

***REVISED***

***WARREN COUNTY  
BOARD OF COMMISSIONERS***

***October 7, 2013***

***5:45 PM - Public Hearing***

***6:00 PM – Regular Meeting***

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

***Prepared by***

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

*October 7, 2013*  
*5:45 PM – Public Hearing*

**Rural Operating  
Assistance Program  
(ROAP)  
Application**

# Public Hearing Agenda

- ▶ Chairman call Public Hearing to Order
  - ▶ Clerk read Notice of Public Hearing
  - ▶ Comments from Barry Mayo, Finance Officer
  - ▶ Clerk to the Board:
    - 1 – Distributes Form for Voluntary Public Involvement
    - 2 – Read Rules of Citizen Comments
  - ▶ Citizen Comments
  - ▶ County Manager and/or Commissioner Comments
  - ▶ Adjourn Public Hearing
- 

NORTH CAROLINA  
WARREN COUNTY

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

*Public  
Hearing  
Notice*

**Public Hearing Notice**

This is to inform the public of the opportunity to attend a public hearing on the proposed Rural Operating Assistance Program (ROAP) application to be submitted to the North Carolina Department of Transportation no later than October 18, 2013 by the county of Warren. The public hearing will be held on Monday, October 7, 2013 at 5:45 pm in the Warren County Armory Civic Center commissioners meeting room located at 501 US Hwy 158 Business, East Warrenton, NC. County of Warren will provide auxiliary aids and services under the ADA for disabled persons who wish to participate in the hearing. Anyone requiring special services should contact Barry Mayo, Finance Officer as soon as possible so that arrangements can be made.

The programs included in the Rural Operating Assistance Program application are:

1. Elderly & Disabled Transportation Assistance (EDTAP) Program provides operating assistance for the public transportation of elderly and disabled citizens.
2. Employment Transportation Assistance Program provides operating assistance for the public transportation of persons with employment related transportation needs.
3. Rural General Public (RGP) Program provides operating assistance for the public transportation of persons living in non-urban areas of the county.

The period of performance for Rural Operating Assistance Program funds is July 1, 2013 through June 30, 2014. The FY 2014 ROAP individual program totals are:

PROGRAM	TOTAL
EDTAP	\$53,545.00
EMPL	\$9,708.00
RGP	\$61,602.00
<b>TOTAL</b>	<b>\$124,855.00</b>

This application may be inspected at the Warren County Finance Office located at 548 W. Ridgeway St, Warrenton, NC from 9am to 4:30 pm each weekday. Written comments should be directed to Barry Mayo, Finance Officer, at PO Box 619, Warrenton, NC 27589 before October 7, 2013.

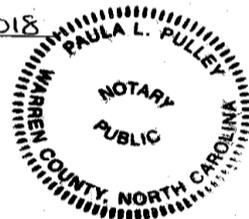
true copy of which is made a part of  
this affidavit, did appear in the said The  
Warren Record in the following  
consecutive issues:

*9/25*, 2013  
*Mary Lou Cheek*  
Office Manager

worn to and subscribed before me this  
25 day of September, 2013.

*Paula L. Pulley*  
Notary Public

My commission expires: 1-2-2018



Comments  
From  
Barry Mayo  
Finance Officer



# Application for Transportation Operating Assistance

## *FY 2014 Rural Operating Assistance Program Funds*

<b>Name of Applicant (County)</b>	<b>Warren</b>
<b>County Manager</b>	<b>Linda T. Worth</b>
County Manager's Email Address	<a href="mailto:lworth@co.warren.nc.us">lworth@co.warren.nc.us</a>
<b>County Finance Officer</b>	<b>Barry Mayo</b>
CFO's Email Address	<a href="mailto:bmayo@co.warren.nc.us">bmayo@co.warren.nc.us</a>
CFO's Phone Number	252-257-1778
<b>Person Completing this Application</b>	<b>Alicia R. Giddiens</b>
Person's Job Title	Warren County Senior Center Director
Person's Email Address	<a href="mailto:agiddiens@co.warren.nc.us">agiddiens@co.warren.nc.us</a>
Person's Phone Number	252-257-3111
<b>Community Transportation System</b>	<b>Kerr Area Transportation Authority</b>
Name of Transit Contact Person	Rob Brink
Transit Contact Person's Email Address	rbrink@kartsnc.com

Application Completed by: *Alicia R. Giddiens* Date: 9/24/13  
 Signature

**I certify that the content of this application is complete and accurately describes the county's administration of the ROAP Program, and the use of the ROAP funds in accordance with applicable state guidelines.**

County Manager: *Linda T. Worth* Date: 9/24/13  
 Signature

County Finance Officer: *Barry Mayo* Date: 9-24-13  
 Signature

### Application Instructions

**County officials should read the ROAP Program State Management Plan which contains guidance on the administration of the ROAP Program and information about the preparation of grant applications.**

- The application must be completed by an official of the county or his/her designee.
- Click on the **gray rectangle** and type each answer. If needed, the text will automatically wrap to the next row. The answer may wrap to the next page if necessary.
- If the county wishes to explain their response to any questions or provide more information, the county may include additional pages with this application form. All the pages of the application and any pages added by the applicant should be scanned into the same file.
- If there are questions regarding this application, contact the NCDOT-PTD Mobility Development Specialist assigned to the area served by the transit system.

## FY2014 ROAP Program Schedule

*ROAP funds will be disbursed based on which deadline the applicant meets.*

First Application Deadline	September 16, 2013
Disbursement if 1 <sup>st</sup> Deadline is met (100%)	September 30, 2013
Second Chance Application Deadline	October 18, 2013
Disbursement if 2 <sup>nd</sup> Deadline is met (100%)	October 31, 2013

### County's Management of ROAP Funds

All counties are eligible to receive Rural Operating Assistance Program (ROAP) funding from the State of North Carolina. As a recipient of ROAP funds, the county must implement administrative processes that will ensure the following:

- ROAP funds are expended on needs identified through a public involvement and/or planning process.
- ROAP funds are expended on eligible activities only.
- Supporting documentation of expenditures is maintained.
- Service recipients meet eligibility requirements and their eligibility is documented.
- Trips funded with ROAP funding are monitored and evaluated throughout the period of performance.
- An accounting of trips and expenditures is provided in a semi-annual report to NCDOT.
- ROAP funds received and expended are included in the local annual audit.

Transportation Needs and Public Involvement in Funding Decisions	Yes or No
A. Did the county ask the Community Transportation Advisory Board (TAB), which is affiliated with the community transit system, to recommend how the ROAP funds should be sub-allocated?	<b>No</b>
B. In addition to the public hearing notice and the public hearing, were other outreach efforts conducted to inform the public about the availability of ROAP funds and to discuss transportation needs BEFORE the county decided to sub-allocate the ROAP funds?	<b>Yes</b>
C. Does the federally funded Community Transportation System operating in the county have a Community Transportation Service Plan (CTSP) or Community Transportation Improvement Plan (CTIP) that was developed in the last five years or being completed at this time? <i>Date of the plan: 2/22/2007</i>	<b>Yes</b> New Plan has been requested from NCDOT
D. Does your county have a Coordinated Public Transit-Human Services Transportation Plan (LCP) that provides a list of unmet transportation needs and/or gaps in transportation services? <i>Date of the plan: 4/2013</i>	<b>Yes</b>
E. Does the county have other transportation plans that address public transportation needs?	<b>No</b>
If yes, list and describe these plans.	
F. How did the county decide who would receive the ROAP funds? List the names of anyone who participated in the decision to suballocate the ROAP funds and their role in the community. <b>Committee consists of the County finance officer, Department of Social Services Director and Accountant, Senior Center Director, and RGP Representative</b>	
G. How did the county decide on the amount of ROAP funds to sub-allocate to a subrecipient? <b>By population served and prior use</b>	

Financial Management of ROAP Funds	Yes or No
H. Does the county disburse/allocate ROAP funds to any county governmental departments?	Yes
I. If yes, how does the county account for these funds within the county's accounting system? <b>ROAP funds are in a separate departmental budget line item in the county's budget.</b>	
J. Does the county pass through any ROAP funds to agencies or organizations that are not county governmental departments or agencies?	Yes
K. If yes, does the county have a written agreement with these agencies that addresses the proper use and accountability of these funds? <i>(Include a sample agreement with application)</i>	Yes
L. ROAP funds cannot be used instead of using the existing transportation funding an agency or organization receives from any other funding source. If any of the departments, agencies or organizations receiving ROAP funding from the county get transportation funding from other Federal, State or Local funding sources, list those funding programs: <b>HCCBG and Medicaid Transportation</b>	
M. Do any subrecipients receive ROAP funds before any trips are provided, and refund the unused portion at the end of the period of performance?	Yes
N. Are ROAP funds being deposited in an interest bearing account?	Yes
If no, then why aren't ROAP funds deposited in an interest bearing account?	
O. What does the county do with the interest from the ROAP funds? <b>Funds are combined and used with the ROAP allocations</b>	
P. Does the county provide any local funds for transportation operating assistance to any of the ROAP sub-recipients in addition to the state ROAP funds?	Yes
Q. Is supporting documentation maintained for all ROAP grant financial transactions for five years? <b>IMPORTANT: Yes is the only correct answer.</b>	Yes
Monitoring and Oversight Responsibilities	Yes or No
R. The Finance Officer OR the Executive Director of an eligible transportation authority will be responsible for the oversight and evaluation of the transportation services provided with the ROAP funding? <b>IMPORTANT: Yes is the only correct answer.</b>	Yes
S. Does the county require the subrecipients of ROAP funds to provide progress reports and statistical data about the trips provided with ROAP funds?	Yes
T. If progress reports and/or operating statistical reports are required by the county, how frequently are these provided to the county for evaluation? <b>Quarterly Reports</b>	
U. Does the county require the subrecipients of ROAP funds to use the transportation services of the federally funded Community Transit System operating in the county?	Yes
V. Are subrecipients of ROAP funds coordinating transportation services with other subrecipients in the county therefore reducing any duplication of effort?	Yes

Accountability to North Carolina Taxpayers	Yes or No
W. Is the method used to sub-allocate the ROAP funds fair and equitable? Open and transparent?	Yes
X. Is the county prepared to provide documentation that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance, at the specified cost?	Yes
Y. A semi-annual ROAP Report must be completed and sent to NCDOT. Who will be designated to complete these reports in FY2014? <i>(name, title, employer)</i> <b>Barry Mayo, Warren County Finance Officer</b>	

## Elderly and Disabled Transportation Assistance Program

The Elderly and Disabled Transportation Assistance Program (EDTAP), originally enacted by legislation in the 1989 Session of the North Carolina General Assembly (Article 2B, 136-44.27), provides operating assistance funds for the transportation of the state's elderly and disabled citizens. This transportation assistance allows the elderly and disabled to reside for a longer period in their homes, thereby enhancing their quality of life.

Elderly and Disabled Transportation Assistance Program Questions	Yes or No
A. What will be the purposes of the trips provided with EDTAP funds? <i>(Check all that apply)</i> <input checked="" type="checkbox"/> Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking <input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes <input checked="" type="checkbox"/> Transportation to workplace <input checked="" type="checkbox"/> Group field trips/tours to community special events (Federal charter regulations apply to transit.) <input checked="" type="checkbox"/> Overnight trips to out-of-county destinations (Federal charter regulations apply to transit) <input checked="" type="checkbox"/> Human service agency appointments	
B. How will the transportation service be provided? <i>(Check all that apply)</i> <input checked="" type="checkbox"/> Public Transportation System <input checked="" type="checkbox"/> Private Provider <input checked="" type="checkbox"/> Taxi Service <input checked="" type="checkbox"/> Agency Staff Driver <input checked="" type="checkbox"/> Volunteer Driver Program	
C. Are any of the EDTAP services you are funding, listed as an unmet need or gap in service in the Public Transit-Human Service Coordination Plan or any other transportation plan for your county? <i>See these page numbers in the plan:</i> <i>Plan Title:</i>	Yes
D. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EDTAP funds?	No
If yes, does the county dictate which agencies and organizations will receive transportation services with any of the EDTAP funds the transit system receives?	
Can the Community Transit System use any of the EDTAP funds it receives to provide transportation for elderly and disabled citizens of the county who do not have a human service agency or organization to pay for the service?	

