

***WARREN COUNTY
BOARD OF COMMISSIONERS***

***Annual Organizational
Meeting***

***December 2, 2013
5:45 pm***

**WARREN COUNTY ARMORY CIVIC CENTER
COMMISSIONERS' MEETING ROOM
WARRENTON, NORTH CAROLINA**

**SUGGESTED AGENDA
FOR
December 2, 2013
ANNUAL ORGANIZATIONAL MEETING**

5:45 Pm - Call to Order Organizational Meeting – County Attorney

- 1) Election of Chairman to the Board
- 2) Election of Vice-Chairman to the Board
- 3) Appointment of County Attorney
- 4) Appointment of Clerk to the Board
- 5) Appointment of Deputy Clerk to the Board
- 6) Appointment of Deputy Tax Collectors
- 7) Designation of Current Depositories for Warren County Funds
- 8) Authorization to Honor Facsimile Signatures

ADJOURN ORGANIZATIONAL MEETING



ORGANIZATIONAL MEETING

DATE: December 2, 2013

ITEM: # 1

SUBJECT: Election of Chairman to the Board of Commissioners

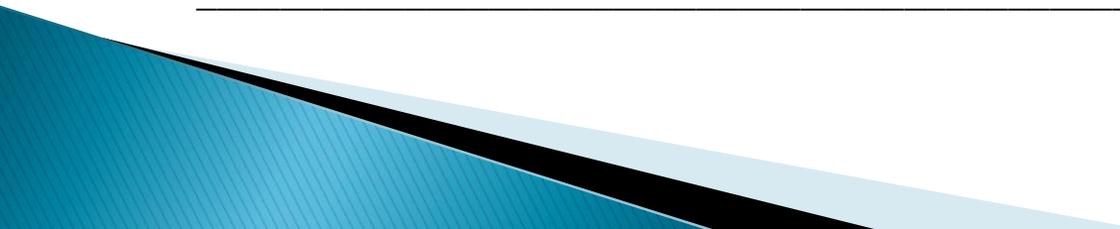
SUMMARY: The Board of Commissioners holds its Annual Organizational Meeting the first Monday in December, at which time, the Chairman and other officers are elected to serve for the upcoming year.

NOMINATIONS: Name: _____ Nominated by _____

Name: _____ Nominated by _____

Appointment of _____ Motion _____ 2nd _____

ACTION TAKEN:



ORGANIZATIONAL MEETING

DATE: December 2, 2013

ITEM: # 2

SUBJECT: Election of Vice-Chairman to the Board of Commissioners

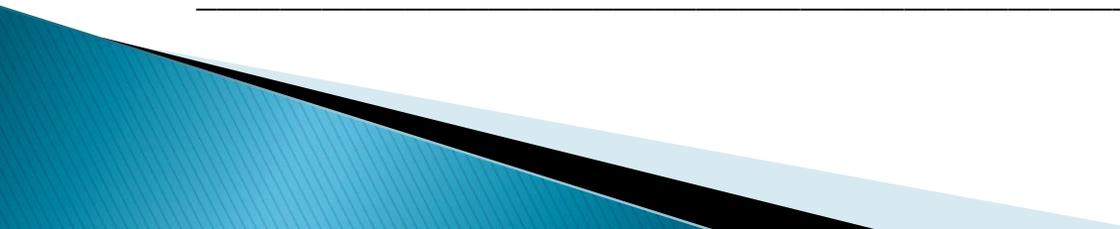
SUMMARY: The Board of Commissioners holds its Annual Organizational Meeting the first Monday in December, at which time, the Vice-Chairman and other officers are elected to serve for the upcoming year.

NOMINATIONS: Name: _____ Nominated by _____

Name: _____ Nominated by _____

Appointment of _____ Motion _____ 2nd _____

ACTION TAKEN:



ORGANIZATIONAL MEETING

DATE: December 2, 2013

ITEM: # 3

SUBJECT: Appointment / Re-Appointment of the County Attorney

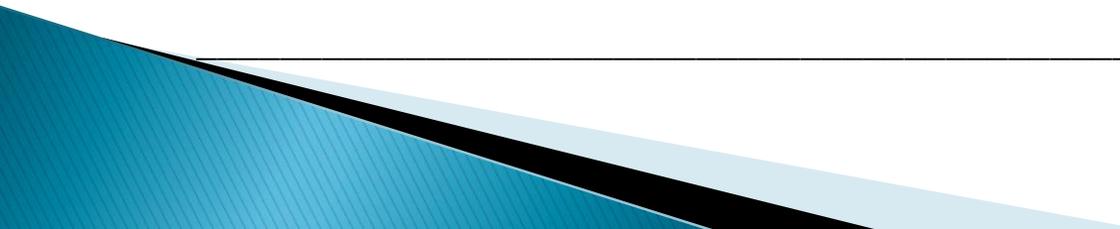
SUMMARY: The Board of Commissioners holds its Annual Organizational Meeting the first Monday in December, at which time, the County Attorney and others are appointed to serve for the upcoming year. Karlene Turrentine is currently serving and is presented for consideration for re-appointment.

NOMINATIONS: Name: _____ Nominated by _____

Name: _____ Nominated by _____

Appointment of _____ Motion _____ 2nd _____

ACTION TAKEN:



ORGANIZATIONAL MEETING

DATE: December 2, 2013

ITEM: # 5

SUBJECT: Appointment of the Deputy Clerk to the Warren County Board of Commissioners

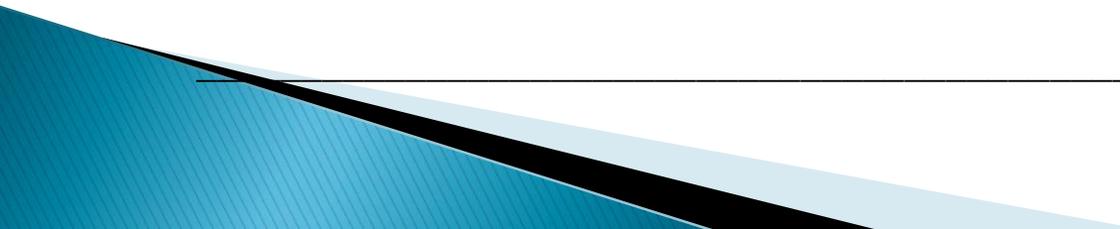
SUMMARY: The Board of Commissioners holds its Annual Organizational Meeting the first Monday in December, at which time the Deputy Clerk to the Warren County Board of Commissioners and others are appointed to serve for the upcoming year. Paula Pulley is currently serving and is presented for consideration for re-appointment.

NOMINATIONS: Name: _____ Nominated by _____

Name: _____ Nominated by _____

Appointment of _____ Motion _____ 2nd _____

ACTION TAKEN:



ORGANIZATIONAL MEETING

DATE: December 2, 2013

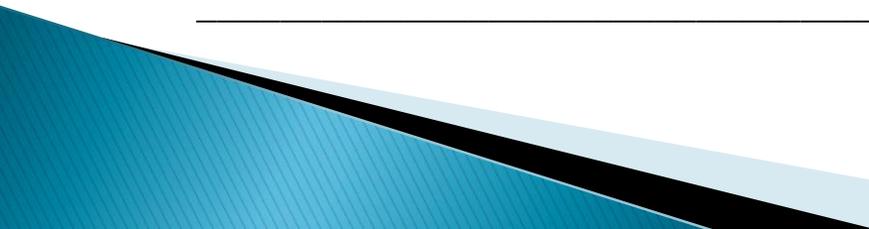
ITEM: # 6

SUBJECT: Appointment / Re-Appointment of Deputy Tax Collectors

SUMMARY: Each year appointments/re-appointments of certain positions are made. It is submitted to re-appoint Deputy Tax Collectors as follows. Each requires an individual motion:

	Motion	2nd to motion
Bonnie C. Andrews	_____	_____
Gladys Banks	_____	_____
Yvonne Sharps	_____	_____
Jane Wilson	_____	_____
<u>Delinquent Tax Collector:</u>		
Karen Towns	_____	_____

ACTION TAKEN:



ITEM: # 7

SUBJECT: Designation of Depositories for various Warren County Funds

**SUMMARY: Each year designation of depositories for County funds is made.
Request is submitted for Board review and approval.**

**CURRENT DEPOSITORIES FOR
WARREN COUNTY FUNDS
AS OF DECEMBER 1, 2013**

Motion / 2nd

1. 1st Citizens Bank & Trust Company - Warrenton, NC

_____/_____

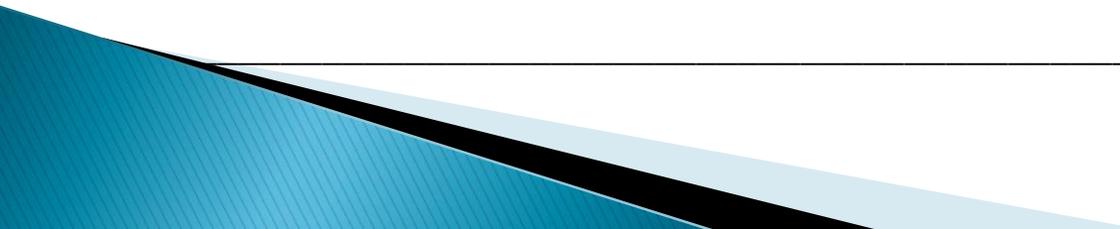
2. Branch Banking & Trust Company - Warrenton, NC

_____/_____

3. NC Capital Management Trust - Charlotte, NC

_____/_____

ACTION TAKEN:



ORGANIZATIONAL MEETING

DATE: December 2, 2013

ITEM: # 8

SUBJECT: Designation of positions/individuals with Facsimile Signature Authority.

SUMMARY: Each year appointments/re-appointments of certain positions with signatory authority are made. The list of appointees/ designees is submitted for Board review and approval. Each requires an individual motion.

Signatures for Warren County Funds

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1. Warren County Operating Account, Warren County General Fund
<u>Payroll Account & Warren County Flexible Spending Account</u> | Motion / 2nd |
| a) County Finance Officer or Interim Finance Officer | _____ / _____ |
| b) Chairman of the Board of County Commissioners | _____ / _____ |
| c) Clerk to the Board of County Commissioners | _____ / _____ |
|
 | |
| 2. Warren County Department of Social Services Trust Fund
<u>Account:</u> | |
| a) Director of Social Services or County Manager | _____ / _____ |
| b) Administrative Officer II – Mary Ann Roberson | _____ / _____ |

ACTION TAKEN:

Adjourn

Organizational Meeting

***WARREN COUNTY
BOARD OF COMMISSIONERS***

December 2, 2013

6:00 PM – Regular Meeting

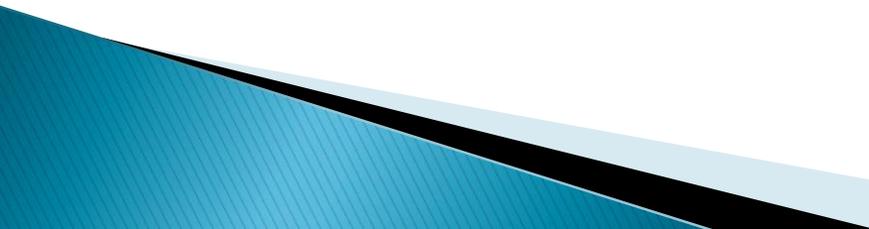
***WARREN COUNTY ARMORY CIVIC CENTER
COMMISSIONERS' MEETING ROOM
WARRENTON, NORTH CAROLINA***

6:00 PM
Call to Order December 2, 2013
Regular Monthly Meeting
By
Chairman or Designee

Agenda Item # 2
Moment of Silence

Agenda Item # 3
Conflict of Interest Disclaimer



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

Citizen Comments

Rules for Citizen Comments

Please sign up to speak.

