

***WARREN COUNTY  
BOARD OF COMMISSIONERS***

***Monday -- October 3, 2016***

***5:30 pm – Public Hearing  
Bella Russell Road Improvements***

***6:00 pm – Regular Meeting***

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

***Prepared by***

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

**6:00 pm**  
**Call to Order October 3, 2016**  
**Regular Monthly Meeting**  
**By**  
**Chairman or Designee**

**Moment of Silence**

**Conflict of Interest Disclaimer**

*“Members of the Warren County Board of Commissioners are advised, hereby, of their duty under the State Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and, further, are instructed to refrain from participating in any matter coming before this Board of County Commissioners with respect to which there is a conflict of interest or appearance of such conflict”.*

**In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict.**

**Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today?**

**If so, please identify the conflict and refrain from any undue participation in the particular matter involved.**

# Citizen Comments

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the page, creating a modern, layered effect. The text 'Citizen Comments' is centered in a clean, sans-serif font.

# 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.

Comments are being recorded.

*Warren County  
Board of Commissioners*

**Meeting Date: October 3, 2016**

**Agenda Item # 5**

**SUBJECT: Adopt October 3, 2016 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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**SUGGESTED AGENDA  
FOR  
October 3, 2016 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
WARREN COUNTY ARMORY CIVIC CENTER  
WARRENTON, NORTH CAROLINA**

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**5:30 pm Public Hearing  
Bella Russell Road Improvements**

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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 October 3, 2016 Suggested Agenda
6. Consent Agenda
  - A. Approve Minutes of September 2016 Meetings: September 6<sup>th</sup> Regular Monthly Meeting, September 26<sup>th</sup> Special Meeting & September 28<sup>th</sup> Special Meeting
  - B. Interest Income Report August 2016 – Finance Director, Gloria Edmonds
  - C. Tax Collector’s Report August 2016 – Starlin Beatty, Tax Administrator
  - D. Tax Release Requests (Over \$100) – “ “ “ “  
Tax Release Requests (Under \$100) - “ “ “ “
  - E. National Breast Cancer Awareness Month & Pink Ribbon Week 2016 – Margaret Clayton
7. Amendment # 4 to the FY 2016-17 Budget Ordinance, Gloria Edmonds, Finance Director
8. Follow-up to October 3, Public Hearing – Final Assessment Resolution for Bella Russell Road Improvements

9. **Board/Committee/Commission Appointments**
  - A. **Kerr Tar Regional Council of Governments Board of Directors – B. Richardson & J. Alston**
  - B. **Regional Stepping Up Initiative Program Steering Committee – B.Baker & L.Worth**
  - C-1. **Juvenile Crime Prevention Council (JCPC) – Police Chief Lane**
  - C-2. **Juvenile Crime Prevention Council FY 2016-17 Certification**
  - D. **Library Board of Trustees – J.Lesser & E.Greenway**
  - E. **Home Health Advisory Board – A.Tippett**
  - F. **Zoning Board of Adjustment: G.Midyette, O.Meek, P.Bernard, R.Kelly, H.Bobbitt**
10. **Recreation Commission’s Request to Collaborate with Soul City Parks & Recreation on Grant Application – Dickie Williams and/or Charmaine McKissick-Melton**
11. **Revised Warren County Language Access Plan (LAP)**
12. **Request to Redeem Tax Foreclosed Property – Janice Hargrove**
13. **Resolution Declaring Surplus Property – Clerk to the Board**
14. **Contacts / Agreements:**
  - A. **Extension to Manson Tower Upgrade Project Agreement**
  - B. **Buck Spring Phase I Construction Contract w/DanCo Builders**
15. **County Manager’s Reports**
  - A. **Contracts Executed September 2016**
  - B. **Manager’s September 2016 Monthly Report**
16. **Closed Session – *Property Acquisition in accordance with NC GS § 143-318.11(a)(5)***
17. **Adjourn Meeting**

**Meeting Date: October 3, 2016**

**CONSENT AGENDA Item # 6A**

**SUBJECT: Approve Minutes of September 2016 Meetings:**  
**September 6, 2016 Regular Monthly Meeting**  
**September 26, 2016 Special Meeting**  
**September 28, 2016 Special Meeting**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: None**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Minutes of:**

**September 6<sup>th</sup> Regular Monthly Meeting  
September 26<sup>th</sup> Special Meeting  
&  
September 28<sup>th</sup> Special Meeting**

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

**Meeting Date: October 3, 2016**

**CONSENT AGENDA Item # 6B**

**SUBJECT: Approve Interest Income Report for August 2016**

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

**SUMMARY: Interest Income Report supplied for Board's information**

**FUNDING SOURCE: All Funds**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**INTEREST INCOME REPORT**  
**MONTH OF AUGUST 2016**  
**INTEREST RATE OF . 26%**

| FUND                            | AUGUST<br>INCOME | FISCAL YEAR<br>TO - DATE |
|---------------------------------|------------------|--------------------------|
| General                         | 1,331.92         | 3,216.86                 |
| Revaluation                     | 88.99            | 197.36                   |
| E 911 Telephone System          | 102.47           | 224.58                   |
| Buck Spring Project             | 56.71            | 124.41                   |
| Simulcast System Upgrade        | 86.89            | 189.75                   |
| Regional Water Enterprise Fund  | 136.00           | 297.31                   |
| District 1 Enterprise Fund      | 251.38           | 551.12                   |
| Solid Waste                     | 21.55            | 47.27                    |
| District II Enterprise Fund     | 236.31           | 517.67                   |
| District III Enterprise Fund    | 50.56            | 110.02                   |
| District III Phase III          | 1.27             | 2.79                     |
| Emergency Services Headquarters | 18.29            | 40.12                    |
| Recreation Complex Phase III    | 0.23             | 0.50                     |
|                                 | <b>2,382.57</b>  | <b>5,519.76</b>          |

**Meeting Date: October 3, 2016**

**CONSENT AGENDA Item # 6C**

**SUBJECT: Tax Collector's Report for August 2016**

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

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

**FUNDING SOURCE: Various**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Tax Collector's Report  
to the Warren County Board of Commissioners  
For the Month August 2016**

**Current Year Collections**

| Tax Year         | Charge       | Collected in August | Collected to Date | Balance Outstanding | Percentage Collected |
|------------------|--------------|---------------------|-------------------|---------------------|----------------------|
| August 2016 FY17 | \$17,342,859 | \$2,025,683         | \$2,085,105       | \$15,257,754        | 12.02                |
| August 2015 FY16 | \$15,969,398 | \$1,859,885         | \$1,901,403       | \$14,067,995        | 11.91                |

**Delinquent Collections**

|                               |                     |                  |                   |                     |       |
|-------------------------------|---------------------|------------------|-------------------|---------------------|-------|
| 2015                          | \$557,829           | \$75,523         | \$134,887         | \$422,942           | 24.18 |
| 2014                          | 246,822             | 21,693           | 41,842            | \$204,980           | 16.95 |
| 2013                          | 185,800             | 6,571            | 11,230            | \$174,570           | 6.04  |
| 2012                          | 131,630             | 2,052            | 4,750             | \$126,880           | 3.61  |
| 2011                          | 99,405              | 969              | 3,273             | \$96,133            | 3.29  |
| 2010                          | 86,248              | 575              | 932               | \$85,317            | 1.08  |
| 2009                          | 73,346              | 620              | 1,089             | \$72,258            | 1.48  |
| 2008                          | 76,022              | 378              | 649               | \$75,373            | 0.85  |
| 2007                          | 89,278              | 215              | 984               | \$88,294            | 1.10  |
| 2006                          | 94,532              | 339              | 1,164             | \$93,367            | 1.23  |
| <b>Total Delinquent Years</b> | <b>\$ 1,640,912</b> | <b>\$108,935</b> | <b>\$ 200,800</b> | <b>\$ 1,440,114</b> |       |

**Other August Receipts**

|                     |            |            |
|---------------------|------------|------------|
| County Penalties    | \$ 14,726  | \$ 27,337  |
| Landfill User Fees  | \$ 144,654 | \$ 168,531 |
| Municipalities      | \$ 61,285  | \$ 67,666  |
| Fire District Taxes | \$ 106,066 | \$ 115,677 |
| Advance Taxes       | \$ 2,788   | \$ 3,673   |

**AUGUST GRAND TOTAL**

|                     |                    |
|---------------------|--------------------|
| <b>\$ 2,464,137</b> | <b>\$2,668,789</b> |
|---------------------|--------------------|

*Starlin Beatty, Tax Administrator*

Starlin L. Beatty, Tax Administrator

9/9/2016

DATE

**Meeting Date: October 3, 2016**

**CONSENT AGENDA Item # 6D**

**SUBJECT: Request for Tax Releases**

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

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

**FUNDING SOURCE: General Fund**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Tax Releases over \$100 as requested by the Tax Collector.**