Elderly and Disabled Transportation Assistance Program Questions (con't)	Yes or No
<p>If the transit system's Community Transportation Service Plan (CTSP) is less than six years old, does it describe and evaluate the services the transit system is providing for the elderly and disabled? <i>See these page numbers in the plan:</i> <i>Plan Title:</i></p>	
<p>Does the CTSP recommend any new EDTAP funded services for FY2014? <i>See these page numbers in the plan:</i> <i>Plan Title:</i></p>	
<p>E. Will any of the subrecipients use their EDTAP sub-allocation as matching funds for any of the following programs? <i>(Matching funds for operating assistance only.)</i> 5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program</p>	<b>No</b>
<p>F. Will any of the subrecipients of EDTAP funds charge a fare for an EDTAP funded trip?</p>	<b>No</b>
<p>If yes, how much will the fare be?</p>	
<p>If yes, how will the fare revenue be used?</p>	
<p>G. Do any of the subrecipients of EDTAP funds restrict EDTAP funded trips based on the origin, timing or destination of the trip?</p>	<b>No</b>
<p>H. Is there a process or policy for determining when it is appropriate to transfer EDTAP funds from one sub-recipient to another to prevent there being unspent funds at the end of the period of performance?</p>	<b>Yes</b>
<p>I. EDTAP funded trips are expected to be provided throughout the entire year. If the EDTAP funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation trips?</p>	<b>Yes</b>

### Employment Transportation Assistance Program

The Employment Transportation Assistance Program (EMPL) is intended to help DSS clients that transitioned off Work First or TANF in the last 12 months, Workforce Development Program participants and/or the general public to travel to work, employment training and/or other employment related destinations.

Employment Transportation Program Questions	Yes or No
<p>A. What will be the purposes of the transportation services provided with EMPL funds? <i>(Check all that apply)</i></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes</li> <li><input checked="" type="checkbox"/> Transportation to workplace (Scheduled by the individual only. No agency scheduled trips.)</li> <li><input checked="" type="checkbox"/> Child(ren) of working parent transported to Child Care</li> </ul>	
<p>B. How will the transportation service be provided? <i>(Check all that apply)</i></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Public Transportation System</li> <li><input checked="" type="checkbox"/> Private Provider</li> <li><input checked="" type="checkbox"/> Taxi Service</li> <li><input checked="" type="checkbox"/> Agency Staff Driver</li> <li><input checked="" type="checkbox"/> Volunteer Driver Program</li> </ul>	

Employment Transportation Program Questions (con't)	Yes or No
C. Describe the eligibility criteria to be used in this county to determine who will be provided EMPL funded trips. <b>Client has employment and/or and employment offer and needs transportation to secure and maintain employment</b>	
D. Are any of the EMPL services you are funding, listed as an unmet need or gap in service in the Public Transit-Human Service Coordination Plan or any other transportation plan for your county? <i>See these page numbers in the plan:</i> <i>Plan title:</i>	<b>Yes</b>
E. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EMPL funds?	<b>No</b>
If yes, does the county dictate which agencies and organizations will receive transportation services with any of the EMPL funds the transit system receives?	
Can the Community Transit System use any of the EMPL funds it receives to provide transportation for citizens in the county who need transportation to a job or employment related destination and who do not have a human service agency or organization to pay for the service?	
If the transit system's Community Transportation Service Plan (CTSP) is less than six years old, does it describe and evaluate the services the transit system is providing for the employed or unemployed? <i>See these page numbers in the plan:</i> <i>Plan title:</i>	
Does the CTSP recommend any new EMPL funded services for FY2014? <i>See these page numbers in the plan:</i> <i>Plan title:</i>	
F. Will any of the subrecipients of EMPL funds charge a fare for an EMPL funded trip?	<b>No</b>
If yes, how much will the fare be?	
If yes, how will the fare revenue be used?	
G. Do any of the subrecipients of EMPL funds restrict EMPL funded trips based on the origin, timing or destination of the trip?	<b>No</b>
H. Is there a process or policy for determining when it is appropriate to transfer funds from one sub-recipient to another to prevent there being unspent funds at the end of the period of performance?	<b>Yes</b>
I. Has the county transferred any EMPL funds to EDTAP or RGP in the last two years?	<b>Yes</b>
J. Will any of the subrecipients use their EMPL sub-allocation as matching funds for any of the following programs? ( <i>Matching funds for operating assistance only.</i> ) 5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program	<b>No</b>
K. EMPL funded trips are expected to be provided throughout the entire year. If the EMPL funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation services?	<b>Yes</b>

## Rural General Public Program

The Rural General Public Program assistance funds are intended to provide transportation services for individuals from the county who do not have a human service agency or organization that will pay for the transportation service. The county, in consultation with the Community Transportation System, must determine the RGP services to be provided with the RGP funds.

Rural General Public Transportation Program Questions	Yes or No
<p>A. What will be the trip purposes of the transportation services provided with RGP funds? <i>(Check all that apply)</i></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking</li> <li><input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes</li> <li><input checked="" type="checkbox"/> Transportation to workplace (Scheduled by the individual only. No agency scheduled trips.)</li> <li><input checked="" type="checkbox"/> Child(ren) of working parent transported to child care</li> <li><input type="checkbox"/> Group field trips/tours to community special events (Federal charter regulations apply to transit.)</li> <li><input type="checkbox"/> Overnight trips to out-of-county destinations (Federal charter regulations apply to transit.)</li> <li><input checked="" type="checkbox"/> Human service agency appointments</li> </ul>	
<p>B. How will the transportation service be provided? <i>(Check all that apply)</i></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Public Transportation System</li> <li><input type="checkbox"/> Private Provider</li> <li><input type="checkbox"/> Taxi Service</li> <li><input type="checkbox"/> Volunteer Driver Program</li> </ul>	
<p>C. Are any of the RGP funded services the transit system will provide listed as an unmet need or gap in service in the Public Transit-Human Service Coordination Plan or any other transportation plan for your county? <i>See these page numbers in the plan:</i> <b><i>Plan title:</i></b></p>	<b>No</b>
<p>D. If the transit system's Community Transportation Service Plan (CTSP) is less than six years old, does it describe and evaluate the general public services the transit system does in the county for citizens who need transportation but don't have a human service agency or organization to pay for the service? <i>See these page numbers in the plan:</i> <b><i>Plan title:</i></b></p>	<b>No</b>
<p>E. Does the CTSP recommend any new RGP funded services for FY2013-14? <b><i>See these page numbers in the plan:</i></b> <b><i>Plan title:</i></b></p>	<b>No</b>
<p>F. Will RGP trips be provided to citizens who need transportation but don't have a human service agency or organization to pay for the trip?</p>	<b>Yes</b>
<p>G. Will any of the RGP funded trips be restricted based on origin, timing or destination of the trip to control the expenditure of funds overtime?</p>	<b>No</b>
<p>H. Since the subrecipient can only use RGP funds to pay for 90% of the cost of a trip, will the Community Transit System use fare revenue to generate the local 10% match requirement for RGP funds?</p>	<b>Yes</b>
<p>If yes, how much will the fare be? <b>\$4.00, \$5.00, or \$6.00 (depending on distance)</b></p>	
<p>If yes, how will the fare revenue be used? <b>10% match operating</b></p>	

Rural General Public Transportation Program Questions (con't)	Yes or No
If no, describe the source of the required matching funds? n/a	
I. Will RGP funded trips be coordinated with human service agency trips?	<b>Yes</b>
J. How will the Community Transit System market the proposed RGP funded services? <b>Services will be advertised through local agencies and media outlets.</b>	
K. Will the Community Transit System use any of their RGP sub-allocation as matching funds for any of the following programs? <i>(Matching funds for operating assistance only)</i>  5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program	<b>Yes</b>
L. Is any part of the county in an urbanized area according to the 2010 census?	<b>No</b>
M. RGP funded trips are expected to be provided throughout the entire year. If the RGP funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation services?	<b>No</b>

## FY2014 ROAP Sub-Allocation Worksheet

Agencies Receiving Sub-Allocations	Elderly and Disabled Transportation Assistance Program		Employment Transportation Assistance Program		Rural General Public Transportation	
	Proposed		Proposed		Proposed	
	Amount of request to be suballocated	Number of One Way Passenger Trips	Amount of request to be suballocated	Number of One Way Passenger Trips	Amount of request to be suballocated	Number of One Way Passenger Trips
Kerr Area Trans. Authority	\$0		\$0		\$61,602	2464
Warren County DSS (Work First)	\$0		\$5,892	536	\$0	
Warren County Senior Center	\$53,545	4284	\$0		\$0	
Community Workforce Solutions	\$0		\$3,816	305	\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
<b>TOTAL AMOUNT</b>	<b>\$53,545</b>	<b>4284</b>	<b>\$9,708</b>	<b>841</b>	<b>\$61,602</b>	<b>2464</b>



# PUBLIC HEARING PROCEDURES

This hearing, pursuant to Warren County Zoning Ordinance Article X, Section X.1.4, is being held to hear any persons who wish to be heard relative to FY 2014 Rural Operating Assistance Program (ROAP) Application.

## RULES:

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

*Warren County*  
*Board of Commissioners*

**County Manager  
and/or  
Board Member Comments**

**Adjourn Public Hearing**



**WARREN COUNTY FINANCE OFFICE STAFF**

**PRESENTATION**

**Certificate of Achievement  
For  
Excellence in Financial  
Reporting**





Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**Warren County  
North Carolina**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2012**

Executive Director/CEO

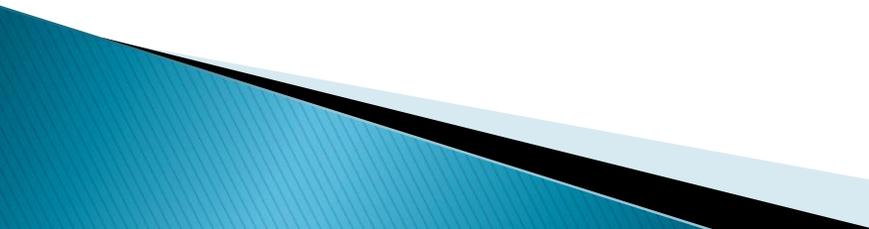
**6:00 PM**

**Call to Order October 7, 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 five (5) minutes;  
Clerk to the Board will keep time.

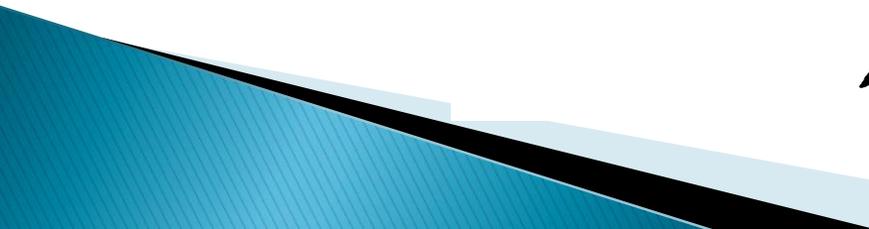
Any group of people who support or oppose the same position should  
designate a spokesperson.