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

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

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

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

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

*Warren County
Board of Commissioners*

Meeting Date: December 2, 2013

Agenda Item # 5

SUBJECT: Adopt December 2, 2013 Suggested Agenda

REQUESTED BY: Clerk / Deputy Clerk to the Board

SUMMARY: None

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



***SUGGESTED AGENDA
FOR
December 2, 2013 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Armory Civic Center Commissioner's Meeting Room
WARRENTON, NORTH CAROLINA***

5:45 pm BOC Organizational Meeting

1. Call to Order Regular Monthly Meeting – 6:00 pm by Chairman or Designee
2. Moment of Silence
3. Conflict of Interest Disclaimer
4. Citizen Comments
5. Adopt December 2, 2013 Suggested Agenda
6. Consent Agenda
 - A. Approve Minutes of November 4, 2013 Regular Monthly Meeting
 - B. Interest Income Report October 2013 – Finance Director Barry Mayo
 - C. Tax Collector's Report October 2013 – Tax Administrator Starlin Beatty
 - D. Tax Release Requests (Over \$100) – Tax Administrator Starlin Beatty
Tax Release Requests (Under \$100) - “ “ “ “
 - E. CDBG November Monthly Performance Status Reports: 11-C-2328 & 10-C-2227
7. Finance Office – Barry Mayo, Director
 - A. Amendment # 5 to the Warren County FY 2013-14 Budget Ordinance
 - B. Amendment # 7 to the Warren County Grant Project Ordinance for the Ephraim Place Housing Development Project

8. DOT 2013-14 Secondary Roads Construction Program – Stephen Winstead, District Engineer
9. Board/Committee/Commission Appointments
 - A. Library Board of Trustees: M.Hedgepeth, B.Hunter, J.Wilkerson (or K.N.Settles)
 - B. Board of Health: L.Baker, M.Richardson, J.Bolton (or A.R. Manning-Williams & J.A. Juliano)
10. Conversion & Redaction Contract – Yvonne Alston, Register of Deeds
11. Surplus Property
 - A. Adopt Resolution Declaring Surplus Property – Office Equipment from Health Dept
 - B. Adopt Resolution Declaring Surplus Property – Tax Foreclosed Properties
 - C. Receive Report of October 2013 Surplus Property Sales
 - D. Consider Request regarding Delinquent Property Taxes
12. Board of Commissioner's 2014 Meeting Schedule
 - A. Regular Monthly Meetings
 - B. Work Sessions
 - C. Budget Goals Setting Work Session
13. County Manager's Reports
 - A. Contracts Approved for November 2013
 - B. County Manager's Monthly Report for November 2013
- 14. *Closed Session in accordance with NC GS 143-318.11(3) to discuss Attorney/Client Privileged Information***
15. Adjourn December 2, 2013 Meeting

Meeting Date: December 2, 2013

Agenda Item # 6A

SUBJECT: Approval of Minutes

REQUESTED BY: Clerk to the Board

SUMMARY: November 4, 2013 Regular Board Meeting minutes have been provided via e-mail to Board Members for review.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



**Minutes of
November 4, 2013
Regular Board Meeting
have been provided via e-mail prior to the
meeting for Board Member review.**



Meeting Date: December 2, 2013

Agenda Item # 6B

SUBJECT: Interest Income Report

REQUESTED BY: Barry Mayo, Finance Director

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

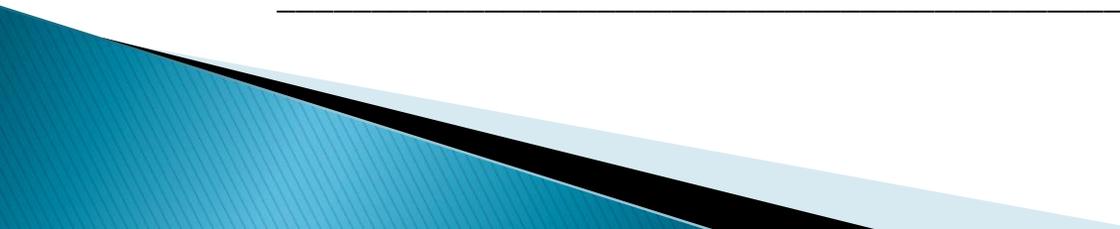
FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



INTEREST INCOME REPORT
Month of October 2013

FUND	OCTOBER INCOME	FISCAL YEAR TO - DATE
General	120.46	581.39
Revaluation	2.70	10.87
E 911 Telephone System	2.77	11.23
Buck Spring Project	2.48	10.77
Ambulance Storage Facility	0.47	2.04
Simulcast System Upgrade	1.33	4.11
Regional Water Enterprise Fund	3.34	15.40
District 1 Enterprise Fund	8.20	35.02
Solid Waste	0.40	1.58
District II Enterprise Fund	6.96	29.48
District III Phase II BANS	0.03	0.13
District III Enterprise Fund	2.43	10.56
Soul City Pump Station Improvements	0.32	1.39
District III Phase III	0.49	2.13
	152.38	716.10

Meeting Date: December 2, 2013

CONSENT AGENDA Item # 6C

SUBJECT: Approve Tax Collector's Report

REQUESTED BY: Starlin Beatty, Tax Administrator

SUMMARY: Tax Collector's Report for the month of October 2013 is presented for the Board's information.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

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

Current Year Collections

Tax Year	Charge	Collected in OCTOBER	Collected to Date	Balance Outstanding	Percentage Collected
OCTOBER 2013 FY14	\$16,764,651	\$991,412	\$36,944,508	\$13,070,143	22.04
OCTOBER 2012 FY13	\$16,570,741	\$1,713,158	\$36,050,017	\$12,965,724	21.76

Delinquent Collections

2012	\$641,017	\$46,219	\$204,243	\$436,774	31.86
2011	262,650	14,861	59,078	203,572	22.49
2010	153,893	2,747	15,659	138,234	10.18
2009	119,253	1,134	6,320	112,934	5.30
2008	111,549	1,311	5,189	106,359	4.65
2007	122,176	506	3,067	119,108	2.51
2006	114,958	497	2,862	112,095	2.49
2005	98,352	540	2,380	95,972	2.42
2004	88,428	377	2,074	86,354	2.35
2003	760,223	472	2,380	73,642	3.13
Total Delinquent Years	\$ 2,472,499	\$68,664	\$ 303,252	\$ 1,485,044	

Other OCTOBER Receipts

County Penalties
Landfill User Fees
Municipalities
Fire District Taxes
Advance Taxes

\$ 11,731	\$ 47,063
\$ 70,438	\$ 293,878
\$ 34,497	\$ 118,644
\$ 47,141	\$ 192,570
\$ 25	\$ 437

OCTOBER GRAND TOTAL

\$ 1,223,908	\$ 37,900,352
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Starlin L. Beatty
Starlin L. Beatty, Tax Administrator

11/18/2013
DATE

Meeting Date: December 2, 2013

CONSENT AGENDA Item # 6D

SUBJECT: Request for Tax Releases

REQUESTED BY: Starlin Beatty, Tax Administrator

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

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of tax releases over \$100 as presented by the Tax Administrator.

NOTES:

