

WARREN COUNTY  
BOARD OF COMMISSIONERS

*March 10, 2014*

*6:00 PM – Regular Meeting*

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

PREPARED BY

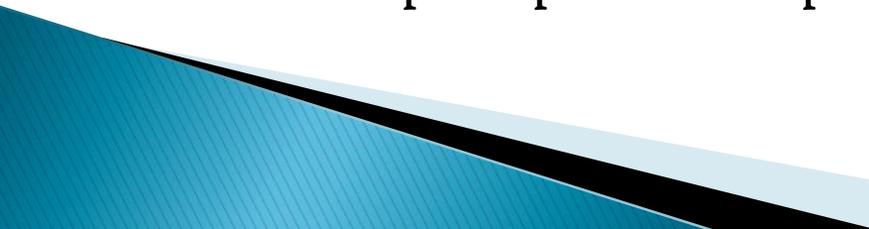
*Angelena Kearney-Dunlap  
Clerk to the Warren County  
Board of Commissioners*

Call to Order March 10, 2014  
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.**
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Agenda Item # 4

# 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.

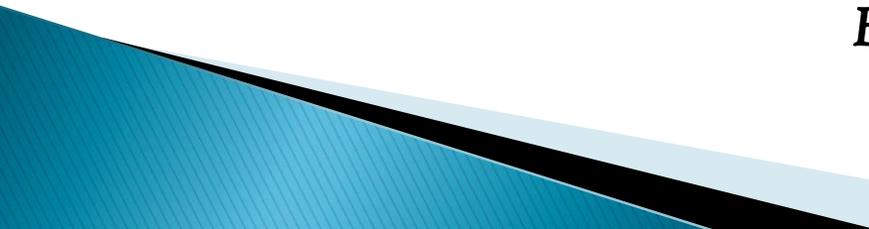
Any group of people who support or oppose the same position should  
designate a spokesperson.

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: March 10, 2014

Agenda Item # 5

SUBJECT: Adopt 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  
See 11-B

**SUGGESTED AGENDA  
FOR  
MARCH 10, 2014 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
*Armory Civic Center*  
WARRENTON, NORTH CAROLINA**

1. Call to Order Regular Monthly Meeting – 6:00 pm by Chairman
2. Moment of Silence
3. Conflict of Interest Disclaimer
4. Citizen Comments
5. Adopt March 10, 2014 Suggested Agenda
6. Consent Agenda
  - A. Approve Minutes: December 2, 2013 – Organizational Meeting  
February 3, 2014 - Regular Monthly Meeting
  - B. Interest Income Report – Finance Director Gloria Edmonds
  - C. Tax Collector’s Report – Tax Administrator Starlin Beatty
  - D. Tax Release Requests (Over \$100) – Tax Administrator Starlin Beatty  
Tax Release Requests (Under \$100) - “ “ “ “
  - E. CDBG February Monthly Performance Status Reports: 11-C-2328 & 10-C-2227
  - F. Litter Sweep Resolution April 26 – May 10, 2014
7. Finance Office – Gloria Edmonds, Finance Officer
  - A. Budget Amendment # 7 to 2013-14 Warren County Budget Ordinance
  - B. Authorization to Honor Facsimile Signature on Warren Co. Accounts
  - C. Authorization for Signatory on Community Development Block Grants

Revised  
See 11-B

8. Follow-up To February 19, 2014 Work Session:
  - A. Warren County Policy for Funding Non-Profit Agencies
  - B. Proposed MOA for Historic Hendrick House Restoration & Re-Use Project
9. Appointment to the Kerr Tar Regional Workforce Development Board – John Alston
10. Surplus Property
  - A. Consider Bid for 2.03 acres (Parcel ID D6-75H) on No Bottom Road – Attorney Lewis A. Thompson, III for James Hyman
  - B. Resolution Declaring Surplus Property & Authorizing Auction of vehicle, wheel-chair & medical equipment
  - C. Resolution Conveying Wheelchair to Warren County School System – A. Giddiens
11. Public Utilities – Macon Robertson, Director
  - A. Authorize Public Utilities to Advertise for Construction Bids – District III Eaton’s Ferry Bridge Project – Macon Robertson
  - B. *Schedule Two (2) Pubic Hearings for Proposed Pleasant Hill Pump Station Replacement Project: April 7<sup>th</sup> and April 16<sup>th</sup> at 5:45 pm*
12. Adopt FY 2014-15 Budget Schedule – Clerk to the Board
13. County Manager’s Report
  - A. Contracts Approved for February 2014
  - B. County Manager’s February 2014 Status Report
14. Adjourn March 10, 2014 Board Meeting

Meeting Date: March 10, 2014

Consent Agenda Item # 6A

SUBJECT: Approve Minutes

REQUESTED BY: Clerk to the Board

SUMMARY: Minutes of December 2, 2013 Organizational Meeting and February 3, 2014 Meetings 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:

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NOTES:

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Minutes of:

December 2, 2013 Organizational Meeting  
And  
February 3, 2014 Regular Monthly Meeting

have been provided via e-mail to Board  
Members for review.



Meeting Date: March 10, 2014

Consent Agenda Item # 6B

**SUBJECT:** Interest Income Report

**REQUESTED BY:** Gloria Edmonds, Finance Director

**SUMMARY:** Interest Income Report for the month of January 2014 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 January 2014**

FUND	JANUARY INCOME	FISCAL YEAR TO - DATE
General	370.96	1,416.94
Revaluation	2.71	18.96
E 911 Telephone System	2.85	19.54
Buck Spring Project	2.48	18.13
Ambulance Storage Facility	0.47	3.43
Simulcast System Upgrade	1.33	8.06
Regional Water Enterprise Fund	3.49	25.75
District 1 Enterprise Fund	8.88	60.49
Solid Waste	2.17	4.69
District II Enterprise Fund	7.53	51.05
District III Phase II BANS	0.07	0.26
District III Enterprise Fund	4.44	20.93
Soul City Pump Station Improvements	0.32	2.34
District III Phase III	0.63	3.72
	408.33	1,654.29

**Meeting Date: March 10, 2014**

**Consent Agenda Item # 6C**

**SUBJECT: Tax Collector's Report**

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

**SUMMARY: Tax Collector's Report for the month of January 2014 is presented for the Board's information.**

**FUNDING SOURCE: General Fund**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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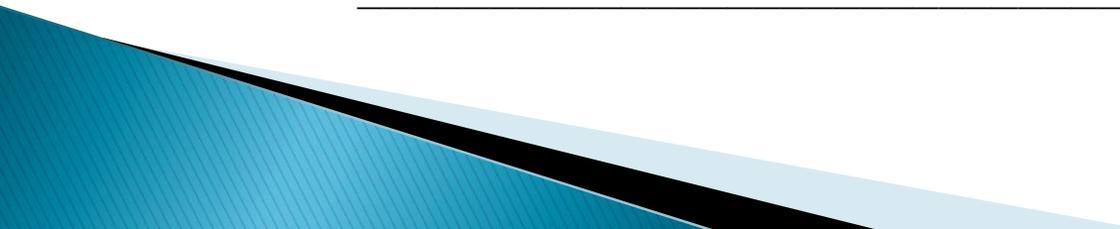
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**NOTES:**

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**Tax Collector's Report  
to the Warren County Board of Commissioners  
For the Month JANUARY 2014**

**Current Year Collections**

Tax Year	Charge	Collected in JANUARY	Collected to Date	Balance Outstanding	Percentage Collected
JANUARY 2014 FY14	\$16,872,595	\$2,402,014	\$15,045,715	\$1,826,880	89.17
JANUARY 2014 FY13	\$16,763,376	\$3,263,669	\$15,037,808	\$1,725,568	89.71

**Delinquent Collections**

2012	\$639,657	\$20,305	\$275,952	\$363,704	43.14
2011	262,055	4,107	75,730	186,325	28.90
2010	153,529	1,050	19,601	133,928	12.77
2009	119,001	1,134	8,898	110,103	7.48
2008	111,173	1,223	8,241	102,932	7.41
2007	121,856	480	3,904	117,952	3.20
2006	114,738	120	3,278	111,460	2.86
2005	98,140	295	2,988	95,152	3.04
2004	88,203	101	2,291	85,912	2.60
2003	75,788	118	2,711	73,077	3.58
<b>Total Delinquent Years</b>	<b>\$ 1,784,140</b>	<b>\$28,933</b>	<b>\$ 403,594</b>	<b>\$ 1,380,545</b>	

**Other JANUARY Receipts**

County Penalties  
Landfill User Fees  
Municipalities  
Fire District Taxes  
Advance Taxes

\$ 12,759	\$ 75,914
\$ 170,364	\$ 1,025,951
\$ 350,188	\$ 509,044
\$ 114,217	\$ 725,613
\$ 1,098	\$ 1,780

**JANUARY GRAND TOTAL**

<b>\$ 3,079,573</b>	<b>\$ 17,787,611</b>
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*Starlin L. Beatty*  
Starlin L. Beatty, Tax Administrator

3/3/2014

DATE

Meeting Date: March 10, 2014

Consent Agenda Item # 6D

**SUBJECT:** Request for Approval of 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 105-38I. TAXPAYER'S REMEDIES

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval of tax releases over \$100.