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

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

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

*Warren County  
Board of Commissioners*



**Video Presentation**  
From  
**NC Association of County Commissioners**

**Features NCACC President Ray Jeffers and Staff  
giving updates on issues of concern to counties  
and how  
County Commissioners can participate in the  
process.**

Google Drive: <https://docs.google.com/file/d/0Bx6fC1oKngQQbWN4Oi1POEJ3N1E/edit?usp=sharing>

YouTube: <http://youtu.be/eEeYhyLwh3Q>



**Meeting Date: October 7, 2013**

**Agenda Item # 6**

**SUBJECT: Adopt October 7, 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  
October 7, 2013 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
Warren County Armory Civic Center, Meeting Room  
WARRENTON, NORTH CAROLINA**

**5:45 – Public Hearing – FY 2014 ROAP Application**

**Presentation to Finance Office Staff  
Certificate of Achievement  
For  
Excellence in Financial Reporting**

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. **NC Association of County Commissioners Video Presentation**
6. Adopt October 7, 2013 Suggested Agenda
7. Consent Agenda
  - A. Approve Minutes of September 3, 2013:
    - CDBG Public Hearing
    - Regular Monthly Meeting
  - B. Interest Income Report August 2013 – Finance Officer Barry Mayo
  - C. Tax Collector’s Report August 2013 – Tax Administrator Starlin Beatty
  - D. Tax Release Requests (Over \$100) – Tax Administrator Starlin Beatty  
Tax Release Requests (Under \$100) - “ “ “ “
  - E. CDBG September Monthly Performance Status Reports: 11-C-2328 & 10-C-2227
  - F. Resolution – National Breast Cancer Awareness Month & Pink Ribbon Week 2013
8. Finance Office – Barry Mayo, Finance Officer
  - A. Amendment # 1 to the Capital Project Ordinance - CDBG 2008 Infrastructure Hook-Up Project
  - B. Amendment # 3 to the 2013-2014 Warren County Budget Ordinance

9. Follow-Up to ROAP Public Hearing - Consider FY 2014 ROAP Application
10. Appointment to Boards/Committees/Commissions:
  - A. Warren County Library Board of Trustees: C.W.Spain (or K.N.Settles, J.A.Wilkerson, & S.P.Bolduc)
  - B. Roanoke Wildwood VFD Tax Board: W.N.Heflin, L.A.Kiser, S.Bumgarner, A.B.Moran, & P.J.Deschenes
  - C. Firefighters Relief Fund Board: J.Andrews, W.Fuller, P.Bell, W.Hoofnagle, S.Brothers & K.Smith, J.Alston, R.Williams, S.Harris, H.Johnson, C.Bender, G.Watkins, R.Riggan, M.C.Clary, J.Green-Williams, T.Edwards, S.Jones, C.Perkinson, Sheriff Williams, S.Paynter, L.C.Martin, B.Weathered, J.O.Richardson & N.Lunde
11. Community Development Block Grant (CDBG) 10-C-2227 Environmental Review – Karen Foster
12. Revised Amendment # 3 to the Water & Sewer District 3, Phase III – System Improvements – Macon Robertson, Public Utilities Director
13. Declare Surplus Property
  - A. Law Enforcement Vehicles (5)
  - B. Tax Foreclosed Properties (22)
14. Revised Records Retention Schedules:
  - A. Tax Administration
  - B. Register of Deeds
  - C. County Administration
15. County Manager’s Report
  - A. Contracts Approved
  - B. Manager’s Monthly Report
16. Closed Session – Attorney Client Privilege
17. Adjourn Meeting

**Meeting Date: October 7, 2013**

**Agenda Item # 7A**

**SUBJECT: Approve Minutes of September 3, 2013:  
CDBG Public Hearing and  
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 September 3, 2013  
CDBG Public Hearing  
&  
Regular Monthly Meeting*

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

**Meeting Date: October 7, 2013**

**Agenda Item # 7B**

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

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

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

**FUNDING SOURCE: Various Funds**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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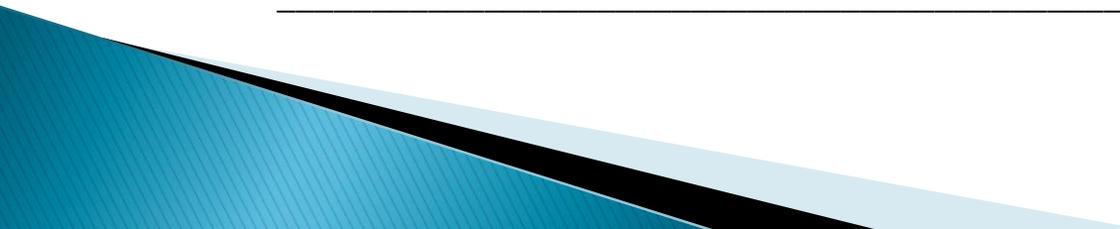
**NOTES:**

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**INTEREST INCOME REPORT**  
**Month of August 2013**

FUND	AUGUST INCOME	FISCAL YEAR TO - DATE
General	158.15	337.61
Revaluation	2.34	5.52
E 911 Telephone System	2.50	5.83
Buck Spring Project	2.48	5.89
Ambulance Storage Facility	0.47	1.12
Simulcast System Upgrade	0.65	1.49
Regional Water Enterprise Fund	3.66	8.67
District 1 Enterprise Fund	7.96	18.89
Solid Waste	0.36	0.79
District II Enterprise Fund	6.65	15.78
District III Phase II BANS	0.03	0.07
District III Enterprise Fund	2.43	5.78
Soul City Pump Station Improvements	0.32	0.76
District III Phase III	0.49	1.17
	188.49	409.37

**Meeting Date: October 7, 2013**

**CONSENT AGENDA Item # 7C**

**SUBJECT: Tax Collector's Report for August 2013**

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

**SUMMARY: Tax Collector's Report for August 2013 is submitted for the Board's information.**

**FUNDING SOURCE: Various**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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

**Current Year Collections**

Tax Year	Charge	Collected in AUGUST	Collected to Date	Balance Outstanding	Percentage Collected
AUGUST 2013 FY14	\$160,834,574	\$1,550,773	\$1,630,108	\$14,453,365	10.14
AUGUST 2012 FY13	\$15,912,717	\$1,744,681	\$1,891,859	\$14,020,858	11.89

**Delinquent Collections**

2012	\$641,967	\$43,034	\$120,116	\$521,851	18.71
2011	262,672	11,113	30,930	231,742	11.78
2010	154,003	4,030	7,827	146,175	5.08
2009	119,277	951	4,058	115,219	3.40
2008	111,592	1,401	2,892	108,700	2.59
2007	122,184	420	1,653	120,531	1.35
2006	114,966	278	1,469	113,497	1.28
2005	98,361	115	1,097	97,263	1.12
2004	88,437	133	1,002	87,434	1.13
2003	76,031	236	1,493	74,538	1.96
<b>Total Delinquent Years</b>	<b>\$ 1,789,490</b>	<b>\$61,711</b>	<b>\$ 172,537</b>	<b>\$ 1,616,950</b>	

**Other AUGUST Receipts**

County Penalties	\$ 9,239	\$ 24,482
Landfill User Fees	\$ 119,407	\$ 143,959
Municipalities	\$ 47,480	\$ 56,674
Fire District Taxes	\$ 77,344	\$ 89,610
Advance Taxes	\$ 387	\$ 387

**AUGUST GRAND TOTAL**

<b>\$ 1,866,341</b>	<b>\$ 2,117,757</b>
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*Starlin L. Beatty*  
Starlin L. Beatty, Tax Administrator

8/23/2013

DATE

**Meeting Date: October 7, 2013**

**CONSENT AGENDA Item # 7D**

**SUBJECT: Request for Tax Releases**

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

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

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**NOTES:**

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*Over  
\$100*

Over \$100

10/7/2013

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

**ERROR CORRECTION RELEASES:**

HARRISON JOHN W JR	2012 7503 300	H2 25	11951	\$421.19	QUALIFIED FOR AGE EXEMPTION
KOLB DENNIS SR	2013 34523 300	D10 5C	20008	\$218.80	AGEX LEFT OFF IN ERROR
PARHAM GERALDINE	2009 3059 109		47193	\$264.29	MH DEMOLISHED
PARHAM GERALDINE	2010 3059 110		50458	\$236.53	MH DEMOLISHED
PARHAM GERALDINE	2011 3059 111		54191	\$216.79	MH DEMOLISHED
PARHAM GERALDINE	2012 3059 112		61487	\$200.69	MH DEMOLISHED
PARHAM GERALDINE	2013 3059 200		27889	\$181.05	MH DEMOLISHED
PEARCE DWIGHT W	2013 30503 301	K4B 23	11785	\$211.07	DOES'NT OWN MH/LISTED BY C EDWARD
SOLLIDAY JEFF	2013 38279 200		29287	\$164.93	PAID IN VA
WOODHOUSE STACY	2013 37029 300	D9 6	11370	\$179.82	QUALIFIED FOR LAND USE
WOODHOUSE STACY	2013 37029 301	D9 8C1	24450	\$301.58	QUALIFIED FOR LAND USE

**SUB-TOTAL ERROR CORRECTIONS:**

**\$2,596.74**

**MOTOR VEHICLE RELEASES:**

COLLIE THOMAS K	2013 38820 2054	BHP9679	70152	\$126.15	RELEASED TO FRANKLIN CO
HUNT MARSHA FLEMING	2013 38719 2596	BHP9648	68910	\$469.06	RELEASED TO HALIFAX CO
WHITEHEAD SAMUEL J	2013 23947 9999	BLF3648	30661	\$ 164.96	RELEASED TO HALIFAX CO

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$760.17**

**SUB-TOTAL CORRECTION RELEASES:**

**\$2,596.74**

**Total Releases**

**\$ 3,356.91**

**LANDFILL USER FEE RELEASES:**

ALSTON VIOLA	2013 1620 200	H10 28	26638	\$ 120.00	NO ELECTRICITY
BULLOCK JANET R	2013 4387 303	F6A 4	1718	\$ 120.00	PRIVATE HAULER/NO LFUF
BURTON ROBERT E	2013 6224 324	G5D 1	1986	\$ 120.00	NO ELECTRICITY
COFFMAN SHARON & ROBERT DAVIS	2013 37000 300	I3D306	1033	\$ 120.00	PRIVATE HAULER/NO LFUF
HARRIS W DENNIS JR & LOREE S	2013 18325 300	E8 8A	6137	\$ 120.00	PRIVATE HAULER/NO LFUF
HOYLE DONALD Y III	2013 25198 301	B10 18C	23078	\$ 120.00	NOTHING ON PROP/NO LFUF
JOHNSON MARIE C HEIRS	2013 22203 300	C10 42	6128	\$ 120.00	NO ELECTRICITY
JORDAN REBECCA ALSTON	2013 28478 200		28093	\$ 120.00	NO ELECTRICITY
KENDRICK LARRY S SR & LINDA S	2013 25300 302	J2C 80	4960	\$ 120.00	NO ELECTRICITY
PENDERGRASS SHIRLEY	2013 30621 302	C5 2E	17329	\$ 120.00	MH LISTED TO DANNER PENDERGRASS
RUSSELL EVELYN H	2013 20668 300	C2 38B	22465	\$ 120.00	NO ELECTRICITY
SRS OF HENDERSON LLC	2013 31864 300	E4 54 A2	16959	\$ 120.00	PRIVATE HAULER/NO LFUF
STEGALL BERTIE H	2013 38910 310	E3 36	12515	\$ 120.00	NO ELECTRICITY
STELMACK JOHN J	2013 25443 300	K4 42	8977	\$ 120.00	NO ELECTRICITY

**TOTAL LFUF RELEASES:**

**\$ 1,680.00**

**Total Releases**

**\$ 5,036.91**

**Under  
\$100**

Under \$100

10/7/2013

Date: 230  
9/27/13

**ERROR CORRECTION RELEASES:**

NAME	Year	ACCT#	MAP #	RECORD #	AMOUNT	REASON
ALBIS CARL S JR & OTHERS	2013	28063 300	K2A 71	15190	\$ 18.54	NOT LISTED LATE
AMBROSE MARTHA A	2013	38306 200		29316	\$ 33.30	BOAT OVER ASSESSED
BARNES MIKE	2013	37942 00		28925	\$ 49.57	BOAT LISTED/KEPT IN BRUNSWICK CO
BIOMEDICAL APPLICATIONS OF NC	2013	4144 200		29408	\$ 70.84	BUSINESS PP OVER VALUED
DELL EQUIPMENT FUNDING LP	2012	4202 203		29366	\$ 2.99	INCORRECT YEAR WAS ASSESSED
DELL EQUIPMENT FUNDING LP	2012	36658 200		30800	\$ 11.72	SHOULD BE ASSESSED SEPERATLEY
FOOD LION	2013	1372 200		26278	\$ 12.04	NO LONGER IN COUNTY
FORD LISA	2012	34480 112		61746	\$ 4.02	SOLD BOAT IN 2011
FORD LISA	2013	34480 200		29752	\$ 4.11	SOLD BOAT IN 2011
GIBBS JOSEPH	2013	11976 300		13926	\$ 20.21	BOAT OVER ASSESSED
GILBERTSON GARY D	2013	4688 300	H2 19B	21697	\$ 37.39	DOUBLE BILLED BOAT
GORSUCH M SUSAN	2013	9060 300		15972	\$ 64.33	BOAT ASSESSED TWICE
JOHNS LINDA	2013	11388 300	G5D 51	3891	\$ 27.94	LISTED ALSO ON ACCT 11388 301
JOHNSON HELEN B	2012	6544 112	F5 50A	63411	\$ 40.92	MH LISTED TWICE
JOHNSON HELEN B	2013	6544 300	F5 50A	18952	\$ 40.91	MH LISTED TWICE
JONES LAWRENCE	2013	38579 200		29491	\$ 6.98	PROPERTY LISTED IN VA
KLUTEY JAY	2013	36285 200		29293	\$ 85.71	BOAT OVER ASSESSED
REID ALAN	2013	33037 301	E5 227	5017	\$ 3.30	NO MH ON PROP
SEAL JAMES ROBERT IV	2013	32346 200		29487	\$ 8.45	SOLD BOAT IN 12/5/2012
SHAW WESLEY HEIRS OF	2013	36708 300	L5 111	10991	\$ 21.99	JUNK MH SITTING ON LOT
SNEAD EDITH H	2013	38032 300	K2C 97	11889	\$ 45.98	WRONG VALUE ON BOAT
WILKINS SAMUEL D & LINDA A	2013	21836 300	K2A115	14732	\$ 26.73	BOAT OVER ASSESSED

