	
Fern Boyd	District IV	
Jereann King Johnson	District I	
Lester Davis Capps	District I	
Trudy Russell Bookbinder	District III	
Vacant	District V	
<b>Kia Nate' Settles</b>	<b>District II</b>	
Vacant	District IV	



# 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. Memorial Library Board of Trustees
2. Juvenile Crime Prevention Commission
3. CITIZENS Advisory District II
4. \_\_\_\_\_

Your full name Kia Naté Settles  
Date of Birth July 16, 1977 Sex F Race BLK  
Mailing Address 369 Rachel Rd.  
City and Zip Code Littleton, NC 27850  
Street Address 369 Rachel Rd.  
City and Zip Code Littleton NC 27850  
Home Phone (252) 586-6446 Work Phone (252) 519-0300 ext 227  
Job Title Library Media Specialist  
Company or Agency W.R. Davis Middle School (Harris Co.)  
Email Address Kiase4853@gmail.com

Do you live in the county? Yes  No

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

## Educational Background

Name and Address of High School Attended Bertie H.S.  
Name and Address of College Attended NC Central Univ. East Carolina Univ. + Liberty Univ.  
Degree Received Bachelor of Business Adm., Masters of Educational/Library Science  
Doctorate of Education

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 I have been in the field of education for over 10 years serving in the capacity of Classroom teacher, Library Media Specialist, and Testing Coordinator.

Volunteer Experience Halifax County Schools Mentor Program 2008-2010

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

Newspaper Current Warren County Volunteer Other

If other, please explain: WWW.WARRENCOUNTYNC.COM

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 Mike N. Seibert

Date July 9, 2013

Please feel free to attach a resume if so desired.

## Kia N. Settles

369 Rachel Road • Littleton, NC 27850

(252) 586-6166 (H) ☎ (252) 578-7355 (Cell) ✉ [kiasettles3@gmail.com](mailto:kiasettles3@gmail.com)

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**Professional Summary** Seeking a challenging position as an Chief Academic Officer where I can use my leadership skills and communicate effectively with the school community. A collaborative decision maker that works well under pressure and who utilizes good organizational and critical thinking skills. Experienced leader who can devise creative solutions to issues in the school environment.

### EDUCATION

5/2015, Liberty University	<b>Doctorate, Educational Leadership, (Ed.D)</b>
5/2013, Liberty University	<b>Post Graduate Degree, Education Specialist (Ed.S), Educational Leadership</b>
1/2010, East Carolina University	<b>Add-On Principal Licensure, class P. 012, School Administration</b>
5/2007, East Carolina University	<b>Masters of Education, Library Science and Technology, 076 Licensure, Media Coordinator</b>
5/2004, NC Central University	<b>Bachelors of Business Administration, Management</b>
2/1999, ECPI Technical College	<b>Diploma, Computer Network Administration</b>

### TEACHING AND PROFESSIONAL EXPERIENCE

**Media Coordinator/Library and Information Skills Teacher**  
William R. Davie Middle School, Halifax County School District  
10/2008-Present

- Coordinates and develops activities of the School Library Media Program.
- Administers leadership and instructional resources and services such as circulation management and cataloging of materials for implementation of a school library program that serves as integral part of a student-center educational process.
- Teaches library and technology instruction aligned with the NC Standard Course of Study and Essential Standards.

- Collaborates with classroom teachers in providing classroom instruction in content subject areas.
- Produces learning opportunities related to new technology use and production of a variety of media formats.
- Provided leadership for developing honor roll award ceremony resulting in 50% increase in student achievement for the 2011-2012 school year.
- Implemented and taught EOG (end-of grade) preparation workshops for 6-8 grade students in reading, math, and science for the 2011-2012 school year.

**School Accountability and Testing Coordinator**

William R. Davie Middle School, Halifax County School District  
10/2008-Present

- Oversees implementation of administration of NC Testing Programs.
- Collaborates with support staff and teachers at the school to assist in preparing for state-wide assessments.
- Supervises teachers and staff assigned to testing areas, ensuring adherence to established policies standards.
- Coordinates training sessions and professional development workshops for teachers and staff on ethical standards and testing procedures and protocol according to NC State Board of Education.

**MET Rater (Measures of Effective Teaching)**

Bill and Melinda Gates Foundation  
Educational Testing Services, Newark, NJ  
2011-Present

- Analyzes lessons based on five classroom observation protocols.
- Evaluates the teacher's ability to establish a positive learning environment and manage his/her classroom to the ability to explain concepts and provide useful feedback to students.

**After-School Program Coordinator**

SES (Supplemental Educational Services)  
William R. Davie Middle School, Halifax County School District  
09/2008-05/2009

- Supervised students, teachers, and outside agencies employees.
- Implemented and facilitated educational instruction and activities according to policy regulations set forth by the superintendent and SES program director.

- Maintained appropriate records and reports such as schedules, time sheets, and students' learning plans.

**Media Coordinator/Library and Information Skills Teacher**  
 Clarke Elementary School, Vance County School District  
 09/2007-09/2008

- Coordinate and developed activities of the School Library Media Program.
- Administered leadership and instructional resources and services such as circulation management and cataloging of materials for implementation of a school library program that serves as integral part of a student-center educational process.
- Taught library and technology instruction aligned with the NC Standard Course of Study and Essential Standards.
- Collaborated with classroom teachers in providing classroom instruction in content subject areas.
- Produced learning opportunities related to new technology use and production of a variety of media formats.

**Computer Skills and Technology Teacher**  
 Northside Elementary School, Warren County School District  
 08/2004-08/2007

- Taught computer and technology skills to K-5 grade students.
- Encouraged on-going support of teachers and students using technology in the classroom or media center.
- Collaborated with teachers and students with project-based learning and technology integration during classroom instruction.

#### **PROFESSIONAL AFFILIATION**

- School Leadership Team Member, William R. Davie Middle School, 2008-present
- Media Advisory and Technology Committee , Co-Chairperson, William R. Davie Middle School, 2010-
- AVID Site Team Member, William R. Davie Middle School, 2011-
- PTA, Vice President, William R. Davie Middle School, 2011-2012
- PTA, Treasure, William R. Davie Middle School, 2012-2013
- SIG Grant Committee, Co-Chairperson, William R. Davie Middle School, 2013-

**Meeting Date: September 3, 2013**

**Item # 9-B**

**SUBJECT: Board/Commission Member Appointment**

**REQUESTED BY: William A. Kearney, Chairman, Warren County  
Juvenile Crime Prevention Council (JCPC)**

**SUMMARY: It is submitted on recommendation of JCPC Chairman  
to appoint Kia Nate' Settles to the JCPC as community representative.  
Two-year term expires June 30, 2015.**

**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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See  
Agenda  
Item 9A  
for  
Statement  
of  
Interest  
To  
Serve

Hello Angelena,

I would like to recommend K. N. Settles  
as a potential Warren County Juvenile  
Crime Prevention Council Member.

William A. Kearney  
Chair Warren County JCPC

**Meeting Date: September 3, 2013**

**Item # 9-C**

**SUBJECT: Board/Commission Member Appointment**

**REQUESTED BY: Margaret Richardson, Interim – EDC Director**

**SUMMARY: It is submitted on recommendation of EDC Commission to appoint Walter E. Hundley to fill expired term of Robert Burton on the EDC Commission. Three year term expires June 30, 2016.  
Others that have expressed interest in serving on the EDC Commission are: Jane Ball-Groom and Ron Skow.**

**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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## 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	

Member	Position	Term
<p><b>Walter E. Hundley</b></p> <p>Or</p> <p>Jane Ball-Groom</p> <p>Or</p> <p>Ron Skow</p>	<p>Fill expired term</p> <p>Of</p> <p>Robert Burton</p>	<p>2013 - June 30, 2016</p>



## Warren County Economic Development Commission

### MEMO

TO: Ms. Bertadean Baker, Chairman  
Warren County Board of Commissioners  
From: Peggy Richardson, Interim Director *PR*  
Date: August 22, 2013  
RE: Recommendation for EDC Board Appointment

At our meeting on August 19, 2013, the Directors of the Economic Development Commission addressed the vacancy created by expiration of the term of Robert Burton, on June 30, 2013.

Upon motion properly made and seconded, the directors voted to recommend the appointment of Mr. Walter Eugene Hundley to the EDC Board of Directors. If approved, Mr. Hundley's term will expire June 30, 2016.

Attached, please find a current list of Directors, and Statements of Interest to Serve.

mr \_\_\_\_\_  
Attachments

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

Your full name Walter Eugene Hundley  
Date of Birth 4-1-59 Sex M Race W  
Mailing Address 393 Yancey Road  
City and Zip Code Norlina, N.C. 27563  
Street Address same  
City and Zip Code same  
Home Phone 252-213-1807 Work Phone 252-452-3207  
Job Title Hundley's Greenhouses - Owner  
Company or Agency Hundley's Greenhouses  
Email Address hundleysgreenhouses@yahoo.com

Do you live in the county? Yes  No

Please list your County Commissioner District # 3  
(This information can be obtained from the Board of Elections at (252) 257-2114).