Request For Tax Releases Over \$100

Page 1 of 2

Over \$100	12/2/2013	Date:	
<u>ERROR CORRECTION RELEASES:</u>			
ALEXANDER SHARON	2003 1844 103		32700 \$490.46 MH REMOVED YRS AGO
ALEXANDER SHARON	2004 1844 104		33814 \$445.42 MH REMOVED YRS AGO
ALEXANDER SHARON	2005 1844 105		36284 \$399.62 MH REMOVED YRS AGO
ALEXANDER SHARON	2006 1844 106		39031 \$357.64 MH REMOVED YRS AGO
ALEXANDER SHARON	2007 1844 107		41724 \$320.76 MH REMOVED YRS AGO
ALEXANDER SHARON	2008 1844 108		44367 \$298.89 MH REMOVED YRS AGO
ALEXANDER SHARON	2009 1844 109		47241 \$227.02 MH REMOVED YRS AGO
ALEXANDER SHARON	2010 1844 110		50512 \$223.98 MH REMOVED YRS AGO
ALEXANDER SHARON	2011 1844 111		54247 \$204.84 MH REMOVED YRS AGO
ALEXANDER SHARON	2012 1844 112		61623 \$192.95 MH REMOVED YRS AGO
ALEXANDER SHARON	2013 1844 200		29102 \$178.17 MH REMOVED YRS AGO
ALSTON ANNA	2003 1178 103	H11 9E 1X	33059 \$132.63 DW REMOVED YRS AGO
ALSTON ANNA	2004 1178 104	H11 9E 1X	34215 \$130.18 DW REMOVED YRS AGO
ALSTON ANNA	2005 1178 105	H11 9E 1X	36701 \$123.70 DW REMOVED YRS AGO
ALSTON ANNA	2006 1178 106	H11 9E 1X	39485 \$117.22 DW REMOVED YRS AGO
ALSTON ANNA	2007 1178 107	H11 9E 1X	41580 \$281.60 DW REMOVED YRS AGO
ALSTON ANNA	2008 1178 108	H11 9E 1X	44198 \$252.57 DW REMOVED YRS AGO
ALSTON ANNA	2009 1178 109	H11 9E 1X	47083 \$198.79 DW REMOVED YRS AGO
ALSTON ANNA	2010 1178 110	H11 9E 1X	50339 \$204.34 DW REMOVED YRS AGO
ALSTON ANNA	2011 1178 111	H11 9E 1X	54034 \$197.26 DW REMOVED YRS AGO
BALL WILLARD L	2013 2566 200	D9 180	27790 \$192.81 MH REPOSESSED 4/2012
CAROLINA TELEPHONE	2013 1748 203		31032 \$330.81 NO CO TAX OWNED ONLY FIRE TAX
CAROLINA TELEPHONE	2013 1748 204		31048 \$2,271.90 NO CO TAX OWNED ONLY FIRE TAX
CAROLINA TELEPHONE	2013 1748 205		31057 \$133.37 NO CO TAX OWNED ONLY FIRE TAX
CAROLINA TELEPHONE	2013 1748 206		31049 \$127.57 NO CO TAX OWNED ONLY FIRE TAX
CHAMPION ANNIE	2013 2950 200		26382 \$192.13 MH WAS SOLD TO PRISCILLA HADDAD
FIELDS MILDRED R	2009 14234 200	D9 31	26876 \$220.54 MH DOUBLE LISTED/ON D9 30A
FIELDS MILDRED R	2010 14234 200	D9 31	26876 \$245.67 MH DOUBLE LISTED/ON D9 30A
FIELDS MILDRED R	2011 14234 111	D9 31	54082 \$275.82 MH DOUBLE LISTED/ON D9 30A
FIELDS MILDRED R	2012 14234 112	D9 31	61352 \$179.76 MH DOUBLE LISTED/ON D9 30A
FIELDS MILDRED R	2013 14234 200	D9 31	26876 \$175.32 MH DOUBLE LISTED/ON D9 30A
FOOD LION LLC 2538	2013 3369 201		29478 \$104.05 BPP OVER ASSESSED
GARRETT JAMES M & OTHERS	2013 26906 300	L2C 34	4776 \$217.04 MH REMOVED FROM SITE PRIOR TO 1/1/13
GUPTON SAMUEL	2013 30737 300		27202 \$297.79 MH REPOSESSED 11/2012
HARGROVE LINDA J	2013 15348 301	E3 186C	16787 \$340.28 DID NOT RECEIVE AGEX/IN ERROR
PARKER KENNETH L	2013 8056 300		17295 \$153.79 BOAT KEPT IN NASH CO
SUB-TOTAL ERROR CORRECTIONS:			\$10,436.69
<u>MOTOR VEHICLE RELEASES:</u>			
BEATTY STARLIN L	2013 39044 1864	BLT7654	73304 \$126.87 HIGH MILEAGE
CARTER WILLIAM C	2013 834 2493	BCV2560	73933 \$315.90 SOLD
CASPER THELLIE P	2013 20782 107	WYP4517	41005 \$169.80 REPOED
GREGORY RONNIE A	2013 39078 2640	BLT4548	74080 \$200.46 RELEASED TO VANCE CO
KNOX CHARLES R JR	2013 39045 1895	MRKRCH	73335 \$151.01 RELEASED TO WAKE CO
RIGHTMEYER DOROTHY H	2013 704 2589	CBF6198	74029 \$146.22 RELEASED TO HALIFAX CO
VAUGHAN FRANK E JR	2013 38054 108	YNC6563	43700 \$247.32 EXCHANGED TAGS
WELLMAN BRIAN T	2013 36944 2057	BLW7027	73497 \$107.91 RELEASED TO HALIFAX CO
SUB-TOTAL MOTOR VEHICLE RELEASES:			\$1,465.49
SUB-TOTAL CORRECTION RELEASES:			\$10,436.69
Total Releases			\$ 11,902.18
<u>LANDFILL USER FEE RELEASES:</u>			
BAKER BARBARA D & KENNETH E	2013 3904 300	F5 36	12643 \$ 120.00 PRIVATE HAULER
BEASLEY WALTER W & MARLENE M	2013 29907 300	H1C133	1915 \$ 120.00 PRIVATE HAULER

Request For Tax Releases Over \$100

Page 2 of 2

BKING PROPERTIES LLC	2013 35595 300	F6 119	6791 \$	3,720.00	PRIVATE HAULER
BOYD SADIE L	2013 4017 300	C5 99	1283 \$	120.00	PRIVATE HAULER
BROWN JOHN WESLEY	2013 22040 300	K6 32 1X	22786 \$	120.00	NO ELECTRICITY
BURTON ROBERT F & JANNIE W	2013 6221 338	D3 43	9056 \$	120.00	NO ELECTRICITY
BUXTON PLANTATION	2013 17830 300	G12 15	2070 \$	120.00	PRIVATE HAULER
DAVIS CALVIN	2013 10607 300	D7A 15	3539 \$	120.00	PRIVATE HAULER
DOWNEY RUBY	2013 37930 300	D2 7A	5168 \$	120.00	PRIVATE HAULER
DUSENBERRY LINDA L	2013 20070 300	I2D115	18670 \$	120.00	PRIVATE HAULER
GIBBS JOSEPH T JR & LINDA L	2013 11976 300	J2A 78	13926 \$	120.00	PRIVATE HAULER
GUNN FANNIE W	2013 24994 301	J3B104	16159 \$	120.00	PRIVATE HAULER
HARRIS W DENNIS JR & LOREE S	2013 18325 300	E8 8A	6137 \$	120.00	PRIVATE HAULER
HARRIS ERNEST B & ANNE T HARRIS	2013 17830 342	G8 19	4470 \$	120.00	PRIVATE HAULER
HARRIS W J/HARRIS C E & OTHERS	2013 18338 338	G5D 68	6160 \$	70.00	NO ELECTRICITY
HAWKINS LILLIE G	2013 18820 300	F6 149	6410 \$	120.00	PRIVATE HAULER
HUX CLIFTON LEE & MARY E	2013 5695 300	J2A 86	8110 \$	120.00	PRIVATE HAULER
JEFFERSON JOHN E	2013 21637 337	A4 36	6037 \$	120.00	NO ELECTRICITY
JOHNSON EFFIE C	2013 22488 300	F9 25C	22518 \$	120.00	NO ELECTRICITY
JORDAN MARY ELIZA	2013 7784 300	C5 21	14163 \$	120.00	PRIVATE HAULER
LIDDLE ROBERT G & JULIE C	2013 23018 300	K3D 31	8243 \$	120.00	PRIVATE HAULER
MUSTIAN HOWARD M JR & ELEANOR	2013 28407 311	D3 65	10546 \$	120.00	NO ELECTRICITY
PERNELL EDNA P	2013 31104 305	D8 1	9365 \$	120.00	NO ELECTRICITY
RICHARDSON PATTIE B	2013 34018 300	H8 39A	16540 \$	120.00	NO ELECTRICITY
RICHARDSON RONALD	2013 34037 301	I9 112 A1	23636 \$	120.00	MH NOT LIVEABLE
ROGERSON JASON M & MELINDA H	2013 18746 300	J2A136	16053 \$	120.00	PRIVATE HAULER
RUSSELL EVERT & OTHERS	2013 9112 301	F2 18F	16745 \$	120.00	NO ELECTRICITY
SEAY RICHARD I & JANICE M	2013 7766 300	L2B 14 15	9114 \$	120.00	PRIVATE HAULER
SMITH MARY A	2012 38001 112	L2C 1 2	62679 \$	127.18	LFUF APP BROUGHT IN & WAS NOT PUT IN
SMITH MARY A	2013 38001 300	L2C213	9029 \$	120.00	PRIVATE HAULER
SMITH MARY A	2013 38001 301	L2C211	10032 \$	120.00	PRIVATE HAULER
SMITH MARY A	2013 38001 304	L2A 61A	19270 \$	120.00	PRIVATE HAULER
SMITH MARY A	2013 38001 306	L2C 1 2	10143 \$	120.00	PRIVATE HAULER
SMITH MARY A	2013 38001 307	L2D130I	19636 \$	120.00	PRIVATE HAULER
SMITH MARY A	2013 38001 322	L2C128	11857 \$	120.00	PRIVATE HAULER
SMITH MARY A	2013 38001 329	K8 33	310 \$	120.00	PRIVATE HAULER
SMITH MARY A	2013 38001 331	L2C 39	2351 \$	120.00	PRIVATE HAULER
SMITH MARY A	2013 38001 332	L2C 26	8758 \$	120.00	PRIVATE HAULER
SOMMA VINCENT & SUSAN SOMMA	2013 31851 300	D3 72B	23322 \$	120.00	PRIVATE HAULER
SULLIVAN MARK R & JAN S	2013 9004 301	L2B 12 13	11784 \$	120.00	PRIVATE HAULER
TAYLOR RONALD L	2013 13535 300	G10 28	7302 \$	120.00	ONLY ONE HOUSE ON PARCEL
VANPELT FRED A & MARY T	2013 37330 300	D3 72E	24500 \$	120.00	PRIVATE HAULER
VAN PETTEN THOMAS L	2013 41720 300	J2C 25	12993 \$	120.00	PRIVATE HAULER
WHITE MARCIA G & MARVIN S	2013 3343 200		28760 \$	120.00	PRIVATE HAULER
WILKINS BERNARD	2013 15341 300	K4B 68A	17465 \$	120.00	NO ELECTRICITY
WILLIAMS JACQUELINE	2013 14678 200		27097 \$	120.00	PRIVATE HAULER
WILLIAMS JULIA & LEON	2013 4343 300	C5 42A	19332 \$	120.00	PRIVATE HAULER
WILLIAMS MARY F	2013 4799 301	H8 21	14045 \$	120.00	NO ELECTRICITY
WOODY ROBERT E JR & SHARON W	2013 10915 301	G6 9B	14220 \$	120.00	PRIVATE HAULER
TOTAL LFUF RELEASES:			\$	9,437.18	
Total Releases			\$	21,339.36	

Request For Tax Releases Under \$100

Page 1 of 2

Under \$100

12/2/2013

Date: *LNW*
11/22/13

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD #</u>	<u>AMOUNT</u>	<u>REASON</u>
FAIN GRADY T & ERIKA D	2013	37244 300	H1C 6	622	\$ 19.87	BOAT OVER VALUED FOR CONDITION
GRIFFIN JASSICE	2013	16518 319		14219	\$ 71.64	BOAT LISTED TWICE
JENKINS WARREN	2013	39092 200		21628	\$ 3.74	BOAT DISCOVERED TWICE
KING JOHN	2003	24409 103	F6 44	32885	\$ 61.15	PARCEL NOT ON MAP/UNKNOWN
KING JOHN	2004	24409 104	F6 44	34017	\$ 60.33	PARCEL NOT ON MAP/UNKNOWN
KING JOHN	2005	24409 105	F6 44	32885	\$ 57.33	PARCEL NOT ON MAP/UNKNOWN
KING JOHN	2006	24409 106	F6 44	39262	\$ 54.33	PARCEL NOT ON MAP/UNKNOWN
KING JOHN	2007	24409 107	F6 44	41975	\$ 51.34	PARCEL NOT ON MAP/UNKNOWN
KING JOHN	2008	24409 108	F6 44	44631	\$ 52.45	PARCEL NOT ON MAP/UNKNOWN
KING JOHN	2009	24409 109	F6 44	47536	\$ 64.56	PARCEL NOT ON MAP/UNKNOWN
KING JOHN	2010	24409 110	F6 44	50895	\$ 60.24	PARCEL NOT ON MAP/UNKNOWN
KING JOHN	2011	24409 111	F6 44	54727	\$ 57.53	PARCEL NOT ON MAP/UNKNOWN
KING JOHN	2012	24409 112	F6 44	62475	\$ 57.06	PARCEL NOT ON MAP/UNKNOWN
KING JOHN	2013	24409 113	F6 44	7491	\$ 50.54	PARCEL NOT ON MAP/UNKNOWN
SILVER MILTON & LINDA G	2013	8056 300	J11 451	11465	\$ 4.00	NO DOGS
TAYLOR RONALD L	2013	13535 301	G10 28A	24523	\$ 9.93	SINGLEWIDE TRADED FOR D/WIDE
WEST MARYLAND HEIRS	2013	43113 300	I8 11	13699	\$ 6.00	NO DOGS
XO COMMUNICATIONS SER INC	2013	32588 112		61470	\$ 16.08	CHARGED IN ERROR