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**NOTES:**

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# Request For Tax Releases Over \$100

Over \$100

3/10/2014

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

**ERROR CORRECTION RELEASES:**

EDWARDS TIMOTHY & ZACCARRA	2013 13550 200		30029	\$200.57	MH REPOED SINCE 2008
EDWARDS TIMOTHY & ZACCARRA	2012 13550 112		61761	\$220.16	MH REPOED SINCE 2008
EDWARDS TIMOTHY & ZACCARRA	2011 13550 111		54303	\$239.43	MH REPOED SINCE 2008
EDWARDS TIMOTHY & ZACCARRA	2010 13550 110		50570	\$261.26	MH REPOED SINCE 2008
EDWARDS TIMOTHY & ZACCARRA	2009 13550 109		47276	\$168.84	MH REPOED SINCE 2008
EVANS CASSANDRA	2011 583 111		53977	\$360.30	DW CHARGED TO HUSBAND & WIFE
HAWKINS DONNELL & OTHERS	2013 2456 300	G8 80	6446	\$143.08	MH DEMOLISHED IN 2012
MCNC	2013 39397 208		26464	\$427.86	BPP OVER ASSESSED
MCNC	2013 39397 202		26462	\$583.36	BPP OVER ASSESSED
MCNC	2013 39397 209		26430	\$220.58	BPP OVER ASSESSED
MCNC	2013 39397 207		26456	\$125.83	BPP OVER ASSESSED
MCNC	2013 39397 110		26432	\$247.63	BPP OVER ASSESSED
MELLONIECE MILLER	2013 31948 300	F3 5C	21853	\$216.35	MH SOLD IN 2011
MESCO GARY	2013 39188 200		26311	\$130.24	BOAT SOLD JUNE 2012
STEVENSON ANNIE	2008 20433 108		44306	\$259.14	DOUBLE BILLED/ALSO ON ACCT 39161 200
STEVENSON ANNIE	2009 20433 109		47198	\$203.75	DOUBLE BILLED/ALSO ON ACCT 39161 200
STEVENSON ANNIE	2010 20433 110		50462	\$316.65	DOUBLE BILLED/ALSO ON ACCT 39161 200
STEVENSON ANNIE	2011 20433 111		54195	\$277.29	DOUBLE BILLED/ALSO ON ACCT 39161 200
STEVENSON ANNIE	2012 20433 112		61493	\$258.04	DOUBLE BILLED/ALSO ON ACCT 39161 200
STEVENSON ANNIE	2013 20433 200		27957	\$234.24	DOUBLE BILLED/ALSO ON ACCT 39161 200
VICK DAISY M T	2005 28175 105		36308	\$200.84	SOLD & MOVED OUT OF STATE IN 2004
VICK DAISY M T	2008 28175 108		44396	\$171.45	SOLD & MOVED OUT OF STATE IN 2004

**SUB-TOTAL ERROR CORRECTIONS:**

**\$5,466.89**

**MOTOR VEHICLE RELEASES:**

COLEMAN CHARLES EDWARD	2010 8682 110	HD64462	49558	\$160.79	DECEASED/TAGS TURNED IN
HARRIS TERESA F	2013 25533 2427	BMJ7874	75545	\$156.85	DOUBLE BILLED FROM DMV
JONES MARSHALL R JR	2013 1995 2282	AHX8195	73722	\$140.91	MOVED TO SC

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$458.55**

**SUB-TOTAL CORRECTION RELEASES:**

**\$5,466.89**

**Total Releases**

**\$ 5,925.44**

**LANDFILL USER FEE RELEASES:**

GREER BROTHERS	2013 16427 327	G7 37 1X	5702	\$	122.40	SENT IN CONTRACT ON TIME/FORM LOST
SPRUILL HUGHLEY C HEIRS	2013 38509 300	I6 33	12218	\$	120.00	HSE UNLIVEABLE/NO LFUF

**TOTAL LFUF RELEASES:**

**\$ 242.40**

**Total Releases**

**\$ 6,167.84**

# Request For Tax Releases Under \$100

Under \$100

3/10/2014

Date: *LSW*  
*2/28/14*

**ERROR CORRECTION RELEASES:**

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD #</u>	<u>AMOUNT</u>	<u>REASON</u>
ADVANCED INFORMATION SOLUTIONS	2013	33499 200		26454	\$ 16.99	BUSINESS CLOSED IN 2012
GARRETT JAMES & OTHERS	2013	26906 300	L2C 34	4776	\$ 75.79	MH MOVED PRIOR TO 1/1/13
HENDERSON LEONIA CHEEK	2013	19527 300	F6 133	6793	\$ 15.14	MH REMOVED 9/2012
HERRING TONY	2013	24424 300	K2C 37B	21218	\$ 12.77	RELEASE INTEREST PER SLB
MCNC	2013	39397 204		26459	\$ 83.27	CAN'T FIND ON MAP
RIGGAN GLENN R	2013	34301 314	G5 8	11497	\$ 71.00	MH PICKED UP TWICE/ONLY OWNS 1 MH

**SUB-TOTAL ERROR CORRECTIONS:**

**\$ 274.96**

**MOTOR VEHICLE RELEASES:**

BULLOCK MARY M	2009	5723 109	XNB4696	46513	\$14.96	DECEASED 2009
CAROLINA TELEPHONE	2013	8778 2188	EC6098	73628	\$89.18	VEHICLE PAID THRU UTILITIES
CARTER ERVIN GOWAYNE	2013	7208 1025	YWZ4866	75809	\$5.85	SOLD
COLEMAN CHARLES EDWARD	2010	8682 110	HD64461	49470	\$35.85	DECEASED/TAGS TURNED IN
DURHAM FRANCHINE M	2013	29132 1594	AAH4247	67908	\$30.26	RELEASED TO VANCE CO
EVANS DEBRA JEAN	2013	13612 2287	BKS8567	70385	\$85.30	REPO
FITTS JOHNNIE JR HEIRS	2013	6335 2081	ACY2801	71885	\$69.12	SOLD
HINES CURFORT M	2013	20125 2046	BBN4524	73486	\$38.41	NOT A BLAZER/WRONG BODY MAKE
HOBGOOD JAMES ERIC	2013	6503 2350	YNC5746	72154	\$18.40	SOLD
KEARNEY AL K	2013	1373 2487	BLT8352	75605	\$68.56	SOLD
KEARNEY CHERRELL D	2013	1373 2317	YZW9645	75435	\$36.48	SOLD
LEATH CHARLIE E	2013	45612 112	YYX7023	59265	\$10.88	TRADED
LODATO KIMBERLY ANN	2013	57 1860	BKZ9776	71664	\$9.40	TOTALED
PERKINSON MARY P	2013	30803 1429	SXT5811	76489	\$23.45	TOTALED
PELLETIER JOHN C	2013	14962 1896	ABT8968	68210	\$94.94	MOVED OUT OF CITY LIMITS IN 2013
PELLETIER JOHN C	2013	14962 1691	NRL8157	74809	\$53.25	MOVED OUT OF CITY LIMITS IN 2013
PELLETIER JOHN C	2013	14962 2141	TXK1959	75259	\$89.97	MOVED OUT OF CITY LIMITS IN 2013
PEREZ FRANCISCO BELTRAN	2013	22416 1207	BS52874	75991	\$9.59	SOLD
RICHARDSON PRESTON E	2013	37099 2374	ABB4191	65199	\$4.67	SOLD
SOLARI WILLIAM J	2013	38110 2025	XVC2824	73465	\$48.25	GAVE TO SON
SOUTHERLAND JOYCE DENISE	2013	9393 1539	BLT6607	71343	\$37.38	DOESN'T LIVE IN CITY LIMITS OF NORLINA
STEPHENSON CARLEEN E	2013	35264 2308	AAM8819	75426	\$51.63	DOESN'T LIVE IN TOWN OF WARRENTON
THURMAN KHADIJAH RENEE	2013	39077 2525	BLT7530	73965	\$7.39	TOTALED
WATSON CLARENCE E HEIRS	2009	42633 109	TXK6150	46743	\$13.70	DECEASED
WATSON CLARENCE E HEIRS	2010	42633 110	ZSW6559	49561	\$80.18	DECEASED
WATSON CLARENCE E HEIRS	2011	42633 111	ZWS3938	53671	\$71.58	DECEASED
WETHINGTON MARK WESLEY	2013	8790 1643	BLJ2369	74761	\$14.19	SOLD
WILLIAMS WALTER R	2013	16154 110	VRJ4541	49641	\$13.05	DECEASED/RELEASE PER SLB
WILSON SANDRA M	2013	45129 1980	BLT6204	70078	\$77.84	MOVED TO FL