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**NOTES:**

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# Releases Over \$100

Over \$100

10/3/2016

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

**ERROR CORRECTION RELEASES:**

|                           |                |         |       |   |
|---------------------------|----------------|---------|-------|---|
| BOLTON JERRY A SR         | 2016 3735 201  |         | 29018 | \$177.93 DOUBLE LISTED                    |
| CHADWICK BARBOUR          | 2016 38982 200 |         | 26002 | \$285.12 BOAT LISTED IN ANOTHER COUNTY    |
| EMORY BETSY               | 2006 9446 106  |         | 34019 | \$213.34 DOUBLE BILLED                    |
| EMORY BETSY               | 2007 9446 107  |         | 38322 | \$203.14 DOUBLE BILLED                    |
| EMORY BETSY               | 2008 9446 108  |         | 38587 | \$195.65 DOUBLE BILLED                    |
| EMORY BETSY               | 2009 9446 109  |         | 41051 | \$178.73 DOUBLE BILLED                    |
| EMORY BETSY               | 2010 9446 110  |         | 43723 | \$203.29 DOUBLE BILLED                    |
| EMORY BETSY               | 2011 9446 111  |         | 45057 | \$192.49 DOUBLE BILLED                    |
| EMORY BETSY               | 2012 9446 112  |         | 46301 | \$184.49 DOUBLE BILLED                    |
| EMORY BETSY               | 2013 9446 113  |         | 51798 | \$159.79 DOUBLE BILLED                    |
| EMORY BETSY               | 2014 9446 114  |         | 54628 | \$147.39 DOUBLE BILLED                    |
| EMORY BETSY               | 2015 9446 115  |         | 57799 | \$136.75 DOUBLE BILLED                    |
| EMORY BETSY               | 2016 9446 200  |         | 27518 | \$140.04 DOUBLE BILLED                    |
| GREENE ROBERT C           | 2016 39162 200 |         | 26248 | \$187.42 BOAT MOVED OUT OF STATE IN 2015  |
| GREENE ROBERT C           | 2015 39162 115 |         | 57591 | \$188.07 BOAT MOVED OUT OF STATE IN 2015  |
| HARRIS ALFRED J HEIRS     | 2016 17626 300 | H5 50   | 5529  | \$138.62 NEW PLAT DONE CORRECTING ACREAGE |
| LAKE GASTON ICE HOUSE LLC | 2016 40987 200 |         | 29099 | \$694.83 DOUBLE LISTED                    |
| LYNCH BERTHA EVANS RUFUS  | 2015 15866 300 | K10 45  | 16090 | \$139.24 SW DOUBLE BILLED ON ACCT 10766   |
| LYNCH BERTHA EVANS RUFUS  | 2014 15866 300 | K10 45  | 59968 | \$139.02 SW DOUBLE BILLED ON ACCT 10766   |
| LYNCH BERTHA EVANS RUFUS  | 2013 15866 300 | K10 45  | 16090 | \$138.91 SW DOUBLE BILLED ON ACCT 10766   |
| LYNCH BERTHA EVANS RUFUS  | 2012 15866 300 | K10 45  | 16090 | \$133.94 SW DOUBLE BILLED ON ACCT 10766   |
| LYNCH BERTHA EVANS RUFUS  | 2011 15866 111 | K10 45  | 61342 | \$133.94 SW DOUBLE BILLED ON ACCT 10766   |
| NCF INVESTMENTS LLC       | 2016 9042 307  | C2 35   | 10426 | \$4,128.55 COMPUTER ERROR/LAND UNDER PUV  |
| WEINER JONATHAN           | 2016 27677 300 | A2D 12  | 12605 | \$854.10 CARPORT VALUE INCORRECT          |
| WIGGINS J W HEIRS         | 2016 43608 300 | F7 21   | 13236 | \$365.05 HOUSE BURNED 4/3/2015            |
| ZAVALA TRACY J            | 2016 20678 111 | E10 28L | 45591 | \$150.09 BANKRUPTCY                       |

**SUB-TOTAL ERROR CORRECTIONS:**

**\$9,789.93**

**Total Releases**

**\$9,789.93**

**LANDFILL USER FEE RELEASES:**

|                               |                |          |       |                                      |
|-------------------------------|----------------|----------|-------|--------------------------------------|
| ASHAIF SAHAH                  | 2016 35360 301 | C5 2J    | 21940 | \$132.00 PRIVATE HAULER              |
| BKING PROPERTIES LLC          | 2016 35595 300 | F6 119   | 6791  | \$4,092.00 PRIVATE HAULER            |
| BORWN VOYETTE P H             | 2016 21108 300 | B8A 51   | 7919  | \$132.00 PRIVATE HAULER              |
| BRYANT NED HEIRS              | 2016 5240 300  | F8 33    | 1766  | \$132.00 SW NOT HABITABLE/NO ELEC    |
| CABANISS PATRICK V            | 2016 39470 300 | L2D 111  | 1261  | \$132.00 PRIVATE HAULER              |
| DALTORIO CHRISTPHER P & VICKI | 2016 3520 300  | I2A 115  | 20136 | \$132.00 PRIVATE HAULER              |
| MATTHEWS MICKEY               | 2016 6209 301  | J5 52    | 9191  | \$132.00 HSE VACANT/NO ELEC          |
| MOHOMED ABDO                  | 2016 9041 300  | E5 14    | 1265  | \$132.00 PRIVATE HAULER              |
| HARRIS W DENNIS JR            | 2016 18325 300 | E8 8A    | 6137  | \$264.00 PRIVATE HAULER              |
| HARRISON LEONARD              | 2016 6694 200  | I8 17    | 30413 | \$132.00 DWELLING VACANT/NO ELEC     |
| NICHOLAS DWIGHT H & CANDACE G | 2016 40466 300 | L3D 6B   | 22939 | \$132.00 PRIVATE HAULER              |
| SRS OF HENDERSON LLC          | 2016 40838 300 | E4 54 A2 | 16959 | \$132.00 PRIVATE HAULER              |
| STEGALL JOHN H                | 2016 34692 200 | C10 71   | 26166 | \$132.00 VACANT/NO ELEC              |
| TERRY LEONARD                 | 2016 40985 300 | B2 16    | 11167 | \$132.00 HSE TORN DOWN               |
| WARWICK CORNELIA HEIRS OF     | 2016 42507 307 | H4 10    | 13312 | \$132.00 DWELLING UNLIVEABLE/NO ELEC |
| WENDT E REV LIVING TRUST      | 2016 32641 300 | L3B 14A  | 10504 | \$132.00 PRIVATE HAULER              |
| WICENSKI LORRAINE             | 2016 29096 300 | L2C 36   | 19889 | \$132.00 PRIVATE HAULER              |
| WOOD JEFFREY & ELIZABETH      | 2016 38900 302 | I3B 34   | 15468 | \$132.00 PRIVATE HAULER              |

**TOTAL LFUF RELEASES:**

**\$6,468.00**

**Total Releases**

**\$ 16,257.93**

**County  
Manager  
Approved  
Releases  
Under  
\$100**

Under \$100

10/3/2016

2JW  
Date: 9/26/16

**ERROR CORRECTION RELEASES:**

| <u>NAME</u>                  | <u>Year</u> | <u>ACCT#</u> | <u>MAP #</u> | <u>RECORD</u> | <u>AMOUNT</u> | <u>REASON</u>                       |
|------------------------------|-------------|--------------|--------------|---------------|---------------|-------------------------------------|
| BOBBITT THOMAS F SR          | 2016        | 1551 301     | J5 30        | 9048          | \$38.00       | LOT COMBINED WITH J5 31             |
| FLEMING BEVERLY & THOMAS     | 2016        | 38416 302    | B9 60        | 12795         | \$37.69       | LISTED AS PP/SHOULD BE REAL         |
| HART JEAN S                  | 2016        | 40965 200    |              | 29052         | \$73.57       | WRONG VALUE OF BOAT/NOT LATE LISTED |
| RUDD TAMARA                  | 2016        | 5589 200     |              | 27547         | \$24.51       | MH SOULD OUT OF COUNTY              |
| STATE EMPLOYEES CREDIT UNION | 2016        | 10108 301    | E4 54B 1X    | 20323         | \$7.95        | BUS PP OVER VALUED                  |

**SUB-TOTAL ERROR CORRECTIONS:**

\$181.72

**Total Releases**

\$181.72

**Meeting Date: October 3, 2016**

**CONSENT AGENDA Item # 6E**

**SUBJECT: Resolution - National Breast Cancer Awareness  
Month & Pink Ribbon Week 2016**

**REQUESTED BY: Margaret Clayton**

**SUMMARY: Resolution - National Breast Cancer Awareness Month &  
Pink Ribbon Week 2016 is presented to raise public awareness and for Board  
of Commissioner's review and adoption.**

**FUNDING SOURCE: N/A**

**APPLICABLE STATUTE: N/A**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend adoption of National Breast Cancer Awareness Month & Pink  
Ribbon Week 2016 Resolution, and authorize Chairman to sign same.**

**NOTES:**

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## **Proclamation**

### **National Breast Cancer Awareness Month and Pink Ribbon Week 2016**

by

**Warren County Board of Commissioners**

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

WHEREAS, approximately, 8,201 North Carolina women will be diagnosed with breast cancer and approximately 1,416 North Carolina women will die from the disease in 2016;

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

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

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

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

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

Now, therefore, we, the Warren County Board of Commissioners, do hereby recognize October 2016 as National Breast Cancer Awareness Month and proclaim October 16 through 22, 2016, as Pink Ribbon Week in Warren County by wearing and or/ displaying pink ribbons in recognition of breast cancer and in honor of women who are now courageously fighting the battle with breast cancer. We further encourage women to consult with their health care providers concerning regular screening and to promote early detection of breast cancer by having regular clinical breast examinations, getting regular mammograms, and practicing monthly breast self-examination.

Signed, this 6<sup>th</sup> day of September 2016

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Mr. Barry Richardson, Chairman  
Warren County Board of Commissioners

Attest:

**Meeting Date: October 3, 2016**

**Item # 7**

**SUBJECT: Finance Office**

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

**SUMMARY: Amendment # 4 to the FY 2016-17 Warren County Budget Ordinance is presented for Board review and action.**

**FUNDING SOURCE: Various**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Amendment # 4 to the FY 2016-17 Warren County Budget Ordinance as requested by the Finance Director.**

**NOTES:**

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**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE  
2016/2017**

**Amendment No. 4**

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:

|   |           |               |
|---|-----------|---------------|
| Library                                 | \$        | 2,216         |
| Building Grounds & Maint. - Contingency |           | (2,216)       |
| Fire Protection                         |           | <u>25,000</u> |
| <b>Total</b>                            | <b>\$</b> | <b>25,000</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:

|                           |           |               |
|---------------------------|-----------|---------------|
| Fund Balance Appropriated | \$        | <u>25,000</u> |
| <b>Total</b>              | <b>\$</b> | <b>25,000</b> |

**This amendment:**

- appropriates funds to the Library budget for building repairs (i.e., emergency repairs to sprinkler system),

Funding Source:            Building Grounds & Maintenance - Contingency

- appropriates funds to the Fire Protection budget. In FY 16, due to circumstances beyond their control, Drewry Fire Department was unable to furnish the County with an audit for FY 14. According to the contract between fire departments and Warren County, a fire department cannot receive county appropriated funds until the audit is received. Therefore the \$25,000 appropriation in FY 16 was not paid to the Drewry Fire Department. The FY 14 audit has now been received and the fire department is requesting the funds be rebudgeted in FY 17 and paid to the Drewry Fire Department.