SUB-TOTAL ERROR CORRECTIONS:

\$ 758.12

MOTOR VEHICLE RELEASES:

ADAMS CECIL	2013	13400 2070	ZWS1856	77130	\$6.00	SOLD
ADAMS CECIL	2013	13400 1802	6FORHIM	64627	\$21.20	SOLD
BOLTON ERNEST LEE	2013	3724 2173	BE89428	71977	\$11.63	TRAILER OVER VALUED
BOSHER JOHNNY	2013	9327 2591	AMH5700	70689	\$42.67	HIGH MILEAGE/SIDE DAMAGE
BROGDEN DONNA H	2013	47120 1657	XNB2403	76717	\$4.83	SOLD
COLLINS MARY V	2013	9134 1999	WTX4274	73439	\$15.40	SOLD
COX LEW ANNE H	2013	8619 1655	HD36182	76715	\$6.27	SOLD
CRAWLEY ROBERT A	2013	4669 112	ZSW6491	57837	\$58.08	TRADED
DAVIS ROSALAND E	2013	36650 112	BER5909	60859	\$44.80	TAGS NOT RENEWD/DMV ERROR
DAVIS ROSALAND E	2013	36650 112	AMH4099	55463	\$7.36	TOTALED
DUNSTON FRANK B	2013	12402 112	XSB5402	60301	\$3.24	SOLD
FLEMING LINDA W	2013	10212 2279	RWX8192	72083	\$85.08	DIFF BETWEEN CITY & FIRE/NOT IN TOWN
GIBSON SIDNEY B JR	2013	852 1765	RXY5155	73205	\$8.80	SOLD
GOODE GREGORY L	2013	5868 112	ZSW4256	55527	\$83.70	TURNED IN TO DEALERSHIP
GRADY CHARLES S	2013	13049 1398	AJR4125	64223	\$11.26	SOLD
GREGORY RONNIE A	2013	39078 2534	CD33719	73974	\$8.03	RELEASED TO VANCE COUNTY
HAMMOND JOHN ROSS	2013	37779 2600	AEN6749	70698	\$34.65	SOLD
HARRIS JOHN SR	2013	18016 112	AFN3850	59266	\$69.36	SOLD
HARRISON BETTY K	2013	31539 1846	TTM9088	83704	\$10.92	SOLD
HARRISON CLYDE W	2013	31539 1760	YPS7513	82327	\$15.54	SOLD
HAWKINS DEBORAH L	2013	35148 2609	DM8496	76050	\$17.53	SOLD

Request For Tax Releases Under \$100

Page 2 of 2

HOLT HUGH FRANKLIN & HOLT BROOKE	2013 8381 2255	XTZ4553	72059	\$38.10	EXCESS MILEAGE ON VEHICLE
HUDGINS JOHN A JR	2013 20820 2210	WXB5187	73650	\$54.36	DEATH/CAR TRANSFERRED
HUTTON KENNETH S	2013 23283 1727	PNA9200	71531	\$25.20	MOVED TO FL
HYSON JOHN W JR	2013 6237 2052	BV44152	68366	\$13.56	SOLD
JAFFE ALAN J	2013 4053 2024	VWV5661	73464	\$16.36	HIGH MILEAGE FROM 2010
OWEN DEBORAH A	2013 27432 112	BHH1870	60353	\$9.90	SOLD
RICHARDSON LUANN F	2013 39047 1959	NPF2596	73399	\$69.30	RELEASED TO WAKE COUNTY
RICHARDSON TONY M	2013 27891 112	AIO42D	60162	\$10.32	SOLD
ROBB MARC A	2013 31923 2374	AAJ1525	68688	\$21.06	SOLD
ROBENOLT GARY	2013 34433 1723	WTT6114	71527	\$8.08	GAVE AWAY
SHEARIN BRENDA C	2013 35270 1089	AFS5530	63914	\$5.45	SOLD
TILLMAN DOROTHY T	2013 4614 2428	STABLES	73868	\$31.35	SOLD
WALSTON JAMES P	2013 6416 2215	YWZ3021	73655	\$18.30	SOLD
WILLIAMS SHELDON M	2013 44824 110	XNB5981	49815	\$31.35	SOLD

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$919.04

SUB-TOTAL CORRECTION RELEASES:

\$758.12

Total Releases

\$ 1,677.16

Meeting Date: December 2, 2013

CONSENT AGENDA Item # 6E

SUBJECT: CDBG Monthly Performance Status Reports

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

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

FUNDING SOURCE: CDBG Grants

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

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

NOTES:

Monthly Performance Status Report

(Due on 15th of each month)

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

Submitted: December 2013

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

Prepared By: Karen Foster

Approved and Emailed By: Lauren J. White

Board or Council Update:

Title: Community Development Planner

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

Date: 11/21/13

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

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

Off Performance Schedule: Provide current performance status and remedy to get back on schedule and submit report

Monthly Performance Status Report

(Due on 15th of each month)

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

Submitted: December 2013

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

Prepared By: Karen Foster

Approved and Emailed By: *Karen J. Foster*

Board or Council Update:

Title: Community Development Planner

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

Date: *12/2/13*

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: December 2, 2013

Item # 7-A

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Amendment # 5 to the Warren County FY 2013-2014 Budget Ordinance is submitted for Board's approval.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment #5 to the FY 2014 Warren County Budget Ordinance.

NOTES:

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2013/2014

Amendment No. 5

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:

Rural Operating Assistance Program		12,658
Total	\$	12,658

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

Increase/(Decrease) Revenues:

Restricted Intergovernmental - Other		23,878
Fund Balance Appropriated		(11,220)
Total	\$	12,658

This amendment:

- funds are appropriated to the Rural Operating Assistance Program, this amendment increases the budget to match State allocation.

Funding Source: NC DOT

Respectfully Submitted 11/04/2013

Barry J. Mayo

Barry J. Mayo, Finance Director

Meeting Date: December 2, 2013

Item # 7-B

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Amendment # 7 to the Warren County Grant Project Ordinance for Ephraim Place Housing Development Project (03-C- 1187) is submitted for Board's approval.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment #7 to the Warren Co. Grant Project Ordinance for Ephraim Place Housing Development Project (03-C-1187).

NOTES:

**CAPITAL PROJECT ORDINANCE
WARREN COUNTY
AMENDMENT TO THE GRANT PROJECT ORDINANCE FOR THE
EPHRAIM PLACE HOUSING DEVELOPMENT PROJECT
(Amendment No. 7)**

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

Transfer from General Fund	19,000
	<hr/>
Total	\$ 19,000

Section 4 The following amounts are appropriated for the project:

Debt Service / Grant Repayment	19,000
	<hr/>
Total	\$ 19,000

Explanation:

appropriates funds to the Ephraim Place Housing Development Project budget as agreed on June 4, 2013 with NC Department of Commerce Community Assistance Warren County will repay grant funds totaling \$190,000 over a 10 year period.

Respectfully Submitted 12-02-2013

Barry J. Mayo

Barry J. Mayo, Finance Director

Meeting Date: December 2, 2013

Agenda Item # 8

SUBJECT: NC DOT Secondary Roads Program 2013-2014

**REQUESTED BY: Stephen Winstead, PE, District Engineer
NC Department of Transportation**

**SUMMARY: NC DOT staff will present the 2013-14 Secondary Roads Program
for Warren County and request Board's consideration to adopt same.**

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:





STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

ANTHONY J. TATA
SECRETARY

October 21, 2013

Chairperson
Warren County Board of Commissioners

Subject: Changes to NCDOT Secondary Road Program

Dear Chairperson:

Over the past two decades, NCDOT has invested heavily in bringing paved roads to more doorsteps. However, more recently the focus has been in providing more strategic transportation investments and funding of the secondary road program has decreased dramatically.

In that same effort this year HB 817 was passed and with an overwhelming majority in both the State House and Senate and was subsequently signed into law by Governor McCrory. Among other things this law requires NCDOT to develop a statewide priority list for the remaining state maintained unpaved secondary roads.

HB 817 provides a non-recurring \$15 million appropriation for the Fiscal Year 2013-2014. These funds are shared statewide and they are distributed by county based on the traditional formula using county pro-rata share of secondary road mileage.

HB 817 also provides an additional \$12 million of recurring annual appropriation which will be used to fund the paving of roads from a statewide paving priority list. The statewide paving priority has yet to be established. Should a project in your county be selected, the County Commissioners will be notified.

We are presenting this year's program to reconcile our past Highway Fund allocations and our part of this fiscal year's \$15 million appropriation.

Active projects from previous Fiscal Year's funding will be continued.

SECTION 2.6.(c) G.S. 136-44.6 reads as rewritten:

"§ 136-44.6. Uniformly applicable formula for the allocation of secondary roads maintenance and improvement funds.

The Department of Transportation shall develop a uniformly applicable formula for the allocation of secondary roads maintenance and improvement funds for use in each county. The formula shall take into consideration the number of paved and unpaved miles of state-maintained secondary roads in each county and such other factors as experience may dictate. This section shall not apply to projects to pave unpaved roads under G.S. 136-44.2D."

SECTION 2.6.(d) Secondary Road Funding. – The sum of fifteen million dollars (\$15,000,000) in nonrecurring funds for the 2013-2014 fiscal year is allocated from the Highway Fund for the secondary road construction program under G.S. 136-44.2A, as enacted by Section 2.3 of this act, and the sum of twelve million dollars (\$12,000,000) in recurring funds for the 2013-2014 fiscal year is allocated from the Highway Fund for the paving of unpaved roads pursuant to G.S. 136-44.2D, as enacted by Section 2.5 of this act.