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$1,203.71**

**SUB-TOTAL CORRECTION RELEASES:**

**\$274.96**

**Total Releases**

**\$ 1,478.67**

Meeting Date: March 10, 2014

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 information and 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 Report for CDBG Grants #10-C-2227 and 11-C-2328.

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NOTES:

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# Monthly Performance Status Report

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

Grantee Name: Warren County Grant Number: 11-C-2328 Month: February Year: 2014

Submitted: March 2014

<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: Amelia J. Warren

Board or Council Update:

Title: Community Development Planner

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

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

### Performance Schedule

(Based on *Performance Based Contract*)

On/Off Schedule

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

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

Meeting Date: March 10, 2014

Consent Agenda Item # 6F

SUBJECT: Litter Sweep April 26 – May 10, 2014

REQUESTED BY: NC Department of Transportation

SUMMARY: Resolution of Support submitted for Board's review and adoption.

FUNDING SOURCE: N/A

APPLICABLE STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution of Support for Spring Litter Sweep.

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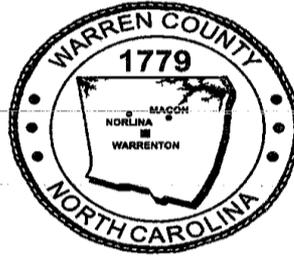
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NOTES:

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## WARREN COUNTY BOARD OF COMMISSIONERS

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

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

Linda T. Worth  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

State of North Carolina

County of Warren

### Resolution of Support for the April 26 – May 10, 2014 Spring Litter Sweep

**WHEREAS**, Warren County's continued prosperity is largely dependent upon attracting businesses, industry, and tourism to the area, and,

**WHEREAS**, Warren County has embraced and supports small businesses and increased tourism opportunities; and,

**WHEREAS**, Warren County businesses, traditional and emerging industries all depend on a robust and thriving local economy; and,

**WHEREAS**, a Clean Community is a means of attracting individuals, families, groups and commerce that will:

- Aid in job creation;
- Attract tourists and visitors, and
- Encourage Warren County natives to return home to visit or stay.

**NOW THEREFORE BE IT RESOLVED** that the County of Warren actively participate in the April 26-May 10, 2014 Litter Sweep as part of NC DOT's Biannual Clean-up Drive.

**BE IT FURTHER RESOLVED** that all Warren County citizens, both young and old, participate in this effort by organizing a clean-up project in your community.

**ADOPTED THIS 10<sup>th</sup> DAY OF MARCH, 2014.**

**Bertadean W. Baker, Chairman**  
Warren County Board of Commissioners

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

**Angelena Kearney-Dunlap, Clerk**

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

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**SPRING**  
**Litter Sweep**

**APRIL 26–MAY 10, 2014**

**When picking up cleaning supplies, ask for  
the new orange reversible to blue bag!**

**VOLUNTEER LOCALLY**

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
BIANNUAL CLEANUP DRIVE**

Forms, posters and telephone listings are available on our website.

**THE LITTER SWEEP HOTLINE**

**1-800-331-5864**

**[www.ncdot.gov/~littersweep](http://www.ncdot.gov/~littersweep)**

**SWAT-A-LITTERBUG**

Let us know when a person is littering by contacting our Office of Beautification Programs through the Swat-A-Litterbug process. Find out more at [www.ncdot.gov/~litterbug](http://www.ncdot.gov/~litterbug) or call our Customer Service Office at 1-877-DOT-4YOU (1-877-368-4968).



**Flip up for  
more information**

# FALL LITTER SWEEP

April 26–May 10, 2014

## Safety Rules and Guidelines For Volunteers

- Park in areas that: provide safe entrance and exit of the pickup area; do not create hazards with other vehicles and equipment operating near the work area; provide maximum protection for volunteers getting in and out of the vehicle.
- All volunteers must wear an NCDOT approved orange safety vest. It is a good practice to wear long-sleeve shirts, gloves and high-top boots to protect against unforeseen hazards.
- Take extra precautions to prevent heat and cold stress when working in extreme temperatures. Pick up only during daylight hours and stop work during inclement weather.
- Face oncoming traffic while on foot. Stay off the road at least five feet from the pavement edge.
- Do not pick up in ditches, tunnels, on road surfaces, bridges, overpasses or medians. Avoid any construction.
- Work in small groups, allowing ample space for each volunteer to work safely.
- Place tools in safe position so that sharp points are not exposed.
- Be aware of hidden obstructions that may have sharp edges and broken glass, especially in grassy areas.
- Do not attempt to squeeze bags to make room for more trash. Use caution when handling trash bags containing broken or sharp objects. Use proper lifting techniques when lifting bags.
- Do not pick up what appears to be hazardous material or any type of container with unknown contents (notify your Adopt-A-Highway coordinator or NCDOT maintenance office if you encounter hazardous objects or holes, guy wires and other hidden obstacles in the ground).
- Place trash bags where they can be easily retrieved by NCDOT personnel and well clear of roadway traffic.
- Do not use or possess illegal drugs or alcohol prior to or during a cleanup.
- Furnish adequate supervision by one or more adults 21 years of age or older for groups that have volunteers 12–17 years of age. All volunteers must be at least 12 years of age with adult supervision to participate.
- Know the routes to medical care in case of emergency and have an adequate first-aid kit immediately available.
- Conduct a safety meeting for all volunteers prior to each cleanup and go over all safety procedures, rules and guidelines. View the "North Carolina Adopt-A-Highway Safety" video and the "Colorado Meth Lab Waste Recognition" video prior to participating in a cleanup.

You can access all safety information and videos from our website at [www.ncdot.gov/~littersweep](http://www.ncdot.gov/~littersweep).

 Please recycle this mailer after use.

## Visit [www.ncdot.gov/~littersweep](http://www.ncdot.gov/~littersweep) to download forms:

- Spring 2014 Litter Sweep poster
- Certificate of Appreciation request form
- Keep North Carolina Beautiful Most Unusual Litter Contest entry form
- Safety rules and regulations for volunteers
- Adopt-A-Highway reporting instructions
- Litter Sweep cleanup procedures
- Adopt-A-Highway media form
- For questions or to request copies, call 1-800-331-5864

Visit your local NCDOT maintenance office for gloves, safety vests, orange trash bags and blue recycling bags for glass, metal and plastic. Dispose of recyclables yourself and call your local NCDOT county maintenance office to pick up the filled orange trash bags from the roadside. Reminder: it is illegal to dispose of aluminum cans and plastic bottles in the landfills.

## THANK YOU FOR PARTICIPATING SAFELY!

6,800 copies of this public document were printed at a cost of \$2,024.60, or \$0.30 per copy (02/14)

Meeting Date: March 10, 2014

Item # 7-A

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Budget Amendment # 7 to 2013-14 Warren County Budget Ordinance

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Budget Amendment #7 to the FY 14 Warren County Budget Ordinance.