Funding Source:            Fund Balance Appropriated

Respectfully Submitted 10/03/2016

*Gloria M. Edmonds*

Gloria M. Edmonds, Finance Director

**Meeting Date: October 3, 2016**

**Item # 8**

**SUBJECT: Follow-up to Public Hearing – Bella Russell Road Improvements**

**REQUESTED BY: Residents of Bella Russell Road**

**SUMMARY: A required public hearing was held Monday, October 3, 2016 at 5:30 pm to hear citizen comments regarding Preliminary Assessment Resolution adopted during September 6<sup>th</sup> regular monthly meeting, related to petition request to Improve Bella Russell Road in Smith Creek Township, Warren County. Project cost is estimated to be \$55,000.**

**“Final Assessment Resolution to Make Necessary Repairs to Bella Russell Road in Smith Creek Township to Provide Safe Access” is presented for Board action. Authorize Chairman Richardson to sign same.**

**FUNDING SOURCE: General Fund – Roads Improvement Program**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend Board adopt Final Assessment Resolution to Make Necessary Repairs to Bella Russell Road in Smith Creek Township to Provide Safe Access, and authorize the Chairman to sign the Resolution.**

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**NOTES:**

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**FINAL ASSESSMENT RESOLUTION TO MAKE NECESSARY  
REPAIRS TO BELLA RUSSELL ROAD IN SMITH CREEK TOWNSHIP  
TO PROVIDE SAFE ACCESS**

WHEREAS, the owners of property served by Bella Russell Road within the Russell Estates – Phase I Subdivision, Smith Creek Township, Warren County, North Carolina, have petitioned Warren County for participation in the Warren County Roads Improvement Program to have critical repairs made to their private road to provide safe access; and

WHEREAS, the owners have also petitioned Warren County to exercise its assessment authority set forth in Article 9A. Special Assessments for Critical Infrastructure Needs, NCGS 153A-210.1 through 210.7, and Session Law 2015-121, Senate Bill 284, to finance the capital costs associated with repairing Bella Russell Road to provide safe access; and

WHEREAS, the petition to Warren County includes a map of the properties and names of the property owners served by Bella Russell Road; and

WHEREAS, pursuant to NCGS 153A-210.2 and 153A-210.4, Warren County has authority to expend general funds to finance the cost of improving private roads to provide safe access; and

WHEREAS, the County's authority to expend general funds for such purposes is contingent upon payment of an assessment by the owners of properties fronting said road to reimburse the County for the cost of the repairs; and

WHEREAS, there are 20 parcels of property owned by 13 property owners with frontage that is served by Bella Russell Road that would be subject to such assessment; and

WHEREAS, Warren County has estimated the cost associated with the road repairs to be \$43,500 and other related expenses (Engineering, Staff and Legal Expenses) to be \$11,500 for a total estimated cost of \$55,000 needed to make the necessary improvements to the road; and

WHEREAS, Warren County would use its best efforts to contract for the repair of the road using the lowest responsible bidder; and

WHEREAS, Warren County may only exercise its authority to pay and assess for repairs of the road if property owners representing at least 66% of the assessed value of all real property to be assessed in the subdivision sign a petition and agree to be assessed; and

WHEREAS, a signed list of all property owners who have agreed to be assessed has been given to the County; and

WHEREAS, the number of property owners who have agreed to be assessed is equal to, or in excess of sixty-six percent (66%) of all owners of properties being assessed, and also represents sixty-six percent (66%) or more of the lineal frontage of properties on the road; and

WHEREAS, the current condition of the road makes it a potential hazard to the public's safety and well-being; and

WHEREAS, the relative low cost and high likelihood of reimbursement makes this a reasonable solution that is in the public's interest; and

WHEREAS, Warren County intends to undertake the project of repairing Bella Russell Road using general funds budgeted in the Warren County Roads Improvement Program and assessing the property owners who have agreed to be assessed; and

WHEREAS, the necessary repairs will be made to Bella Russell Road to include but not be limited to tree removal, culvert pipe installation, ditching, applying aggregate and rip-rap stone, seeding, and erosion control; and

WHEREAS, the assessment shall be made on all properties equally that are served by Bella Russell Road; and

WHEREAS, the entire amount expended by the County to repair the road including engineering design, construction costs, staff and legal expenses, and any other related expenses will be the amount specially assessed; and

WHEREAS, the proposed terms for the assessment include that payment may be made in full by the benefited property owner(s) when repairs are completed, or over a ten (10) year period at one percent (1%) annual interest.

NOW, THEREFORE, BE IT RESOLVED BY THE WARREN COUNTY BOARD OF COMMISSIONERS TO:

1. ACCEPT the petition from the Petitioner-Owners from the Russell Estates – Phase I Subdivision being served by Bella Russell Road; and
2. ORDER that the County staff use its best efforts to contract for the repair of Bella Russell Road utilizing the lowest responsible bidder to provide safe access; and
3. FURTHER ORDER that the total costs of the repairs to be paid with County general funds be assessed equally upon all properties with frontage on Bella Russell Road that will benefit from the road improvements.

Adopted this the 3rd day of October 2016.

WARREN COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Barry Richardson, Chairman

ATTEST:

# Bella Russell Road Property Owners

| <u>Property Owner</u>              | <u>Number of Parcels</u> |
|------------------------------------|--------------------------|
| Richard (Deceased) & Janie Russell | 4                        |
| Mary Williams                      | 1                        |
| Sheila Crews                       | 1                        |
| Heirs of Odessa Hunter             | 1                        |
| Julius Mann III                    | 2                        |
| JP Financial                       | 1                        |
| Lucrecia Perry                     | 1                        |
| Trudy Bookbinder                   | 3                        |
| Donna Harley Williams              | 1                        |
| Teressa Ferebee                    | 2                        |
| SL Grant & MJ Bullock              | 1                        |
| Trina Russell                      | 1                        |
| Shirley Seward                     | 1                        |
| <br>                               |                          |
| 13 Property Owners                 | 20                       |

## Bella Russell Road Petition and Assessment Signature Information

| Map #   | Property Owner                                       | Signed Petition | Signed Assessment |
|---------|--|-----------------|-------------------|
| C2 19A  | Richard Russell (Deceased) Signed by Janie Russell   | Yes             | Yes               |
| C2 16   | Richard & Janie Russell Signed by Janie Russell      | Yes             | Yes               |
| C2 16E  | Mary Williams  | Yes             | Yes               |
| C2 16D  | Sheila Crews   | Yes             | Yes               |
| C2 16C  | Heirs of Odessa Hunter                               | Yes             | Yes               |
| C2 19A4 | Julius Mann III                                      | Yes             | Yes               |
| C2 19A5 | Julius Mann III                                      | Yes             | Yes               |
| C2 19A2 | JP Financial Signed by Joyce Palmer                  | Yes             | Yes               |
| C2 17A  | Lucrecia Perry                                       | No              | No                |
| C2 19A3 | Melvin & Trudy Bookbinder Signed by Trudy Bookbinder | Yes             | Yes               |
| C2 16F  | Donna Harley Williams                                | No              | No                |
| C2 19   | Teresa Ferebee                                       | Yes             | Yes               |
| C2 19G  | SL Grant & MJ Bullock                                | Yes             | Yes               |
| C2 19 H | Richard & Janie Russell Signed by Janie Russell      | Yes             | Yes               |
| C2 19 D | Trina Russell  | Yes             | Yes               |
| C2 19C  | Trudy Bookbinder                                     | Yes             | Yes               |
| C2 19E  | Trudy Bookbinder                                     | Yes             | Yes               |
| C2 19F  | Shirley Seward                                       | Yes             | Yes               |
| C2 19   | Teresa Ferebee                                       | Yes             | Yes               |
| C2 17   | Richard & Janie Russell Signed by Janie Russell      | Yes             | Yes               |



NORTH CAROLINA  
WARREN COUNTY

I, JANIE MILLER, Office Manager of  
The Warren Record, a weekly newspaper  
publication in the town of Warrenton,  
Warren County, and state of North Car-  
olina, do so solemnly swear that a legal  
action entitled:

Notification of Board  
Member opening

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

9/21, 2016.

Janie Miller  
Office Manager

Sworn to and subscribed before me this

23 day of September, 2016.

Lucille Lee Walden  
Notary Public

My commission expires: 12-6-19

**Warren County  
Notification of Board Member Opening**

The following Warren County Boards have vacancies (or will have vacancies) to be filled from the general public:

- Adult Care Home Community Advisory Committee
- Aging Advisory Council
- Board of Equalization and Review
- Board of Health: Pharmacist & At-Large
- Citizens Advisory (Districts IV & V)
- Kerr Tar Council of Government's Board of Directors
- Economic Development Commission
- Fire Commission
- Historic Preservation Commission
- Home & Community Care Block Grant
- Home Health Advisory Board
- Industrial Facilities & Pollution Control Financing Authority
- Juvenile Crime Prevention Council
- Local Emergency Planning Committee (LEPC)
- Memorial Library Board of Trustees
- Nursing Home Advisory Council
- Planning Board
- Recreation Commission
- Region K Workforce Development Board
- Senior Center Advisory Council
- Social Services Board of Directors
- Zoning Board of Adjustment

Appointees must be legal residents of Warren County, NC. Individuals interested in consideration for appointment should request a "Statement of Interest to Serve" from the Warren County Manager's Office, the board/committee of interest or by visiting the county website at:

<http://www.warrencountync.com/onLineForms.aspx>

For questions call (252)257-3115  
Angelena Kearney-Dunlap, Clerk  
Warren County Board of Commissioners



**SUBJECT:** Appointment to Board/Commission/Committee

**REQUESTED BY:** Kerr Tar Regional Council of Governments (COG)

**SUMMARY:** During September 6, 2016 regular meeting, Chairman Barry Richardson's membership on the Kerr Tar Regional COG Board of Directors was submitted for reclassification to correct designation from Board of Commissioners representative to one of two Private Sector representatives for Warren County. The item is re-submitted for Board's re-consideration due to County Attorney informing the Board it is not a conflict of interest for Chairman Richardson to participate in the discussion and vote on this matter.

In addition, John Alston is a Private Sector representative on the COG Board and is presented for reappointment. **NOTE:** COG bylaws set no term limits for membership. Warren County Board/Committee policy sets a three year term for those committees not governed by NC General Statute. Vacancies were advertised in local newspaper 9/21/16.