### Educational Background

Name and Address of High School Attended Norlina High School  
Name and Address of College Attended Vance-Granville Community College (A.A.)  
Degree Received North Carolina State University (BA - Business Administration)

Please list any military experience None

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

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

Work Experience Self employed for 25 years

Volunteer Experience Jaycees  
Norlina United Methodist Church -  
- Various committees

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

Newspaper      Current Warren County Volunteer      Other

If other, please explain: Recommended by a citizen

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 Walter E. Huppel  
Date 8-15-13

*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@com1@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  
OVERSIGHT 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 *Bob Shaw*

Date 22 MAY 2013

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

**Meeting Date: September 3, 2013**

**Item # 10-A**

**SUBJECT: Follow-Up to August 21<sup>st</sup> Work Session**

**REQUESTED BY: Commissioner Downey & Attorney Turrentine**

**SUMMARY: Revised Warren County Sexual Harassment Policy presented for Board's action.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Revised Warren County Sexual Harassment Policy to be effective upon adoption.**

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**NOTES:**

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# Warren County Sexual Harassment Policy

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## **Purpose:**

The purpose of this policy is to establish that Warren County prohibits, in any form, the sexual harassment of County employees or applicants—whether by management, elected or appointed officials, or by other employees—and to require every County Department to endorse and establish a “zero tolerance” attitude and ready-response to any such behavior, insuring that each Department therefore shall be free of sexual harassment.

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## **Scope of Policy:**

Sexual harassment is defined as intentional, deliberate, unsolicited, and unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications by a supervisor or co-worker:

- 1) that has or may have direct employment consequences resulting from the acceptance or rejection of such conduct, or;
- 2) that creates an intimidating, hostile or offensive working environment, or;
- 3) that has the purpose or effect of unreasonably interfering with an individual’s work performance.

Sexual harassment does not include personal compliments welcomed by the recipient, or social interaction or relationships freely entered into by County employees or prospective employees. (However, the County explicitly prohibits County employees in supervisory positions to engage in dating and/or relationships of a sexual nature with any other County employee working under that supervisor’s authority—regardless of whether the relationship is consensual. In such cases, both the supervisor and the employee are hereby obligated to report such relationship to the County Manager. Failure to report such relationship by either of the parties involved shall be grounds for discipline up to, and including, termination.)

The policy of Warren County is that no County employee may engage in conduct of sexual harassment as defined above. No personnel decisions shall be made on the basis of a grant or denial of sexual favors. All employees are guaranteed the right to work in an environment free from sexual harassment.

Sexual harassment shall henceforth be deemed a form of sex discrimination prohibited by N.C.G.S. § 126-16 and 42 U.S.C.A. § 2000e-16b.

Each department head shall deliver a copy of this sexual harassment policy to each and every employee under his/her authority once a year during that employee’s annual evaluation and have the employee read and sign off on the policy to be filed in his/her Human Resources’

employment file. Additionally, the County shall conduct sexual harassment training sessions, and require every employee to attend, at least once every two (2) years to ensure every supervisor and manager, as well as every employee understands their legal rights and obligations under this policy.

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#### **Grievance Procedures:**

Any employee (or applicant), male or female, who feels he/she has been subjected to sexual harassment, should *immediately* file a complaint directly with the Human Resources Director, the County Manager or the County Attorney. Said complaint must be *in writing*, signed and dated, and should give enough detail as to put the County on notice of the actual behavior alleged to have occurred and when such behavior occurred.

It is not enough for a complaining employee to *anonymously* allege he/she has been sexually harassed, either by refusing to give names and dates of the inappropriate actions or by advising that he/she will refuse to repeat the allegations in front of the accused. Further, an allegation of a “hostile work environment” must be supported by outlining the specific acts or omissions alleged to have occurred in order that the County may have sufficient information to investigate.

A complainant’s failure to notice the County of alleged sexual harassment within a reasonable time (ten days), shall be considered acquiescence of the later-complained-of conduct, and shall relieve the County from any duty to act up to the time of complainant’s actual notice thereto. (Such acquiescence shall not determine acceptability of the conduct by the County but shall be deemed acceptable by the complainant in any later-filed legal action.)

Employees who have observed sexual harassment in the workplace by a supervisor toward them or other employees are also obligated to report such conduct to the Human Resources Director.

Upon receipt of a written complaint, the Human Resources Director shall notify the County Manager and the County Attorney, who will notify the Board of Commissioners as soon as practicable. All complaints will initially be treated confidentially, investigated and analyzed promptly upon receipt.

In the course of investigation, the complainant is obligated to assist the County in its investigation in whatever way the County deems necessary. The alleged harasser shall be put on notice of the County’s “No Retaliation Policy” as outlined below, and the County shall look to shield complainant from any such retaliation. Upon completion of the investigation, the County Manager along with the County Attorney shall review the entire record and the totality of the circumstances, to determine whether the alleged conduct constitutes sexual harassment.

Thereafter, the County Manager, County Attorney or other appointing authority shall advise the complainant and appropriate management officials of the conclusions of the investigation, and; the County Manager (or Board of Commissioners) shall take whatever

actions are deemed necessary and appropriate to preserve the integrity of the County and to insure the efficiency and effectiveness of County operations. Whether (and to what degree) the accused is disciplined shall be in the sole discretion of the County Manager and/or Board of Commissioners and shall be handled as a matter separate and apart from any notification given the complainant.

It is noted that full success of this policy depends on the efforts of both management and employees of Warren County at all levels. All employees are responsible for ensuring that sexual harassment does not occur by conducting themselves at all times in an appropriate and professional manner. The Warren County Management is responsible for setting the tone for a harassment-free work environment and for taking appropriate measures, whether or not a complaint has been received, whenever they witness or learn of a behavior which could be perceived as sexual harassment.

\*For any complaint of harassment made by employee against the County Manager or County Attorney, the complaint shall be filed with the Board of Commissioners and the Board, through its Personnel Committee, shall follow the procedures outlined herein for investigation and resolution.

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#### **“No Retaliation” Policy:**

Filing a complaint of sexual harassment in good faith is a protected act under the law. Therefore, pursuant to N.C.G.S. § 95-241, it shall be unlawful for any supervisor or manager to retaliate against an employee who has acted in good faith and filed a complaint of sexual harassment against the supervisor/manager or any other employee within the department. The County hereby specifically prohibits any internal interference, coercion, restraint or reprisal against any person complaining of alleged sexual harassment. Thus, upon a finding that a supervisor or manager has retaliated against a reporting employee who acted in good faith, that supervisor/manager shall be subject to discipline up to and including termination.

It shall not, however, be a violation of this policy for a supervisor/manager to discharge or take any other unfavorable action with respect to an employee who has engaged in protected activity as set forth under this policy if the supervisor/manager proves, by the greater weight of the evidence, that he/she would have taken the same unfavorable action in the absence of the sexual harassment reporting by the employee.

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#### **Resulting Discipline:**

In any case where sexual harassment is confirmed to have occurred, the harasser is subject to discipline, up to and including termination. However, a substantiation of sexual harassment falls outside of the County’s usual discipline policy and, as such, the harasser may *not* be entitled to prior warning before being terminated. The County

Manager in conjunction with the County Attorney, and pursuant to law, shall determine the appropriate disciplinary actions to be taken on a case by case basis on the facts of each complaint and its substantiation.

In any case where the complaint of sexual harassment is found to be completely without merit and filed in bad faith, the complainant shall be subject to discipline up to, and including, termination.

Adopted this \_\_ day of \_\_\_\_\_, 2013.

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

Attest:

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

**ACKNOWLEDGEMENT  
OF RECEIPT OF WARREN COUNTY SEXUAL HARASSMENT POLICY**

I, \_\_\_\_\_, hereby acknowledge the receipt of a copy of the Warren County Sexual Harassment Policy. By my signature below, I acknowledge that I have read and understand that I am responsible for adhering to this Policy. I further acknowledge that any violation of this Policy by me is grounds for my immediate discipline up to, and including, termination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name

**Meeting Date: September 3, 2013**

**Item # 10-B**

**SUBJECT: Follow-Up to August 21<sup>st</sup> Work Session**

**REQUESTED BY: Atty. Al Thompson & Jane C. Wilson, Property Owner**

**SUMMARY: Request for Easement Across Armory Property has been discussed at two work sessions (June 19<sup>th</sup> & August 21<sup>st</sup>) and on two regular meeting agendas (July 1<sup>st</sup> & August 5<sup>th</sup>). 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 approval to authorize the requesting party to have the necessary legal documents prepared to grant an easement across Warren County's Armory Property to Jane C. Wilson which documents are to be approved as to form and content by the County Attorney, and also to prepare a warranty deed transferring the agreed upon parcel of land that adjoins the recreational ball field to Warren County.**

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**NOTES:**

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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