NOTES:

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# AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2013/2014

## Amendment No. 7

**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:

County Commissioners	\$ 431
County Manager	2,737
Tax Collection	4,041
Board of Elections	1,600
Register of Deeds	3,210
Building Grounds Maintenance	3,041
Sheriff's Office	73,252
Child Support	619
Central Communications	37,087
Detention Facility	23,332
Emergency Management	1,262
Code Enforcement	2,243
Emergency Medical Services	29,978
Animal Control	3,213
Planning/Zoning	2,034
Soil Conservation	3,273
Health Department	42,021
Social Services	30,396
DSS Child Support	2,520
Senior Center	2,041
Veterans	5,589
SEMAA	1,529
Library	3,415
Parks & Recreations	2,440
Youth Services Bureau	4,260
Contingency - Salary Pool	(285,564)
Building Grounds Maintenance	750
Senior Center	5,320
Court Facilities	2,175
Building Grounds Maintenance - Major Building Repairs	(2,175)
Building Grounds Maintenance - Contingency	(4,320)
Health Department	6,303
<b>Total</b>	<b>\$ 8,053</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	6,303
Miscellaneous Revenue	1,750
<b>Total</b>	<b>\$ 8,053</b>

**This amendment:**

- appropriates funds to various departments for salary increases that went into effect January 1, 2014.

Funding Source: Contingency - Salary Pool

- appropriates funds to Building Grounds Maintenance for lawn mower repairs.

Funding Source: Insurance Claims

- appropriates donated funds to the Warren County Senior Center.

Funding Source: Private Contributions

- appropriates funds to the Warren County Senior Center for a heating unit.

Funding Source: Building Grounds Maintenance - Contingency

- appropriates funds to Court Facilities for building repairs.

Funding Source: Building Grounds Maintenance - Major Building Repairs

- appropriates funds to the Health Department to agree with state allocations.

Funding Source: North Carolina Division of Public Health

Respectfully Submitted 03/10/2014

  
Gloria M. Edmonds, Finance Director

Meeting Date: March 10, 2014

Item # 7-B

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Officer

SUMMARY: Request Authorization to Honor Facsimile Signature for Warren County Funds: Warren County Operating Account, Warren County General Fund Payroll Account & Warren County Flexible Spending Account: County Finance Officer Gloria Edmonds.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend Gloria Edmonds, Finance Officer, be authorized as a signatory on the Warren County Operating Account, Warren County General Fund Payroll Account and Warren County Flexible Spending Account.

NOTES:

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Meeting Date: March 10, 2014

Item # 7-C

SUBJECT: CDBG Program

REQUESTED BY: Gloria Edmonds, Finance Officer

SUMMARY: Request Authorization for Signatory on Community Development Block Grants (CDBG) 10-C-2227 Infrastructure Hook-Up and 11-C-2328 Scattered Site Housing: Warren County Finance Officer Gloria Edmonds.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

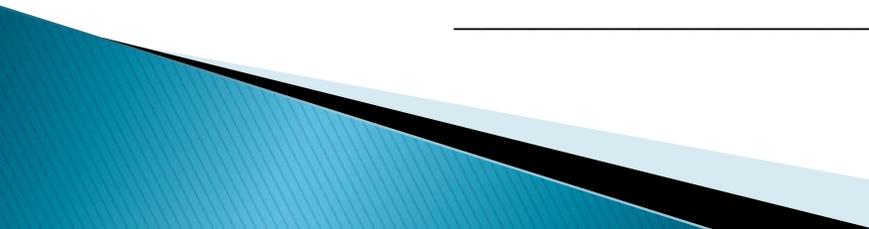
Recommend Gloria Edmonds, Finance Officer, be authorized as a signatory on CDBG Grants 10-C-2227 (Infrastructure Hook-Up) and 11-C-2328 (Scattered Site Housing).

NOTES:

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Meeting Date: March 10, 2014

Item # 8-A

SUBJECT: Follow-Up to February 19, 2014 Work Session

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: Having discussed during work session proposed "Warren County Policy for Funding Non-Profit Agencies" is presented for Board's action.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION

Recommend approval of Warren County Policy for Funding Non-Profit Agencies effective 3/1/14.

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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

## MEMORANDUM

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

Linda T. Worth  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** January 17, 2014  
**RE:** Proposed Policy for Funding Non-Profit Agencies

As you are all aware, in past years during the annual budget process Warren County has provided funding for non-profit organizations serving county citizens. Due to lean economic times, the practice of funding non-profits was discontinued about five+- years ago. As the economy regains stability and the county is in a better position to consider providing financial support to our local non-profit agencies, I felt it would be beneficial to all concerned to consider adopting a formal policy to guide the process.

I have prepared the attached "draft" Warren County Policy for Funding Non-Profit Agencies for the Board's review and discussion. Should the Board wish to move forward to adopt this or some revised version of this policy, staff would seek guidance from the Board during the annual budget process relative to its desire to invite non-profit organizations to submit funding requests to the County.

I will look forward to further discussing these matters with the Board at the Budget Goals Setting Work Session.

Attachment

Phone: (252) 257-3115  
Fax: (252) 257-5971  
[www.warrencountync.com](http://www.warrencountync.com)

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



## **WARREN COUNTY POLICY FOR FUNDING NON-PROFIT AGENCIES**

### Policy:

Funds shall only be appropriated to organizations that can document compliance with all applicable federal and state regulations related to tax-exempt status.

Organizations requesting funding must be able to document that they provide on-going services to the community, are governed by a volunteer Board of Directors that serves without compensation, and that their financial management is subject to an independent audit/review at the completion of the year for which the funds are requested.

Funds shall only be appropriated for public purposes.

Requests for funding will only be accepted during the county's annual budget preparation process. A specific timetable for the process will be developed and disseminated by the county each year.

Requests for funding for direct "safety net" human services to low income Warren County residents shall be given the highest priority for funding.

Requests for services that duplicate services that are already available to the public through other means will be given the lowest funding priority.

### Criteria:

Funded services must be equally available to all eligible residents of the county. Each non-profit organization may develop its own service eligibility criteria, but such criteria may not include any form of legal discrimination. If the agency charges fees for services to be provided with county funding, those fees must be applied on a sliding fee basis that allows all to participate irrespective of their ability to pay full costs.

The applicant organization should clearly demonstrate its ability (i.e., that it has appropriate staffing, financial resources, equipment, etc.) to provide the proposed services.

Proposals shall clearly identify the relationship between the funding request and the provision of a given service or services.

Proposals shall clearly document the need for the proposed services.

Proposals shall identify the number of Warren County residents that are expected to receive direct services during the fiscal year as a result of county funding. Renewal requests shall indicate the actual number of Warren County residents served during the funded period.

Proposals that request funding for services that are already available in the county must clearly demonstrate that they will address an unmet service demand, or that they will deliver comparable services at a significantly lower unit cost than the currently available services.

Each organization that receives funding shall present a written report to the county on or about January 15<sup>th</sup> and July 15<sup>th</sup> of each year that documents its success in providing the funded services during the prior six (6) months.

Process:

Non-profit agencies requesting \$1,000 or more of funding from Warren County agree to furnish the following with the funding request:

1. A copy of the agency's Internal Revenue Service tax-exempt status determination letter.
2. A roster of the Board of Directors that includes all members' mailing addresses, phone numbers, email addresses and terms of office.
3. A copy of the current year's budget.
4. A copy of the **prior** year's and **current** year's annual audit performed by a CPA firm. (The audit must be received within ninety 90 days of the end of the fiscal year. Those organizations not required to perform an audit should provide a copy of IRS form 990, "Return of Organizations Exempt from Income Tax.")
5. A copy of the minutes of the most recently held annual meeting of the Board of Directors.
6. A copy of the Articles of Incorporation and By-Laws of the agency.
7. A letter or form stating the agency will abide by the following guidelines:
  - a. That all board meetings are open to the public and that the Warren County Clerk to the Board of Commissioners is notified at least 48 hours in advance of all meetings held.
  - b. That all financial records are open to the public upon reasonable notice.
  - c. That the agency will obtain bids for capital outlay items funded with County dollars, and be able to provide adequate written documentation of such upon reasonable request.
  - d. That the agency will avoid conflict of interest in funding programs which are otherwise provided by the private sector.

DRAFT

To Be Considered by the Board of Commissioners at the 3/10/14 Board Meeting

- e. That the agency will abide by all Federal, State and local laws and ordinances.
  - f. That the agency will use County funds only for the purpose for which the funds were appropriated.
  - g. That the agency will repay any funds that are in violation of the stated purpose for receiving the appropriation.
8. The Board of Commissioners may allow an exception to the funding policy where it is shown that the policy requirements would result in a practical difficulty or unnecessary hardship to the applying non-profit agency. This exception would be granted if approved by a majority vote of the Board of County Commissioners at a regularly scheduled meeting.