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## **Re-Classification and Re-Appointments to Kerr-Tar Regional Council of Government (COG) Board of Directors:**

**Barry Richardson reclassification to Private Sector Representative:**

- \_\_\_\_\_ No term limit according to COG Bylaws**
- or**
- \_\_\_\_\_ Set 3 year term limit according to Warren County Board policy  
Effective October 1, 2016 to September 30, 2019**

**John Alston, Private Sector Representative:**

- \_\_\_\_\_ No term limit according to COG Bylaws**
- or**
- \_\_\_\_\_ Set term limit according to Warren County Board policy  
Effective October 1, 2016 to September 30, 2019**

\* Denotes Private Sector Business  
 # Denotes Elected Official  
 &WDB Board  
 \* Denotes Minority Representative  
 @ Private Sector Appointed AT LARGE

KERR TAR COG  
 Board of Directors

|     | Name                 | Representing   | Apptd.  | Sex | Race | Mailing Address                               | H-Phone<br>C cell | W-Phone<br>C cell | Ex.<br>Comm | Business and Elected Official Position Info. |
|-----|----------------------|----------------|---------|-----|------|---|-------------------|-------------------|-------------|--|
| *   | Junious M. Debnam    | Franklin Cty.  | 3 07    | M   | B    | 1926 Cedar Creed Rd, Franklinton, NC 27522    | 919-556-6091      | 919-971-5807c     |             | Retired                                      |
| ^^  | Dazale Vines Kearney | Franklin Cty.  | 3 07    | F   | B    | PO Box 2, Franklinton, NC 27525               | 919-939-4565      |                   |             | ARC - Women, Program Director                |
| &#* | Sidney Dunston       | Franklin Cty.  | 10 2005 | M   | B    | 29 George Leonard Rd, Louisburg, NC 27549     | 919-496-7855      | 919-971-5807 c    | X           | WDB Board County Commissioner                |
| ^   | W. E. Averette       | Granville Cty. | 9 81    | M   | W    | 3108 Hwy 56, Creedmoor, NC 27522              | 919-528-2120      | 919-691-3499c     |             | Private Sector Waste Industries              |
| #*  | Zelodis Jay          | Granville Cty. | 1 05    | M   | B    | 8009 Hwy 96, Oxford, NC 27565                 | 919-693-2907      | 919-690-5739c     | X           | County Commissioner                          |
| ^^  | Francine Chavis      | Granville Cty. | 4 90    | F   | B    | PO Box 433, Oxford, NC 27565                  | 919-693-3824      | 919-690-1232      |             | Private Sector Physician                     |
| #   | Jimmy Clayton        | Person Cty     | 1 05    | M   | W    | 717 Berman Clayton Rd, Timberlake, NC 27583   | 336-364-8520      | 336-583-5704 c    | X           | County Commissioner                          |
| ^^  | Johnny Lunsford      | Person Cty.    | 2 09    | M   | B    | 179 Carrington Lane, Roxboro, NC 27573        | 336-599-5290      | 336-504-7081c     |             | Private Sector McDonald's                    |
| *   | Kenneth Perry        | Person Cty     | 06 16   | M   | B    | PO Box 1755, Roxboro, NC 27573                | 336-599-4239      |                   |             | Self Employed                                |
| &#* | Terry Garrison       | Vance Cty      | 12 88   | M   | B    | PO Box 551, Henderson, NC 27536               | 252-432-3577c     | 252-438-6363      | X           | WDB Board County Commissioner                |
| #   | Tommy Hester         | Vance Cty.     | 1 11    | M   | W    | 857 S. Beckford Dr., Suite A, Henderson, NC   | 252-430-9036 c    | 252-738-9771      | X           | County Commissioner                          |
| ^^  | Mary W. Anderson     | Vance Cty      | 9 07    | F   | B    | 110 Lewis Lane, Henderson, NC 27536           | 252-492-7438      | 252-492-0808      |             | M&M Day Care (Director)                      |
| ^^  | John E. Alston       | Warren Cty.    | 5 08    | M   | B    | 710 Axtell Ridgeway Rd, Norlina, NC 27563     | 252-430-9529      | 252-456-2362      | X           | Private Sector A&S Pest Control              |
| #*  | Jennifer Jordan      | Warren Cty.    | 1 11    | F   | B    | 474 Snow Hill Rd, Warrenton, NC 27589         | 252-257-2789      |                   |             | County Commissioner                          |
| ^^  | Barry Richardson     | Warren Cty.    | 1 09    | M   | AI   | PO Box 9, Hollister, NC 27844                 | 252-532-0821c     |                   | X           | Dir. of Non-Profit/Commissioner              |
| #   | Marsha Strawbridge   | Bunn           | 1 05    | F   | W    | PO Box 249, Bunn, NC 27508                    |                   | 919-496-2992      |             | Mayor of Bunn                                |
| #*  | Linda Jordan         | Butner         | 3 08    | F   | B    | 304 12 <sup>th</sup> St. Butner, NC 27509     | 919-575-5176      | 919-315-3192c     | X           | Councilmember                                |
| #*  | Archer Wilkins       | Creedmoor      | 1 16    | M   | B    | PO Box 765, Creedmoor, NC 27522               | 919-528-7762      |                   |             | Commissioner of Creedmoor                    |
| #   | Brad Kearney         | Franklinton    | 1 16    | M   | W    | 302 N. Hillsborough St, Franklinton, NC 27525 | 919-729-7104 c    |                   |             | Commissioner                                 |
| #   | Eddie Ellington      | Henderson      | 1 16    | M   | W    | 2223 Woodland Rd, Henderson, NC 27536         | 252-430-4028 c    | 252-430-5708      |             | Mayor of Henderson                           |
| #   | Jerry Joyner         | Kittrell       | 1 4 10  | M   | W    | PO Box 525, Kittrell, NC 27544                | 252-438-9813      | 252-438-9813      |             | Mayor of Kittrell                            |
| #   | Joe Shearon          | Louisburg      | 1 06    | M   | W    | 203 Tucker Dr., Louisburg, NC 27549           | 919-496-3256      | 919-495-7127c     | X           | Councilman                                   |
| #   | Carroll Harris       | Macon          | 1 16    | M   | W    | PO Box 101, Macon, NC 27551                   | 252-257-2355      | 252-432-1611 c    |             | Mayor of Macon                               |
| #*  | Gary Plummer         | Middleburg     | 1 2011  | M   | B    | PO Box 341, Middleburg, NC 27556              | 252-430-4737      |                   |             | Councilman                                   |
| #   | Wayne Aycok          | Norlina        | 1 15    | M   | W    | PO Box 704, Norlina, NC 27563                 | 252-456-3991w     | 252-213-1973c     |             | Commissioner Mayor Pro Tem                   |
| #*  | Quon Bridges         | Oxford         | 1 14    | M   | B    | 223 Saddletree Rd, Oxford, NC 27565           | 919-603-1076 h    | 919-690-5433c     | X           | Council Member                               |
| #   | Henry Daniel         | Roxboro        | 1 2015  | M   | W    | PO Box 273, Roxboro, NC 27573                 | 336-599-5237      | 336-504-4044c     | X           | Council Member                               |
| #   | Kevin Easter         | Stem           | 1 14    | M   | W    | 206 Sunset St., Stem, NC 27583                | 919-810-5841c     |                   |             | Commissioner                                 |
| #   | Michael Williford    | Stovall        | 1 10    | M   | W    | PO Box 382, Stovall, NC 27589                 | 919-691-2828      |                   |             | Commissioner                                 |
| #   | Walter Gardner       | Warrenton      | 4 97    | M   | W    | 131 S. Main St., Warrenton, NC 27589          | 252-213-3034c     | 252-257-3104      | X           | Mayor Insurance Agent                        |
| #   | Fonzie Flowers       | Youngsville    | 1 2014  | M   | W    | 305 Blue Heron Dr., Youngsville, NC 27596     | 919-569-6798      |                   |             | Mayor  |
| @   | David Smith          | AT LARGE - G   | 4 14    | M   | W    | 207 Holly Dr., Oxford, NC 27565               | 919-693-3595h     | 919-691-4783c     |             | Retired Sheriff Commissioner                 |
| ^@  | Bryan Pfohl          | AT-LARGE - G   | 3 08    | M   | W    | 200 Horizon Dr. Ste 100, Raleigh, NC 27615    | 919-291-1713c     | 919-747-6360      |             | Private Sector CEO Carolina Sunrock          |
| ^@  | Danny Wright         | AT-LARGE-V     | 9 85    | M   | W    | PO Box 803, Henderson, NC 27536               | 252-432-1141c     | 252-433-4883      | X           | Private Sector Self Employed CPA             |

20 Elected Officials / 34 Members (Dec 2015)

Updated June 2016

COG BOARD OFFICERS 2015/2016

Chairman - Tommy Hester, Vance County Commissioner, Vice Chairman - Barry Richardson, Warren County Commissioner  
 and Treasurer - Quon Bridges, Oxford Council Member

-----Original Message-----

**From: Gina Parham** [<mailto:gparham@kerrtarco.org>]

Sent: Wednesday, August 03, 2016 11:01 AM

To: [LindaWorth@warrencountync.gov](mailto:LindaWorth@warrencountync.gov)

Cc: Diane Cox <[dcox@kerrtarco.org](mailto:dcox@kerrtarco.org)>

Subject: COG Bylaws - Board Appointments

I appreciate your call and have attached a copy of the COG Bylaws section which state each county should have 2 private sector appointed members and one commissioner. I have also attached my COG Board Member listing for your review. As it stands now, you have Jennifer Jordan Pierce as the Commissioner and John Alston and Barry Richardson as Private Sector. Mr. Alston and Mr. Richardson also serve on the Executive Committee. I had written Angelena upon her request to get something from the Board stating that Barry Richardson would remain and fulfill his term as Chairman on the Kerr Tar COG Board of Directors. But as I discussed with you, when this happened in Franklin County, I have no written approval from the Franklin County Board of Commissioners, the only note in the file is from Dr. John Ball stating that 'they see no problem in my finishing out my term as a public member'.

### **Kerr Tar COG Board of Directors**

**Barry Richardson** - no expiration according to COG, he serves as private sector representative

**Jennifer Jordan Pierce** – serves as Board representative

**John Alston** – private sector, no expiration according to COG (County appointed him in May 2008)

**Meeting Date: October 3, 2016**

**Item # 9-B**

**SUBJECT: Appointment to Board/Commission/Committee**

**REQUESTED BY: Regional Stepping Up Initiative Program  
Steering Committee**

**SUMMARY: Per Stepping Up Initiative Interlocal Agreement, two appointees from each County are required for representation on the Steering Committee. It is submitted to appoint the following representatives for Warren County:**

**Primary: Commissioner Bertadean Baker who is a member of the Cardinal Innovations Community Oversight Board**

**and**

**Alternate: County Manager Linda T. Worth**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: October 3, 2016**

**Item #9-C-1**

**SUBJECT: Appointment to Board/Committee/Commission**

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

**SUMMARY: It is submitted on recommendation of the Warren County JCPC  
to appoint Warrenton Police Chief Goble Lane to the JCPC for a two-year term  
effective October 1, 2016 to June 30, 2018.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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WARREN COUNTY  
JUVENILE CRIME PREVENTION COUNCIL

September 20, 2016

To: The Warren County Board of Commissioners  
Re: Warren County JCPC Statement of Interest to Serve

Please be advised that as of Thursday, September 15, 2016 the Warren County Juvenile Crime Prevention Council (JCPC) voted electronically to accept Chief Goble Lane's application to serve on the Warren County JCPC board.