**SUB-TOTAL ERROR CORRECTIONS:**

**\$ 637.97**

**MOTOR VEHICLE RELEASES:**

BAKER LINDA E	2013	12480 1014	ZSW5605	67328	\$6.66	SOLD
BRYANT PEARLINE M	2013	17713 112	SRK4158	57544	\$30.56	DMV ERROR
BURNETTE DON Q	2013	6027 112	VWX3962	59587	\$6.32	TOTAL LOSS
COOPER AL L JR	2013	9334 2091	WYR9585	75532	\$37.00	SOLD
DAVIS DONALD LEE	2013	8896 2134	WPX2323	70232	\$86.66	TRANSFERRED TO CURRITUCK CO
DREWRY VOLUNTEER FIRE DEPT	2013	1772 112	37186V	61203	\$7.10	EXEMPT
EDWARDS LONNIE K	2012	16131 112	ZXT7377	60707	\$11.80	DID NOT RECEIVE FIRST BILL
FARLEY MORRIS W	2013	35278 2451	BY90958	70549	\$66.77	WRONG TRAILER CHARGED
HALL JOHN BILL III	2013	37343 2218	BCH5124	81507	\$14.91	SOLD
HARRIS ELVIS P	2013	449 2160	AAH3922	64985	\$56.84	TRADED
HARRISON ROSEMARY	2013	18531 9999	WTT6600	30567	\$6.10	SOLD
HARRISON ROSEMARY	2013	18531 1988	AKA3402	82555	\$83.95	SOLD
HARTH WILLIE	2013	11664 112	BCH4448	59007	\$13.42	SOLD
HAYWOOD GERRARD A	2013	29172 1076	UNLOCKED	67390	\$5.04	SOLD
HIGGS KARON E	2007	20780 107	WTX1142	40747	\$19.39	RETITLED TO STEP SON
HIGGS KARON E	2008	20780 108	XSA9514	43443	\$19.53	TURNED IN TAGS
HONDA LEASE TRUST	2013	20050 2497	ZST8263	74268	\$10.23	TRANSFERRED
HOPKINS JAMES C	2012	28081 112	HD97680	60561	\$1.99	DID NOT RECEIVE FIRST BILL
JACKSON CLIFTON B JR	2013	6154 1023	TXJ9529	67337	\$5.18	HIGH MILEAGE
JIGGETTS ERNESTINE	2010	7929 110	ZPW4734	50149	\$21.54	DMV ERROR
JIGGETTS ERNESTINE	2012	7929 112	ZPW4734	57486	\$18.39	DMV ERROR
JOHNSON WILLIE M	2013	12922 112	ZPW4448	57413	\$4.87	DMV ERROR
JONES MARSHALL R JR	2013	1995 1036	AFS4684	77601	\$12.51	MOVED TO SC
MARTIN WAYNE DALTON	2013	7088 1328	AJR4197	81895	\$15.30	GAVE AWAY
MOORISH HOLY TEMPLE	2012	36825 112	AJR4393	60210	\$69.62	EXEMPT DUE TO RELIGIOUS USE
RICHARDSON ROBERT J	2013	34032 112	BJK7953	60769	\$47.52	TOTALED
RICHARDSON TONY M	2013	27891 107	VRH5753	41429	\$22.91	DMV ERROR
ROBB MARC ALAN	2013	37520 1535	BLH8619	69833	\$14.70	SOLD
SHARPS GEORGE L	2013	15950 2211	NVZ1876	82093	\$33.48	TOTALED
WEST JACQUELINE L	2013	25781 1009	SY1761	76069	\$1.36	SOLD

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$731.65**

**SUB-TOTAL CORRECTION RELEASES:**

**\$637.97**

**Total Releases**

**\$ 1,369.62**

**Meeting Date: October 7, 2013**

**CONSENT AGENDA Item # 7E**

**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 of Monthly Performance Status Reports for CDBG Grants 10-C-2227 and 11-C-2328.**

**NOTES:**

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# Monthly Performance Status Report

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

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

Submitted: October 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. Warr

Board or Council Update:

Title: Community Development Planner

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

Date: 10/2/13

## 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: October 7, 2013**

**CONSENT AGENDA Item # 7F**

**SUBJECT: Resolution – National Breast Cancer Awareness Month & Pink Ribbon Week 2013 – October 20-26, 2013**

**REQUESTED BY: Margaret Clayton, Administrative Assistant, Public Works Dept.**

**SUMMARY: Resolution in support of National Breast Cancer Awareness Month & Pink Ribbon Week 2013 is presented for Board’s review and adoption.**

**FUNDING SOURCE: N/A**

**APPLICABLE STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend adoption of Resolution in Support of National Breast Cancer Awareness Month & Pink Ribbon Week 2013.**

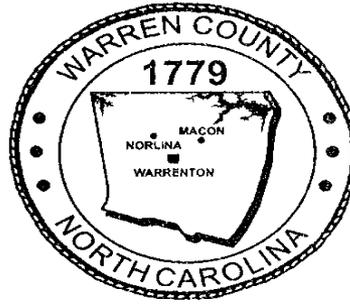
**NOTES:**

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# WARREN COUNTY BOARD OF COMMISSIONERS

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

## Proclamation

### **National Breast Cancer Awareness Month and Pink Ribbon Week 2013 by Warren County Board of Commissioners**

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**, breast cancer is the most commonly diagnosed cancer and the second leading cause of cancer deaths amongst women in North Carolina and the United States;

**WHEREAS**, approximately, 6,330 North Carolina women will be diagnosed with breast cancer and approximately 1,210 North Carolina women will die from the disease in 2012;

**WHEREAS**, every woman is at risk for breast cancer even if she has no family history of the disease, but women over the age of 50 are at the greatest risk for being diagnosed with breast cancer;

**WHEREAS**, a mammogram is the single most effective method of detecting breast changes, long before physical symptoms that may be cancer can be seen or felt;

**WHEREAS**, October is designated as National Breast Cancer Awareness Month;

**WHEREAS**, the pink ribbon is the internationally recognized symbol of breast cancer awareness symbolizing "hope for a cure;"

**WHEREAS**, county government agencies, community organizations, churches, synagogues and other places of worship, and work sites can play a special role in educating their members or employees about breast cancer;

**NOW THEREFORE** we, the Warren County Board of Commissioners, do hereby recognize October 2013 as National Breast Cancer Awareness Month and proclaim October 20 through 26, 2013, as Pink Ribbon Week in Warren County by wearing and or/displaying pink ribbons in recognition of breast cancer and in honor of women who are now courageously fighting the battle with breast cancer. We further encourage women to consult with their health care providers concerning regular screening and to promote early detection of breast cancer by having regular clinical breast examinations, getting regular mammograms, and practicing monthly breast self-examination.

**Signed this 7<sup>th</sup> day of October 2013**



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Ms. Bertadean Baker, Chairman  
Warren County Board of Commissioners

ATTEST:

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Angelena Kearney-Dunlap, Clerk

**Meeting Date: October 7, 2013**

**Item # 8-A**

**SUBJECT: Amendment # 1 to the Capital Project Ordinance for the Community Development Block Grant (CDBG) Infrastructure Hook-Up Project 2008**

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

**SUMMARY: Amendment # 1 to the Capital Project Ordinance for the Community Development Block Grant (CDBG) Infrastructure Hook-Up Project 2008 is presented for the Board's approval.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Amendment #1 to the Capital Project Ordinance for the 2008 CDBG Infrastructure Hook-Up Project .**

**NOTES:**

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**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE FOR THE  
CDBG INFRASTRUCTURE HOOKUP PROJECT 2008  
(Amendment No. 1)**

**Section 3** of the above-referenced capital project ordinance shall be amended as follows:

**Increase Revenues:**

Dept of Commerce	\$	(4,279)
		<hr/>
<b>Total</b>	<b>\$</b>	<b>(4,279)</b>

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

**Increase/(Decrease) Appropriations:**

Administration	109
Water Improvements	<hr/> (4,388)
<b>Total</b>	<b>\$ (4,279)</b>

Explanation:

This amendment closes the project and adjust the budget to the actual cost.

Respectfully Submitted 10-7-13

*Barry J. Mayo*

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Barry J. Mayo  
Finance Director

**Meeting Date: October 7, 2013**

**Item # 8-B**

**SUBJECT: Amendment # 3 to the Warren County FY 2013-2014  
Budget Ordinance**

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

**SUMMARY: Amendment #3 to the Warren County FY 14 Budget Ordinance  
is presented for the Board's approval.**

**FUNDING SOURCE: Various Funds**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Amendment #3 to the Warren County FY 14 Budget Ordinance.**

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**NOTES:**

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AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2013/2014

Amendment No. 3

**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:

Sheriff's Department	8,910
Health Department	4,048
DSS Administration	24,788
Recreation Program	1,050
<b>Total</b>	<b>\$ 38,796</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 - Health	4,048
Restricted Intergovernmental - DSS 1571	24,788
Restricted Intergovernmental - Other	8,910
Miscellaneous Revenue	1,050
<b>Total</b>	<b>\$ 38,796</b>

**This amendment:**

- funds are appropriated to Sheriff's Department for mobile radios.  
Funding Source: NC Department of Public Safety
- funds are appropriated to Health Department to match state allocations.  
Funding Source: NC Division of Public Health
- funds are appropriated to DSS Administration for energy assistance program.  
Funding Source: NC Community Foundation
- funds are appropriated to Recreation Program for program supplies.  
Funding Source: Private Contributions

Respectfully Submitted 10/07/2013

Barry J. Mayo

Barry J. Mayo, Finance Director

**Meeting Date: October 7, 2013**

**Item # 9**

**SUBJECT: FOLLOW-UP TO PUBLIC HEARING**

**REQUESTED BY: Staff**

**SUMMARY: In follow-up to October 7, 2013 public hearing held at 5:45 pm, the Board is requested to consider FY 2014 Rural Operating Assistance Program (ROAP) Application and funding allocations. Authorize County Manager Worth to sign documentation.**

**FUNDING SOURCE: Rural Operating Assistance Program Grant Funds**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of ROAP Application and funding allocations; and authorize County Manager to sign related documentation.**

**NOTES:**

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The period of performance for Rural Operating Assistance Program funds is July 1, 2013 through June 30, 2014. The FY2014 ROAP individual program totals are:

<b>PROGRAM</b>	<b>TOTAL</b>
EDTAP	\$53,545.00
EMPL	\$9,708.00
RGP	\$61,602.00
<b>TOTAL</b>	<b>\$124,855.00</b>

**Meeting Date: October 7, 2013**

**Item # 10-A**

**SUBJECT: Appointment to Boards/Committees/Commissions**

**REQUESTED BY: E.T. Malone, Jr. Chairman, Library Board of Trustees**

**SUMMARY: Mrs. Carolyn Spain is recommended for appointment to the Library Board of Trustees for a three year term expiring June 30, 2016**

**(Others interested in serving on Library Board are: J.A. Wilkerson, S.P. Bolduc & K.N. Settles.)**

**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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**Board of Trustees**  
**Warren County Memorial Library**  
*119 S. Front Street, Warrenton, N. C. 27589*

**MEMORANDUM**

**To:** Clerk, Warren County Board of Commissioners  
**From:** E. T. Malone, Jr., *Chairman*  
**Date:** September 25, 2013  
**Subject:** Appointment to Library Board of Trustees

At its regularly-scheduled meeting on Thursday, September 12, 2013, the Board of Trustees of the Warren County Memorial Library considered a Statement of Interest to Serve received from **Carolyn W. Spain**.

After due consideration, the Board adopted a motion to accept Mrs. Spain as a member of the Board of Trustees.

We pass this on now to the Warren County Board of Commissioners for final approval.

### 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 MANAGER'S OFFICE**

# C.W. Spain

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. Library - Board of Directors 3. \_\_\_\_\_
- 2. \_\_\_\_\_ 4. \_\_\_\_\_

Your full name Carolyn W. Spain  
 Date of Birth 9-5-48 Sex F Race Black  
 Mailing Address 129 Battle Avenue,  
 City and Zip Code Warrenton, NC 27589  
 Street Address Same as above  
 City and Zip Code \_\_\_\_\_  
 Home Phone 919-608-3371 Work Phone \_\_\_\_\_  
 Job Title Retired Educators  
 Company or Agency \_\_\_\_\_  
 Email Address CSpainva@yahoo.com

Do you live in the county? Yes  No

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

#### Educational Background

Name and Address of High School Attended Weldon High School - Weldon, NC  
 Name and Address of College Attended St. Augustine's College, Raleigh, NC  
 Degree Received B.A. - East Carolina University - M.Ed,  
Supervision and Administration

Please list any military experience N/A

**C.W. Spain**  
**Page # 2**

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** Teacher, Supervisor, Assistant principal, Principal and Consultant for Department of Education, Richmond, Va.