Adopted and effective this the \_\_\_\_\_ day of \_\_\_\_\_ 2014.

WARREN COUNTY BOARD OF COMMISSIONERS

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

ATTEST:

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

Meeting Date: March 10, 2014

Item # 8-B

SUBJECT: Follow-Up to February 19, 2014 Work Session

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: Having discussed during work session “Proposed MOA for Historic Hendrick House Restoration & Re-Use Project” is presented for Board’s action.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

**COUNTY MANAGER'S RECOMMENDATION**

Recommend approval of MOA for Historic Hendrick House effective May 1, 2014, and authorize the County Manager to sign related documentation.

NOTES:

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## MEMORANDUM

**TO:** Board of County Commissioners

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

**DATE:** February 14, 2014

**RE:** Memorandum of Agreement for the Historic Hendrick House Restoration & Re-Use Project

Per the Board's request, the repairs and upgrades necessary to make the Historic Hendrick House habitable for occupation by the Heritage Quilters Giving Circle, Inc. are 95% complete. The items remaining to be completed are painting the interior upstairs portion of the house, installing a natural gas line to the house, and having the heating system switched from propane to natural gas which should make heating the house more economical. Once these final items are completed, the house will be ready for occupancy.

In anticipation of completion, I have drafted a proposed Memorandum of Agreement (MOA) between Warren County and the Heritage Quilters Giving Circle, Inc. that outlines the goals and objectives of the project and the responsibilities of the parties to the agreement. The proposed MOA has been reviewed for legal sufficiency by the County Attorney and shared with the Heritage Quilters.

I will look forward to discussing the proposed MOA with the Board at next week's Work Session with the hope that we can move forward to finalizing the details of this joint venture to restore and re-use the Historic Hendrick House.

Attachment

# MEMORANDUM OF AGREEMENT (MOA)

Between

WARREN COUNTY, NORTH CAROLINA

And

HERITAGE QUILTERS GIVING CIRCLE, INC.

For the

## HISTORIC HENDRICK HOUSE RESTORATION & RE-USE PROJECT

### I. PARTIES

The parties to this Memorandum of Agreement (MOA) are Warren County, North Carolina (hereinafter referenced as “County”) and the non-profit entity, Heritage Quilters Giving Circle, Inc. (hereinafter referenced as “Quilters”).

### II. PURPOSE OF AGREEMENT

The purpose of this MOA is to specifically identify the roles and responsibilities of County and Quilters as they partner to restore for re-use the County-owned Historic Hendrick House, (located at 105 South Front Street, Warrenton, NC 27589) to be occupied and operated by Quilters as a quilting center, workshop and meeting space, in accordance with the its stated purpose in its bylaws.

It is the ultimate goal of both parties to help promote historical and contemporary quilting traditions as part of the County’s long-range strategic tourism plan, and; to preserve the Historic Hendrick House, in its current location, as a showcase of African American history and culture in Warren County.

### III. ROLES AND RESPONSIBILITIES

**Quilters** shall have the following roles and responsibilities during the duration of the MOA Term:

1. Establish the *Heritage Quilt Center* to be located in the Historic Hendrick House to serve as:
  - a) A meeting place for Quilters;

- b) A site for permanent and rotating interpretive quilt exhibitions;
  - c) A working studio for teaching and learning about quilts and quilting.
2. In partnership with County, Quilters shall research and submit funding proposals to various funders for future phases of renovation and restoration of the Historic Hendrick House, in accordance with the requirements of the Warren County Historic Preservation Commission Ordinance and Bylaws;
  3. Assume all responsibility for building operating costs, to include but not be limited to:
    - a) Utilities: Telephone, Water/Sewer, Electrical, Gas, Cable, Internet accessibility fees, etc.;
    - b) Housekeeping services, including: dusting, window cleaning, trash removal/disposal, and carpet/floor cleaning.
    - c) Routine building upkeep and maintenance: minor plumbing repairs; HVAC Unit servicing (including monthly filter replacement); light bulb replacement, etc.
  4. Develop and implement, with input from County, a strategic organizational plan to sustain operations in the Historic Hendrick House through future phases of renovation and restoration.
  5. Prior to occupying the Historic Hendrick House, Quilters shall obtain adequate renters' insurance against claims for personal property damage and/or bodily injury which may occur in, on, or about the Historic Hendrick House. Said insurance: a) shall be obtained by Quilters at its own expense from a County-approved insurance company; b) shall name the County as an additional insured on the Certificate of Insurance, and; c) shall remain in effect throughout the entire duration of this MOA (including any extensions hereof) or the tenancy of Quilters in the Historic Hendrick House, whichever is longer.

**County** shall have the following roles and responsibilities during the duration of the MOA Term:

1. Complete initial repairs to the Historic Hendrick House that are necessary to meet occupancy code requirements for the intended use of the building as a Quilt Workshop and Office;
2. Assign a Project Director to oversee all current and future renovation and restoration activities;

3. In partnership with Quilters, County shall research and submit funding proposals to various funders for future phases of renovation and restoration of the Historic Hendrick House, in accordance with the requirements of the Warren County Historic Preservation Commission Ordinance and Bylaws;
4. Be responsible for major building system repairs and/or replacement/s: HVAC system; electrical; roofing; hot water closet, exterior building maintenance, etc.
5. Be responsible at all times during the term of this MOA, at its own expense, maintain and keep in force public liability and property insurance against claims for bodily injury, death, or damage to property occurring in, on, or about the Historic Hendrick House property.

#### **IV. KEY AGENCY CONTACTS & NOTICE**

Linda Worth, Warren County Manager, her designee or successor, will be County's key agency contact for this MOA. All required notice should be directed to:

Linda Worth, Warren County Manager  
P.O. Box 619  
602 W. Ridgeway St.  
Warrenton, NC 27589  
P: (252)257-3115; F: (252)257-5971

Jereann King Johnson, Heritage Quilters Giving Circle, Inc., President, her designee or successor, will be Quilter's key agency contact for this MOA. All required notice should be directed to:

Jereann King Johnson  
P.O. Box 969  
111 S. Front Street  
Warrenton, NC 27589  
P: (252) 257-1274

These individuals are responsible for ensuring the conduct of the activities and responsibilities required of and by the parties to this MOA.

#### **V. INDEMNIFICATION**

Quilters shall indemnify and save County harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury and/or damage to property arising out of Quilters' anticipated and planned use of the premises or any part thereof, occasioned wholly or in part by any act or omission of Quilters, its agents, employees and/or invitees.

#### **VI. ASSIGNMENT**

Quilters shall not lease or sublet any part of the Historic Hendrick House property without the express written consent of County.

#### **VII. ADDITIONAL TERMS OF AGREEMENT**

- A. Upon giving reasonable notice to Quilters, County retains full rights to access the premises to make such repairs and/or improvements to the premises as may be necessary to fulfill County's obligations hereunder.
- B. In the carrying out its responsibilities and obligations under this MOA, Quilters will not discriminate against any person, group, or organization seeking to participate in meetings/programming/trainings or exhibits held or conducted in the Historic Hendrick House on the basis of age, sex, race, creed, handicap, color or national origin.
- C. Quilters shall immediately notify County of any changes to its non-profit status.
- D. This MOA shall begin as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and unless terminated as herein provided, shall exist and continue for a period of five (5) years, through and including the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Quilters at its option, but subject to the approval of the Warren County Board of Commissioners, may extend this MOA for an additional term of five (5) years, by giving County written notice of its intention to do so not later than sixty (60) days before the termination date hereinabove written.

This MOA may be terminated at any time, with or without cause, by either party upon its providing sixty (60) days written notice

of termination to the other party.

- E. The consideration for this MOA shall be the rental fee of One Dollar (\$1.00) per month, to be paid in advance by Quilters to County for the entire term for a total of Sixty Dollars (\$60.00), upon signing this MOA.

In addition, the consideration for this MOA shall be based upon Quilters fulfilling the roles and responsibilities as described in Section III, subsection 1 of this MOA above. Should the Historic Hendrick House not be used by Quilters as described in said Section of this MOA, this MOA shall terminate immediately and become null and void, and County shall be entitled to immediate possession of the property.