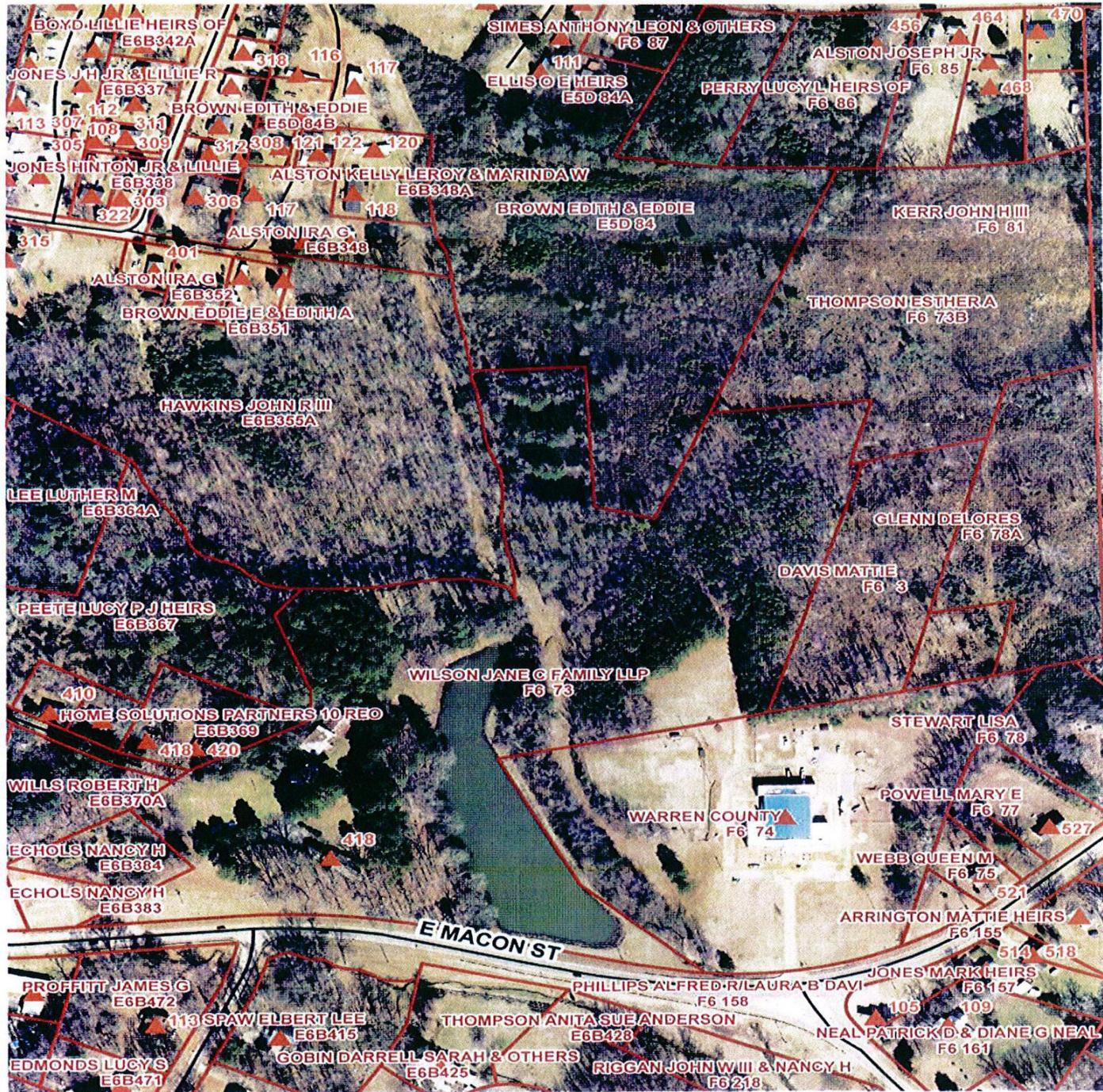
From: Lewis A. Thompson, III

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.



**Meeting Date: September 3, 2013**

**Item # 11**

**SUBJECT: VGCC Request Use of Armory Civic Center**

**REQUESTED BY: Dr. Stelfanie Williams, President VGCC**

**SUMMARY: VGCC requests use of Warren County Armory Civic Center with fee waived for September 26, 2013 (per attached).**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval to waive the rental fees for use of the Armory Civic Center on 9/26/13, as VGCC meets the fee waiver policy requirements in Section E-3.**

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**NOTES:**

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# VANCE-GRANVILLE

COMMUNITY COLLEGE

*Office of the President*

YOUR GATEWAY TO ENDLESS POSSIBILITIES

P.O. BOX 917 - HENDERSON, N.C. 27536 - (252) 738-3227 - FAX (252) 431-0197

July 31, 2013

RECEIVED

AUG - 7 2013

Mrs. Linda Worth  
Warren County Manager  
PO Box 619  
Warrenton, NC 27589

WARREN COUNTY MANAGER'S OFFICE

Dear Linda:

This year the Warren County Chamber has agreed to have their business after hours meeting with Vance-Granville on September 26, 2013 at the Armory. This annual performance program will showcase our Community Band and Music Scholars. Thank you for agreeing to waive the fee of the Warren County Armory for this event. The signed agreement is enclosed.

I hope that you and our commissioners will be able to attend this event on September 26 and so appreciate your continued support of Vance-Granville Community College.

Sincerely,

A handwritten signature in black ink, appearing to read "Stelfanie Williams".

Dr. Stelfanie Williams  
President

WARREN COUNTY ARMORY CIVIC CENTER  
FACILITY USE FEE WAIVER APPLICATION

Organization: Vance-Granville Community College Date(s) of event: 9/26/13  
EIN or Business License #: \_\_\_\_\_  
Type of business:  Government  Non-profit  For-profit  Other: \_\_\_\_\_  
If your organization is a non-profit, you must attach proof of non-profit status.  
Address PO Box 917 City Henderson State NC Zip 27536  
Contact Name: April Perkinson Title: Executive Assistant  
Phone: (O) 252-738-3227 (C) \_\_\_\_\_ (Alt.) \_\_\_\_\_  
Email: perkinson@vgcc.edu Web: \_\_\_\_\_  
Brief Description of Event: VGCC Community Band/Chamber After Hours

Type of event:  Fundraiser  Community Event  Private Event

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

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

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

  
Signature of Applicant

07/31/13  
Date

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

# WARREN COUNTY ARMORY CIVIC CENTER RENTAL AGREEMENT

Warren County Manager's Office  
P.O. Box 619  
Warrenton, NC 27589  
252-257-3115 (P) 252-257-5971 (F)

Name of Applicant(s): Vance-Granville Community College

Applicant Address: PO Box 917 City: Henderson, NC 27536

State: NC Zip Code: 27536 Email: perkinson@vgcc.edu

Telephone: 252-738-3227 Cell Phone: \_\_\_\_\_ Fax: 252-431-0197

Organization Name: Vance-Granville Community College

Address: PO Box 917 Website: www.vgcc.edu

City: Henderson State: NC Zip Code: 27536

Is the Organization Non-Profit? No

Non-Profit Organizations must include proof of Non-Profit status to receive the Group II Rate. Only Non-Profit Organizations will be allowed to charge admission or sell tickets to an event held at Warren County Armory Civic Center.

Type of Event: Give a brief description of the event, including whether or not you will charge admission or require attendees to purchase a ticket in advance. Please note that only Non-Profit Organizations are allowed to charge admission or require the purchase of tickets to an event held at the Warren County Armory Civic Center. No admission will be charged. This is a

VGCC Community Band/Chamber After Hours Event.

Event Date: 9/26/13 Room Selection: C

If using Room C, will you be using the stage? Yes If so, will you need access to the Wheelchair Lift? No

Estimated Attendance: 150

Arrival Time: (For set-up/decorating) 2:30p.m.

Event Start Time: 5:30 p.m.

Event End Time: 8:00 p.m. Must be Midnight or earlier. (All events must end no later than Midnight.)

Departure Time: 10:00 p.m. Building must be cleaned and vacated no later than 1:00a.m.

Will you be serving alcohol free of charge to attendees? No

If serving alcohol, will attendance include individuals under the age of 21? \_\_\_\_\_

Will you be selling alcohol? No

(Events including alcohol may require a North Carolina Alcoholic Beverage Control Commission temporary permit. Please see the "Alcohol" section of this agreement to determine if a permit is necessary for your event. If a permit is necessary, a copy must be on file in the Warren County Manager's office no less than 48 hours prior to the event. Only non-profit organizations will be allowed to sell alcoholic beverages. **Brown bagging is prohibited.** All organizations and individuals serving/selling alcohol must provide proof of liability insurance coverage.)

**NOTICE:** A Criminal Background Check will be conducted on each person wishing to rent the Warren County Armory Civic Center. The outcome of the Criminal Background Check could determine your ability to rent the facility.

### **Groups Permitted to Use the Warren County Armory**

**Group I** – This group is defined as Warren County Government sponsored events. There is no charge for this group.

**Group II** – This group includes other Governmental Agencies, School Partnerships, and non-profit organizations. Group II users must use the facility for the purpose of representing their organization. All rules and regulations apply. A recognized organization or company official must sign the rental agreement. Rental fees must be paid with organization or company funds by organization or company check. Proof of non-profit status is required at the time this agreement is signed.

**Group III** – Any person, organization, or association not covered in Group I or Group II. All rules and regulations apply to these users.

**SUBJECT: Request from Division of Workforce Solutions (DWS)**

**REQUESTED BY: Roger Shackelford**

**SUMMARY: Request is made for use of office space at 309 N. Main St., Warrenton at no cost to DWS (formerly known as Employment Security Commission.) Annual amount of rent is \$8,210 including utilities and janitorial services. Due to cuts in funding Warren County's DWS Office will not be able to continue to pay rental amount. If request is not granted consideration will be given to relocating the DWS office out of Warren County.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of request to allow Division of Workforce Solutions to occupy the office space at 309 N. Main St., Warrenton at no cost for rent, utilities and janitorial services to ensure the services provided Warren County's citizens by this agency remain in Warren County.**

**NOTES:**

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



RECEIVED

AUG 26 2013

**North Carolina**  
**Department of Commerce**  
*Division of Workforce Solutions*

WARREN COUNTY MANAGER'S OFFICE

**Pat McCrory, Governor**  
**Sharon Allred Decker, Secretary**

**Roger Shackleford, Assistant Secretary**

August 20, 2013

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

Dear Ms. Worth:

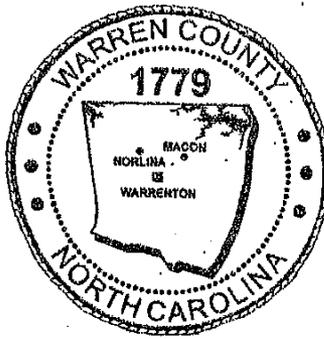
This letter serves as a formal request from the Division of Workforce Solutions asking that Warren County government allow the Warrenton DWS Workforce Office to remain in the county owned space we currently occupy (309 N Main Street Room 123, Warrenton, NC) at no cost to DWS.