**Volunteer Experience** Arts Councils Docent, Friends of Warren County Library, Tutor, Mentoring Workshop Presenter

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

Carolyn W. Spain

Date

July 22, 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:

**K. N. Settles**

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) 586-6146 Work Phone (252) 519-0300 ext. 227  
 Job Title Library Media Specialist  
 Company or Agency W.R. Davis Middle School (Halifax Co.)  
 Email Address Kiuse41853@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 Education / Library Science  
Doctorate of Education

Please list any military experience N/A

**K. N. Settles**  
**Page # 2**

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

K. N. Settles

Date

July 9, 2013

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

**J. A. Wilkerson**

**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 3. \_\_\_\_\_
- 2. Jury Commission Board 4. \_\_\_\_\_

Your full name Jamie Avril Wilkerson  
Date of Birth 3-28-80 Sex F Race B  
Mailing Address P.O. Box 75  
City and Zip Code Ridgeway NC 27570  
Street Address 191 Artell-Ridgeway Rd  
City and Zip Code Ridgeway, NC 27570  
Home Phone 919-900-0852 Work Phone 919-530-6001  
Job Title Attorney; Adjunct Professor of Law at NCCU School of Law  
Company or Agency The Law Office of Jamie Wilkerson  
Email Address mrsdillpill@hotmail.com

Do you live in the county? Yes  No

Please list your County Commissioner District Commissioner Downey 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 Warren Co. High School  
Name and Address of College Attended Spelman College  
Degree Received Bachelor of Arts in English

Please list any military experience N/A

**J. A. Wilkerson**  
**Page # 2**

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 The Law office of Jamie Wilkerson (Attorney)  
NCCU School of Law (Adjunct Professor of Law)  
Halifax DSS (Child Support Agent II)  
Warren Co. High School (Media Coordinator)

Volunteer Experience Junior League of Durham & Orange Counties  
(Fundraising; event coordination)  
Alpha Kappa Alpha Sorority, Inc. (Fundraising; event  
Coordination; backpack program, etc.)

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

Newspaper  Current Warren County Volunteer  Other

If other, please explain: Posting at Warren County Courthouse

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 Jamie A. Wilkerson  
Date 9-19-13

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

# J. A. Wilkerson

## Page # 3

Jamie Wilkerson

P.O. BOX 75 Ridgeway, NC 27570  
mrsdillpill@hotmail.com

### EDUCATION

**NCCU SCHOOL OF LAW**  
Durham, North Carolina

August 2008-May 2011

- Juris Doctor, *Cum Laude*
- Member, NCCU Law Journal
- Tutor, Torts I and II
- Research Assistant, Professor Timothy J. Peterkin

**NCCU SCHOOL OF LIBRARY AND INFORMATION SCIENCE**  
Durham, North Carolina

June 2003-December 2005

- Master in Library Science, *Summa Cum Laude*
- Beta Phi Mu, Library Honor Society

**SPELMAN COLLEGE**  
Atlanta, Georgia

August 1998-May 2002

- Bachelor of Arts in English
- Dean's List

### WORK EXPERIENCE

**Halifax County Department of Social Services**  
Halifax, North Carolina

March 2013-Present

Child Support Agent II, Interstate Unit

- Enforcement of Interstate child support cases
- Maintaining communication with other states to register North Carolina support orders
- Monitoring wage withholding
- Establishment of support orders and paternity for Interstate cases

**The Law Office of Jamie Wilkerson, PLLC**  
Warrenton, North Carolina

October 2011-Present

Attorney-at-Law

- Family Law
- Personal Injury
- Unemployment
- Criminal Law
- Deeds
- Wills
- Name Changes

## 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:

**S. P. Bolduc**

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. Library Board
2. Grand Juror
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name Sarah Provenzano Bolduc  
Date of Birth 09-08-52 Sex F Race A  
Mailing Address 107 Pleasant View Road  
City and Zip Code Littleton NC  
Street Address same as above  
City and Zip Code \_\_\_\_\_  
Home Phone 252-586-2102 Work Phone \_\_\_\_\_  
Job Title retired  
Company or Agency \_\_\_\_\_  
Email Address \_\_\_\_\_

Do you live in the county? Yes  No

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

**Educational Background** see attached resume for further details  
Name and Address of High School Attended Huntington High School, Huntington, NY  
Name and Address of College Attended Long Island University, Greenvale, N.Y.  
Degree Received Masters of Library Science

Please list any military experience NONE

**S. P. Bolduc**  
**Page # 2**

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

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications. see attached resume for further detail.

**Work Experience** Library Director, Childrens, Adult + Outreach positions, Program development and marketing of libraries, real estate sales, relocation and referral, medical, legal, and reader services

**Volunteer Experience** Public Library Board Member, Friends of the Library, Grand Juror, Girl Scout Leader, Church Positions

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain: my general knowledge of libraries and inquiring at the library.

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

Signature

Date

S. P. Bolduc  
May 25, 2013

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

*Thank you for reviewing this application. I look forward to serving the citizens of Warren County?*

**S. P. Bolduc**  
**Page # 3**

**CAREER SUMMARY**

A creative, innovative and service oriented leader: who sets and achieves goals, conceptualizes complex issues, is fiscally responsible, believes in lifelong learning, inspires others, and is dedicated to community enrichment.

**EDUCATION**

- Master of Library Science, Long Island University, Palmer Graduate Library School, 1976
- Bachelor of Arts in Geography-Cartography (Urban Development emphasis), Cum laude, Pace University/Briarcliff College, 1974.

**CERTIFICATIONS**

- Virginia Public Library Certificate 2571
- InnoVAtive Leadership: Building Community Connections graduate May 2011
- Virginia Commonwealth University School Especially for Non-Profits: Master level certification in non profit leadership 2005 (credits completed in May 2004)
- Licensed Commonwealth of Virginia Realtor Relocation Council (RRC) designation, 1996
- Licensed Associate Broker, VA, School of Professional Realty Organization, 1992
- Licensed Real Estate Agent, VA, County of Henrico Continuing Education, 1985

**PROFESSIONAL EXPERIENCE**

Meherrin Regional Library System, Lawrenceville, VA Director	03/28/2005-04/01/12
Petersburg Public Library System, Petersburg, VA Program Development	04/2003-03/25/2005
Metro Referral, Inc., Realtor/Associate Broker/RRC, Arlington, VA Referral Agent	08/2004-Present
Raible Resource Group (RRG), Richmond, VA Principal	01/1994-12/2002
Henrico Doctors' Hospital (HDH), Richmond, VA Medical Librarian-Independent Contractor	01/1994-06/2001

**S. P. Bolduc**  
**Page # 4**

**PUBLICATIONS**

**Cartographic Illustrator**

Patterson, Barbara M., "Walks and Waterways", Adirondack Mountain Club, New York, 1974.

**Author**

Raible, Sarah A.P., "Home Services Directory", Long and Foster Realtors, Inc., Richmond, 2001.

**COMMUNITY SERVICE**

**CURRENT**

- Splash: Lake Gaston Fabulous 50<sup>th</sup> Birthday Celebration, Secretary
- Fall for the Arts, Lake Gaston Arts Festival
- Lake Gaston Chamber of Commerce

**PREVIOUS**

- Rotary , Lawrenceville, VA
- Grand Juror, Henrico County, VA
- Library Advisory Board, Henrico County Public Library, Henrico VA
- Friends of the Library Coordinating Board, Henrico, VA
- Tuckahoe Library, Henrico County Public Library, Friends of the Library-President
- Girl Scout Leader
- Communion Celebrant, St. Mary's Church, Henrico VA

**OTHER INTERESTS**

Golf, Art, Gardening, Interior Design, Sewing, Cooking

**Meeting Date: October 7, 2013**

**Item # 10-B**

**SUBJECT: Appointments to Roanoke Wildwood VFD Tax Board**

**REQUESTED BY: Fire Chief Stewart Garnett**

**SUMMARY: The individuals listed on the following page are recommended for appointment to the above-referenced Fire Tax Board for a three year term, expiring September 30, 2016.**

**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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**Presented for appointment to the Roanoke**  
**Wildwood VFD Fire Tax Board:**

William Nelson Heflin, Jr.

Lawrence A. Kiser

Suzanne Bumgarner

Anthony B. Moran

Peter J. Deschenes



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:

W.N. Heflin, Jr.

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. Rainwater/Wildwood Vol Fire Dept 3. \_\_\_\_\_
- 2. Tax Board 4. \_\_\_\_\_

Your full name William Nelson Heflin, Jr.

Date of Birth 2/26/48 Sex M Race W

Mailing Address 117 Hickory Pt.

City and Zip Code LITTLETON NC 27850

Street Address SAME

City and Zip Code \_\_\_\_\_

Home Phone (252) 678-4627 Work Phone \_\_\_\_\_

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

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

Email Address thehe871@yahoo.com

Do you live in the county? Yes  No

Please list your County Commissioner District District # 2

(This information can be obtained from the Board of Elections at (252) 257-2114).

# W.N. Heflin, Jr. Page # 2

### Educational Background

Name and Address of High School Attended Cox High School, Va. Beach, Va.

Name and Address of College Attended U.S. Naval Academy

Degree Received B.S. Applied Science (Physics)  
minor in Math

Please list any military experience 7 years U.S. Navy on destroyers,  
aircraft carrier & Special Warfare. Viet Nam vet.

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

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

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

Work Experience After the Navy, I began working for  
Concrete Pipe & Products in Richmond, Va. Spent 35  
years in sales, engineering & production (managed  
6 production plants).

Volunteer Experience LGA Board, Wildwood Pt. Audit Committee.  
Previously church vestry, youth leader, Cub Scout &

Boy Scout leader, layreader at church

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

Newspaper  Current Warren County Volunteer  Other

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

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

Signature [Handwritten Signature]

Date 8/1/13

*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:

**L.A. Kiser**

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. Roseville Wildwood Fire Tax Board
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name Lawrence A. Kiser  
Date of Birth 7-9-45 Sex M Race W  
Mailing Address 227 Club Drive  
City and Zip Code Littleton, NC 27850  
Street Address Same  
City and Zip Code \_\_\_\_\_  
Home Phone 252-586-1356 Work Phone N/A  
Job Title Retired  
Company or Agency \_\_\_\_\_  
Email Address lakiser@embargo.com

Do you live in the county? Yes  No

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

### Educational Background

Name and Address of High School Attended Bessemer H.S. Greensboro, NC  
Name and Address of College Attended Greensboro College, Greensboro, NC  
Degree Received BA

Please list any military experience US Army 1968-1970

If you are presently serving as an elected or appointed official, please explain: Roanoke W. Howard  
Fire Tax Board

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

Work Experience Management Analyst, U.S. General  
Accounting Office, Washington, D.C.

Volunteer Experience Coast Guard Auxiliary, NC Food Bank

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 L.A. Kiser

Date 7-30-13

*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

S. Bumgarner

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

1. Roanoke Wildwood Fire Deps.
2. \_\_\_\_\_
4. \_\_\_\_\_

Your full name SUZANNE BUMGARNER

Date of Birth 1-8-33 Sex F Race W

Mailing Address 124 PINE COURT

City and Zip Code LITTLETON NC 27850

Street Address 124 PINE COURT

City and Zip Code LITTLETON NC 27850

Home Phone 252-586-3750 Work Phone —

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

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

Email Address mitsuzie@gmail.com

Do you live in the county? Yes  No

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

### Educational Background

Name and Address of High School Attended St. Stephens Hi. Hickory NC

Name and Address of College Attended RPI Richmond, VA

Degree Received NONE

Please list any military experience NONE

**S. Bumgarner**  
**Page # 2**

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

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

ROANOKE WILDLIFE BOARD

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

Work Experience EMT for 4 years BOARD of Election  
Dispatcher for Warren Ct for 10 years  
Tax PREPARER for 30 years

Volunteer Experience EMT for 4 years  
member of RWVFD Chev. for years

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 Suzanne Bumgarner  
Date 7-23-2013

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:

**A.B. Moran**

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. Roanoke Wildwood Vol. Fire Tax Board
- 2. \_\_\_\_\_
- 4. \_\_\_\_\_

Your full name Anthony B. MORAN  
 Date of Birth 5-28-44 Sex M Race W  
 Mailing Address 113 Beach Ct.  
 City and Zip Code WILLETTON, NC 27850  
 Street Address SAME  
 City and Zip Code \_\_\_\_\_  
 Home Phone 252-586-6045 Work Phone \_\_\_\_\_  
 Job Title Retired  
 Company or Agency \_\_\_\_\_  
 Email Address watermanbigt@aol.com

Do you live in the county? Yes  No

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

**Educational Background**

Name and Address of High School Attended Holy Cross H.S. Flushing, NY.  
 Name and Address of College Attended ST. JOHN'S UNIV. Fresh Meadows NY.  
 Degree Received B.A.