**IN TESTIMONY WHEREOF**, each Party acknowledges and agrees that he/she/it has read this Memorandum in its entirety and by their signature below, the Parties represent: i) that this Memorandum is a fair and accurate rendering of the Parties' understanding and agreement; ii) that each has had the opportunity to discuss this Agreement with their respective attorneys, and; iii) that they have the authority to sign in their individual and/or official capacity and to bind their respective corporate entity.

**WARREN COUNTY, NORTH CAROLINA**

By: \_\_\_\_\_  
Linda T. Worth, County Manager                      Date

WITNESS:  
\_\_\_\_\_

**HERITAGE QUILTERS GIVING CIRCLE, INC.**

By: \_\_\_\_\_  
Jereann King Johnson, President                      Date

WITNESS:  
\_\_\_\_\_

Meeting Date: March 10, 2014

Agenda Item # 9

SUBJECT: Appointment to Boards and/or Committees

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

SUMMARY: It is presented to appoint John Alston of A&S Pest Control to fill the vacancy of Michael Palmer on the Workforce Development Board for a two (2) year term expiring September 2015.

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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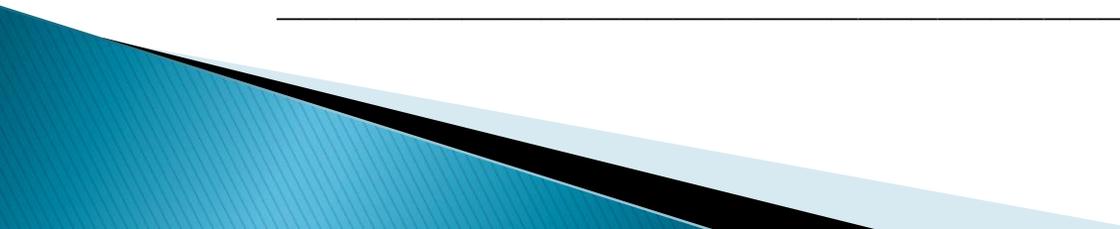
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NOTES:

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Diane Cox  
Executive Director

Member  
Governments

**COUNTIES**

Franklin  
Granville  
Person  
Vance  
Warren

**MUNICIPALITIES**

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

February 4, 2014

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

Dear Ms. Kearney-Dunlap:

I write to request that the Warren County Board of Commissioners appoint Mr. John Alston, 710 Axtell-Ridgeway Road to the Kerr-Tar Workforce Development Board for a two- year term. Mr. Alston, owner of A & S Pest Control, will fill one of the required Private Industry positions on the Workforce Development Board, and will fill the position previously held by Michael Palmer.

I also would like to request that Cathy Alston-Kearney, be re-appointed to continue representing the required Community Based organization position.

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

Sincerely,



Vincent Gilreath  
Workforce Development Director

SUBJECT: Surplus Property

REQUESTED BY: Attorney Lewis A. Thompson, III for James Hyman

SUMMARY: It is requested that Board of Commissioners consider bid of \$3,500 from James Hyman for tax foreclosed property at 588 No Bottom Road (Parcel ID D6-75H). Outstanding tax and legal fees are \$6,969.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

It is recommended that this bid "not" be considered as it does not meet the minimum bid amount of \$6,969 established for this property. It is also recommended property continue to be advertised for sale.

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NOTES:

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BANZET, THOMPSON & STYERS, P.L.L.C.  
ATTORNEYS AT LAW  
P.O. BOX 535 • 101 N. FRONT STREET • WARRENTON, NC 27589

JULIUS BANZET, III  
LEWIS ALSTON THOMPSON, III  
MITCHELL G. STYERS  
ROBERT T. MAY, JR.

WARRENTON OFFICE  
TELEPHONE: (252) 257-3166  
FAX: (252) 257-2053

February 25, 2014

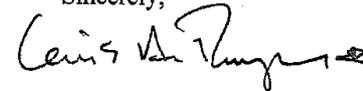
Angelena Kearney-Dunlap  
Warren County Board of Commissioners  
PO Box 619  
Warrenton, NC 27589

Re: D6 75H 2.03 acres, 588 No Bottom Road

Dear Ms. Dunlap:

On behalf of our client, James Hyman, we would like to propose an offer of \$3,500 for the above referenced tract. I understand that this figure does not meet the minimal purchase price provided in your policy. We would request that you seek approval of the Commissioners for this sale. Please contact me at the number above if you have any questions or concerns.

Sincerely,



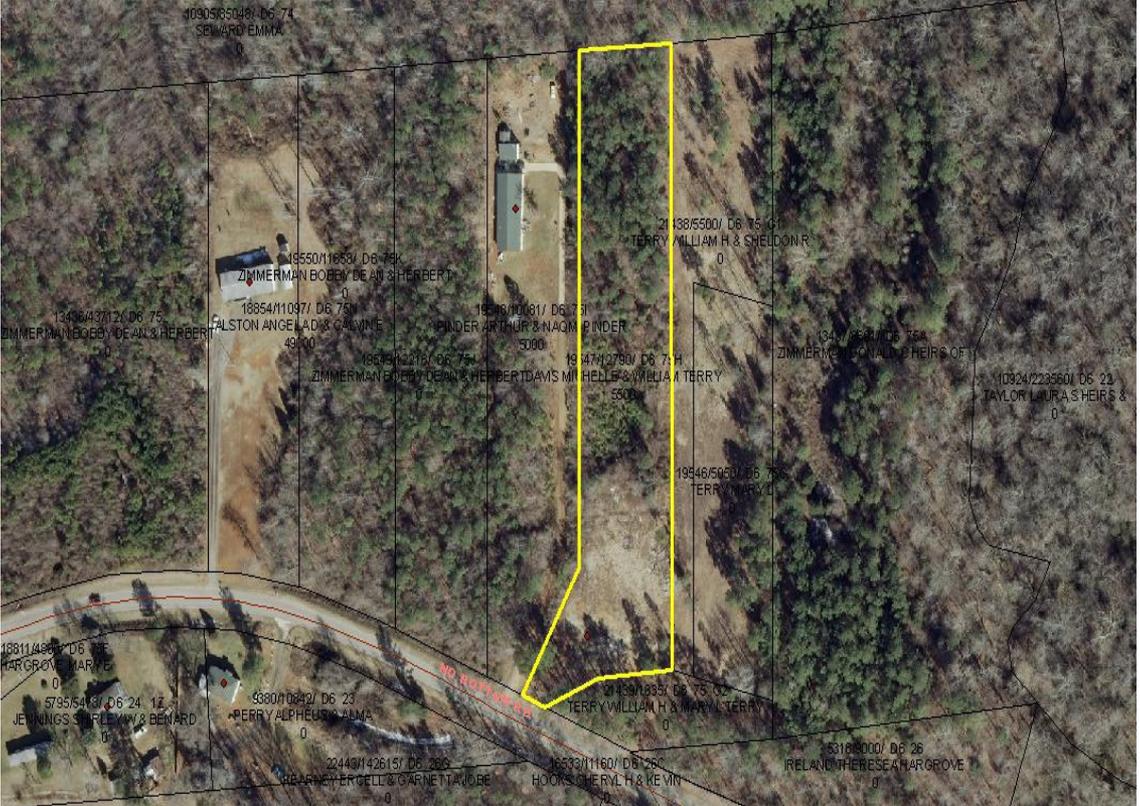
Lewis A. Thompson, III

LATIII/jrh

588 No Bottom Road  
Parcel ID D6-75H

Acres = 2.03

Outstanding tax and legal fees: \$6,969



Now, therefore, for and in consideration of the premises and the sum of \$6,969.00, 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:

All that certain tract or parcel of land in Warrenton Township, Warren Township, North Carolina:  
Containing 2.026 acres (88,251.13 square feet) and being Tract Number 2 of those five tracts shown on plat and survey of Harry M. Williams, III, R.L.S., of Warren County, North Carolina, dated December 6, 1993 and recorded in Plat Cabinet 1, Slide 21, Page 7, Warren County Registry.  
Subject to restrictive covenants and easements of record.