Currently the Division of Workforce Solutions pays an annual lease rate of \$8210.00 for this office space. This amount includes utilities and janitorial services. However, due to recent cuts in our funding we will not be able to continue to pay this amount. We believe our services benefit the citizens of Warren County and are committed to continuing to offer these services, despite reductions in funding. Therefore, we request that the County consider this request for free space, so that we can continue to provide workforce services in Warren County.

Your consideration of this request is greatly appreciated and we await your response.

Sincerely,

Handwritten signature of Roger Shackleford in black ink.



## WARREN COUNTY BOARD OF COMMISSIONERS

POST OFFICE BOX 619  
WARRENTON, NORTH CAROLINA 27589  
Telephone: (252) 257-3115 Fax: (252) 257-5971  
www.warrencountync.com

July 11, 2007

Clinton G. Alston, Chairman  
Ulysses S. Ross, Vice Chairman  
Barry Richardson  
Ernest Fleming  
William (Bill) Davis

Linda T. Jones  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

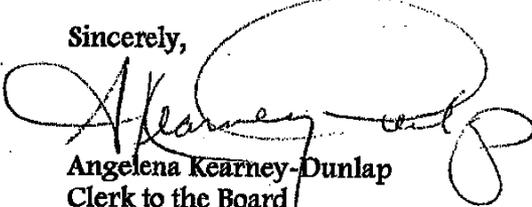
Employment Security Commission of NC  
Bonnie Jones, State Property Office  
1321 Mail Service Center  
Raleigh, North Carolina 27699-1321

Dear Ms. Jones:

Enclosed you will find two (2) properly executed Lease Agreements between County of Warren and Employment Security Commission, effective October 1, 2007 through September 30, 2008 for \$684.17 monthly fee for office space located at 309 North Main Street, Room 123, Warren County, Warrenton, NC.

Once all appropriate signatures are attained, please forward a copy to this office. If we can be of further service, please do not hesitate to call (252) 257-3115

Sincerely,



Angelena Kearney-Dunlap  
Clerk to the Board

cc: Finance

**THIS LEASE DOES NOT BECOME EFFECTIVE UNTIL EXECUTED  
BY THE NORTH CAROLINA DEPARTMENT OF ADMINISTRATION**

STATE OF NORTH CAROLINA

COUNTY OF WARREN

LEASE AGREEMENT

THIS LEASE AGREEMENT, made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 2007, by and between \_\_\_\_\_ County of Warren, hereinafter designated as Lessor, and the STATE OF NORTH CAROLINA, hereinafter designed as Lessee;

WITNESSETH:

THAT WHEREAS, authority to approve and execute this lease agreement was delegated to the Department of Administration by resolution adopted by the Governor and Council of State on the 3rd day of September, 1985; and

WHEREAS, the parties hereto have mutually agreed to the terms of this lease agreement as hereinafter set out;

NOW THEREFORE, in consideration of the rental hereinafter agreed to be paid and the terms and conditions hereinafter set forth, Lessor does hereby let and lease unto Lessee and Lessee hereby takes and leases from Lessor for and during the period of time and subject to the terms and conditions hereinafter set out certain space in Warrenton, Warren County, North Carolina, more particularly described as follows:

Being approximately 821 square feet of office space located at John Graham Center Annex, 309 N. Main Street, Warrenton, Warren County, North Carolina 27589.

(Dept. of Commerce- Employment Security Comm.)

THE TERMS AND CONDITIONS OF THIS LEASE AGREEMENT ARE AS FOLLOWS:

1. TO HAVE AND TO HOLD said leased premises for a term of one (1) year commencing on the 1st day of October, 2007, or as soon thereafter as the leased premises are ceded to the Lessee and terminating on the 30<sup>th</sup> day of September, 2008
2. The Lessee shall pay to the Lessor as rental for said premises the sum of \$8,210.00 Dollars per term, which sum shall be paid in equal monthly installments of \$684.17 Dollars, said rental to be payable within fifteen (15) days from receipt of invoice in triplicate.

RENEWAL OPTION: The lessee shall have the option to renew this lease upon the same terms and conditions for two (2) additional one (1) year periods and shall provide the lessor no less than sixty days (60) written notice of the intent to so renew prior to the lease expiration date.

The lessee agrees to pay the aforesaid rental to Lessor at the address specified, or, to such other address as the Lessor may designate by a notice in writing at least fifteen (15) days prior to the due date.

3. The Lessor shall furnish to the Lessee, during the occupancy of said premises, under the terms of this lease, as part of the rental consideration, the following: Adequate heating facilities and air conditioning facilities satisfactory to the Lessee; adequate fire extinguishers; necessary lighting (fluorescent) fixtures with bulbs, tubes, starters, and replacements; necessary sockets and wall plugs; necessary telephone conduits; hot and cold water and refrigerated drinking water facilities; adequate toilet facilities, (one for males-one for females) as approved by designated representative of Lessee which must meet North Carolina state requirements for the handicapped; carpeting in designated areas; adequate outside trash containers including provision for the handling of recyclable items such as aluminum cans, cardboard and paper and pest control measures; (All pesticides must be applied by a licensed technician); Janitorial service satisfactory to the Lessee for daily cleaning of all office space, furniture, and equipment. Maintenance of lawns, sidewalks, paved areas (this includes snow removal) and disposal of trash. Lessor shall also furnish all utilities including electricity, heating, air conditioning, lighting and electrical current necessary for such other machines and electrical devices used by the Lessee for the proper operation of an Employment Security Commission Office. Lessor shall provide on premises parking facility. Lessor will pay all fire and safety inspections fees and storm water fees. The number of keys to be provided to State for each lockset shall be reasonably determined by the State prior to occupancy, at no cost to the State.

4. During the lease term, the Lessor shall keep the leased premises in good repair and tenable condition, to the end that all facilities are kept in an operative condition. Lessee is responsible for damages arising from the negligence of the State's agents or employees. Maintenance shall include, but is not limited to furnishing and replacing electrical light fixture ballasts, air conditioning and ventilating equipment filter pads, if applicable, and broken glass. In case Lessor shall, after notice in writing from the Lessee in regard to a specified condition, fail, refuse, or neglect to correct said condition, or in the event of an emergency constituting a hazard to the health or safety of the Lessee's employees, property, or invitees, it shall then be lawful for the Lessee in addition to any other remedy the Lessee may have, to make such repair at its own cost and to deduct the amount thereof from the rent that may then be or thereafter become due hereunder. The Lessor reserves the right to enter and inspect the leased premises, at reasonable times, and to make necessary repairs to the premises.

5. It is understood and agreed that Lessor shall, at the beginning of said lease term as hereinabove set forth, have the leased premises in a condition satisfactory to Lessee, including repairs, painting, partitioning, remodeling, plumbing and electrical wiring suitable for the purposes for which the leased premises will be used by Lessee.

6. The Lessee shall have the right during the existence of this lease, with the Lessor's prior consent, to make alterations, attach fixtures and equipment, and erect additions, structures or signs in or upon the leased premises. Such fixtures, additions, structures or signs so placed in or upon or attached to the leased premises under this lease or any prior lease of which this lease is an extension or renewal shall be and remain the property of the Lessee and may be removed therefrom by the Lessee prior to the termination of this lease or any renewal or extension thereof, or within a reasonable time thereafter.

7. If the said premises be destroyed by fire or other casualty without fault of the Lessee, this lease shall immediately terminate and the rent shall be apportioned to the time of the damage. In case of partial destruction or damage by fire or other casualty without fault of the Lessee, so as to render the premises untenable in whole or in part, there shall be an apportionment of the rent until the damage has been repaired. During such period of repair,

Lessee shall have the right to obtain similar office space at the expense of Lessee or the Lessee may terminate the lease by giving fifteen (15) days written notice to the Lessor.

8. Lessor shall be liable to Lessee for any loss or damages suffered by Lessee which are a direct result of the failure of Lessor to perform an act required by this lease, and provided that Lessor could reasonably have complied with said requirement.

9. Upon termination of this lease, the Lessee will peaceably surrender the leased premises in as good order and condition as when received, reasonable use and wear and damage by fire, war, riots, insurrection, public calamity, by the elements, by act of God, or by circumstances over which Lessee had no control or for which Lessor is responsible pursuant to this lease, excepted. The Lessee shall have no duty to remove any improvement or fixture placed by it on the premises or to restore any portion of the premises altered by it. In the event Lessee elects to remove his improvements or fixtures and such removal causes damage or injury to the demised premises, Lessee will repair only to the extent of any such damage or injury.

10. The Lessor agrees that the Lessee, upon keeping and performing the covenants and agreements herein contained, shall at all times during the existence of this lease peaceably and quietly have, hold, and enjoy the leased premises free from the adverse claims of any person.