Thank you,

*William A. Kearney*

William A. Kearney

Chairman, Warren County JCPC

## 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. JCPC
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name Goble E. Lane  
Date of Birth 10-30-68 Sex M Race Other  
Mailing Address PO 437 Bluegrass Drive  
City and Zip Code Warrenton, NC 27589  
Street Address \_\_\_\_\_  
City and Zip Code \_\_\_\_\_  
Home Phone 252-425-0501 Work Phone 252-257-3123  
Job Title Chief of Police  
Company or Agency Warrenton Police  
Email Address chiefofpolice@warrenton.nc.gov

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 Livingston Academy - Livingston TN.  
Name and Address of College Attended VCCG - Wake Tech  
Degree Received BIET

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** Warren County Sheriff's Office  
Franklin County Sheriff's Office  
Nashville Police

**Volunteer Experience** \_\_\_\_\_

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

Newspaper  Current Warren County Volunteer  Other

If other, please explain: Sitting in on the JCPC board

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 [Signature]

Date 4-11-16

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

**Meeting Date: October 3, 2016**

**Item #9-C-2**

**SUBJECT: Juvenile Crime Prevention Council (JCPC)**

**REQUESTED BY: William A. Kearney, Chairman, JCPC**

**SUMMARY: It is submitted on recommendation of the Warren County JCPC membership to approve FY 2016-17 JCPC Certification as presented. Certification is required to maintain funding stream and verify membership and annual activities. Authorize Chairman Richardson to sign same.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of the FY 2016-17 JCPC Certification, and authorize Chairman to sign same.**

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**NOTES:**

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NC Department of Public Safety
Juvenile Crime Prevention Council Certification

Fiscal Year: 2016 -2017

County: Warren County Date:

CERTIFICATION STANDARDS

STANDARD #1 - Membership

- A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? Yes
B. Is the membership list attached? Yes
C. Are members appointed for two year terms and are those terms staggered? Yes
D. Is membership reflective of social-economic and racial diversity of the community? Yes
E. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? Yes

STANDARD #2 - Organization

- A. Does the JCPC have written Bylaws? Yes
B. Bylaws are [ ] attached or [X] on file (Select one.)
C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. Yes
D. Does the JCPC have written policies and procedures for funding and review? Yes
E. These policies and procedures [ ] attached or [X] on file. (Select one.)
F. Does the JCPC have officers and are they elected annually? Yes
JCPC has: [X] Chair; [ ] Vice-Chair; [X] Secretary; [ ] Treasurer.

STANDARD #3 - Meetings

- A. JCPC meetings are considered open and public notice of meetings is provided. Yes
B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? Yes
C. Does the JCPC meet bi-monthly at a minimum? Yes
D. Are minutes taken at all official meetings? Yes
E. Are minutes distributed prior to or during subsequent meetings? Yes

STANDARD #4 - Planning

- A. Does the JCPC conduct an annual planning process which includes a needs assessment, monitoring of programs and funding allocation process? Yes
B. Is this Annual Plan presented to the Board of County Commissioners and to DPS? Yes
C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? Yes

Juvenile Crime Prevention Council Certification (cont'd)

STANDARD #5 - Public Awareness

- A. Does the JCPC communicate the availability of funds to all public and private non-profit agencies which serve children or their families and to other interested community members? (☒ RFP, distribution list, and article attached) Yes
- B. Does the JCPC complete an annual needs assessment and make that information available to agencies which serve children or their families, and to interested community members? Yes

STANDARD #6 – No Overdue Tax Debt

- A. As recipient of the county DPS JCPC allocation, does the County certify that it has no overdue tax debts, as defined by N.C.G.S. §105-243.1, at the Federal, State, or local level? Yes

Briefly outline the plan for correcting any areas of standards non-compliance.

Having complied with the Standards as documented herein, the Juvenile Crime Prevention Council may use up to \$15,500 of its annual Juvenile Crime Prevention fund allocation to cover administrative and related costs of the council. Form JCPC/ OP 002 (b) JCPC Certification Budget Pages detailing the expenditure budget must be attached to this certification. The JCPC Certification must be received by June 30, 2016.

JCPC Administrative Funds SOURCES OF REVENUE

DPS JCPC Only list requested funds for JCPC Administrative Budget.

Local \_\_\_\_\_

Other \_\_\_\_\_

Total \_\_\_\_\_

*William A. Kearney*

*9/22/16*

Please sign + date here

Chairman, Board of County Commissioners

Date

DPS Designated Official

Date

**Juvenile Crime Prevention Council Certification (cont'd)**

Warren County

County

FY 2015-2016

Instructions: N.C.G.S. § 143B-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

| Specified Members   | Name                     | Title                          | Designee                            | Race | Gender |
|---|--------------------------|--------------------------------|-------------------------------------|------|--------|
| 1) School Superintendent or designee  | Barbara Brayboy          | Board of Elections             | <input checked="" type="checkbox"/> | NA   | F      |
| 2) Chief of Police  | Goble Lane               | Warrenton Chief of Police      | <input type="checkbox"/>            | C    | M      |
| 3) Local Sheriff or designee  | Anthony Davis            | Deputy Sheriff                 | <input type="checkbox"/>            | AA   | M      |
| 4) District Attorney or designee  |                          |                                | <input type="checkbox"/>            |      |        |
| 5) Chief Court Counselor or designee  | David Carter             | Court Counselor                | <input type="checkbox"/>            | C    | M      |
| 6) Director, AMH/DD/SA, or designee   | Clarette Glenn           | Systems Care Coordinator       | <input checked="" type="checkbox"/> | AA   | F      |
| 7) Director DSS or designee   | Dianna Talley            | Child Welfare Supervisor       | <input type="checkbox"/>            | AA   | F      |
| 8) County Manager or designee   | Linda Worth              | County Manger                  | <input type="checkbox"/>            | AA   | F      |
| 9) Substance Abuse Professional   | Rhonda Mushaw            | Health Department              | <input type="checkbox"/>            | AA   | F      |
| 10) Member of Faith Community   | Willie A. Boyd, Jr.      | Faith Community                | <input type="checkbox"/>            | AA   | M      |
| 11) County Commissioner   | Victor Hunt              | County Commissioner            | <input checked="" type="checkbox"/> | AA   | M      |
| 12) Two Persons under age 18 (State Youth Council Representative, if available) |                          |                                | <input type="checkbox"/>            |      |        |
| 13) Juvenile Defense Attorney   |                          |                                | <input type="checkbox"/>            |      |        |
| 14) Chief District Judge or designee  |                          |                                | <input type="checkbox"/>            |      |        |
| 15) Member of Business Community  |                          |                                | <input type="checkbox"/>            |      |        |
| 16) Local Health Director or designee   | Hilda Baskerville        | Health Department              | <input type="checkbox"/>            | AA   | F      |
| 17) Rep. United Way/other non-profit  | Teresa Wimbrow           | Girl Scouts                    | <input type="checkbox"/>            | C    | F      |
| 18) Representative/Parks and Rec.   | Danielle Williams        | Rec. Communication s Rep.      | <input type="checkbox"/>            | C    | F      |
| 19) County Commissioner appointee   | Crystal Smith            | Cooperative Extension Director | <input type="checkbox"/>            | AA   | F      |
| 20) County Commissioner appointee   | Col. Theadore Paige, Jr. | JrROTC                         | <input type="checkbox"/>            | AA   | M      |
| 21) County Commissioner appointee   |                          |                                | <input type="checkbox"/>            |      |        |
| 22) County Commissioner appointee   |                          |                                | <input type="checkbox"/>            |      |        |

**Meeting Date: October 3, 2016**

**Item #9-D**

**SUBJECT: Appointment to Board/Committee/Commission**

**REQUESTED BY: Cheryl Reddish, Library Director**

**SUMMARY: It is submitted on recommendation of the Library Board of Trustees to appoint Janet A. Lesser and Elizabeth M. Greenway to each serve a three (3) year term on the Library Board of Trustees. Term: October 1, 2016 to June 30, 2019.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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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 819  
Warrenton, NC 27589

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

- 1. Warren County Memorial 3. \_\_\_\_\_
- 2. Library Bd of Trustees 4. \_\_\_\_\_

Your full name Janet Ackerman Lesser

Date of Birth 6/10/45 Sex F Race W

Mailing Address 155 Whispering Pines Dr.

City and Zip Code Macon NC 27551

Street Address 155 Whispering Pines Dr.

City and Zip Code Macon NC 27551

Home Phone 252-257-5590 Work Phone /

Job Title retired

Company or Agency Johnston Co Schools / Vance Co. Schools

Email Address lesser@earthlink.net

Do you live in the county? Yes  No

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

Educational Background

Name and Address of High School Attended Salt Collegiate Inst. Galt, Ontario, Canada

Name and Address of College Attended Parsons College, Fairfield, Iowa BA

Degree Received Campbell University, Burs Creek, NC Masters of Education

Please list any military experience none

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

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

**Work Experience** Wayne, Johnston, Warren, & Vance 6th  
grade math teacher - total 35 yrs  
National Board Certified as Early Adolescent Generalist  
Pan American Airlines Flight Attendant

**Volunteer Experience** Fremont, NC, - planning board  
WCM library - Friends of the library board  
Warren County Middle School - classroom vol.  
and testing proctor.

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

Newspaper Current Warren County Volunteer Other Cheryl Reddish - Director WCM library

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

Signature Janel A. Lesser  
Date June 7, 2016

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

BY: KW

### STATEMENT OF INTEREST TO SERVE

**E. Greenway**  
**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 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 Co. Mem. Library Board of Trustees 3. \_\_\_\_\_
2. \_\_\_\_\_ 4. \_\_\_\_\_

Your full name Elizabeth Massey Greenway

Date of Birth August 12, 1946 Sex F Race W

Mailing Address 112 Brehon St.,

City and Zip Code Warrenton, NC 27589

Street Address \_\_\_\_\_

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

Home Phone 252-257-3679 Work Phone N/A

Job Title N/A retired

Company or Agency N/A

Email Address libbamassey@yahoo.com

Do you live in the county? Yes  No

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

#### Educational Background

Name and Address of High School Attended John Graham High School

Name and Address of College Attended St. Mary's Junior College - Raleigh UNC - Chapel Hill

Degree Received MCCU - Masters of Library Science A.B. Education

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 Kindergarten, 1st and 2nd grade teacher (Warren Co. Schools)  
media specialist in Warren, Vance, and Granville counties

Volunteer Experience Loaves and Fishes ; community meals at Presbyterian Church,  
Treasurer & member of Advisory Board for Master Gardeners,  
vestry member of Emmanuel Episcopal Church,  
former member of Friends of the Library

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

Newspaper      Current Warren County Volunteer      Other

If other, please explain: Cheryl Reddish, librarian, asked that I give it some thought

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 Elizabeth M. Greenway  
Date August 30, 2016

Please feel free to attach a resume if so desired.