**Parcel Number: D6 75H**

OWNERSHIP 07122011 2267 405 PROPERTY DESCRIPTION TAX SUBDIVISIONS MAP NUMBER CARD NO  
 WARREN COUNTY ZIMMERMAN LOT 2 WARRENTON TWP D6 75H 1

P O BOX 240 WARRENTON NC 27589 NO BOTTOM RD CENTRAL WARREN FIRE RECORD NUMBER: 19547  
 DEED: 921 13D07052011 7000-99 588 NO BOTTOM RD REVIEW: BA101607

TOPO ROLLING STREET PAVED UTILITY WELL SEPTIC ELECTRIC ZONING 2.03 ACRES NBHD 1200

NOTES: 16X76/SW MH ON SITE HSE BURNED 11/06 TOTAL LOSS

#	LAND CLASS	SIZE	BASRRATE	FRNT	DPTH	ADJ	ADJRATE	UNITS	LND-VALUE
1	21MPAVE/BLD	1.00AC	9000					9000	9000
2	36AMIXEDRES	1.03AC	1600	2.30ACF			3680	1.03	3790

LAND VALUE: 12790  
 # OTHER FEAT 1 SIZE 1\* BASRRATE\*COND =ADJRATE\*UNITS=OFR-VALUE  
 1 79CMHOOKUP 1\* 1 5800.00 0.90 5220.00 1 5220

OTHER VALUE: 5220

ENDATION	XTRFNISH	ROOFTYPE	ROOFTMTRL	SIZE/QTY
				1.00LEUF

DWELLING 0  
 # STRUCTURE SKTCH-SF\*STHT= AREA \_RATE\*GRDE+HEAT+EXWL\*WLHT-ADJRT\* \_AREA= \_RPCN\* DEFF\*CNDR=STR-VALUE

VALUATION	VALUE	PREV-VAL	P-N%	SALE	S-N%	TOTAL VALUE
LAND	12790	8106	157%	QUALIFIED		18010
OTHERFEAT	5220	2200	237%	01292002	6300LV/AC	
STRUCTURE	0	52498	0%	718-559		
TOTAL	18010	62804	28%	5500	327%	

GEOGRAPHIC-ADJUSTMENT-NBHD: 1200 CAVB: 0 \* 0.85 = 0 TOTAL APPRAISED-VALUE: 18010

Meeting Date: March 10, 2014

Agenda Item # 10-B

SUBJECT: Surplus Property

REQUESTED BY: Clerk to the Board

SUMMARY: Resolution declaring surplus property and authorizing conveyance and/or auction is presented for Board's review and adoption. Paper shredder, vehicle, medical devices and wheelchair will be auctioned or conveyed to area nonprofits if they do not sell.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: *Article 12, NCGS 160A-268*

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution declaring surplus property and authorizing conveyance and/or auction of certain personal property items owned by the County.

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NOTES:

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# WARREN COUNTY BOARD OF COMMISSIONERS

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

STATE OF NORTH CAROLINA

COUNTY OF WARREN

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

Linda T. Worth  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

## RESOLUTION 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:*

*Aurora Paper shredder  
Doppler (used for maternal healthcare)  
Medical Breast Model  
1998 Ford Pick-up (ID 6058) and  
Wheelchair*

*These items formerly used by Warren County Departments shall be declared surplus.*

*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 10<sup>th</sup> day of March 2014.*

WARREN COUNTY BOARD OF COMMISSIONERS

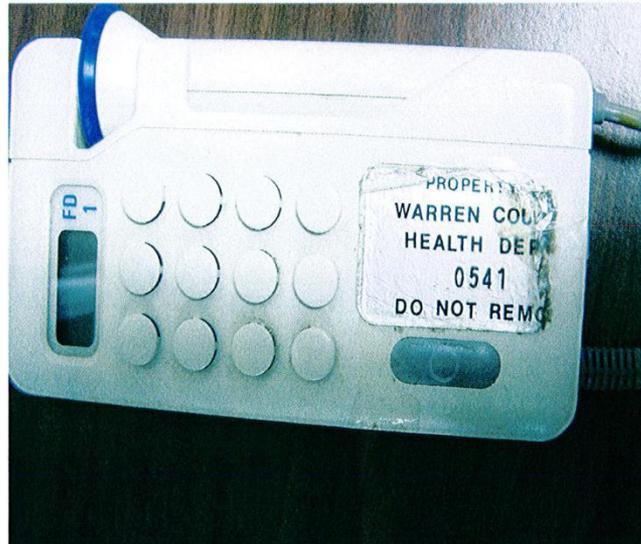
ATTEST:

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

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

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

**Doppler,  
Paper shredder  
&  
Medical device**



**Truck  
199,312 miles  
&  
Wheelchair**



Meeting Date: March 10, 2014

Agenda Item # 10-C

SUBJECT: Surplus Property

REQUESTED BY: Alicia Giddiens, Director – Warren County Senior Center

SUMMARY: Resolution Conveying Surplus wheelchair in possession of the Senior Center to Warren County School System is submitted for Board’s review and adoption.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: *Article 12, NCGS 160A-268*

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution conveying surplus wheelchair to Warren County School System for \$1.00.

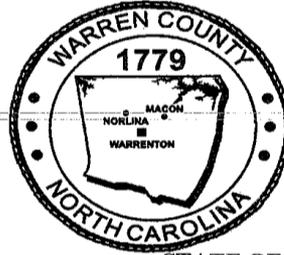
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**WARREN COUNTY BOARD OF COMMISSIONERS**

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

**STATE OF NORTH CAROLINA**

**COUNTY OF WARREN**

**Resolution Conveying Personal Property  
By Private Sale**

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 has the authority to convey property pursuant to N.C.G.S. § 159A-176, and;

**WHEREAS**, N.C.G.S. § 160A-279 states that a County may, in lieu of or in addition to an appropriation of funds, convey real or personal property it owns, by private sale, to any entity which carries out a public purpose, and;

**WHEREAS**, in such conveyance, the County shall attach covenants and/or conditions that assure that said property will be put to a public use by the recipient entity, and;

**WHEREAS**, notice of this private sale has been published pursuant to N.C.G.S. § 160A-267.

**NOW THEREFORE BE IT RESOLVED BY THE WARREN COUNTY BOARD OF COMMISSIONERS THAT:** The Warren County Board of Commissioners hereby orders the County Manager to dispose of and convey, by private sale, the following property to the Warren County School System (1) wheel chair—for \$1.00.

Said property shall be used by these non-profit corporations in accordance with their mission statements in serving the public, as required by N.C.G.S. § 160A-279.

Adopted this 10<sup>th</sup> day of March 2014.

**Warren County Board of Commissioners**

(County Seal)

BY: \_\_\_\_\_  
Bertadean W. Baker, CHAIRMAN

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

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

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



Warren County Senior Center  
435 W. Franklin Street  
Warrenton, NC 27589  
(252) 257-3111  
Fax (252) 257-0154

Alicia Giddiens, MSW  
Director

To: Warren County Board of Commissioners

From: Alicia Giddiens, Director of Warren County Senior Center *AG*

Date: 2/19/2014

Re: Surplus Wheelchair to Warren County Schools

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I was recently contacted by the Social Work Department of Warren County Schools requesting wheel chair donations. An urgent need was expressed regarding Mariam Boyd Elementary. Our center previously received a children's wheelchair as a donation from a citizen. The chair is a juvenile wheelchair and is too small for an average sized adult. Subsequently, it has not been used as regularly as our center's adult chair(s).

I am requesting that the chair be donated to Mariam Boyd Elementary School upon receipt of a "liability release" document being submitted to the Warren County Board of Commissioners. This will hopefully help fill the expressed need at this school. Thank you for considering this request.

Meeting Date: March 10, 2014

Item # 11-A

SUBJECT: Public Utilities – District III Eaton’s Ferry Bridge Project

REQUESTED BY: Macon Robertson, Director

SUMMARY: Authorization is requested from Public Utilities to advertise for construction bids related to District III Eaton’s Ferry Bridge Project. Award of contract will be contingent upon receipt of approvals from all applicable state agencies.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend Public Utilities Director be given authorization to advertise for construction bids for the District III Eaton’s Ferry Bridge Project, with the understanding that contract award will be contingent upon receipt of approvals from all applicable state agencies.

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Meeting Date: March 10, 2014      (Addition to Agenda)

Item # II-B

SUBJECT:      Public Utilities – Pleasant Hill Pump Station Replacement Project

REQUESTED BY:      Macon Robertson, Director

SUMMARY:      Authorization is requested to pursue funding for above referenced project.  
                         A requirement for application process is to hold two (2) Public Hearings.  
                         Suggested dates of public hearings: April 7<sup>th</sup> and April 16<sup>th</sup>, both hearings will  
                         be held at 5:45 pm. Submitted for Board's approval.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend Public Utilities Director be given authorization to pursue funding for above Pleasant Hill Pump Station Replacement Project and schedule required Public Hearings as suggested on April 7<sup>th</sup> and April 16<sup>th</sup> at 5:45 pm.