11. The failure of either party to insist in any instance upon strict performance of any of the terms and conditions herein set forth shall not be construed as a waiver of the same in any other instance. No modification of any provision hereof and no cancellation or surrender thereof shall be valid unless in writing and signed and agreed to by both parties.

12. Any holding over after the expiration of the said term or any extension thereof, shall be construed to be a tenancy from month to month, and shall otherwise be on the terms and conditions herein specified, so far as applicable; however, either party shall give not less than sixty (60) days written notice to terminate the tenancy.

13. The parties of this lease agree and understand the continuation of this lease agreement for the period set forth in this lease is subject to the Employment and Training Administration, United States Department of Labor, allocating annually sufficient funds to continue rental of the property at the monthly rental rate set forth in paragraph 2 of this lease. The parties to this lease also agree that in the event that the Employment and Training Administration, United States Department of Labor, reduces funding for leasing purposes, the Lessee, Employment Security Commission, in its sole discretion, may determine, in view of its total local office operations, whether available funding for payment of rents is sufficient to continue the operation of its local office on the premise leased herein; and that upon such determination by the Lessee that the available funding is inadequate for such continued operation on leased premises herein, the Employment Security Commission shall give not less than sixty (60) days written notice of its determination to the Lessor; and that upon the expiration of such notice period, the lease shall terminate without any further liability of the Lessee, Employment Security Commission.

14. The Lessee shall not assign this lease without the written consent of the Lessor, which shall not be unreasonable withheld, but shall have the right to sublet the leased premises.

15. All notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, certified and postage prepaid and addressed as follows: To the Lessor at Post Office Box 619, Warrenton, North Carolina 27589 and the Lessee at Employment Security Commission, Post Office Box 25903, Raleigh, North Carolina 27611. Nothing herein

contained shall preclude the giving of such notice by personal service. The address to which notices shall be mailed as aforesaid to either party may be changed by written notice.

16. The Lessor hereby agrees that he will not enter the leased premises nor allow any agent of his to enter the leased premises after the Lessee's business hours, except in an emergency, without first obtaining permission from the Lessee.

17. The leased premises are generally accessible to persons with disabilities. This shall include access into the premises from the parking areas (where applicable), into the premises via any common areas of the building and access to an accessible restroom.

IN TESTIMONY WHEREOF, this lease has been executed by the parties hereto, in duplicate originals, as of the date first above written.

STATE OF NORTH CAROLINA

BY: \_\_\_\_\_ (SEAL)  
TITLE: Director  
State Property Office

LESSOR:  
COUNTY OF WARREN

BY: Charles A. Alt (SEAL)  
TITLE: Chairman

ATTEST:

[Signature]

(CORPORATE SEAL)



**Meeting Date: September 3, 2013**

**Item # 13-A**

**SUBJECT: Water District III, Phase III – Change Order # 3**

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

**SUMMARY: Change Order # 3 – Adds water main section on SR 1738 Birch Lane. Project completion is contingent upon USDA-Rural Development Approval. Authorize Chairman Baker to sign documentation.**

**FUNDING SOURCE: USDA-Rural Development Loan/Grant Funds, County Funds**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval contingent upon USDA Rural Development funding approval, and authorize Chairman Baker to sign the documents.**

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**NOTES:**

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**Change Order  
No. 3**

Date of Issuance: August 21, 2013 Effective Date: August 21, 2013

Project: Water & Sewer District No. 3, Phase III	Owner: Warren County	Owner's Contract No.: N/A
Contract: Water System Improvements		Date of Contract: October 3, 2011
Contractor: Herring & Rivenbark, Inc.		Engineer's Project No.: 2009090

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

**Description:**

Add water main sections per quantities detailed in Attachment 1 and shown on the drawings in Attachment 3.  
 Increase Contract unit prices as requested by Contractor as shown in Attachment 2.  
 Contract Time for this Change Order will be 21 days to Substantial Completion and 30 days to Ready for Final Payment beginning on the date of delivery of the fully executed Change Order to the Contractor.

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

Attachment 1 – Intermediate Adjusting Change Order for Original Contract, Change Order No. 1 and Change Order No. 2 and Estimated Cost of Change Order No. 3 Additional Water Main Section.  
 Attachment 2 – Letter from Contractor Requesting Remobilization and Increase in Unit Price for Line Items 2 through 10.  
 Attachment 3 – Revised Rivers & Associates, Inc. Drawing W-3338 – Sheets 1, 18 and 20I.

**CHANGE IN CONTRACT PRICE:**

**CHANGE IN CONTRACT TIMES:**

Original Contract Price:

\$ 1,344,205.05

[Increase] [~~Decrease~~] from previously approved Change Orders No. 1 to No. 2:

\$ 483,280.23

Contract Price prior to this Change Order:

\$ 1,827,485.28

[Increase] [~~Decrease~~] of this Change Order:

\$ 33,291.80

Contract Price incorporating this Change Order:

\$ 1,794,193.48

Original Contract Times:  Working days  Calendar days

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

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

[Increase] [~~Decrease~~] from previously approved Change Orders No. 1 to No. 2:

Substantial completion (days): 150

Ready for final payment (days): 180

Contract Times prior to this Change Order:

Substantial completion (days or date): August 9, 2013

Ready for final payment (days or date): August 26, 2013

[Increase] [~~Decrease~~] of this Change Order:

Substantial completion (days or date): 21 days

Ready for final payment (days or date): 30 days

Contract Times with all approved Change Orders:

Substantial completion (days or date): 21 days from delivery

Date of fully executed C.O.

Ready for final payment (days or date): 30 days from

Delivery date of fully executed C.O.

**RECOMMENDED:**

By: *Julie L. Stave*  
 Engineer (Authorized Signature)

Date: 8/21/13

Approved by Funding Agency (if applicable):

**ACCEPTED:**

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

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

**ACCEPTED:**

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

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

14 paged  
document  
has been  
provided to  
Board  
members by  
e-mail.

14 paged document has been provided to Board members by e-mail.

WARREN COUNTY  
 WATER & SEWER DISTRICT NO. 3 , PHASE III  
 WATER SYSTEM IMPROVEMENTS

CHANGE ORDER NO. 3

ATTACHMENT 1 - INTERMEDIATE ADJUSTING CHANGE ORDER FOR ORIGINAL CONTRACT,  
 CHANGE ORDER NO. 1 AND CHANGE ORDER NO. 2,  
 & ESTIMATED COST OF CHANGE ORDER NO. 3 ADDITIONAL WATER MAIN SECTION

ORIGINAL CONTRACT:

ITEM NO.	QTY.	UNIT	DESCRIPTION	CONTRACT AMOUNTS		ACTUAL WORK COMPLETE		NET ADD/(DEDUCT)	
				UNIT PRICE	COST	QTY.	COST	QTY.	COST
1.	1	EA	Creek Crossing No. 1 - SR 1509 8" HDPE Directional Bore (Detail 2/21)	\$30,000.00	\$30,000.00	0	\$0.00	(1)	(\$30,000.00)
2.	1	EA	Creek Crossing No. 2 - SR 1509 8" HDPE Directional Bore (Detail 3/21)	\$16,000.00	\$16,000.00	1	\$16,000.00	0	\$0.00
3.	1	EA	Creek Crossing No. 3 - SR 1509 8" HDPE Directional Bore (Detail 10/21)	\$28,000.00	\$28,000.00	1	\$28,000.00	0	\$0.00
4.	1	EA	Creek Crossing No. 4 - SR 1509 8" HDPE Directional Bore (Detail 5/22)	\$29,000.00	\$29,000.00	1	\$29,000.00	0	\$0.00
5.	12,320	LF	8" Water Main	\$8.07	\$99,422.40	12,833	\$103,562.31	513	\$4,139.91
6.	89,250	LF	6" Water Main	\$6.47	\$577,447.50	83,934	\$543,052.98	(5,316)	(\$34,394.52)
7.	9,040	LF	4" Water Main	\$5.00	\$45,200.00	8,813	\$44,065.00	(227)	(\$1,135.00)
8.	640	LF	2" Water Main	\$3.70	\$2,368.00	352	\$1,302.40	(288)	(\$1,065.60)
9.	80	LF	8" DIP Water Main	\$28.50	\$2,280.00	135	\$3,847.50	55	\$1,567.50
10.	620	LF	6" DIP Water Main	\$23.00	\$14,260.00	255	\$5,865.00	(365)	(\$8,395.00)
11.	40	LF	4" DIP Water Main	\$23.00	\$920.00	0	\$0.00	(40)	(\$920.00)
12.	80	LF	8" Restrained Joint DIP Water Main	\$38.50	\$3,080.00	55	\$2,117.50	(25)	(\$962.50)
13.	180	LF	6" Restrained Joint DIP Water Main	\$32.50	\$5,850.00	139	\$4,517.50	(41)	(\$1,332.50)
14.	500	LB	Miscellaneous Ductile Iron Fittings	\$1.00	\$500.00	106	\$106.00	(394)	(\$394.00)
15.	35	LF	18" Steel Casing (Jack & Bore)	\$150.00	\$5,250.00	40	\$6,000.00	5	\$750.00
16.	70	LF	16" Steel Casing (Jack & Bore)	\$115.00	\$8,050.00	75	\$8,625.00	5	\$575.00
17.	4	EA	8" Gate Valve & Box	\$742.00	\$2,968.00	3	\$2,226.00	(1)	(\$742.00)
18.	45	EA	6" Gate Valve & Box	\$665.00	\$29,925.00	41	\$27,265.00	(4)	(\$2,660.00)
19.	5	EA	4" Gate Valve & Box	\$450.00	\$2,250.00	7	\$3,150.00	2	\$900.00
20.	1	EA	2" Gate Valve & Box	\$385.00	\$385.00	1	\$385.00	0	\$0.00