North Carolina Department of Transportation
 Secondary Roads Construction Program

Warren County

FY 2013-2014 Allocations	Highway Fund GS 136-44.6	\$127,924.14
	Previous Highway Fund Balance	\$17,050.47
	Total Available	\$144,974.61

Additional Funding Needs of Previously approved projects:

Project	Additional Funding
Surveys/Right of Way	\$28,000.00
Arcola EMS Driveway	\$5,902.87
Subtotal	\$33,902.87

*Additional Highway Fund project balances from completed projects will be used on Paved Road Improvement Projects

Proposed FY 2014 Project

Paved Road Improvements	\$111,071.74
**Include patching, widening and other improvements to various Secondary Roads	
Subtotal	\$111,071.74
GRAND TOTAL	\$144,974.61

Status of Previously Funded Active Projects

Project	Status
SR 1602 Hammie Mill Road	Likely Right of Way Unavailable
SR 1515 Rosser Road	Complete
SR 1127 Stewart Road	Complete
SR 1240 Blue Mud Swamp Rd	Build in 2014
SR 1223 John Edwards Road	Build in 2014
SR 1529 Big Reid Road	Obtaining Right of Way - Build in 2014/2015
SR 1612 Greentown Road	Right of Way Unavailable - Close
SR 1738 Birch Lane	Under Construction

Meeting Date: December 2, 2013

Agenda Item # 9-A

SUBJECT: Board/Commission Member Appointment(s)

**REQUESTED BY: Cheryl Reddish, Librarian and
E.T. Malone, Chairman – Board of Trustees**

SUMMARY: It is submitted to appoint the following individuals to serve a three year term on the Library Board of Trustees: Michelle Hedgepeth, Benjamin Hunter and Jamie Wilkerson. Terms expire June 30, 2016.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

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: November 14, 2013
Subject: Appointments to Library Board of Trustees

At its regularly-scheduled meeting on Thursday, November 14, 2013, the Board of Trustees of the Warren County Memorial Library considered Statements of Interest to Serve received from **Michelle Hedgepeth, Benjamin Hunter, and Jamie Wilkerson.**

After due consideration, the Board adopted separate motions to accept the above individuals as members of the Board of Trustees. This brings the board to its maximum size of twelve persons.

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

NAME	Term # Expiring June 30, 2016
-------------	------------------------------------------

Michelle Hedgepeth	1st
---------------------------	-----------------------

Benjamin Hunter	1st Full term
(From Aug 2009 to June 2011 filled unexpired term of A. Strecker)	

Jamie Avril Wilkerson	1st
------------------------------	-----------------------

(Additional individuals that have submitted a Statement of Interest to Serve: Allison R. Manning-Williams & Kia N. Settles. Note: Ms. Settles serves on Citizens Advisory & JCPC.)

STATEMENT OF INTEREST TO SERVE

NOV - 4 2013

Michelle Hedgepeth
Page 1 of 2

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to: WARREN COUNTY MANAGER'S OFFICE

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

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

- 1. Warren County Library
2.
3.
4.

Your full name Michelle M. Hedgepeth
Date of Birth 6/30/65 Sex F Race Am. Indian
Mailing Address 115 Pullen Rd.
City and Zip Code Littleton 27850
Street Address same as above
City and Zip Code
Home Phone 252-586-9828 WorkPhone cell 919-605-7233
Job Title Minister, P/T Financial Clerk
Company or Agency Ivory Hill Baptist Church
Email Address mhedgepeth65@gmail.com

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

Please list your County Commissioner District District 5
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended Warren County High '83
Name and Address of College Attended North Carolina State University '89
Degree Received BS. in Business Administration concentration Accounting

Please list any military experience N/A

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

Chairperson of NC SECY Advisory Board, Warrenton Branch

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

Work Experience NC State Bar / I.D.L.T.A. - Accounts Mgr.,
Haliwa Saponi Tribe, Interim Director, Economic Developer, Grant
Writer, Certified Substance Abuse Counselor, NC d.H.H.s, State
Trainer of Trainers, M/E Financial - 20 yrs Mortgage Broker

Volunteer Experience SECU Advisory Board, Habitat for Humanity
Source Force - CDC that aids Cancer, Aids & Homeless victims
NC State Alumni

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

Michelle M. Hedgepeth

Date

10/31/13

Please feel free to attach a resume if so desired.

STATEMENT OF INTEREST TO SERVE

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

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

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

1. Library Board
2. _____
3. _____
4. _____

Your full name Benjamin Scott Hunter
Date of Birth 8/11/1984 Sex M Race W
Mailing Address 303 Wilcox St.
City and Zip Code Warrenton 27589
Street Address _____
City and Zip Code _____
Home Phone 252 213 0288 Work Phone _____
Job Title Assistant District Attorney
Company or Agency DA Office 9th District
Email Address benscotthunter@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 WCAS
Name and Address of College Attended Appalachian State University
Degree Received B.S. English Sec. Ed.

Please list any military experience _____

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.

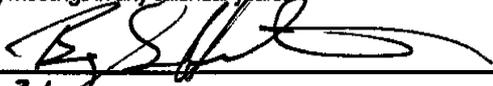
Work Experience English Teacher - Crown Early College '06-'08
English Teacher - Warren New Tech '08-'10
Assistant DA - Warren County DA's Office Present

Volunteer Experience Warren County Teen Court
Wesley Memorial UMC
WC Library Board '09-'10

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

Newspaper Current Warren County Volunteer Other
If other, please explain: I was a former board member

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 10-31-13

Please feel free to attach a resume if so desired.

STATEMENT OF INTEREST TO SERVE

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

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

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

1. Memorial Library Board
2. Jury Commission board
3. _____
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 Axtell-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

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.

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

COMMUNITY INVOLVEMENT

Jamie Wilkerson

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

Alpha Kappa Alpha Sorority, Inc.

March 2001-Present

- Fundraisers
- Back Pack for Kids donation projects to elementary schools

Junior League of Durham and Orange Counties

August 2010-January 2013

- Fundraisers
- Partnership with Durham Learning Center for Back Pack for Kids Program
- Partnership with Durham Nativity School
- Assistant Chair for Home Roam Fundraiser

References

- Naomi Allen 252-586-4779
- W.T. Ramey, III 252-492-3096
- Attorney Jacqueline Morris-Goodson 919-691-4340

Meeting Date: December 2, 2013

Agenda Item # 9-B

SUBJECT: Board/Commission Member Appointment(s)

**REQUESTED BY: Andy Smith, Health Director
Jerry Bolton, Chairman Board of Health**

SUMMARY: It is submitted on recommendation of Board of Health to (re-)appoint the following individuals to the Board of Health for a three year term. Terms expire December 31, 2016: Linda Baker, Melissa Richardson and Jerry Bolton.

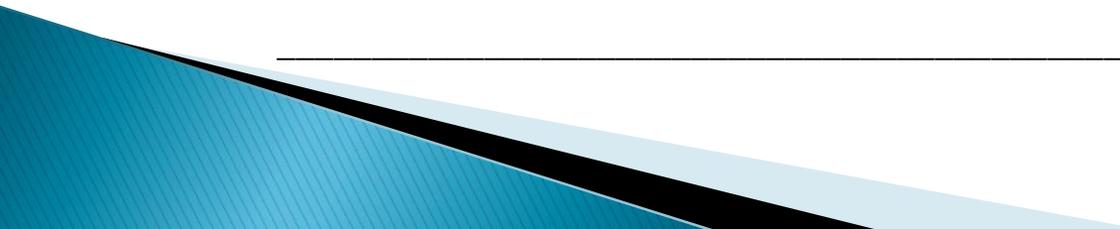
FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



**Other individuals that have submitted a “Statement of Interest to Serve” on the Board of Health:
Joseph Juliano, EMT-P
&
Allison R. Manning-Williams,
RN, ME.**

Board of Health	
===	
Terms Expire: December 31, 2016	
Member	Position
Jerry Bolton, Sr.	At Large (3rd term)
Linda Baker	Pharmacist (6th term)
Melissa Richardson	Member-At-Large (1st term)

November 20, 2013

TO: Angelena Kearney -- Dunlap
Clerk to the Board
Warren County Commissioners

FROM: Mr. Jerry Bolton
Board of Health Chairman
Warren County Health Department

RE: Recommendation for Board of Health Re-Appointments

The Warren County Health Department Board of Health on Tuesday, November 19, 2013 voted unanimously to recommend to the Warren County Commissioners the re-appointment of the following members to serve another three-year term effective January 1, 2014.

Ms. Linda Baker – Pharmacist

Ms. Melissa Richardson – Public Citizen

Mr. Jerry Bolton – Public Citizen

Meeting Date: December 2, 2013

Agenda Item # 10

SUBJECT: Conversion and Redaction Contract

REQUESTED BY: Yvonne Alston, Register of Deeds

SUMMARY: Above referenced Contract with Logan Systems, Inc., for Warren County Register of Deeds proposed imaged index and redaction projects, with a 4-year payment option, is presented for Board's review and action. Total contract cost is \$90,054.76 to be paid over four fiscal years as follows:

**FUNDING SOURCE: 1st Installment of \$22,513.69
Register of Deeds FY 2013-14 Budget**

- FY 2013-14: \$22,513.69
- FY 2014-15: \$22,513.69
- FY 2015-16: \$22,513.69
- FY 2016-17: \$22,513.69

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Conversion and Redaction Contract with Logan Systems, Inc. for the Register of Deeds Office at a cost of \$90,054.76 to be paid in annual installments of \$22,513.69 over four fiscal years.

NOTES:

I. Terms:

1. Index Books to be Converted: Logan Systems will convert the land record index books described below. This conversion includes:
 - Land Record (Grantor and Grantee)
 - 1975-1991
 - 14 Grantor Books – Effectively 6.1 books: \$16,165.00
 - 13 Grantee Books – Effectively 5.6 books: \$12,320.00
 - Total for all 27 grantor and grantee index books for 1975-1991: \$28,485.00
 - 1923-1974
 - 8 Grantor Books – Effectively 5.7 books: \$15,105.00
 - 8 Grantee Books – Effectively 5.8 books: \$12,760.00
 - Total for all 16 grantor and grantee index books for 1923-1974: \$27,865.00
 - 1860-January 1923
 - 4 Grantor Books – Effectively 3.1 books: \$8,215.00
 - 4 Grantee Books – Effectively 2.7 books: \$5,940.00
 - Total for all 8 grantor and grantee index books for 1860-January 1923: \$14,155.00
 - **Total for all index books from 1860-1991: \$70,505.00**
 - **Total redaction fee for online images: \$19,549.76**
Total Contract Price: \$90,054.76



LOGAN SYSTEMS, INC.

P.O. Box 20844 • Greensboro, NC 27420
4003 Clifton Road • Greensboro, NC 27407
Toll Free: 1-800-342-2208 • Fax: 336-299-9905



October 30, 2013

Hon. Yvonne Alston
Warren County Register of Deeds
P.O. Box 506
Warrenton, NC

Re: Conversion and Redaction Contract

Dear Ms. Alston:

In March, I sent multiple versions of conversion agreements based on different options that we provided to the County for the conversion projects proposed. Now that it appears the County has chosen to complete the imaged index and redaction projects, I wanted to send an agreement that covered just those projects and also included the four year payment option.

I have included two signed original agreements for these projects. Please return one of the signed originals after it has been signed by the appropriate County representative to my attention at the address listed above. We intend to start the scanning of the index books this week.

Please contact me at your earliest convenience with any additional questions or comments at the toll free number listed above. We appreciate your business and look forward to providing these projects to your office.

Sincerely,

Craig Sanders
President

CONVERSION and REDACTION SERVICES AGREEMENT

This conversion and redaction services agreement between Logan Systems, Inc. (“Logan Systems”) and Warren County, North Carolina (the “County”) will become effective this ____ day of _____, 2013. The respective parties may sign this agreement at different times, and the effective date shall be the date of the second party to sign, as indicated on the signature page of this agreement.