Please list any military experience US Army 1968-1970  
2nd INF. DIV.

A.B. Moran  
Page # 2

WARREN Cty Planning Board -

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

CITIZENS Advisory Council - Land Use  
ROANOKE Wildwood VFD TAX Board

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

Work Experience Laurel Valley Prem. Water President Fayetteville, NC  
Reichhold Chemical, Reg. Sales Mgr. RTP, NC  
Borden Chemical, Reg. Sales Mgr. Fayetteville, NC

Roanoke Wildwood VFD TAX Board - 2010 to Present ID12  
Volunteer Experience Warren City CAC - Land Use - 2009 - Present  
Cumberland City Business Network 2007 - Present  
Fayetteville Area Econ. Dev. Corp 2005 - 2007

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

Newspaper  Current Warren County Volunteer  Other

If other, please explain: County Com. Meetings

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 Courtney Blee  
Date 7-20-13

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:

**P.J. Deschenes**

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. Roanoke Wildwood Fire Tax Board
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name PETER JON DESCHENES  
Date of Birth 6/9/45 Sex M Race W  
Mailing Address 136 Holly Pt  
City and Zip Code LITTLETON, N.C. 27850  
Street Address \_\_\_\_\_  
City and Zip Code \_\_\_\_\_  
Home Phone 252-586-3144 Work Phone \_\_\_\_\_  
Job Title RETIRED  
Company or Agency \_\_\_\_\_  
Email Address stugaville@embarqmail.com

Do you live in the county? Yes  No

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

### Educational Background

Name and Address of High School Attended SALEM High SALEM, MASS  
Name and Address of College Attended UNIV OF MAINE ORONO, ME  
Degree Received BA

Please list any military experience NA

**P.J. Deschenes**  
**Page # 2**

If you are presently serving as an elected or appointed official, please explain: Romoke Wildwood Fire Tr  
EDC ; LAKE GASTON WEED CONTROL COUNCIL

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

Work Experience RETIRED BELL SYSTEM 31 yrs

Volunteer Experience GARDEN GREENSBORO CITIES IN SCHOOLS,

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

Newspaper

Current Warren County Volunteer

Other

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

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

Signature

Peter Van Deschamps

Date

7/23/2013

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

**Meeting Date: October 7, 2013**

**Item # 10-C**

**SUBJECT: Appointments to Firefighters Relief Fund Board**

**REQUESTED BY: Doug Young, Emergency Services Director/Fire Marshal**

**SUMMARY: The individuals listed in the following request are recommended for appointment (re-appointment) to the Firefighters Relief Fund Board for the year 2014, in accordance with NC General Statute 58-84-1 through 58-84-60.**

**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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# COUNTY OF WARREN, NC

## DEPARTMENT OF EMERGENCY SERVICES

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

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

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

Office 252-257-2666  
Fax 252-257-9458

To: Warren County Board of Commissioners

From: Douglas R. Young, CEM/ Director, Fire Marshal

Re: Recommendations for Appointments to Firefighters' Relief Fund Boards

### BACKGROUND:

The Firefighters' Relief Fund (FRF) benefit (General Statutes 58-84-1 through 58-84-60) was passed into Legislation in 1907. Its purpose was to financially assist firefighters that may have been injured while volunteering their service to their community.

A local Firefighters' Relief Fund Board of Trustees is elected / appointed to control the local funds. The Firefighters' Relief Fund Board of Trustees is comprised of five (5) people: two shall be elected / appointed by the County governing body annually. The Local Firefighters' Relief Fund Board of Trustees must be a resident of the fire district.

### RECOMMENDATION:

It is recommended that the Board of Commissioners appoint the following individuals to fill the positions on the Fireman's Relief Fund board at each volunteer fire department for the year 2014.

Afton-Elberon Fire Department: Joey Andrews  
William Fuller

Roanoke Wildwood Fire Department: Bill Hoofnagle  
Paul Bell

Churchill-Five Forks Fire Department: Ken Smith, Jr.  
Stanley Brothers

Ridgeway Fire Department: John Alston  
Randell Williams

Inez Fire Department: Shane B. Harris  
Harrel B. Johnson

Drewry Fire Department: Carl Robert Bender  
George Watkins

Macon Fire Department: M.C. Clary  
Ron Riggan

Warrenton Rural Fire Department: Joyce Greene Williams  
T. Lee Edwards

Hawtree Fire Department: Sherion Jones  
Coleman Perkinson

Norlina Fire Department: Sheila Paynter  
Johnny Williams

Arcola Fire Department: L Capps Martin  
Joseph Oliver Richardson

Longbridge Fire Department: Bob Weathered  
Norman Lunde

**Meeting Date: October 7, 2013**

**Item # 11**

**SUBJECT: CDBG 10-C-2227 Water Hook-Up Project  
Environmental Review**

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

**SUMMARY: The Environmental Review document related to the CDBG  
10-C-2227 Water Hook-Up Project is presented for Board's review and approval.  
Authorize Chairman Baker to sign same.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of the Environmental Review document for CDBG 10-C-2227  
Water Hook-Up Project ,and authorize Chairman Baker to sign related documentation.**

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**NOTES:**

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

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

**Environmental Review Record at the Community Level for  
Categorically Excluded Subject to 58.5 Projects**

<b>1. Grantee (Responsible Entity) Name [24 CFR 58.2]:</b> Warren		<b>2. Grant Number:</b> 10-C-2227
<b>3. Responsible Entity Mailing Address:</b> Warren County 602 W. Ridgeway Road Warenton, N 27589		<b>4. Project Name and Location (City and County):</b> Contingency Infrastructure Hook-Up (IFHU)
<b>5. Local Government Project Representative</b> Name: Linda Worth Title: County Manager		Email: lworth@co.warren.nc.us Telephone: 252-257-3115
<b>6. Preparer Contact Information</b> Name/Title/Organization: Karen Foster/CD Planner/KTRCOG Address: 1724 Graham Ave/P. O. Box 709 City/State/ZIP: Henderson, NC 27536		Phone: 252-436-2040 E-mail: kfoster@kerrtarcog.org Date: Signature:
<b>7. Responsible Entity Certifying Officer [24 CFR 58.2]</b> Name: Bertadean W. Baker Title: Chair		Date: Signature:
<b>8. Grant Category:</b> Infrastructure Hook-Up		<b>9. Checklists Included:</b> <input checked="" type="checkbox"/> Exempt [24 CFR 58.34] <input checked="" type="checkbox"/> Categorical excluded (not subject to 58.5) [24 CFR 58.35(a)] <input type="checkbox"/> Categorical excluded (subject to 58.5) [24 CFR 58.35(b)]
<b>10. Project Activities:</b>	<b>CDBG Funds Budgeted:</b>	<b>Other Funds Budgeted:</b>
Water connections	\$150,000	
Urgent Repair	75,000	
Administration	25,000	
<b>Total:</b>		
<b>11. Project Description:</b> (Briefly describe the project. Include all contemplated actions which logically are either geographically or functionally a composite part of the project, regardless of the source of funding. [24 CFR 58.32, 40 CFR 1508.25]. Please include a project map. If the project is occurring in multiple places, identify all sites and provide addresses. Please provide labeled photos of all project sites. If structures are involved, please indicate age and what work is proposed.) This phase of the project involves connecting 3 privately owned dwellings to the County's Water System in scattered locations. Wells will be disconnected from the house, but may be connected to an outside tap for plant watering purposes. Properties included for review are: 135 E. Haliwa Dr., 925 NC Hwy 43, 671 Jones Chapel Rd.		

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

**12. Determination:**

- This project converts to Exempt, per Section 58.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license; **Funds may be drawn down** for this (now) EXEMPT project; OR
- This project cannot convert to Exempt because one or more statutes/authorities require consultation or mitigation. Complete consultation/mitigation requirements, publish NOI/RROF and obtain Authority to Use Grant Funds per Section 58.70 and 58.71 before drawing down funds; OR
- The unusual circumstances of this project may result in a significant environmental impact. This project requires preparation of an Environmental Assessment (EA). Prepare the EA according to 24 CFR Part 58 Subpart E.

**13. Additional Studies Performed, if any (Attach studies or summaries):**

**Environmental Review for Categorically Excluded Projects**

*In the items below, record the determination made regarding each listed statute, executive order, or regulation. Provide appropriate source documentation such as reviews or consultations, applicable permits or approvals obtained or required. Note dates of contact or page referenced. Provide compliance or consistency documentation. Attach additional material as appropriate. Note conditions, attenuation, or mitigation measures required.*

**14. Planning and Zoning**

- a. Is the project in compliance or conformance with local zoning?  
 Yes     No    Explain:
- b. Is the proposal consistent or compatible with completed components of the local or regional comprehensive plan?  
 Yes     No    Explain:
- c. Are there any unresolved conflicts concerning the use of the site?  
 Yes     No    Explain:
- d. Does the project require mitigation in regards to local zoning?  
 Yes     No
- e.        Comments and Source Documentation: There will be no changes in the use of the land.

**15. Air Quality [Clean Air Act, Sections 176 (c) and (d), and 40 CFR 6. 51. 93]**

- a. Is the project within a "non-attainment" or "maintenance" area identified in the air quality State Implementation Plan (SIP)?     Yes     No
- b. Does the project involve transportation facilities?     Yes     No
- c. Does the project comply with the North Carolina Air Quality Implementation Plan (SIP)?

**Meeting Date: October 7, 2013**

**Item # 12**

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

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

**SUMMARY: Amendment # 3 to Owner-Engineer Agreement for Professional Services, Exhibit K, between Warren County and Rivers & Associates, Inc. has been revised to reflect the correct total of \$36,400 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 of Revised Amendment #3 to Owner-Engineer Agreement for Professional Services, Exhibit K, between Warren County and Rivers & Associates, Inc. at an additional cost of \$36,400; and authorize Chairman Baker to sign related documentation.**

**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
Total	\$ 36,400.00

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:	\$ 266,035.00
b. Net change for prior amendments:	\$ 162,500.00
c. This amendment amount:	\$ 36,400.00
d. Adjusted Agreement amount:	\$ 464,935.00

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: Chairman, Board of Commissioners

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

ENGINEER:

Rivers & Associates, Inc.

By: *Gregory J. Chuchin*

Title: Vice President

Date Signed: 9-13-13



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: October 7, 2013**

**Item #13-A**

**SUBJECT: Declare Surplus Property**

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

**SUMMARY: It is presented to declare five (5) Crown Victoria Vehicles (see attached), previously used by Sheriff's Office as surplus and authorize sale by web based or local auction.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend adoption of Resolution declaring five (5) Crown Victoria Vehicles surplus property and authorize the County Manager to dispose of said property by web based or local auction.

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**NOTES:**

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# WARREN COUNTY BOARD OF COMMISSIONERS

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

## RESOLUTION

### SALE OF SURPLUS WARREN COUNTY PROPERTY

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 County of Warren has certain property which has been determined to be of no necessity and may lawfully dispose of such property through public auction.*

*NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute NCGS 160A-270, the Warren County Board of Commissioners will sell by auction (web based and/or local) the following personal property (Ford Crown Victoria vehicles), formerly used by the Warren County Sheriff's Office:*

Year	ID #	Mileage:	Year	ID #	Mileage:
2007	...6042	156,875	2002	...4811	191,501
2005	...2774	172,334	2001	...6852	215,622
2004	...9472	158,973			

*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 sale property; and that advertising, describing the property, the method for bidding and the date, time and place for the bid opening be placed with GovDeals online auction with notice in the Warren Record and otherwise appropriately advertised according to law.*

ADOPTED this the 7<sup>th</sup> day of October 2013.