**Meeting Date: September 3, 2013**

**Item # 13-B**

**SUBJECT: Water District III, Phase III – Change Order # 3**

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

**SUMMARY: Change Order # 3 – Exhibit K to EJCDC E-500 Agreement between Owner and Engineer (Rivers & Associates, Inc.) Agreement modifies the original Agreement dated January 4, 2010 to include engineering services associated with the additional water main section proposed on SR 1738 Birch Lane. Project completion is contingent upon USDA-Rural Development Approval.**

**Authorize Chairman Baker to sign documentation.**

**FUNDING SOURCE: USDA-Rural Development Loan/Grant Funds and County funds.**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval contingent upon USDA Rural Development funding approval, and authorize Chairman Baker to sign documents.**

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**NOTES:**

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**AMENDMENT TO OWNER-ENGINEER AGREEMENT**  
**Amendment No. 3**

1. *Background Data:*

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

2. *Description of Modifications:*

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

Provide Study and Report Phase, Preliminary and Final Design Phase, Construction Phase, Additional Services and Resident Project Representative Services for design and construction of an additional water main section on SR 1738 Birch Lane in the Water and Sewer District No. 3 service area as proposed in Update No. 3 to the Preliminary Engineering Report pending approval by USDA-RD. The proposed construction will be added to the existing Prime Contract by change order; therefore, Bidding and Negotiating Phase Services are not included.

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

<u>Engineering Phase</u>	<u>Fee</u>
Study and Report Phase – Update No. 3 to the PER (Lump Sum)	\$ 2,000.00
Preliminary and Final Design Phase (Lump Sum)	\$ 12,300.00
Construction Phase (Lump Sum)	\$ 8,200.00
Additional Services – Hydraulic Analysis Update (Hourly)	\$ 2,200.00
Resident Project Representative (Hourly)	\$ 11,700.00
<b>Total</b>	<b>\$ 34,400.00</b>

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

The compensation amount stipulated in paragraph 2.b. above is conditioned on a period of service not exceeding four (4) months. Should such period of service be extended, the compensation amount for Engineer's services shall be appropriately adjusted.

3. Agreement Summary (Reference only)

a. Original Agreement amount:	\$ <u>266,035.00</u>
b. Net change for prior amendments:	\$ <u>162,500.00</u>
c. This amendment amount:	\$ <u>34,400.00</u>
d. Adjusted Agreement amount:	\$ <u>462,935.00</u>

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

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is September 3, 2013.

OWNER:

Warren County

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

Title: Vice Chairman, Board of Commissioners

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

ENGINEER:

Rivers & Associates, Inc.

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

Title: Vice President

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

8-20-13

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

By (Signature): \_\_\_\_\_

Finance Officer

Typed Name: \_\_\_\_\_

Barry Mayo

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



**Meeting Date: September 3, 2013**

**Item # 13-C**

**SUBJECT: Water District III, Phase III – Change Order # 3**

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

**SUMMARY: Project Budget incorporating costs associated with Change Order # 3 is presented for Board's review and adoption.**

**FUNDING SOURCE: USDA-Rural Development Loan/Grant & County Funds**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval pending USDA Rural Development funding approval.**

**NOTES:**



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

PROJECT BUDGET  
REVISED AUGUST 21, 2013

PROJECT REVENUES	BUDGET CONTRACT AWARD		BUDGET CHANGE ORDER NO. 1		BUDGET CHANGE ORDER NO. 2		BUDGET CHANGE ORDER NO. 3	
		VARIANCE		VARIANCE		VARIANCE		VARIANCE
USDA Loan	\$ 1,561,000.00	\$ -	\$ 1,561,000.00	\$ -	\$ 1,561,000.00	\$ -	\$ 1,561,000.00	\$ -
USDA Grant	920,000.00	-	920,000.00	-	920,000.00	-	920,000.00	-
Owner Contribution	15,300.00	38,700.00	54,000.00	-	54,000.00	-	54,000.00	-
<b>Total</b>	<b>\$ 2,496,300.00</b>	<b>\$ 38,700.00</b>	<b>\$ 2,535,000.00</b>	<b>\$ -</b>	<b>\$ 2,535,000.00</b>	<b>\$ -</b>	<b>\$ 2,535,000.00</b>	<b>\$ -</b>
<b>PROJECT EXPENSES</b>								
Construction	\$ 1,344,205.05	\$ 338,529.13	\$ 1,682,734.18	\$ 144,751.10	\$ 1,827,485.28	\$ (33,291.80)	\$ 1,794,193.48	
Engineering (Study & Report Phase)	30,000.00	1,500.00	31,500.00	2,000.00	33,500.00	2,000.00	35,500.00	
Engineering (Basic Services) :								
Preliminary & Final Design Phase	86,637.00	40,000.00	126,637.00	28,000.00	154,637.00	12,300.00	166,937.00	
Bidding & Negotiating Phase	12,377.00	-	12,377.00	-	12,377.00	-	12,377.00	
Construction Phase	24,753.00	17,500.00	42,253.00	12,000.00	54,253.00	8,200.00	62,453.00	
Engineering (Additional Services - PER Amendment)	1,500.00	-	1,500.00	-	1,500.00	-	1,500.00	
Engineering (Additional Services - Hydraulic Analysis Update)	-	4,000.00	4,000.00	2,500.00	6,500.00	92.50	6,592.50	
Engineering (Additional Services - Easements)	-	3,000.00	3,000.00	-	3,000.00	(20.00)	2,980.00	
Resident Project Representative	110,768.00	23,000.00	133,768.00	29,000.00	162,768.00	(8,324.66)	154,443.34	
Subsurface Investigation	8,620.00	-	8,620.00	-	8,620.00	-	8,620.00	
Legal	22,000.00	-	22,000.00	-	22,000.00	-	22,000.00	
Debt Service Interest	58,537.00	-	58,537.00	-	58,537.00	-	58,537.00	
Radio Read Meters	-	-	-	93,637.00	93,637.00	-	93,637.00	
Automatic Flushing Devices	-	-	-	24,000.00	24,000.00	-	24,000.00	
Materials & Supplies	-	-	-	-	-	81,229.68	81,229.68	
Contingency	796,902.95	(388,829.13)	408,073.82	(335,888.10)	72,185.72	(62,185.72)	10,000.00	
<b>Total</b>	<b>\$ 2,496,300.00</b>	<b>\$ 38,700.00</b>	<b>\$ 2,535,000.00</b>	<b>\$ -</b>	<b>\$ 2,535,000.00</b>	<b>\$ -</b>	<b>\$ 2,535,000.00</b>	<b>\$ -</b>

**Meeting Date: September 3, 2013**

**Item # 14**

**SUBJECT: Declare Surplus Property and Authorize Auction**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: Resolution declaring Plotter surplus and authorizing auction of same is presented for Board's review and adoption.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Resolution for sale of surplus property.**

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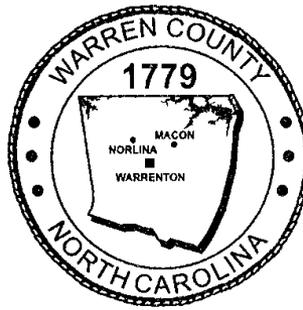
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**NOTES:**

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# WARREN COUNTY BOARD OF COMMISSIONERS

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

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

*STATE OF NORTH CAROLINA*

*COUNTY OF WARREN*

***RESOLUTION  
SALE OF SURPLUS  
WARREN COUNTY PROPERTY***

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

*NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners will convey or sell Plotter for GIS mapping no longer used by the Planning/Zoning Department as Surplus Property.*

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

*ADOPTED this the 3<sup>rd</sup> day of September 2013.*

*WARREN COUNTY BOARD OF COMMISSIONERS*

*Bertadean W. Baker, Chairman*

*ATTEST:*

**From:** Ken Krulik [kkrulik@co.warren.nc.us]  
**Sent:** Tuesday, August 06, 2013 5:32 PM  
**To:** 'Linda T Worth'; sbeatty@co.warren.nc.us; 'Bonnie Andrews'; 'Tina Robinson'; 'Angelena Kearney-Dunlap'  
**Subject:** Plotters for GIS use-mapping, the one here in planning is dead. And it's an obsolete model so repairing it is not an option.....

The plotter here had died sometime ago and I had asked Jim (IT) to look into it, unfortunately it was outside of his expertise so I contacted HP to send out a service rep and he came today – the motherboard for this one is fried and since it's an obsolete model the parts are difficult (and costly) to replace. Having said that, I had talked with Starlin last week about having the plotter at the tax office moved here and the old plotter I have currently being moved out – it wouldn't even be able to be used for trade-in value though it may be able to be declared surplus property along with the unused ink cartridges. The paper rolls I believe are compatible with the tax office plotter.

Your thoughts???

Respectfully,  
Ken

Ken Krulik, AICP CZO  
Planning and Zoning Administrator  
Warren County Planning/Zoning and Code Enforcement Department  
542 West Ridgeway Street  
Warrenton, NC 27589  
(P) 252-257-7027 ext. 30  
(F) 252-257-1083  
[kkrulik@co.warren.nc.us](mailto:kkrulik@co.warren.nc.us)

"Warren County is an equal opportunity provider and employer."