Pursuant to the terms outlined below, Logan Systems agrees to provide conversion services to the Warren County Register of Deeds (“ROD”). After the scanning project has been completed, Logan Systems will include the scanned indexing data on both the retrieval units in the Register of Deeds office and remotely on the Internet site maintained by Logan Systems.

I. Terms:

1. Index Books to be Converted: Logan Systems will convert the land record index books described below. This conversion includes:
 - Land Record (Grantor and Grantee)
 - 1975-1991
 - 14 Grantor Books – Effectively 6.1 books: \$16,165.00
 - 13 Grantee Books – Effectively 5.6 books: \$12,320.00
 - Total for all 27 grantor and grantee index books for 1975-1991: \$28,485.00
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 - 4 Grantee Books – Effectively 2.7 books: \$5,940.00
 - Total for all 8 grantor and grantee index books for 1860-January 1923: \$14,155.00
 - **Total for all index books from 1860-1991: \$70,505.00**
2. Indexing Data Conversion Methods: Logan Systems shall complete the indexing data conversions described above in the manner described in the proposal from Logan Systems dated March 6, 2013. This proposal is attached hereto as “Exhibit A” and is incorporated by reference herein.
3. Time Frame of Conversion: Logan Systems will complete all of these conversion efforts on or before June 30, 2014. Based on our prior experience, this is an appropriate amount of time for the conversions, but unforeseen difficulties may delay the completion of parts of the conversion.

4. Public Retrieval: Logan Systems will add its imaged index software to both the staff and public retrieval units in the ROD office. This software allows the user to view these older index book and link to the images required for research, to the extent that the images are in digital format. There will be no additional fee for this software, which is included in the conversion. In addition, this software will not increase the current fee paid by the ROD to Logan Systems for the current system.
5. Internet: Logan Systems will add its imaged index software to the ROD's Internet site. This software allows the user to view these older index book and link to the images required for research, to the extent that the images are in digital format. There will be no additional fee for this software, which is included in the conversion. In addition, this software will not increase the current fee paid by the ROD to Logan Systems for the current system.
6. Redaction: Logan Systems will process all of the images currently on the Internet site that it maintains for the County for redaction. All social security numbers and NC driver's license numbers will be redacted from the copy of the images on the Internet site. The redaction process and pricing levels are explained in the proposal from Logan Systems dated March 8, 2013. A copy of that proposal is attached as "Exhibit B" and is incorporated by reference herein. The total redaction fee would be **\$19,549.76**. There will be no fee to redact the images filed after March 6, 2013.
7. Equipment for the Conversion: Logan Systems will provide all necessary equipment for the conversion described above. The County will need to provide access to the records to be converted and a place for the scanning to be performed, including power outlets for the equipment. All of these books will be scanned on site and the public will still have access to the books during the scanning process.
8. Integration Clause: This contract, including attachments, represents the entire agreement between the parties. Any modification or alteration of this agreement must be done so in writing and approved by both parties.
9. Conflict with Attachment: To the extent that any conflict exists between this agreement and its attachment, the terms of this agreement will be controlling.
10. Severability: The provisions of this contract are severable, and should any court of competent jurisdiction deem any provision(s) invalid, the remaining provisions will remain valid, unless such ruling will make further performance under the contract impossible or impose an unconscionable burden upon one of the parties.
11. Authorization for Past Services: If Logan Systems provides any conversion services to the ROD prior to the effective date of this contract, the contract specifically authorizes payments for all such satisfactorily provided services.
12. Choice of Law and Venue: This agreement shall be interpreted using North Carolina law, and venue for any legal dispute regarding this agreement shall be Warren County, North Carolina.

13. Deferred Payment: The total cost of the conversion and redaction projects described above is **\$90,054.76**. Logan Systems will invoice for 25% of the total amount upon completion of the project. Logan Systems will invoice an equal amount in each of the next three fiscal years, so payments would be as follows:

- FY 2013-14: \$22,513.69
- FY 2014-15: \$22,513.69
- FY 2015-16: \$22,513.69
- FY 2016-17: \$22,513.69

Approved by Warren County:

By: _____

Name: _____

Title _____

Attested by: _____

Date: _____

Approved by Logan Systems, Inc.:

By: Craig Sanders

Name: Craig Sanders

Title: President

Attested by: [Signature]

Date: October 30, 2013

[Corporate Seal]

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

[Signature] 11-16-13

Exhibit A



LOGAN SYSTEMS, INC.

P.O. Box 20844 • Greensboro, NC 27420
4003 Clifton Road • Greensboro, NC 27407
Toll Free: 1-800-342-2208 • Fax: 336-299-9905



March 6, 2013

Ms. Yvonne Alston
Warren County Register of Deeds
P.O. Box 506
Warrenton, NC 27589

Re: Revised Scanned Index Book Proposal with Retrieval

Dear Ms. Alston:

Approximately three years ago, Logan Systems proposed to scan your most recent set of non-digitized index books and make them available both in your office and on the Internet. That proposal was dated March 19, 2010. Last week, we sent an updated proposal that honored the prior price quote for that range of books. Based on my survey yesterday of your office and our discussions about additional index books, I am providing a revised proposal that covers all land record index books.

Logan Systems proposes to scan land record index books for three date ranges (1975-1991, 1923-1974, and 1860-1922). Scanning the index books will not increase the potential liability of the Register of Deeds or the County because Logan Systems will scan the existing index books as they exist, making no changes to the official record. Once scanned, we will apply the images to software that we have developed that will allow the public to search grantor or grantee index information by name. For all three periods of your land index history, each name in the index is contained on their own individual page or pages. In some instances, multiple names are on a single page. We refer to these types of index books as an all "set-out" index because each of the names is set out by itself. The books are not actually in alphabetical order because names were added to end pages if initially missed and similar sounding names were included in the same section.

Logan Systems has converted index books in this format for other North Carolina Registers of Deeds. The user would type in the name they are searching for and the system would display all of the pages in that letter range. In addition, all names and variations of names will be displayed in alphabetical order on the left side of the screen. The user will click on that name and all of the pages that include that name will appear in chronological order. Once the user sees the book and page reference that is relevant to their search, they type in that book and page on the lower left of the screen and the image will appear (if digitized). Once the user is in the image display screen, they will have access to all imaged documents. After completing the review of any desired images, the user will close the imaging window and be returned to the same indexing search result

screen. This system will be integrated into your current public retrieval to allow searchers to access all of this data from the same computer system currently in your vault. In addition, this data will be added to your Internet site for public searching. The cost for this conversion will include the following:

- Scanning the books on site
- Creation of programs to facilitate searchable access to the data (all index books have some variation in the subsection numbering)
- Logan staff creating the set outs for all names
- Configuration of programs to allow the linking to all digitized deed books
- Verification of all images at our location
- Verification of all index entries and all images on site (comparing to the original)
- Installation of programs including the upgrade of equipment if necessary
- Training of your staff and the public on the use of the system
- Creation of software for remote access to this indexing data over the Internet (including any custom modifications if necessary)

Based on our survey of the indexing books in your office, I have calculated the cost for these projects. Our normal cost for this type of conversion, including all of the software modifications and verification steps is \$2,650.00 per grantor book and \$2,200.00 per grantee book. These costs are based on books containing a certain number of images and subsections. For certain time periods in your history, the books are considered smaller than the books for which the pricing is based. Your prices have been modified to reflect the effective number of books. To aid in your review, I have included the actual number of books and the effective number for books for each time period as follows:

- 1975-1991
 - 14 Grantor Books – Effectively 6.1 books: \$16,165.00
 - 13 Grantee Books – Effectively 5.6 books: \$12,320.00
 - Total for all 27 grantor and grantee index books for 1975-1991:
\$28,485.00
- 1923-1974
 - 8 Grantor Books – Effectively 5.7 books: \$15,105.00
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\$27,865.00
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 - 4 Grantor Books – Effectively 3.1 books: \$8,215.00
 - 4 Grantee Books – Effectively 2.7 books: \$5,940.00
 - Total for all 8 grantor and grantee index books for 1860-January 1923:
\$14,155.00
- **Total for all index books from 1860-1991: \$70,505.00**

Register of Deeds staff have already scanned the images back to book 261 (July 1974). Therefore, a user in your office or on the Internet would be able search both land record indexing and imaging data from 1975 to current.

The remaining books in your office can be classified into two groups. The books from 135-260 are all large books that can be removed from their binders. Logan Systems would be willing to scan these books and process them through our verification process for \$125.00 per book. If we converted all of these books, the fee would be **\$15,750.00**.

The older books are all oversized books that are bound. These books can be converted from microfilm or by scanning the bound books. If you are interested in this project, let me know and we can discuss options.

Logan Systems understands that the intended source of funding for these projects may be the Automation Enhancement and Preservation fund. We would be happy to work with the County in deferring payment on these projects over the course of four fiscal years. We would complete the work in Fiscal Year 2013-2014. We would invoice for 25% of the work upon completion. Then we would invoice for 25% of the project in each of the next three fiscal years. So, if the index book project was completed for all books from 1860-1991 in Fiscal Year 2013-2014, we would invoice the \$70,505.00 project total as follows:

- FY 2013-14: \$17,626.25
- FY 2014-15: \$17,626.25
- FY 2015-16: \$17,626.25
- FY 2016-17: \$17,626.25

If we added the conversion of the oversized deed books from book 135-260, the total fees would be \$86,255.00. We would allow that to be paid over the course of four or five fiscal years, still completing the work in Fiscal Year 2013-2014. If you select the four year payment option, the amount would be \$21,563.75 per year. If you select the five year payment option, the amount would be \$17,251.00 per year.

Logan Systems further understands that these projects will be started only after the funding is made available by the appropriate county authorities. We estimate that the entire project can be completed in nine to twelve months. We look forward to providing your office with this conversion and enhanced automation services in the coming year. If you have any questions, please contact me at the toll free number listed above at your convenience.

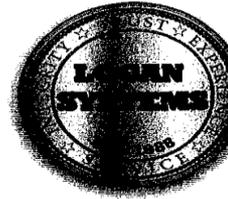
Sincerely,


Craig Sanders
President

Exhibit B



LOGAN SYSTEMS, INC.
P.O. Box 20844 • Greensboro, NC 27420
4003 Clifton Road • Greensboro, NC 27407
Toll Free: 1-800-342-2208 • Fax: 336-299-9905



March 8, 2013

Ms. Yvonne Alston
Warren County Register of Deeds
P.O. Box 506
Warrenton, NC

Re: Redaction Proposal

Dear Ms. Alston:

As the Register of Deeds, you have to balance the need for public access to records with the concern that citizens have regarding potential identity theft. Your web site currently provides users with access to deed books 261 (year 1974) to current.