WARREN COUNTY BOARD OF COMMISSIONERS

*Bertadean W. Baker, Chairman*

ATTEST:

*Angelena Kearney-Dunlap*  
Clerk to the Board

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

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

<u>Year</u>	<u>ID #</u>	<u>Mileage:</u>
2007	...6042	156,875



<b>Year</b>	<b>ID #</b>	<b>Mileage:</b>
2001	...6852	215,622



<b>Year</b>	<b>ID #</b>	<b>Mileage:</b>
2002	...4811	191,501



<u>Year</u>	<u>ID #</u>	<u>Mileage:</u>
2005	...2774	172,334



<u>Year</u>	<u>ID #</u>	<u>Mileage:</u>
2004	...9472	158,973



**Meeting Date: October 7, 2013**

**Item #13-B**

**SUBJECT: Declare Surplus Property**

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

**SUMMARY: It is presented to declare twenty-two (22) Tax Foreclosed Properties (see attached) as surplus and authorize sale by web based or local auction.**

Map, deed & tax record information has been provided by CD to Board Members

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend adoption of Resolution declaring 22 tax foreclosed properties as surplus and authorize the County Manager to sale the properties by web based or local auction.**

**NOTES:**

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## WARREN COUNTY BOARD OF COMMISSIONERS

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

### RESOLUTION

#### SALE OF SURPLUS WARREN COUNTY PROPERTY

WHEREAS, the County of Warren has certain property which has been foreclosed for delinquent taxes and may lawfully dispose of such property through online auction.

NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners (Owner) will sell through online or local auction the following real property:

Property Identification	Acres
B10 39C1 138 Hayesville Rd (Sandy Creek) Henderson	0.77
J12 13A 348 Lee Rd, off Capps Farm, Hollister	1.00
C8 29 Tower Road, Sandy Creek	7.80
F2 6F Cole Farm Rd, SR 134 Lot 36 Hawtree	1.00
L5 36B Pearl Harbor Rd, Littleton, River Township	0.50
D5 123C 150 Rockbound Hill Dr, Tract 8, Warrenton	0.69
D6 75H 588 No Bottom Rd, Warrenton, Lot #2	2.03
D6 28 Off No Bottom Road, Warrenton	2.00
E5 180B 115 Huntsville Rd (off Hester Rd) Lot #2	0.80
I9 19U Off Highway 43, Arcola (Fishing Creek)	1.50
F7 74E Baltimore Rd (off SR 1600) Shocco Township	7.23
F6 72S Baltimore Rd (SR 1600) Lot #9, Warrenton	2.00
G2 32D1 Cole Farm Rd (Hawtree), Warrenton	1.68
C2 11A Harris Town Rd (off SR 1207) Smith Creek	1.00
H2 39E Off Churchill Rd (Sixpound) Tract B1, Macon	2.93
D5 123E Ridgeway-Warrenton Rd (off SR 1107) Tract #5	0.69
D4 D299 106 Washington St, Norlina (Smith Creek)	200 x 200
D4 81 180 Johnson Ln (Off Hawks Rd), Norlina	0.50
B10 45 423 Summit Rd, Sandy Creek, Warrenton	1.00
A3 201 Culpepper Rd, SR 1221 (Nutbush Township)	0.72
I6 74 2685 US Highway 158 E (River Township)	0.55
E6 B119 Harris Turner Funeral Home, 410 Franklin St, Warrenton	200 x 300

The properties will not be open for inspection and are being sold in "as is" condition with no warranties.

A minimum bid has been established per property. The Warren County Board of Commissioners reserves the right to reject any or all bids, to waive informalities, and to award bid in the opinion of the Owner is in its best interest. All questions should be directed to: Linda T. Worth, County Manager, 252-257-3115 (8:30 a.m. – 5:00 p.m., Monday thru Friday) or [lworth@co.warren.nc.us](mailto:lworth@co.warren.nc.us).

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 sale property; and that advertising, describing the property, the method for bidding and the date, time and place for the bid opening be placed with GovDeals online auction with notice in the Warren Record Newspaper and otherwise appropriately advertised according to law.

ADOPTED this the 7<sup>th</sup> day of October 2013.

WARREN COUNTY BOARD OF COMMISSIONERS

*Bertadean Baker, Chairman*

ATTEST:

*Angelena Kearney-Dunlap*  
Clerk to the Board

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

Linda T. Worth  
County Manager

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

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

Property Identification		Acres
B10 39C1	138 Hayesville Rd (Sandy Creek) Henderson	0.77
J12 13A	348 Lee Rd, off Capps Farm, Hollister	1.00
C8 29	Tower Road, Sandy Creek	7.80
F2 6F	Cole Farm Rd, SR 134 Lot 36 Hawtree	1.00
L5 36B	Pearl Harbor Rd, Littleton, River Township	0.50
D5 123C	150 Rockbound Hill Dr, Tract 8, Warrenton	0.69
D6 75H	588 No Bottom Rd, Warrenton, Lot #2	2.03
D6 28	Off No Bottom Road, Warrenton	2.00
E5 180B	115 Huntsville Rd (off Hester Rd) Lot #2	0.80
I9 19U	Off Highway 43, Arcola (Fishing Creek)	1.50
F7 74E	Baltimore Rd (off SR 1600) Shocco Township	7.23
F6 72S	Baltimore Rd (SR 1600) Lot #9, Warrenton	2.00
G2 32D1	Cole Farm Rd (Hawtree), Warrenton	1.68
C2 11A	Harris Town Rd (off SR 1207) Smith Creek	1.00
H2 39E	Off Churchill Rd (Sixpound) Tract B1, Macon	2.93
D5 123E	Ridgeway-Warrenton Rd (off SR 1107) Tract #5	0.69
D4 D299	106 Washington St, Norlina (Smith Creek)	200 x 200
D4 81	180 Johnson Ln (Off Hawks Rd), Norlina	0.50
B10 45	423 Summit Rd, Sandy Creek, Warrenton	1.00
A3 201	Culpepper Rd, SR 1221 (Nutbush Township)	0.72
I6 74	2685 US Highway 158 E (River Township)	0.55
E6 B119	Harris Turner Funeral Home, 410 Franklin St, Warrenton	200 x 300

**Meeting Date: October 7, 2013**

**Item # 14-A**

**SUBJECT: Amendment to Records Retention Schedules**

**REQUESTED BY: Department of Cultural Resources, Division of Archives & Records**

**SUMMARY: Amendment to Records Retention Schedule for Tax Administration is presented for Board review and adoption. Authorize County Manager Worth and Chairman Baker to sign documents.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Tax Administration Records Retention Schedule Amendment and authorize the Chairman of the Board and County Manager to sign related documentation.**

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**NOTES:**

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**Tax Administration  
Records Retention Schedule Amendment**

Amending the Tax Administration Records Retention and Disposition Schedule published April 17, 2013.

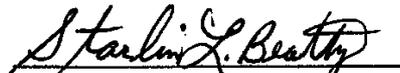
**STANDARD 5. PERSONNEL RECORDS**

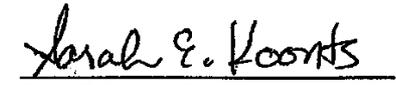
Amending item 19 Employee Eligibility Records as shown on substitute page 36.

**STANDARD 12. PROGRAM RECORDS: BUSINESS AND OTHER TAX RECORDS**

Adding Item 3 Excise Tax Records as shown on substitute pages 72 and 73.

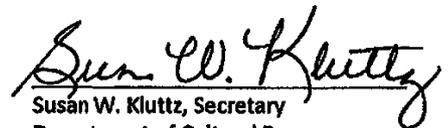
**APPROVAL RECOMMENDED**

  
Tax Assessor/Collector/Administrator

  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman, Bd. County Commissioners

  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

September 3, 2013

\_\_\_\_\_  
County

**Tax Administration  
Records Retention Schedule Amendment**

Amending the Tax Administration Records Retention and Disposition Schedule published April 17, 2013.

**STANDARD 5. PERSONNEL RECORDS**

Amending Item 19 Employee Eligibility Records as shown on substitute page 36.

**STANDARD 12. PROGRAM RECORDS: BUSINESS AND OTHER TAX RECORDS**

Adding Item 3 Excise Tax Records as shown on substitute pages 72 and 73.

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Chief Administrative Officer/  
County Manager

*Sarah E. Koonts*  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman, Bd. County Commissioners

*Susan W. Kluttz*  
\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

September 3, 2013

\_\_\_\_\_  
County/Region

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 43.</p>	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
19.	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	<p>a) Destroy in office certificates, I-9 forms, and statements, 3 years after individual was hired or 1 year from date of separation, whichever occurs later.</p> <p>b) Destroy in office registers after 2 years.</p>	8 USC 274a.2
20.	<p><b>EMPLOYEE EXIT INTERVIEW RECORDS</b></p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 43.</p>	Destroy in office after 1 year.	
21.	<p><b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 43.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	29 CFR 1602.31

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

**STANDARD-12. PROGRAM OPERATIONAL RECORDS: BUSINESS AND OTHER TAX RECORDS.** Records received and created by county tax offices in order to meet all statutory requirements. Comply with applicable provisions of G.S. §153A-148.1 regarding confidentiality of local tax records that contain information about a taxpayer's income or gross receipts.

ITEM #	STANDARD-12: PROGRAM RECORDS: BUSINESS AND OTHER TAX RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<b>ANIMAL LICENSE RECORDS</b> Records concerning the payment of license fees.	Destroy in office after 3 years.*	
2.	<b>BEER AND WINE LICENSE TAX RECORDS</b> Issuance and payment records concerning licenses to sell alcohol.	Destroy in office 3 years after expiration.*	G.S. §105-113.78 G.S. §105-113.88
3.	<b>EXCISE TAX RECORDS</b> Records concerning the assessing and collecting of excise taxes, including land transfer taxes.	Destroy in office after 3 years.*	
4.	<b>GOING-OUT-OF-BUSINESS LICENSES</b> Licenses granted to business to hold going out of business, water and smoke damage, and distress sales.	Destroy in office 1 year after expiration.	G.S. §66-77
5.	<b>HEAVY EQUIPMENT TAX</b>	Destroy in office after 3 years.*	
6.	<b>MOTOR VEHICLE RENTAL TAX</b>	Destroy in office after 3 years.*	
7.	<b>PREPARED FOOD AND BEVERAGE TAX</b>	Destroy in office after 3 years.	G.S. §160A-480.3

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-12: PROGRAM RECORDS: BUSINESS AND OTHER TAX RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	<b>PRIVILEGE LICENSE CITATION RECORDS</b> Records documenting citations issued by license inspectors for non-compliance with business license requirements.	Destroy in office after 3 years.	
9.	<b>PRIVILEGE LICENSES</b> Records documenting the county's issuance of business privilege and license renewal notices, receipts, and periodic reports.	Destroy in office 3 years after license expires.	G.S. §105-33 G.S. §105-37.1 G.S. §105-38.1 G.S. §105-40 G.S. §105-105
10.	<b>ROOM OCCUPANCY TAX</b>	Destroy in office after 3 years.	G.S. §160A-480.3

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

**Meeting Date: October 7, 2013**

**Item # 14-B**

**SUBJECT: Amendment to Records Retention Schedules**

**REQUESTED BY: Department of Cultural Resources, Division of Archives & Records**

**SUMMARY: Register of Deeds Records Retention Schedule Amendment is presented for Board review and adoption. Authorize Chairman Baker to sign same.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Register of Deeds Records Retention Schedule Amendment and authorize Chairman of the Board to sign related documentation.**

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**NOTES:**

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**Register of Deeds  
Records Retention Schedule Amendment**

Amending the Register of Deeds Records Retention and Disposition Schedule published October 10, 2012.

**STANDARD 2. BUDGET, FISCAL, AND PAYROLL RECORDS**

Amending item 26 Escheat and Unclaimed Property File as shown on substitute page 17.

**STANDARD 5. PERSONNEL RECORDS**

Amending item 18 Employee Eligibility Records as shown on substitute page 39.  
Amending Items 36 Family Medical Leave Act (FMLA) Records, 45 Leave File, and 46 Leave Without Pay File as shown on substitute pages 45 and 47.

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Register of Deeds

Sarah E. Koonts  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman  
Board of County Commissioners

Susan W. Kluttz  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

August 29, 2013

WARREN  
County

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<b>CREDIT CARD AND DEBIT SLIPS</b> Records of payments received from customers in the transaction of county business.	Destroy in office after 3 years.*	
19.	<b>CREDIT CARD USE FILE</b>	Destroy in office after 1 year.*	
20.	<b>DAILY CASH REPORTS</b> Daily status of cash. Reports include receipts, disbursements, cash and invested balances.	Destroy in office after 1 year.*	
21.	<b>DAILY DETAIL REPORTS</b>	Destroy in office after 1 year.*	
22.	<b>DEPOSITS</b>	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
23.	<b>DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)</b>	a) Destroy in office annual reports after 3 years.* b) Destroy in office all other reports after 1 year.	
24.	<b>DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS</b> Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information.
25.	<b>DISTRICT INVESTMENT RECORDS</b>	Destroy in office after 3 years.*	
26.	<b>ESCHEAT AND UNCLAIMED PROPERTY FILE</b>	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed after July 16, 2012.*	Comply with applicable provisions of G.S. §116B-60 and §116B-73.