**Meeting Date: September 3, 2013**

**Item #15**

**SUBJECT: Schedule ROAP Public Hearing**

**REQUESTED BY: Barry Mayo, Finance Director,  
Alicia Giddien, Senior Center Director and  
Michelle Winstead, Social Services Director**

**SUMMARY: It is presented to schedule a required public hearing to hear citizen  
comments regarding FY 2013-14 Rural Operating Assistance Program  
(ROAP) Funding Agreement for Monday, October 7 2013 at 5:45.**

**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: September 3, 2013**

**Item # 16-A**

**SUBJECT: County Manager's Reports**

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

**SUMMARY: Consider Job Classification / Salary Study**

**FUNDING SOURCE: FY 2013-14 Budget Ordinance**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: September 3, 2013**

**Item # 16-A-1**

**SUBJECT: NC Cooperative Extension Service Award 40 Hours of Paid Leave**

**REQUESTED BY: Crystal Smith, Director**

**SUMMARY: The State has awarded 40 hours of paid leave in FY 2013-2014 budget for state employees including Cooperative Extension. There are special provisions regarding this leave (per attached). A form has been provided for County consideration and execution to indicate if it agrees/disagrees to grant said leave with pay. There is no direct financial cost unless employees retire with a special leave balance. However, there is an indirect cost when an employee takes a special leave day off with pay which also increases the county's liability associated with employee leave balances.**

**FUNDING SOURCE: General Fund**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Warren County match on 40 hours of special leave granted by the State of North Carolina for State employees which includes Cooperative Extension Service employees.**

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**NOTES:** \_\_\_\_\_  
\_\_\_\_\_

NC STATE UNIVERSITY

College of Agriculture and Life Sciences  
North Carolina Cooperative Extension Service  
Warren County Center  
158 Rafter's Lane  
Warrenton, NC 27589  
Phone: (252) 257-3640  
Fax: (252) 257-5616

August 27, 2013

Dear Mrs. Worth,

The State of North Carolina will be awarding 40 additional hours of paid leave to be awarded as part of the budget for FY 2013-2014. There are special provisions for this leave that are much different than past "bonus leave" awards. Please read the attached document for more specific information, but, in short.....

- a. **The 40-hours are granted for use from July 1, 2013, through June 30, 2014 only. This Special Leave MUST be used before any other non-sick time leave. If an employee does not use this leave in that time period, it is forfeited.**
- b. **If an employee separates for any reason other than retirement, any balance of Special Leave will NOT be paid out--it is "forfeited." If an employee retires before June 30, 2014, and has a balance, it will be paid out—but again, this Special Leave must be used before any other type of leave, so it is unlikely employees will have a balance that late in the fiscal year.**

North Carolina Cooperative Extension Administration and the employees of Warren County is requesting confirmation from Warren County Government match on 40 hours of Special Leave. Because of the partnership between County and State, we are asking consideration of county match on the 40 hours of Special Leave. The only direct financial obligation is payouts for **retirees**; and as of today, we do not have anyone on our team who qualifies to retire. While there is an indirect financial cost to the County when an employee uses a day off from work, this is **no** additional cost to them.

Enclosed is the County Partner Decision on the fiscal year 2013-2014 Special Leave Award (State Deadline September 9, 2012). If you have questions or wish to talk more in details, please don't hesitate in contacting me at 252-257-3640. Thank you in advance for your continuous support of North Carolina Cooperative Extension.

Sincerely,



Crystal M. Smith  
County Extension Director

RECEIVED

AUG 30 2013



**COUNTY PARTNER DECISION ON  
FISCAL YEAR 2013-2014 SPECIAL LEAVE AWARD  
BY THE STATE OF NORTH CAROLINA  
FOR NC COOPERATIVE EXTENSION EMPLOYEES  
AT NC STATE UNIVERSITY AND NC A&T STATE UNIVERSITY**

**Submitting County/ECBI:** Warren

The State of North Carolina awarded a "special leave" provision to employees as part of the 2013-2014 State Budget. Specifically, 40 hours of leave is to be allocated for full-time, leave-earning employees (prorated for less than 1.0 FTE).

In general, this Special Leave provision has the following characteristics:

1. It is awarded only to those leave-earning employees employed on July 1, 2013.
2. May be used for absences due to illness, but is not required.
3. It is paid out only to employees who separate due to retirement; the special leave balance is "forfeited" for all other types of separations.
4. The entire balance must be utilized on or before June 30, 2014, or it is "forfeited."

Each County/ECBI that has NC Cooperative Extension employees must notify NCCE in writing of their decision to award their portion of the State's Special Leave award.

Please indicate your decision, and then return the form to your County Extension Director.

We agree to award the proportional match of the "Special Leave" provision.

We do not agree to award the proportional match of the "Special Leave" provision.

**Signature of County/Tribal Official:** \_\_\_\_\_

**Printed Name and  
Title of County/Tribal Official:** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_

County Extension Directors must submit this form to Cheryl Howard via fax or email **no later than September 9, 2013**. Please retain copies as needed by the County/Tribal office.

**Meeting Date: September 3, 2013**

**Item # 16-B**

**SUBJECT: County Manager's Reports**

**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:**

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**NOTES:**

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**Meeting Date: September 3, 2013**

**Item # 16-B**

**SUBJECT: County Manager's Reports**

**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:**

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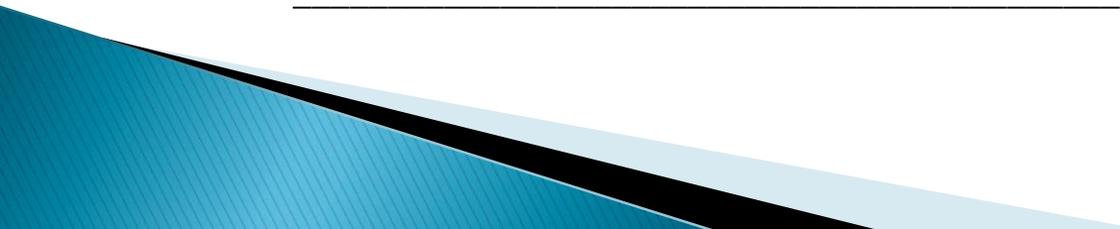
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**NOTES:**

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## MEMORANDUM

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** August 29, 2013  
**RE:** Notice of Contracts 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:

### Public Utilities

Micro-Comm, Inc.  
15895 S. Pflumm Rd.  
Olathe, KS 66062

I have approved a Micro-Comm telemetry system service contract at an annual cost of \$4,750. Funds are budgeted in the Public Utilities FY 14 operating budget to pay the costs associated with this service contract.

### General County

Hill, Chesson & Woody  
4819 Emperor Blvd.  
Durham, NC 27703

I have approved an Enrollment Services Addendum with Hill, Chesson & Woody for the provision of services associated with the enrollment of benefits for new Warren County employees. These services are needed due to the vacancy in the Human Resources Manager position. There was no cost for these services for the first month; however, we will be utilizing this service for a second month at a cost of \$350.

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

Attachments

## Enrollment Services Addendum

In addition to the services outlined in the **Service Agreement**, HCW agrees to complete the following services in relation to enrollment of benefits for Warren County for a period of 2 months beginning on **July 11, 2013**. Warren County also agrees to the client responsibilities listed below.

### Client

1. Client provides website and login access for each carrier website that is used to administer employee benefit enrollments, changes and terminations.
2. Client agrees to a customized single enrollment form or central enrollment system.
3. As client receives completed enrollment applications, change forms or terminations, they will forward to HCW within 24 hours of receipt.
4. Client will reconcile carrier bill based on documentation of additions, changes & terminations, HCW can provide this service for an additional charge as noted below in the Fee Schedule.
5. Client agrees to coordinate all payroll deductions with payroll vendor.

### HCW

1. HCW will assign a point of contact at HCW for benefit enrollment assistance.
2. HCW point of contact will login to carrier websites within 48 hours of receiving request from client and enter information into carrier(s) online system(s).
3. Once enrollment activity is complete, HCW point of contact will create screen prints to document the completion of the member's enrollment action for each carrier.
4. HCW point of contact will enter the following information into an Enrollment Activity Spreadsheet:
  - a. Employee's Name
  - b. Date HCW received enrollment request from the client
  - c. Date HCW entered information in carrier website(s)
  - d. Type of action requested:
    - i. Enrollment
    - ii. Termination
    - iii. Change
  - e. Effective date of enrollment, termination or change
5. HCW point of contact will email confirmation screen prints to client.

### Fee Schedule

#### Benefits Administration:

- a. 1<sup>st</sup> month - \$350-waived
- b. 2<sup>nd</sup> month - \$350
- c. Additional months beyond 60 days - \$4 per employee per month (pepm)

### Payment Schedule

Fees for Benefit Administration will be billed monthly on the 1<sup>st</sup> of each month beginning September 1, 2013 for a period of 1 month.

Authorized Signer, Warren County

Jude J. Wate

Date: 7/12/13

Rachel Richards, HCW

Rachel Richards

Date: 7/15/2013

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

8-28-13



HILL, CHESSON & WOODY

Experience the benefit.