**Meeting Date: October 3, 2016**

**Item #9-E**

**SUBJECT: Appointment to Board/Committee/Commission**

**REQUESTED BY: Kaye Hall, Interim Health Director**

**SUMMARY: It is submitted on recommendation of the Warren County Home Health Advisory Board to appoint Audrey Tippett to a three (3) year term on the Home Health Advisory Board, effective October 1, 2016 to September 30, 2019.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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STATEMENT OF INTEREST TO SERVE

RP

A. Tippett  
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 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 Home Health Board 3. \_\_\_\_\_
- 2. \_\_\_\_\_ 4. \_\_\_\_\_

Your full name Audrey H. Tippett  
 Date of Birth April 2, 1946 Sex F Race W  
 Mailing Address 206 Halifax Street  
 City and Zip Code Warrenton, NC 27589  
 Street Address Same as above  
 City and Zip Code \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Job Title Real Estate Broker & business owner  
 Company or Agency Benton Real Estate, Inc.  
 Email Address atiprealtor@yahoo.com

Do you live in the county? Yes  No

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

**Educational Background**

Name and Address of High School Attended Weldon High School, Weldon, NC  
 Name and Address of College Attended Louise Obici Sch. of Nsg. Suffolk, VA  
 Degree Received Diploma & Certificate Nursing Family Nurse Practitioner  
 Please list any military experience None

If you are presently serving as an elected or appointed official, please explain: N/A

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

Work Experience 35 years employment as an RN + FNP  
Served for several years on the Warren County  
Board of Health.  
Worked for the Granville-Vance Home Health Agency

Volunteer Experience Warren Co. Board of Health  
Director Preservation Warren, Inc. - current  
Director Cherry Hill Foundation - current  
Commissioner Town of Warrenton - 4 yrs.

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

Newspaper  Current Warren County Volunteer  Other

If other, please explain: Asked by Gay Bridges

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 Rudney A. Tippet  
Date July 26, 2016

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

**Meeting Date: October 3, 2016**

**Item #9-F**

**SUBJECT: Appointment to Board/Committee/Commission**

**REQUESTED BY: Ken Krulik, Planner/Zoning Administrator**

**SUMMARY: It is submitted on recommendation of the Zoning Board of Adjustment to re-appoint membership (per attached) to serve additional three (3) year terms. Term duration: July 1, 2016 – June 30, 2019.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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| Member                    | Position | Terms Expire  |
|---------------------------|----------|---------------|
| 1 vacancy exists on board |          |               |
| Gene Midyette             | 6th term | June 30, 2019 |
| Henry Bobbitt, III        | 6th term | June 30, 2019 |
| Oscar Butch Meek          | 6th term | June 30, 2019 |
| Paul Bernard              | 6th term | June 30, 2019 |
| Robert C. Kelly           | 5th term | June 30, 2019 |

At the Board of Adjustments' July 20<sup>th</sup> meeting the following action (s) took place:

- ◆ **“Chair Oscar Meek moved to the next agenda item, Board re-appointments and election of Officers. All Members agreed by consensus to continue serving. Members then moved to Officer nominations:**
  - A. **Motion was made by Robert Kelly to nominate Oscar Meek to continue serving as Chair (he agreed to serve).**
  - B. **Second was made by Gene Midyette, on call for a vote by Chair Oscar Meek all Members agreed to accept Oscar Meek as Chair.**
  - C. **Motion was made my Paul Bernard to nominate Robert Kelly as Vice-Chair (he agreed to serve).**
  - D. **Second was made by Gene Midyette, on call for a vote by Chair Oscar Meek all Members agreed to accept Robert Kelly as Vice-Chair.”**

Hope this all helps (?) – please let me know.

Thanks,  
Ken

### 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. Board of Adjustment
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Your full name Garland E Midyette

Date of Birth Jan 3, 1945 Sex M Race Cauc

Mailing Address 127 Apple Tree Ln

City and Zip Code Manson, NC 27553

Street Address Same

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

Home Phone 252-456-2750 Work Phone (cell) 252-432-0004

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

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

Email Address gene.midyette@gloryroad.net

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 Needham Broughton Raleigh, NC

Name and Address of College Attended NC State Univ. Raleigh, NC

Degree Received Civil Engineering

Please list any military experience NCNG (23 yrs) USCG Auxiliary (27 yrs)

\_\_\_\_\_

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**

*Martin Marietta Aggregates*  
*Law Engineering*  
*Soil & Material Engineering*

**Volunteer Experience**

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

Newspaper

Current Warren County Volunteer

Other

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

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

Signature

*Michael E. Midyette*

Date

*7-20-2016*

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

# STATEMENT OF INTEREST TO SERVE

O. Meek  
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 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. Board of Adjustment
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name OSCAR Long Meek  
Date of Birth 10-11-48 Sex M Race W  
Mailing Address 315 ONE Rd  
City and Zip Code Norlina NC 27563  
Street Address \_\_\_\_\_  
City and Zip Code \_\_\_\_\_  
Home Phone 456-2664 <sup>cell</sup> Work Phone 432-1278  
Job Title \_\_\_\_\_  
Company or Agency \_\_\_\_\_  
Email Address butch.meek@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 Norlina  
Name and Address of College Attended NCSU  
Degree Received AA

Please list any military experience None

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

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

Work Experience 35 years OL Meek TNS Agency-

Volunteer Experience Planning Board, Neelina Vol FD  
Warren County Calltender Assoc.

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain:

Currently serving on BOA

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

O. Meek

Date

7-20-2016

*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. Board of Adjustments
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Your full name PAUL LEROY BERNARD  
 Date of Birth 4-3-41 Sex M Race WAO  
 Mailing Address 127 S DOVE LN  
 City and Zip Code LITTLETON, NC 27850  
 Street Address 127 S. DOVE LN  
 City and Zip Code LITTLETON NC 27850  
 Home Phone 252-586-6281 Work Phone 252-578-0602  
 Job Title Retired cell  
 Company or Agency US NAVY  
 Email Address lakeraston@gmail.com

Do you live in the county? Yes  No

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

Educational Background

Name and Address of High School Attended Kelso High - Kelso, WA  
 Name and Address of College Attended U of Washington / U of W. Florida  
 Degree Received BS Metallurgical Engineering / MS in Aeronautical Systems

Please list any military experience 28 yrs US Navy Retired O-5  
Electronics Tech, Nuclear Reactor Operator, Carrier Pilot, Commanding Officer A-6 Intruder Squadron

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

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

Work Experience USNAVY  
Manage Lake Gaston Building Supply  
Carpenter, Painter

Volunteer Experience Board of Adjustments  
Tech Shop Lake Gaston Computer Club 15yrs  
President Lake Gaston Computer Club 14R  
Treasurer, Finance Comm, Project Coordinator, Deacon Enterprise Baptist Church

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

Newspaper  Current Warren County Volunteer  Other

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

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

Signature P. Bernard

Date 7-15-16

Please feel free to attach a resume if so desired.

# STATEMENT OF INTEREST TO SERVE

R. Kelly  
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 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. BOARD OF ADJUSTMENT 3. \_\_\_\_\_
- 2. \_\_\_\_\_ 4. \_\_\_\_\_

Your full name ROBERT C. KELLY  
Date of Birth 3/29/57 Sex MALE Race —  
Mailing Address 222 HUMMINGBIRD LAKE  
City and Zip Code MACON, NC 27551  
Street Address —  
City and Zip Code SOME  
Home Phone 257-1028 Work Phone —  
Job Title PROFESSIONAL LAND SURVEYOR  
Company or Agency NONE  
Email Address RCKPLS@EARTHLINK.NET

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 FREDERICK DOUGLASS HIGH SCHOOL, MO  
Name and Address of College Attended UNIVERSITY OF MD  
Degree Received NONE

Please list any military experience U.S. Army

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

NO

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

Work Experience PROFESSIONAL LAND SURVEYOR SELF EMPLOYED  
FOR LAST 30 YEARS

Volunteer Experience TALL RIVER LANDS CONSERVANCY - GOLFEE

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

Newspaper                      Current Warren County Volunteer                      Other

If other, please explain: UNKNOWN

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 *R. Kelly*

Date July 17, 2016

*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. BOARD OF ADJUSTMENT
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Your full name HENRY DALLAS BOBBITT III

Date of Birth 11-19-37 Sex M Race W

Mailing Address 207 BOBBITT ROAD

City and Zip Code LITTLETON N.C. 27850

Street Address 207 BOBBITT RD

City and Zip Code LITTLETON, NC 27850

Home Phone 352-581-4581 Work Phone \_\_\_\_\_

Job Title RETIRED

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

Email Address \_\_\_\_\_

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 LITTLETON HIGH SCHOOL

Name and Address of College Attended \_\_\_\_\_

Degree Received \_\_\_\_\_

Please list any military experience NONE

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

BOARD OF ADJUSTMENT

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

Work Experience 32 YEARS WITH ROES STORES, INC.

Volunteer Experience \_\_\_\_\_

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

Newspaper      Current Warren County Volunteer      Other

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

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

Signature Henry D. Bobbitt III

Date 7-20-16

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

Meeting Date: October 3, 2016

Item # 10

**SUBJECT: Warren County Recreation Commission Collaboration with Soul City Parks & Recreation (PRA)**

**REQUESTED BY: Richard “Dickie” Williams, Parks & Recreation Director & Charmaine McKissick-Melton, Soul City PRA**

**SUMMARY: Based upon Warren County’s history of collaboration with the Soul City PRA on matters pertaining to recreational outlets for our citizens, the Recreation Commission requests approval to collaborate with Soul City PRA to submit a National Park Service FY 2016 African American Civil Rights Grant Application for a project involving the Historical Green Duke House at Soul City. There is no financial match requirement for this grant.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Warren County Parks & Recreation request to collaborate with Soul City PRA to submit a National Park Service FY 2016 African American Civil Rights Grant Application for a project involving the Historical Green Duke House at Soul City, and authorize the County Manager to sign the necessary documentation.**

**NOTES:**

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# WARREN COUNTY

## PARKS & RECREATION DEPARTMENT

P.O. Box 835  
Warrenton, NC 27589

DICKIE WILLIAMS, *DIRECTOR*  
(252) 257-2272

September 26, 2016

To: Warren County Board of Commissioners

The Warren County Parks and Recreation Commission made and passed unanimously a motion to support the Warren County Parks and Recreation Commission in conjunction with Soul City Parks and Recreation Association to apply for a grant from The National Park Service FY 2016 African American Civil Rights Grant Program. This motion was passed at the September 8<sup>th</sup> meeting.

Attached is a summary of the project that will be subject of the grant application. The deadline for submission of the grant application is October 14, 2016.

Sincerely,

A handwritten signature in blue ink that reads "Dickie Williams".