We have discussed the potential threat for identity theft based on these land records being made available on the Internet. We discussed the technology of the OCR process that could help identify personal information such as social security numbers and driver's license numbers. In an effort to address this concern, the North Carolina legislature passed the Identity Theft Protection Act, which required Registers to redact a defined list of items off the Internet site if requested by a qualified person (basically the person whose information was on the document). However, since this time, there have been very few people that have requested that personal information on these documents be redacted pursuant to that statute. In fact, I understand that no one has ever made this request for the records in your office.

This Identity theft Protection Act did not address the proactive redaction of social security numbers off of documents made available on the Internet. Previously, there was some disagreement among Registers as to whether the Register had the legal right to remove social security numbers and other personal information. In 2009, the legislature clarified that a Register may proactively remove social security numbers and driver's license numbers from the records made available to the public on an Internet (remote access) site. Logan Systems proposes to redact all social security numbers and driver's license numbers from the land records displayed on your remote access site. This would cover the images from book 261 to current.

In addition, we are offering a solution for day-forward filings in your office. If you redact all of the back file images, we will redact day-forward filings on a periodic basis at no additional fee, so long as your office is paying the per month fee for the remote access (Internet) site. Your current pricing includes remote access and this would not result in an increase of your current fees.

Logan Systems is very experienced in the redaction of social security numbers from documents. We have completed redaction projects for Cumberland, Cabarrus, Catawba, Ashe, Alleghany, Lee, Vance, and Martin Counties. We have also completed redaction projects for over fifteen localities in Virginia. The total number of images processed for all of these customers exceeds forty million images.

I was a member of the Redaction Workgroup that made recommendations to the Virginia legislature with regard to redaction rules and policies. These recommendations were enacted into law and Logan Systems was the first vendor to redact information from our customer's records in Virginia.

Logan Systems' process for redaction utilizes OCR (Optical Character Recognition) technologies combined with sophisticated rule sets to identify not only all apparent social security numbers and other personal information, but also pages that contain contextual clues for personal information. This allows Logan Systems to maximize the accuracy of our process. Our experience shows that you need to have a human review of the documents beyond the software to achieve high levels of accuracy. For all of our Virginia and North Carolina redaction customers, Logan Systems is combining the OCR/software approach with a manual review of all pages where the software finds social security/driver's license numbers, clues related to these numbers, and certain other documents that always receive a manual review. Logan Systems will manually review all images in which:

- The software found personal information, such as a social security number;
- The software found a potential clue that personal information might be on the page;
- The software found a context clue, even though there is no apparent personal information;
- Documents in which the software found neither a social security number nor a clue, but that we put on a list to always be manually reviewed (federal tax liens, certain judgments, and death certificates, etc.)
- Signature pages of all documents, looking for hand written social security numbers.

We believe that adding the manual review of all signature pages allows Logan Systems to provide higher accuracy levels. We will identify and redact over 99% of the social security numbers and driver's license numbers on your documents.

I anticipate that we can complete the redaction project approximately six to nine months after receiving the approval for starting. Our fees for the project will be based on the actual number of images to process, and will be tiered for volume. This means that we will provide you with a discount for all images over 500,000 as follows:

- Rule writing fee: \$1,500.00
- First 500,000 images: \$.04 per image
- Images 500,001 to 1,000,000: \$.039 per image

We estimate that you will have 451,244 images for redaction. This includes all images for deed and deed of trust books from book 261 (July 16, 1974) to March 6, 2013.

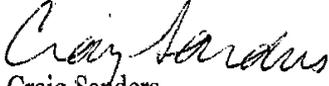
Therefore, using the estimate of images from above, our fee will be:

- Rule writing fee: \$1,500.00
- 451,244 images at \$.04 = 18,049.76
- Total fee for redaction: \$19,549.76

The pricing above assumes that the County contracts with Logan Systems in Fiscal Year 2013-2014. In the past, Logan Systems has agreed to receive payment for a conversion project over the course of multiple fiscal years. We have also recently proposed to scan index books and images for the office. If the redaction is combined with these projects, we would allow for up to five years to pay for the redaction.

Please contact me at your earliest convenience with any additional questions or comments at the toll free number listed above. We appreciate your business and look forward to providing this service to your office.

Sincerely,


Craig Sanders
President

Meeting Date: December 2, 2013

Agenda Item # 11-A

SUBJECT: Surplus Property

REQUESTED BY:

SUMMARY: The County has certain property which is no longer needed and may lawfully dispose of such property through declaring "Surplus Property" and conveyance or sale by auction, bid, and/or electronic advertisement; pursuant to Article 12, NCGS 160A-268, therefore it is requested to declare surplus property and convey or sell at auction: Calculator, Desk, Shredder and File Cabinet no longer used by the Health Department.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution declaring certain items no longer used by the Health Department as surplus property pursuant to Article 12, NCGS 160A-268, and authorize said property be conveyed or sold by auction, bid or electronic advertisement.

NOTES:

*STATE OF NORTH CAROLINA
COUNTY OF WARREN*

*RESOLUTION
SALE OF SURPLUS
WARREN COUNTY PROPERTY*

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

NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners will convey or sell Calculator, Desk, Shredder and File Cabinet no longer used by the Health Department as Surplus Property.

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

ADOPTED this the 2nd day of December 2013.

*WARREN COUNTY BOARD OF COMMISSIONERS
Bertadean W. Baker, Chairman*



Desk



File cabinet w/broken drawer



Calculator



Paper shredder



Meeting Date: December 2, 2013

Agenda Item # 11-B

SUBJECT: Surplus Property

REQUESTED BY:

SUMMARY: The County has certain tax foreclosed properties that are not needed and may lawfully dispose of such property through declaring "Surplus Property" and conveyance or sale by auction, bid, and/or electronic advertisement pursuant to Article 12, NCGS 160A-268, therefore, it is requested to declare surplus property and convey or sell at auction tax parcels: J11-54A on Capps Farm Rd Tower Rd and E6-67A on ML King, Jr. Blvd.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution declaring certain tax foreclosed properties surplus pursuant to Article 12, NCGS 160A-268, and authorizing conveyance or sale by auction, bid, and/or electronic advertisement.

NOTES:

**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 will sell through online auction the following real property:

<u>Property Identification</u>		<u>Minimum Bid Accepted</u>	<u>Acres</u>
<u>Parcel – Acct #</u>			
E6-67A	Dr. Martin L. King Jr. Blvd, SR 1001	1,965	1.20
J11-54A	Capps Farm Road (Fishing Creek)	2,803	1.00

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 reserve the right to reject any or all bids, to waive informalities, and to award bid in the opinion of the Owner 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.

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 Internet Based Auction Sites with notice in the Warren Record and otherwise appropriately advertised according to law.

ADOPTED this the 2nd day of December 2013.

WARREN COUNTY BOARD OF COMMISSIONERS
Bertadean Baker, Chairman

PROPERTY DESCRIPTION WILLIAMS NO 2 PLAT 19/83 DR MLK JR BLVD 1001 SR		TAX SUBDIVISIONS WARRENTON TWP CENTRAL WARREN FIRE		MAP NUMBER CARD NO E6 67A 1 RECORD NUMBER: . 19947 ROUTE LISTER: BA082907 REVIEW: BA082207																												
TOPO ROLLING	STREET PAVED MED TRFC	UTILITY ELECTRIC	ZONING 1.20 ACRES	NBHD 1200																												
NOTES:																																
#	LAND CLASS	SIZE	BASE RATE	FENT	DPTH	ADJ	ADJ RATE	UNITS	LND-VALUE																							
1	21MPAVE/BLD	1.00AC	9000				9000	1.00	9000																							
2	36AMIXEDRES	0.20AC	1600	2.38	ACF		3808	0.20	762																							
LAND VALUE:									9762																							
#	OTHER FEAT	SIZE	BASE RATE	COND			ADJ RATE	UNITS	QFB-VALUE																							
OTHER VALUE:																																
FOUNDATION	XTRFNISH	ROOFTYPE	ROOFTMTR	SIZE/QTY																												
				1.00STHT																												
WALLENSH	FLOORS	HEAT&AIR	HEATFUEL																													
<table border="1"> <tr> <td>BASE</td> <td>GEDE</td> <td>HEAT</td> <td>EXWL</td> <td>WLHT</td> <td>ADJ RAT</td> <td>AREA</td> <td>REC N</td> <td>DEFF</td> <td>CNDF</td> <td>STR</td> <td>VALUE</td> </tr> <tr> <td colspan="11"></td> </tr> </table>										BASE	GEDE	HEAT	EXWL	WLHT	ADJ RAT	AREA	REC N	DEFF	CNDF	STR	VALUE											
BASE	GEDE	HEAT	EXWL	WLHT	ADJ RAT	AREA	REC N	DEFF	CNDF	STR	VALUE																					
STRUCTURE VALUE:																																
VALUE	REV-VAL	P-N			8134LV/AC		TOTAL VALUE		9762																							
9762	5476	178%																														
0	0	0																														
9762	5476	178%																														
CAVE:	0	0.85					TOTAL APPRAISED-VALUE:		9762																							



ID # J11-54A Capps Farm Rd (Fishing Creek Township)

Min bid ~ 2,803 acre 1.00

2011 728 300		PROPERTY DESCRIPTION		TAX SUBDIVISIONS		MAP NUMBER		CARD NO	
A		SILVER		FISHING CREEK TWP		J11 54A		1	
2ND FL 21217		CAPPS FARM RD		ARCOLA FIRE		RECORD NUMB 271			
00001976						ROUTE		LISTER:BA041007	
						REVIEW:BA041007			
TOPO	STREET	UTILITY	ZONING	1.00 ACRES			NBHD		
ROLLING	PAVED	ELECTRIC					0100		
		LOW TRFC		NOTES:					
#	LAND CLASS	SIZE	BASE RATE	FRNT	DEPTH	ADJ	ADJ RATE	UNITS	LND VALUE
1	21PPAVE/BLD	1.00AC	6000				6000	1.00	6000
LAND VALUE:									6000
#	OTHER FEAT	SIZE	BASE RATE	COND			ADJ RATE	UNITS	OFB VALUE
OTHER VALUE:									
FNDATION XTRENISH ROOFTYPE ROOFMTRL SIZE/QTY									
WALLENSH FLOORS HEAT&AIR HEATFUEL									
TCH-SF*STHT= AREA RATE*GRDE+HEAT*EXWL*MLHT*ADJRT* AREA= RECN* DERE*CNDF=STR-VALUE									
STRUCTURE VALUE:									
VALUE	PREV-VAL	P-N%	6000LV/AC		TOTAL VALUE				
6000	5000	120%			6000				
0	0				0				
0	0				0				
6000	5000	120%			6000				
IUSTMENT-NBHD: 100 CAVE: 0 * 0.85 = 0 TOTAL APPRAISED-VALUE: 6000									



Meeting Date: December 2, 2013

Agenda Item # 11-C

SUBJECT: Surplus Property

REQUESTED BY: Clerk to the Board

SUMMARY: Report of October 2013 vehicle auction for Board's information.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