# MICRO-COMM

15895 S. Plumm Rd.  
Olathe, KS 66062  
(913) 390-4500  
FAX: (913) 390-4550  
www.micro-comm-i

August 7, 2013

Attn Macon Robertson  
Warren County Water & Sewer District #1  
PO BOX 577  
Warrenton NC 27589  
Fax 252-257-3979

Re: Extended Service Warranty Proposal

Dear Macon:

According to our records, your Micro-Comm telemetry system service contract number(s) (SC0272) will expire on (10/1/13). For the amount of \$4750.00 which includes damage caused by lightning, Micro-Comm will provide service contract coverage for job number(s) (97-035, 00-032, 00-147, 05-008, 07138) for the period of one year.

Please read and review the following:

#### Terms and Conditions of the Service Contract:

1. Micro-Comm, Inc. shall be liable only for the cost or repair of any Micro-Comm manufactured equipment including radio, power supply, and associated equipment required for system operation as designed (see #4 below). In the event that the equipment is defective or if the equipment is damaged by lightning. Customer shall supply labor for removal and installation of equipment at customer's premises. Return of defective equipment to Micro-Comm is the customer responsibility.
2. This contract is void and **does not apply** if damage is caused by improper installation, improper maintenance, accident, alteration, abuse, or misuse, (by other than Micro-Comm, Inc. or its designates).
3. Micro-Comm's sole obligation in case of its equipment failure will be to provide the service specified above. Micro-Comm will not be liable for any consequential or incidental damage to any other manufacturers equipment arising from Micro-Comm equipment failure.
4. The contract is for **Micro-Comm manufactured parts only**. The following list is an example of items **not** covered: PLC's; BW probes and relays; Chart recorders, pens and paper; Phase monitors and pump alternators; Flow meters and flow sensors; Chemical feed and chemical monitoring equipment; Portable/Mini monitors; Phone dialers; light bulbs; computers, keyboards, monitors, external modems and printers; external wiring/cabling.
5. The Service Contract coverage provided by Micro-Comm, Inc. begins when current system warranty ends and provides coverage for one calendar year from warranty end date. Warranty end date will be extended when a signed copy of Service Contract and payment are received. Non-Warranty Customer warranty date will be assigned when a signed copy of Service Contract and payment are received. Service Contract coverage will be for one calendar year from assigned warranty date.

Micro-Comm's normal service charge is \$125/hour with a four hour minimum, plus \$50/hour travel-time and expenses, or \$1250/day plus \$50/hour travel-time and expenses. Under the terms of this service contract, a reduced service rate will be offered: \$90/hour with a four hour minimum, plus \$40/hour travel-time and all expenses, or \$900/day plus \$40/hour travel-time and all expenses.

Should you choose to purchase/renew this service contract **YOU MUST** complete the form below, and return this letter to us with a check payable to Micro-Comm, Inc. Please write Service Contract on you check. If you have any questions, feel free to contact me at any time.

Sincerely,

MICRO-COMM, INC.



Mark Stockton  
Service Manager

Enclosure

I have read and fully understand the terms and conditions of the Service Contract as stated above.

Accepted by: Tim J. Work

Date: 8/21/13

Amount of Check Enclosed: \_\_\_\_\_

**Dear Micro-Comm Service Contract Customers,**

Micro-Comm, Inc. would like to express our thanks and appreciation to all of our Service Contract Customers. Working together through the Service Contract program we have been able to help reduce your downtime, repair costs and provide for accurate budgeting of system repair costs. We are constantly working toward improvement and are considering some new options & services within the program. We value your opinion and would like to hear any suggestions and comments you may have.

**Which "Regular scheduled system checkout options" do you think would be beneficial to your district? (Check all that apply)**

Log into system and verify correct system operation prior to warranty ending.

When in area system checkout; verify antenna system, radio signal strength, power supply testing, and ground verification. Being able to tie with current service would reduce travel expenses for both systems.

Internet login to customer Operator Display Consol (computer) to verify system operation by checking alarm history, analog graphing, and pump run time reports. Customer would receive email report with technicians support to resolve problems in their system.

Remote operator training using Operator Display Consol (computer) with video and pictorial examples to show proper trouble shooting methods of equipment, software, and remote units.

**What improvements could we make to enhance the program?** \_\_\_\_\_

\_\_\_\_\_

**What other services could we supply that better suit your needs?** \_\_\_\_\_

\_\_\_\_\_

**Any other suggestions?** \_\_\_\_\_

\_\_\_\_\_

Your comments and suggestions will guide our efforts to improve service for all Micro-Comm customers. We strive to provide you with the best service possible at the most competitive rates possible. Please take a moment to review and comment so we can better serve your needs.

Sincerely,



**Mark Stockton**  
Service Manager

**Micro-Comm, Inc.**

15895 S. Pflumm Rd.  
Olathe, Kansas 66062  
913-390-4500 office  
913-909-3195 cell  
[mstockton@mc-mail.com](mailto:mstockton@mc-mail.com)

**Meeting Date: September 3, 2013**

**Item # 16-C**

**SUBJECT: County Manager's Reports**

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

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

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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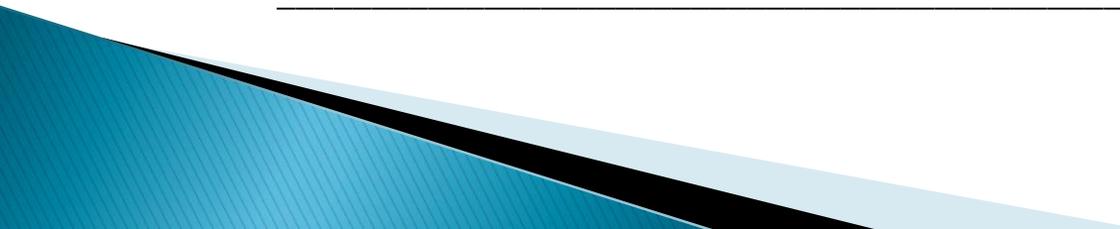
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**NOTES:**

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**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** August 29, 2013  
**RE:** August 2013 Status Report

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

**Administration**

- Prepared for and attended the Board of Commissioners Regular Meeting (8/5/13)
- Met with Reps from VGCC and Finance Director to discuss VGCC Warren County Satellite Facility Roof Project (8/5/13)
- Interview with high school student for 4-H Project (8/5/13)
- Met with Emergency Services Director and EMS Coordinator to discuss various emergency services initiatives (8/6/13)
- Attended Kerr Lake Regional Water System Advisory Board Meeting (8/12/13)
- Met with Interim EDC Director and EDC Consultant to finalize plans for meeting with USDA reps and former Congresswoman E. Clayton (8/12/13)
- Met with CED to discuss and make plans for meeting with USDA reps and former Congresswoman E. Clayton (8/12/13)
- Met with Executive Assistant and B&G Manager to discuss Armory issues (8/14/13)
- Participated in conference call with other local officials and COG attorney (8/14/13)
- Met with A. Mills to discuss county employment opportunities (8/15/13)
- Meeting with Senior USDA officials, Congresswoman Clayton and County staff to discuss funding opportunities for various county projects (8/16/13)
- Met with Tax Administrator to discuss various Tax Department issues (8/20/13)
- Met with JCPC Chairman to discuss various issues (8/20/13)
- Prepared for and attended Board of Commissioners Work Session (8/21/13)
- Met with Animal Control Director to discuss various issues (8/22/13)
- Met with Reps from Sheriff's Department and Central Communications to discuss IT issues (8/26/13)

- Attended Golden Leaf Community Based Grantsmaking Seminar in Rocky Mount (8/27/13)
- Prepared for and attended Buck Spring Project Committee Meeting (8/27/13)
- Met with Public Utilities staff and Finance Director to discuss water issues (8/28/13)
- Met with EDC staff to begin planning meeting with Commerce Secretary (8/28/13)
- Met with JCPC Chairman and JCPC Secretary to discuss various issues (8/28/13)
- Met with J. King to discuss Hendrick House (8/28/13)
- Met with Oxford City Manager to discuss KLRWS matters (8/29/13)
- Met with group interested in starting a Boys & Girls Club in Warren County (8/29/13)
- Conducted monthly Department Heads' Meeting (8/29/13)
- Meetings with Animal Control Department staff (8/30/13)

#### **Other Activities**

- Attended and participated in JCPC Youth and Families Forum (8/13/13)
- Attended NCACC Annual Conference in Greensboro, NC (8/22-25/13)
- Attended Kerr-Tar Water Quality & Regional Agriculture Seminar (8/26/13)

#### **Project Updates**

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

The selected contractor for this project, Granville Communications/Wireless NC Communications, is moving forward with implementing the Phase I upgrades to Warren County's VHF radio system. Some equipment is taking long than anticipated to arrive which may move project completion date to November or early December 2013. A stakeholders meeting will be scheduled in October to provide users of the system with information on the project and to entertain questions.

##### **Buck Spring Project**

The Buck Spring Project Committee is meeting monthly and continuing to work on developing 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. Boy Scouts are volunteering their time to help clean up the nature trail, and others have been solicited to assist with this effort. 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. The Board of Commissioners will hold a public hearing on a proposed budget amendment for this project at the 9/3/13 board meeting. The amendment was necessitated due to the initial applicants approved by the Housing Selection Committee being determined to be disqualified to participate in this program. We are working diligently with the Kerr-Tar COG Grant Administrators to move this project forward to completion.

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

The close-out public hearing has been held and the Grant Administrator has submitted the close-out documents to Community Investment and Assistance to formally close-out this project.

September 3, 2013

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**Enter Into Closed Session**  
**in accordance with**  
**GS § 143-18.11(a)(3)**  
**to discuss Attorney-Client Privileged**  
**Information**

*Adjourn*

*September 3, 2013*  
*Regular Meeting*