Dickie Williams

Parks & Recreation Director

## **Project Summary (250 words)**

*The McKissick Soul City Civil Rights Center*, will be housed in the Green Duke House built 1790 located in Warren County North Carolina. Floyd McKissick was a speaker at The 1963 March on Washington, former National Director of CORE (Congress of Racial Equality), “Black Power” proponent, President of McKissick Enterprises (MKE) and Founder of Soul City.

MKE was the principal developer of Soul City with goals to promote Black Economic Development and self-reliance of African American people. In December 1968 the land was purchased.

The Green Duke House is on the National Register of Historic Places in Warren County North Carolina # 329 and is owned by Soul City Parks & Recreation Association (SCPRA).

*The McKissick Soul City Center*, will serve as a repository of the personal McKissick Family collection, of the Civil Rights Movement, and the Soul City Project including historic documents, photos, personal letters and artifacts. Floyd McKissick was the first African American to integrate the University of North Carolina Law School in 1951 therefore part of the McKissick Collection is housed on the UNC campus.

This Pre-Development Project is designed to do “a feasibility and adaptive use plan to use a historic building for place-based education on the civil rights event that occurred there or as a place of healing for the community.” It’s ultimate goal is create a web-based “Interactive Gathering Place” to explore the role Floyd McKissick and Soul City played in the Civil Rights Movement.



**P16AS00485**  
**National Park Service FY 2016 African American Civil Rights Grant Program**  
**Department of the Interior**  
**National Park Service**

- Synopsis
- Version History
- Related Documents
- Package

[Print Synopsis Details](#)

If you would like to receive email notifications of changes to this grant opportunity click [send me change notification emails](#). You only need to provide your email address.

General Information

|  |   |  |              |
|--|---|--|--------------|
| <b>Document Type:</b>                        | Grants Notice   | <b>Version:</b>                                | Synopsis 4   |
| <b>Funding Opportunity Number:</b>           | P16AS00485  | <b>Posted Date:</b>                            | Aug 17, 2016 |
| <b>Funding Opportunity Title:</b>            | National Park Service FY 2016 African American Civil Rights Grant Program                             | <b>Last Updated Date:</b>                      | Aug 26, 2016 |
| <b>Opportunity Category:</b>                 | Discretionary   | <b>Original Closing Date for Applications:</b> | Oct 14, 2016 |
| <b>Opportunity Category Explanation:</b>     |   | <b>Current Closing Date for Applications:</b>  | Oct 14, 2016 |
| <b>Funding Instrument Type:</b>              | Grant   | <b>Archive Date:</b>                           | Nov 16, 2016 |
| <b>Category of Funding Activity:</b>         | Other (see text field entitled "Explanation of Other Category of Funding Activity" for clarification) | <b>Estimated Total Program Funding:</b>        | \$7,750,000  |
| <b>Category Explanation:</b>                 | Cultural Heritage and Historic Preservation   | <b>Award Ceiling:</b>                          | \$500,000    |
| <b>Expected Number of Awards:</b>            | 55  | <b>Award Floor:</b>                            | \$15,000     |
| <b>CFDA Number(s):</b>                       | 15.904 -- Historic Preservation Fund Grants-In-Aid  |  |              |
| <b>Cost Sharing or Matching Requirement:</b> | No  |  |              |

Eligibility

|   |  |
|---|--|
| <b>Eligible Applicants:</b>                   | Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education<br>City or township governments<br>Native American tribal governments (Federally recognized)<br>Others (see text field entitled "Additional Information on Eligibility" for clarification)<br>Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education<br>County governments<br>State governments |
| <b>Additional Information on Eligibility:</b> | Certified Local Governments (CLGs)   |

Additional Information

|  |  |
|--|--|
| <b>Agency Name:</b>                    | National Park Service  |
| <b>Description:</b>                    | The National Park Service(NPS) FY 2016 African American Civil Rights Grant Program (Civil Rights Grants) will document, interpret, and preserve the sites and stories related to the African American struggle to gain equal rights as citizens in the 20th Century. Grants will fund a broad range of planning, development, and research projects for historic sites including: survey, inventory, documentation, interpretation, education, architectural services, historic structure reports, planning, and bricks and mortar repair. |
| <b>Link to Additional Information:</b> | <a href="#">Program Grant Webpage</a>  |
| <b>Grantor Contact Information:</b>    | If you have difficulty accessing the full announcement electronically, please contact:<br><br>Megan Brown 202 354 2020 <a href="mailto:preservation_grants_info@nps.gov">preservation_grants_info@nps.gov</a><br><br><a href="#">Email for Grant Information</a>   |

## National Park Service FY 2016 African American Civil Rights Grant Program

The National Park Service's (NPS) FY 2016 African American Civil Rights Grant Program (Civil Rights Grants) will document, interpret, and preserve the sites and stories related to the African American struggle to gain equal rights as citizens in the 20th Century. The NPS' 2008 report, [\*Civil Rights in America, A Framework for Identifying Significant Sites\*](#) will serve as the foundation reference document for the grant program and for grant applicants to use in determining the appropriateness of proposed projects and properties. Parts 3 through 6 (pages 10-24) describe the appropriate time periods and events that are the focus of this grant funding.

The Civil Rights Grant awards are funded by the Historic Preservation Fund (HPF), and administered by the NPS. This competitive grant program provides grants to states, tribes, local governments (including Certified Local Governments), and nonprofits. Non-federal matching share is not required, but preference will be given to applications that show community commitment through non-federal match and partnership collaboration. Grants will fund a broad range of planning, development, and research projects for historic sites including: survey, inventory, documentation, interpretation, education, architectural services, historic structure reports, preservation plans, and bricks and mortar repair.

This application guidance provides information on:

[HOW TO APPLY](#)

[WHO IS ELIGIBLE](#)

[WHAT PROJECTS ARE FUNDED](#)

[Pre-Development/Development Work](#)

[Requirements Specific to Development](#)

[History Projects](#)

[Survey & Inventory](#)

[Research & Documentation](#)

[Interpretation & Education](#)

[WHAT IS NOT FUNDED](#)

[REQUIREMENTS](#)

[CRITERIA](#)

[EVALUATION AND SELECTION PROCESS](#)

If you have questions about the application, please contact NPS at [preservation\\_grants\\_info@nps.gov](mailto:preservation_grants_info@nps.gov) or 202-354-2020. If you have trouble with the Grants.gov system, please contact them directly.

All SF-424 series application forms are included as interactive forms on the Grants.gov application website. Attach all other components to the "Attachments Form" in Grants.gov. Applications not received by the deadline and incomplete applications will not be considered.

All application materials, including photographs, become the property of the National Park Service and may be reproduced by NPS or its partner organizations without permission; appropriate credit will be given for any such use. Additional materials not specifically requested by NPS, and materials sent separately from the application, will be discarded.

## WHO IS ELIGIBLE

- States and Territories.
- Federally-recognized Tribes, Alaska Natives and Native Hawaiian Organizations.
- Local Governments (including Certified Local Governments).
- Non-profit Organizations, including non-profit Historically Black Colleges and Universities (HBCUs); note that other HBCUs need to apply in partnership with an eligible recipient.

African American civil rights grants from the HPF should be directed to non-NPS assets. Properties that are privately owned but within park boundaries would be eligible for HPF assistance if the privately owned property partners with a nonprofit to apply.

## WHAT PROJECTS ARE FUNDED

### PRE-DEVELOPMENT AND DEVELOPMENT PROJECTS

The physical preservation of a property is often the most significant way to connect the public with its past and its cultural heritage. Applicants may apply for pre-development work alone or as a part of a larger development project. Properties include historic districts, buildings, sites, structures, and objects.

- Development project grant applications must range from \$75,000 to \$500,000 in federal share, of which up to 10% may go toward pre-development costs such as architectural or engineering services.
- Grant applications that are limited to solely pre-development work must range from \$15,000 - \$50,000.
- Eligible costs include pre-development studies, architectural plans and specifications, historic structure reports, and the repair and rehabilitation of historic properties.

### Property Types Eligible for Pre-Development/ Development

Projects that involve properties associated with the African American civil rights movement in the 20th Century must meet one of the following criteria and complete the eligibility form:

- **Listed for association with African American Civil Rights:** Properties listed in the National Register of Historic Places (NRHP) at the national, state, or local level of significance, or designated as National Historic Landmarks for their association with African American civil rights in the 20th Century. This includes contributing resources inside the boundaries of listed historic districts.
- **Listed for other significance:** Sites listed in the National Register of Historic Places (NRHP) at the national, state, or local level of significance or designated as National Historic Landmarks, but not for association with African American civil rights in the 20th Century. The civil rights association has not been formally documented but has been evaluated as significant. This includes contributing resources within listed historic

districts. Applicants in this category must include either an update to the existing nomination or the preparation of a nomination as part of their project.

- **Eligible for Listing:** Properties identified as potentially eligible for listing in the National Register of Historic Places (NRHP) at the national, state, or local level of significance for their association with African American civil rights in the 20th Century. Applicants in this category must include the preparation of a nomination as part of their project.
- Historic places associated with active religious organizations (churches) are eligible to apply.

### **Preservation, Rehabilitation and Restoration**

All work under this category must be carried out in compliance with the [\*Secretary of Interior's Standards for the Treatments of Historic Properties\*](#) and the [\*Secretary of Interior's Archeological Documentation Standards\*](#). The *Treatment Standards* offer four distinct approaches to the treatment of historic properties – preservation, rehabilitation, restoration, and reconstruction. Grant funds may be used for all approaches **except reconstruction**.

- **Preservation** focuses on the maintenance, repair and replacement of existing historic materials and retention of the property's form as it has evolved over time.
- **Rehabilitation** acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.
- **Restoration** aims to depict the form, features and character of a property as it appeared at a particular period of time by removing features from other periods in its history and reconstructing missing features from the restoration period.

### **Pre-Development Projects**

Pre-Development projects must produce the necessary study and documentation that will lead to the future preservation of historic properties. This category includes activities such as building condition assessments, plans and specifications for building repair, stabilization of an archeological site, and historic structure reports.

*Examples of Pre-development projects:*

- A feasibility and adaptive use plan to use a historic building for place-based education on the civil rights event that occurred there, or as a place of healing for the community.
- A phased prioritization document that identifies site specific areas for future preservation and promotion.
- Development of a historic structures report for a building that addresses current conditions, accessibility issues, and other code-related compliance.

### **Development Projects**

Development projects involve the bricks and mortar preservation of a property/site.

*Examples of Development projects:*

- Repair of damaged or deteriorated roofing, windows, and exterior siding to secure the building envelope.
- Structural reinforcement to an existing structure, such as bracing of a bridge associated with a significant civil rights march.
- Restoration of historic building to the significant civil rights period at a pivotal educational campus.