\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.

\*\*Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for Permanent transfer.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.</p>	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
18.	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	<p>a) Destroy in office certificates, I-9 forms, and statements, 3 years after individual was hired or 1 year from date of separation, whichever occurs later.</p> <p>b) Destroy in office registers after 2 years.</p>	8 USC 274a.2
19.	<p><b>EMPLOYEE EXIT INTERVIEW RECORDS</b></p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.</p>	Destroy in office after 1 year.	
20.	<p><b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	29 CFR 1602.31

\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.

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ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
35.	<b>EQUAL PAY RECORDS</b> Includes reports, studies, aggregated or summarized data, and similar documentation compiled to comply with the Equal Pay Act.	Destroy in office after 2 years.	29 CFR 1620.32
36.	<b>FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS</b> Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA and other related records.	Item discontinued. See <b>LEAVE FILE</b> , item 45, page 47.	
37.	<b>FRINGE BENEFITS FILE</b>	Destroy in office when administrative value ends. † Agency Policy: Destroy in office after _____	
38.	<b>GRIEVANCE FILE</b> Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence, including email.  See also <b>DISCIPLINARY FILE</b> item 10, page 36 and <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.	Destroy in office after 2 years.	

\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see *Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.*

\*\*Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for Permanent transfer.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
45.	<b>LEAVE FILE</b> Records concerning employee leave, including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, military, etc. Includes premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over the Family Medical Leave Act (FMLA), and other related records.	Destroy in office 3 years after return of employee or termination of employment.*	29 CFR 825.110(b)(2)(i) 29 CFR 825.500(b)
46.	<b>LEAVE WITHOUT PAY FILE</b>	Item discontinued. See <b>LEAVE FILE</b> , item 45, page 47.	
47.	<b>LONGEVITY PAY REQUESTS</b>	Destroy in office when released from all audits.	
48.	<b>MERIT AND SENIORITY SYSTEM RECORDS</b>	a) Destroy in office employee-specific records after 3 years.  b) Destroy in office system and plan records 1 year after no longer in effect.	29 CFR 1627.3
49.	<b>PERSONNEL ACTION NOTICES</b> Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, position or job title, name change and leave.	a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.  b) Destroy in office all remaining records 2 years from date record was created, received, or the personnel action involved.	

*\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.*

*\*\*Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for Permanent transfer.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.*

**Meeting Date: October 7, 2013**

**Item # 14-C**

**SUBJECT: Amendment to Records Retention Schedules**

**REQUESTED BY: Department of Cultural Resources, Division of Archives & Records**

**SUMMARY: County Management Records Retention & Disposition Schedule and Records Retention Schedule Amendment are presented for Board review and adoption. Authorize Chairman Baker and County Manager to sign same.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of County Management Records Retention & Disposition Schedule and Records Retention Schedule Amendment and authorize Chairman of the Board and County Manager to sign related documentation.**

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**NOTES:**

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**County Management  
Records Retention and Disposition Schedule**

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. *Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.*

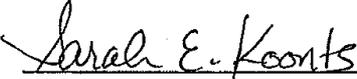
This local government agency and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when "*administrative value ends.*" The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "*destroy when administrative value ends.*" If a county does not establish internal policies and retention periods, the county is not complying with the provisions of this retention schedule and is not authorized by the Department of Cultural Resources to destroy the records with the disposition instruction "*destroy when administrative value ends.*"

The local government agency and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The agency agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Chief Administrative Officer/  
County Manager

  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman, Bd. County Commissioners

  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

County: \_\_\_\_\_

April 15, 2013

**County Management  
Records Retention Schedule Amendment**

Amending the County Management Records Retention and Disposition Schedule published April 15, 2013.

**STANDARD 4. BUDGET, FISCAL AND PAYROLL RECORDS**

Amending item 32 Escheat and Unclaimed Property File as shown on substitute page 25.

**STANDARD 11. PERSONNEL RECORDS**

Amending item 19 Employee Eligibility Records as shown on substitute page 76.

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Chief Administrative Officer/  
County Manager

*Sarah E. Koonts*  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman, Bd. County Commissioners

*Susan W. Kluttz*  
\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

August 28, 2013

\_\_\_\_\_  
County/Region

ITEM #	STANDARD-4. BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
26.	<b>DEBT FINANCING RECORDS</b> Includes bank statements, reconciliation records, requisitions, and notices of principal and interest due.	Destroy in office 3 years after entire issuance has been satisfied.*	26 CFR 1.148-5(d)(6)(iii)(E)
27.	<b>DEPOSITS</b>	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
28.	<b>DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)</b>	a) Destroy in office annual reports after 3 years.* b) Destroy in office all other reports after 1 year.	
29.	<b>DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS</b> Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information.
30.	<b>DISTRICT INVESTMENT RECORDS</b>	Destroy in office after 3 years.*	
31.	<b>DONATIONS AND SOLICITATIONS</b>	Destroy in office after 1 year.	
32.	<b>ESCHEAT AND UNCLAIMED PROPERTY FILE</b>	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed after July 16, 2012.*	Comply with applicable provisions of G.S. §116B-60 and §116B-73.
33.	<b>EXPENDITURE REPORTS</b>	Destroy in office after 3 years.*	

\*See *AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS*, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-11. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p>	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
19.	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	<p>a) Destroy in office certificates, I-9 forms, and statements, 3 years after individual was hired or 1 year from date of separation, whichever occurs later.</p> <p>b) Destroy in office registers after 2 years.</p>	8 USC 274a.2
20.	<p><b>EMPLOYEE EXIT INTERVIEW RECORDS</b></p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p>	Destroy in office after 1 year.	
21.	<p><b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	

\*See *AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS*, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

**Meeting Date: October 7, 2013**

**Item # 15-A**

**SUBJECT: County Manager's Report**

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

**SUMMARY: Having been granted authority to approve contracts up to but not to exceed \$50,000, County Manager's Report of contracts approved is presented 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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M E M O R A N D U M

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** October 2, 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:

Emergency Medical Services

Biomedical Alternatives  
2174 Clover Hill Rd.  
Dayton, VA 22821

A Maintenance Agreement for preventive maintenance of EMS cardiac care equipment has been entered into with Biomedical Alternatives at an annual cost of \$1,080. Funds are budgeted in the EMS departmental budget to cover this expense.

Public Works

Howard K. Somerville  
1620 James Court  
Vineland, NJ 08361

The Lease Agreement with Mr. Howard K. Somerville for the Solid Waste Convenience Center site in Drewry has been renewed for the period of October 2, 2013 thru October 2, 2012 at a monthly cost of \$400. Funds are budgeted in the Public Works Enterprise Fund budget to cover this expense.

MEMORANDUM

Page 2

October 2, 2013

Economic Development Commission

Community Voice Consulting  
Gabriel Cumming, Principal  
108 S. Main St.  
Warrenton, NC 27589

An Extension to the Economic Development Commission Contractor Service Agreement to extend the consulting contract with Community Voice Consulting an additional three months through December 1, 2013 has been entered into. Lapsed salaries from the vacant Economic Development Director position are being used to pay this expense.

CDBG Program

Norlina Plumbing  
P.O. Box 955  
Norlina, NC 27563

Three contracts for water connection to the County water system for various Warren County Residents in the CDBG Infrastructure Hook-Up program have been entered into with Norlina Plumbing. This work was bid with the lowest bidder being awarded the contracts. The amount of each contract varies with the work specifications for each individual residence. CDBG funds are being used to pay the expenses associated with this work.

Clement Construction Company  
454 Foxcroft Drive  
Timberlake, NC 27583

A contract for urgent residential housing repair has been entered into with Clement Construction Company for work to be performed for a County Resident in the CDBG Scattered Site Housing Program. This work was bid with the lowest bidder being awarded the contract. The amount of the contract is \$5,000, and is being paid with CDBG funds.

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

Attachments

**Meeting Date: October 7, 2013**

**Item # 15-B**

**SUBJECT: County Manager's Report**

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

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

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of County Manager's Report of activities for September 2013.**

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**NOTES:**

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## MEMORANDUM

**TO:** Warren County Board of Commissioners

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

**DATE:** October 2, 2013

**RE:** September 2013 Status Report

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

### Administration

- Prepared for and attended the Board of Commissioners Special Work Session, Public Hearing and Regular Meeting (9/3/13)
- Met with Firemen's Association to give an update on the Radio System Upgrade Project (9/4/13)
- Met with H. Baskerville, of Health Department, and representatives with the Community Transformation Grant (9/5/13)
- Viewed the Institute for Emerging Issues follow-up webinar to the Manufacturing Works Forum (9/6/13)
- Attended monthly JCPC Advisory Board meeting (9/9/13)
- Met with K. Walters, with the State Energy Office, to discuss how that agency may be able to assist Warren County (9/10/13)
- Viewed and discussed the Local Food Webinar, sponsored by the School of Government, with staff from EDC, Cooperative Extension, and others (9/11/13)
- Met with HR Manager to discuss various issues (9/12/13)
- Met with IT Administrator for scheduled performance evaluation (9/16/13)
- Met with Veterans Service Officer for scheduled performance evaluation (9/16/13)
- Viewed Tax & Tags Webinar with Tax Office and Finance Office Staff (9/17/13)
- Attended FEMA Advisory Board Meeting (9/19/13)
- Participated in conference call with COG staff to discuss potential Golden LEAF CBI grant project (9/23/13)
- Viewed ECIVIS Webinar on grant research and assistance (9/23/13)
- Prepared for and Chaired Buck Spring Planning Committee Meeting (9/24/13)

- Met with G. Cumming, EDC Consultant, and T. Brown of NC REAL to discuss potential Golden LEAF CBI grant project (9/25/13)
- Met with Kerr-Tar COG staff and other partners to discuss potential Golden LEAF CBI grant project (9/30/13)

#### **Other Activities**

- Attended and participated in 9/11 Events sponsored by Veterans Service Office (2 Events – Day with School Children and Evening Vigil on Courthouse Square) 9/11/13
- Attended Grand Opening of Airport Road in Franklin County's Triangle North Industrial Park (9/12/13)
- Participated in the Town of Norlina's Centennial Parade and Celebration (9/14/13)
- Attended Water Celebration Movie Viewing and Discussion (9/17/13)
- Attended with Interim EDC Director Commerce Secretary Decker's Listening Session in the RTP (9/20/13)
- Attended FVW Opportunity Family Resource Center Open House (9/26/13)
- Attended VGCC & Warren County Chamber's Business After Hours at the Armory Civic Center (9/26/13)
- Attended Kerr-Tar COG's Regional Federal Funding Work Shop (9/27/13)
- Attended Firemen's Day Parade in Warrenton (9/28/13)
- Attended and participated in DSS-sponsored Affordable Care Act Forum at the Armory (9/30/13)

#### **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. The meeting with stakeholders to discuss project implementation is scheduled for October 15, 2013 at 6:30 p.m. at the Armory Civic Center to provide users of the system with information on the project and to answer 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 received notification that PARTF funding for Buck Spring 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

#### 2010 and 2011 CDBG Grants

Bids are continuing to be awarded for water hook-ups and urgent housing repairs that are part of the 2010 Infrastructure CDBG project. The program budget amendment for the 2011 Scattered Site Housing CDBG project has been approved by the Division of Community Assistance. We are working diligently with the Kerr-Tar COG Grant Administrators to move these projects forward to completion.

#### Ephraim Place Subdivision CDBG Housing Project

Close-out of this project has been approved by the Division of Community Assistant with a performance finding that the benefit to assist low-moderate income individuals was not met. As a result of the finding, Warren County is required to pay back in full to the State the \$190,000 housing development CDBG grant received for this project. The first payment of \$19,000 was made on 7/1/13.

### Golden LEAF Community Based Initiatives (CBI) Grant Funding

County Managers are responsible for receiving and recommending up to three projects for consideration in the Golden LEAF CBI grants program. The 21 counties in the Northeast Prosperity Zone are competing for approximately \$1.5 million per county. I have met with several groups to discuss and review proposed projects. The initial Golden LEAF Request for Invitation has to be submitted by 10/15/13 with information on the projects being submitted on behalf of Warren County. I am working diligently to review the proposals to come up with a fundable slate of projects for Warren County.

**October 7, 2013**

**===**

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



*Adjourn*

*October 7, 2013*

*Meeting*