ID	Description	Buyer	Buyer's State	Starting Bid	Sold Amount	Bids	Auction Ended	Status
139	2007 Ford Crown Victoria Police	S. Ashous	FL	\$500.00	\$1,525.00	26	10/31/13 3:00 PM	PU
140	2001 Ford Crown Victoria Police	K. Taylor	FL	\$500.00	\$500.00	1	10/30/13 3:31 PM	NPU
141	2002 Ford Crown Victoria Police	D. Davis	VA	\$500.00	\$820.00	14	10/29/13 1:10 PM	PU
142	2005 Ford Crown Victoria Police	C. Dixon	NC	\$500.00	\$575.00	4	10/30/13 4:00 PM	PU
143	2004 Ford Crown Victoria Police	T. Dishner	TN	(\$500.00)	(\$700.00)	3	10/31/13 3:00 PM	
	This vehicle put back out for auction.	Purchase cancelled						
				\$2,000.00	\$3,420.00			

Meeting Date: December 2, 2013

Agenda Item # 11-D

SUBJECT: Surplus Property (Tax Parcel # D5-123E)

REQUESTED BY: Land Owner (Bradby)

SUMMARY: M. Bradby requests Board postpone auction and allow her more time to satisfy an outstanding tax lien of \$1,402.97. She has experienced extenuating circumstances and requests authorization to set-up a payment plan to become current on said taxes owed.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend property be auctioned as surplus property, and advise the former property owner that she can submit a bid at the appropriate time should she be interested in redeeming the property

NOTES:

NOV 21 2013

WARREN COUNTY MANAGER'S OFFICE

Warren County Board of Commis
P.O. Box 619
Warrenton, N.C. 27589

Dear Sir/Madame:

My name is Mary Bradby and I am writing you in regards to the parcel of land with Parcel # D5123E. The land is or was in mine and my ex-husbands name Leon Bradby. I pray and hope you will be able to help me recover this property. It was left to me by my parents. Since then I have gotten divorced years ago and I was never served with the papers about it being sold. I understood it was mine or our responsibility to pay the taxes but I don't live in N.C. I live in VA now and anything you can do to help me would be greatly appreciated. My current address is 1572 Clarkson Rd #D, Richmond, VA. 23224.

Please sir if you could not sell the land and give me a chance to pay the back taxes and fees I really would appreciate it.

I look forward to hearing from you soon in reference to this matter. Please let me know what I can do at this time. I don't have \$1400+ to pay at this time but if I could make some arrangements with you to get it paid off as soon as possible it would be greatly helpful.
God Bless +
Thank You again.



Now, therefore, for and in consideration of the premises and the sum of \$1,402.97, receipt of which is hereby acknowledged, the said MARK D. BARDILL, Commissioner, does by these presents, hereby bargain, sell, grant, and convey to the said County of Warren, and their successors, heirs and assigns that certain parcel or tract of land, situated in Warrenton Township, Warren County, North Carolina, and described as follows:

A tract or parcel of land in the County of Warren and State of North Carolina, in Warrenton Township, and bounded as follows: Containing 30,012 square feet according to survey and plat of Luther E. Stegall, Registered Land Surveyor, dated December 7, 1985, which plat is recorded in Deed Book 431, Page 50, Warren County Registry. There is also conveyed herewith a perpetual right of ingress and egress on, over, and upon a 20 foot right of way to and from S.R. #1145.

Subject to restrictive covenants and easements of record.

Parcel Number: D5 123E

Meeting Date: December 2, 2013

Agenda Item # 12-A

SUBJECT: 2014 Board of Commissioners Regular Meeting Schedule

REQUESTED BY: Clerk to the Board

**SUMMARY: It is submitted to adopt 2014 Regular Monthly Meeting schedule
(see next page).**

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:





Warren County Board of Commissioners
&
Warren County Board of Commissioners
As
Governing Body of Water Districts
2014 Meeting Schedule

The Warren County Board of Commissioner’s regularly scheduled meetings are held on the first Monday of each month at 6:00 pm. Mid-Monthly meetings shall be scheduled as needed. All meetings are in the Board of Commissioners’ Official meeting room at the Warren County Armory Civic Center unless otherwise posted.

PLEASE NOTE:

* The 1st Monday in March is NACo Legislative Conference and September is County observed Holiday, therefore these meetings will be held as indicated.

January 6, 2014	July 7th
February 3rd	August 4th
March 10th * (2nd Monday)	September 8th * (Sept 1st is a holiday)
April 7th	October 6th
May 5th	November 3rd
June 2nd	December 1st

Meeting Date: December 2, 2013

Agenda Item # 12-B

SUBJECT: 2014 Board of Commissioners Work Session Schedule

REQUESTED BY: Clerk to the Board

SUMMARY: It is submitted to adopt 2014 Work Session schedule:

February 19th, April 16th, June 18th, August 20th, October 15th & December 10th

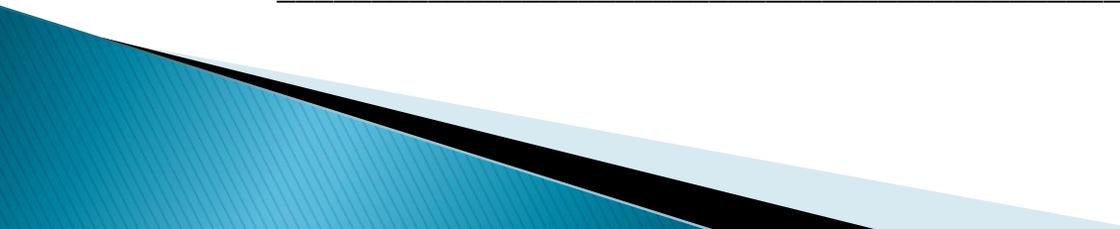
FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:





Warren County Board of Commissioners

2014 Work Session Schedule

Work Sessions are held the 3rd Wednesday of every other month unless otherwise posted.

Regular Commissioner Work Sessions

6:00 pm in the Warren County
Board of Commissioners'
Armory Civic Center Meeting Room

February 19th
August 20th

April 16th
October 15th

June 18th
December 10th

Meeting Date: December 2, 2013

Agenda Item # 12-C

SUBJECT: 2014 Board of Commissioners Budget Goals Setting Work Session

REQUESTED BY: Clerk to the Board

SUMMARY: It is submitted to adopt 2014 Budget Goals Setting Work Session:

Date: January 22, 2014

Time: 10:00 a.m. – 3:00 p.m.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

January 22nd
Budget Goal Setting Work Session

TIME:
10:00 am – 3:00 pm

LOCATION:
Armory Civic Center Commissioners
Meeting Room

Meeting Date: December 2, 2013

Item # 13-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:

NOTES:

**24 paged
report has been
provided to
Board members
in a separate
e-mail.**

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:

Community Development Block Grant Program

Contractor: Herman Rouse, LLC

Properties:

102 Rooker St., Norlina, NC - \$3,438.65

112 Rocky Creek Rd., Norlina, NC - \$2,076.00

994 Warren Plains Rd., Warrenton, NC - \$4,800

196 Perrytown Rd., Warrenton, NC - \$2,490

Contractor: Clement Construction Company

Properties:

420 Jerman Lane, Norlina, NC - \$4,800

122 Kinderhook Lane, Henderson, NC - \$5,000

401 Division St., Norlina, NC - \$5,000

1182 Parktown Rd., Warrenton, NC - \$4,150

Contractor: Mustian Electric & Plumbing

Properties:

135 E. Haliwa Dr., Warrenton, NC - \$755

671 Jones Chapel Rd., Norlina, NC - \$1,081

196 Perrytown Rd., Warrenton, NC - \$1,151

Contractor: Vance Plumbing Company

Property: 952 NC Hwy. 43, Macon, NC - \$840

Contractor: Larry Service Center

Property: 282 Axtell-Ridgeway Rd., Norlina, NC - \$3,450

MEMORANDUM

Page 2

November 27, 2013

**24 paged
report has been
provided to
Board members
in a separate
e-mail.**

Contracts for water connection to the County water system and urgent repairs to several homes for Warren County residents being served in the CDBG Infrastructure Hook-Up program have been entered into with the contractors noted above. All work was bid with the lowest bidders being awarded the contracts. CDBG funds are being used to pay the expenses associated with this work.

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

Attachments

Meeting Date: December 2, 2013

Item # 13-B

SUBJECT: County Manager's Report

REQUESTED BY: Linda T. Worth, Warren County Manager

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

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



RE: November 2013 Status Report

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

Administration

- Prepared for and attended Board of Commissioners Regular Meeting (11/4/13)
- Attended meeting with Finance Office Staff, Department Heads and Supervisors to discuss new E-Verify requirements (11/6/13)
- Met with DSS Director (11/6/13)
- Prepared for and participated in Broadband Community Meeting (11/6/13)
- Veteran's Day Holiday (11/11/13)
- Attended Budgeting In Local Government Class at School of Government (11/12-15/13)
- Attended Kerr Tar REDC Advisory Board meeting (11/18/13)
- Prepared for and attended Buck Spring Project Committee meeting (11/19/13)
- Attended meeting with Henderson & Oxford City Managers to discuss KLRWS issues/concerns (11/20/13)
- Worked on Golden LEAF Letter of Inquiry (11/21-22/13)
- Met with County Attorney to discuss various matters (11/21/13)
- Prepared for and attended monthly Department Heads meeting (11/21/13)
- Worked on Golden LEAF Letter of Inquiry (11/25-26/13)
- Met with County Attorney and DSS Director (11/26/13)
- Thanksgiving Holidays (11/28-29/13)

Other Activities

- Attended Retirement Luncheon for Detention Center and Sheriff's Department Employees (11/8/13)
- Attended Funeral of former County Commissioner Rev. Francis L. Alston (11/9/13)
- Presenter for Ridgeway Baptist Church Women's Conference (11/16/13)
- Attended Retirement Luncheon for EMS Employee (11/22/13)

Project Updates

Simulcast Radio System Upgrade Project

The radio system upgrades were turned-on on 11/20/13! We are now in the 30-day acceptance period with the Vendor. The Vendor, Emergency Services Director and the County's Consultant are monitoring the upgraded VHF communications system to determine if there are any areas not working properly. We will keep you posted as we progress through the acceptance period.

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 begun work on the upgrades to be funded by the PARTF grant and the County's matching funds.

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. We are working diligently with Kerr-Tar COG Grant Administrators to move these projects forward to completion.

Golden LEAF Community-Based Grantsmaking Initiative

Warren County's three project submissions have been selected by Golden LEAF to move to the next step in the process, the submission of Letters of Inquiry (LOI). LOI's must be completed and submitted to Golden LEAF by each Project Manager by 12:00 noon on 12/2/13.

Meeting Date: December 2, 2013

Item # 14

*Closed Session in accordance
with
NC GS § 143-318.11(3)*

= = =

Attorney/Client Privileged Information



Adjourn

December 2, 2013
Regular Meeting