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## Linda T Worth

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**From:** Linda T Worth <lworth@co.warren.nc.us>  
**Sent:** Friday, March 07, 2014 12:34 PM  
**To:** 'mrobertson@co.warren.nc.us'  
**Subject:** RE: Warren County - Pleasant Hill Pump Station Replacement

Macon,

Unfortunately, I do not think we will be able to meet the compressed schedule outlined below by Fred, namely, the public hearing requirements. In order to meet the schedule, the Board would have to schedule both public hearings outside of their normal meeting, and I have never seen two public hearings held for the same project within three days of each other.

I think we need to look at meeting the second round of funding with submission due on 5/1/14. If we do this, we can schedule the two public hearings on 3/10/14, with one to be held on 4/7/14 at 5:45 p.m., and the second hearing on 4/16/14 at 5:45 p.m., right before the Board's Work Session. You can discuss this with Angelena to make certain this will work.

Any questions, please advise.

Thanks,

Linda

Linda T. Worth  
Warren County Manager  
P.O. Box 619  
602 W. Ridgeway St.  
Warrenton, NC 27589  
Tele: (252)257-3115  
Fax: (252)257-5971

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

"I have learned that success is to be measured not so much by the position that one has reached in life as by the obstacles which he has overcome while trying to succeed."

BOOKER T. WASHINGTON

Meeting Date: March 10, 2014

Item # 12

SUBJECT: 2014-15 Budget Meeting Schedule

REQUESTED BY: Clerk to the Board

SUMMARY: Adopt FY 2014-15 Budget Meeting Schedule per attached. All meetings will be held in the Armory Civic Center, Commissioner's Meeting Room.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

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**WARREN COUNTY**  
***FY 2014-15 Budget Calendar***

Please note that all dates are subject to change per direction of the Board of County Commissioners. All meetings will be held in the Armory Civic Center Meeting Room.

<u>DATE</u>	<u>TIME</u>	<u>ACTIVITY</u>
May 5, 2014 Monday	6:00 pm	Annual Budget Presentation to Board. Dept Heads required to attend.
May 21, 2014 Wednesday	9 am	Work Session
May 29, 2014 Thursday	1 pm – 4 pm	Work Session
June 18, 2014 Wednesday	6 pm	Budget Public Hearing in accordance with NC General Statutes to receive citizens' comments (immediately before regularly scheduled work session)
June 23, 2014	1 pm – 4 pm	Work Session
June 25, 2014 Wednesday	7:00 pm	Special Meeting to Adopt FY 2013-2014 Budget Ordinance.

1/7/2014 - AKD

Meeting Date: March 10, 2014

Agenda Item # 13-A

SUBJECT: Contracts Approved by the County Manager

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Having been granted authority to enter into contracts up to but not to exceed \$50,000; contracts executed by the County Manager are presented for the Board's information.

FUNDING SOURCE: Various

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

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Complete  
15 paged  
documents  
has been  
sent in  
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 in the month of February 2014 on behalf of Warren County:

General County

Intercomp Systems  
3901 Barrett Dr., Suite 305  
Raleigh, NC 27609

An agreement for the provision of IT Services for Warren County departments/agencies has been entered into effective 2/3/14 – 6/30/14, at a cost of \$6,864. Lapsed salaries in the IT Departmental budget will be used to pay this contract cost.

Phase I VHF Radio System Upgrade Project

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

Granville Communications, LLC/Wireless Communications, Inc.  
315 Kitty Hawk Drive  
Morrisville, NC 27560

The Consulting Services Agreement and the Radio System Upgrades Project Agreement were extended two additional months to accommodate the completion of this project that was delayed due to equipment deliveries. No additional funding was required for these extensions. The project was officially closed out in February 2014.

MEMORANDUM

Page 2

March 5, 2014

Complete  
15 paged  
documents  
has been  
sent in  
separate  
E-mail.

Senior Center

The Barn Dinner Theatre

Comfort Suites Four Seasons

Senior Excursions, Inc.

Contracts with the listed vendors were entered into for various trips sponsored by the Senior Center for seniors. The seniors participating in the trips pay a fee to participate which is in turn used to pay these contracts.

Meeting Date: March 10, 2014

Agenda Item # 13-B

SUBJECT: County Manager's February 2014 Report

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Manager's February Monthly Status Report 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:

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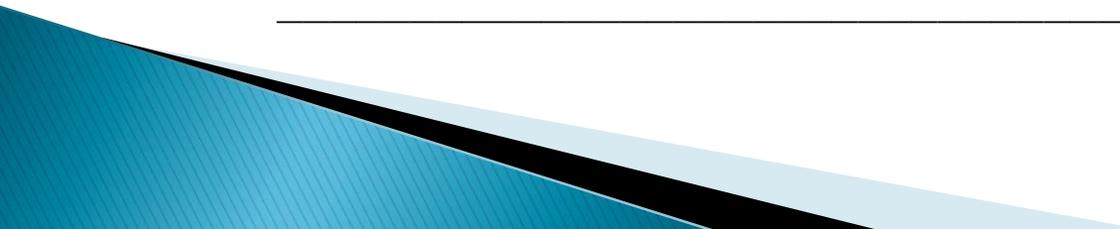
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**RE:** February 2014 Status Report

Following is a recap of my work activities for the month of February 2014:

**Administration**

- Prepared for and attended Board of Commissioners Regular Meeting (2/3/14)
- Mtg. with KARTS Director to discuss KARTS proposed building project (2/5/14)
- Mtg. with J. Armstrong, D. Young, Emergency Services Director, and Ken Krulik, Planning Director to discuss EMS response in Buck Spring Subdivision (2/6/14)
- Radio Upgrades Project Final Close-Out Meeting with Stakeholders and Radio Contractor (2/6/14)
- Mtg. with County Attorney to discuss legal matters (2/11/14)
- Mtg. with Health Insurance Benefits Consultant and L. Alston, HR Manager to discuss upcoming health insurance renewal (2/11/14)
- Mtg. with EDC Interim Director and EDC Consultant to begin preparation of GL CBGI Application (2/17/14)
- Mtg. with C. Pierce of Tangler Trash (2/19/14)
- Prepared for and attended BOC Work Session (2/19/14)
- Mtg. with D. Young, Emergency Services Director, & D. Paschall, EMS Coordinator, to discuss emergency ambulance repairs (2/21/14)
- Mtg. with M. Winstead, DSS Director, G. Edmonds, Finance Director, and DSS Staff to discuss FY 13 Audit Findings (2/24/14)
- Mtg. with C. Ratte', of Capital Bank, and G. Edmonds, Finance Director to discuss financing options for county projects (2/25/14)
- Mtg. with J. Leath, SEMAA Director, SEMAA Staff, Chairman Baker, Dr. Spain and Dr. Mason to discuss SEMAA Program (2/28/14)

### **Other Activities**

- Attended Farm Bureau Legislative Reception & Dinner (2/4/14)
- Attended Environmental Action Team Public Film Viewing of “Fierce Green Fire” (2/17/14)
- Attended Retirement Reception for DSS Employee, F. Harris (2/20/14)
- Attended SWCD Area IV Spring Mtg. at the Armory (2/27/14)

### **Project Updates**

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

The Final Close-Out meeting for this project with the Radio Contractor and Stakeholders was held on Thursday, 2/6/14. The Stakeholders expressed appreciation for the improvements in the VHF radio communications they have experienced in some parts of the County, but also expressed concerns that communications have diminished in the Southeastern and Southwestern parts of the county. It was reiterated at the meeting that Phase II of this project is anticipated to solve the remaining communication dead spots in the county; however, the cost is anticipated to be an estimated \$772,000. Funding for Phase II will be discussed during the upcoming budget process. Phase I project has been successfully closed out.

#### **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. Work is continuing 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**

Golden LEAF (GL) has invited Warren County to submit a full application for the Warren County Center for Added Value Enterprise (CAVE) Project to take place at the former Peck property. The County Manager along with G. Cumming, EDC Consultant, and C. Norwood, of Warren Food Works, are working on the full application which must be submitted to GL by 12:00 noon on 3/7/14.

*Adjourn*

*March 10, 2014*  
*Regular Meeting*