**Meeting Date: October 3, 2016**

**Item # 11**

**SUBJECT: Warren County Language Access Plan**

**REQUESTED BY: George Vital, Area Director, USDA**

**SUMMARY: Revised “Language Access Plan” (LAP) as required for Compliance with Limited English Proficiency (LEP) Requirement for USDA funding is submitted for Board’s review and adoption. Authorize Chairman Richardson to sign document.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of revised Language Access Plan for Warren County, and authorize the Chairman to sign the document.**

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**NOTES:**

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# Warren County Language Access Plan

Page 1 of 3

## Language Access Plan Warren County, NC

The purpose of this Plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 that requires that recipients of federal funds take responsible steps to ensure meaningful access to programs by persons with limited English proficiency (LEP persons). A Limited English Proficient person is a person who does not speak English as their primary language and who have limited ability to read, speak, write or understand English.

To ensure meaningful access to its programs Warren County has developed a Language Access Plan (LAP). In order to develop the Plan, Warren County had to conduct several activities, the first of which is a four factor analysis. The other considerations are language assistance services to be provided, if requested or needed; staff training; identify the LEP contact person; and the process for addressing complaints.

### A. Four Factor Analysis

- 1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.** Based on the information provided by the U.S. Census, 2010-2015 American Community Survey, Warren County has total population of 20,975. Of this number:

Asian - July 1, 2015: 0.4% (83.9) compared to 2010 at 0.2% (41.94)

Hispanic or Latino - July 1, 2015: 3.9% (818.02) compared to 2010 at 3.3% (692.76)

Foreign born persons, percent 2010-2014: 2.5% (519.88)

- 2. The Frequency with which LEP individuals come in contact with the program.** Rural Development loan/grant and Community Development Block Grant funds are available for public facilities and housing services. Warren County has not had any requests or responses to public notices in which housing rehabilitation and water hook-up applications are solicited.
- 3. The nature and importance of the program, activity, or service provided by the program to people's lives.** The programs to be considered are federally funded public facilities, housing rehabilitation and water hook-up programs – using Rural Development loan/grant funds and Community Development Block Grant (CDBG) funds. The Housing Rehabilitation and Water Hook-Up Programs are very important programs in

# Warren County Language Access Plan

Page 2 of 3

In order to determine if an individual is eligible to participate in the programs, an application/ household survey form, the total household income, and proof of ownership of property must be submitted to the County upon request and in a timely fashion

4. **The resources available to the recipient and costs.** CDBG administrative funds will be used to implement LAP requirements. Other federal funds and/or local funds will also be used to implement LAP requirements. Translation and interpretation assistance will be provided to LEP individuals free of charge.

## **B. Language Assistance Services to Be Provided**

1. On an as needed basis Warren County will provide oral interpretation and written translation of all vital documents required to provide housing rehabilitation and water hook-up services to LEP individuals.
2. HUD's I Speak Cards will be available at the receptionist desk for LEP walk-ins. A LAP sign will be hung near the receptionist desk.
3. Warren County Health and Social Services Departments both have a Spanish bilingual person on staff available to provide translation and interpreting services.
4. Warren County will post a statement in Spanish at the end of required program public notices and other related documents which says "this information is available in Spanish or any other language upon request. Please contact a certain name and telephone number for accommodations for this request."
5. An organization which provides translation and interpretation services will be contacted to provide reasonable services on an as-needed basis if a request is made for interpretations other than Spanish.
6. Warren County will maintain a record of all services provided and will complete an annual compliance report that will be submitted to federal agencies requesting same.

## **C. Staff Training**

Warren County will provide training to the receptionist on LEP individuals and the LAP that will be utilized to assist the LEP individuals' access to housing rehabilitation, water hook-up services or other federally funded programs for which they may be eligible. The receptionist will be trained on how to use HUD's I Speak Cards, document the request in writing, and forward the request to the County Manager who shall follow through on the necessary assistance.

**Warren County  
Language Access Plan**

**Page 3 of 3**

**D. LEP Contact Persons**

Linda T. Worth  
Warren County Manager  
Post Office Box 619  
602 West Ridgeway Street  
Warrenton, NC 27589  
(252) 257-3115 office  
(252) 257-5971 fax  
E-mail: [lindaworth@warrencountync.gov](mailto:lindaworth@warrencountync.gov)  
-or- [paulapulley@warrencountync.gov](mailto:paulapulley@warrencountync.gov)  
- or - [angelenakdunlap@warrencountync.gov](mailto:angelenakdunlap@warrencountync.gov)

**E. Process for Addressing Complaints**

1. Warren County will provide assistance to LEP individuals if they indicate they would like to file a complaint. A complaint will be filed in writing, contain the name and address of the person filing it or his/her designee and briefly describe the alleged violation of this policy.
2. Records will be maintained of any complaints filed, the date of filing, actions taken and resolution.
3. The County will notify the appropriate federal agencies of the complaint filed, the date of filing, actions taken and resolution. This information will be provided within 30 days of resolution.
4. The appropriate federal agency will conduct an investigation. If the investigation indicates a failure to comply with the Act, Warren County will inform the individual and the matter will be resolved by informal means whenever possible within 60 days.
5. If the matter cannot be resolved by informal means, then the individual will be informed of his or her right to appeal further to the Department of Justice (DOJ). This notice will be provided in the primary language of the individual with Limited English Proficiency (LEP).
6. If requested by the complainant, the County will forward the complaint to the DOJ, HUD Field Office.

Submitted and Approved by:

SEAL

\_\_\_\_\_  
Barry Richardson, Chairman  
Warren County Board of Commissioners  
Date: October 3, 2016

**Meeting Date: October 3, 2016**

**Item # 12**

**SUBJECT: Request to Redeem Tax Foreclosed Property**

**REQUESTED BY: Janice Hargrove, Property Owner**

**SUMMARY: Ms. Hargrove requests Board of Commissioners to enter into a private sale with her concerning property that was purchased by the County due to foreclosure: E5 172H (tax & fees \$2,408.11) and E5 172 H1 (tax & fees \$1,496.63); total = \$3,904.74. Additional fees of \$26 (per deed) for recording with Register of Deeds office will be required at completion of sale to place property back into Ms. Hargrove's name.**

**FUNDING SOURCE: General Fund**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: 105-376**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend Board approve the private sale to Janice Hargrove of the tax foreclosed property designated as E5 172H (\$2,408.11) and E5 172 H1 (\$1,496.63) at the total sales price of \$3,904.74 plus \$26 per deed and any additional expenses associated with the private sale.**

**NOTES:**

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**§ 105-376. Taxing unit as purchaser at foreclosure sale; payment of purchase price; resale of property acquired by taxing unit.**

(a) **Taxing Unit as Purchaser.** - Any taxing unit (or two or more taxing units jointly) may bid at a foreclosure sale conducted under G.S. 105-374 or G.S. 105-375, and any taxing unit that becomes the successful bidder may assign its bid at any time by private sale for not less than the amount of the bid.

(b) **Payment of Purchase Price by Taxing Units; Status of Property Purchased by Taxing Units.** - Any taxing unit that becomes the purchaser at a tax foreclosure sale may, in the discretion of its governing body, pay only that part of the purchase price that would not be distributed to it and other taxing units on account of taxes, penalties, interest, and such costs as accrued prior to the initiation of the foreclosure action under G.S. 105-374 or docketing of a judgment under G.S. 105-375. Thereafter, in such a case, the purchasing taxing unit shall hold the property for the benefit of all taxing units that have an interest in the property as defined in this subsection (b). All net income from real property so acquired and the proceeds thereof, when resold, shall be first used to reimburse the purchasing unit for disbursements actually made by it in connection with the foreclosure action and the purchase of the property, and any balance remaining shall be distributed to the taxing units having an interest therein in proportion to their interests. The total interest of each taxing unit, including the purchasing unit, shall be determined by adding:

- (1) The taxes of the unit, with penalties, interest, and costs (other than costs already reimbursed to the purchasing unit) to satisfy which the property was ordered sold;
- (2) Other taxes of the unit, with penalties, interest, and costs which would have been paid in full from the purchase price had the purchase price been paid in full;
- (3) Taxes of the unit, with penalties, interest, and costs to which the foreclosure sale was made subject; and
- (4) The principal amount of all taxes which became liens on the property after purchase at the foreclosure sale or which would have become liens thereon but for the purchase, but no amount shall be included for taxes for years in which (on the day as of which property was to be listed for taxation) the property was being used by the purchasing unit for a public purpose.

If the amount of net income and proceeds of resale distributable exceeds the total interests of all taxing units defined in this subsection (b), the remainder shall be applied to any special benefit assessments to satisfy which the sale was ordered or to which the sale was made subject, and any balance remaining shall accrue to the purchasing unit.

When any real property that has been purchased as provided in this section is permanently dedicated to use for a public purpose, the purchasing unit shall make settlement with other taxing units having an interest in the property (as defined in this subsection) in such manner and in such amount as may be agreed upon by the governing bodies; and if no agreement can be reached, the amount to be paid shall be determined by a resident judge of the superior court in the district in which the property is situated.

Nothing in this section shall be construed as requiring the purchasing unit to secure the approval of other interested taxing units before reselling the property or as requiring the purchasing unit to pay other interested taxing units in full if the net income and resale price are insufficient to make such payments.

Any taxing unit purchasing property at a foreclosure sale may, in the discretion of its governing body, instead of following the foregoing provisions of this section, make full payment of the purchase price, and thereafter it shall hold the property as sole owner in the same manner as it holds other real property, subject only to taxes and special assessments, with penalties, interest, and costs, to which the sale was made subject.

(c) **Resale of Real Property Purchased by Taxing Units.** - Real property purchased at a tax foreclosure sale by a taxing unit may be resold at any time (for such price as the governing body of the taxing unit may approve) at a sale conducted in the manner provided by law for sales of other real property of the taxing unit. However, a purchasing taxing unit, in the discretion of its governing body, may resell such property to the former owner or to any other person formerly having an interest in the property at private sale for an amount not less than the taxing unit's interest therein if it holds the property as sole owner or for an amount not less than the total interests of all taxing units (other than special assessments due the taxing unit holding title) if it holds the property for the benefit of all such units. (1939, c. 310, s. 1719; 1945, c. 635; 1947, c. 484, ss. 3, 4; 1951, c. 300, s. 1; c. 1036, s. 1; 1953, c. 176, s. 2; 1955, c. 908; 1967, c. 705, s. 1; 1971, c. 806, s. 1.)

OWNERSHIP 06102016 14693 301  
 HARGROVE JAY E  
 1003 AUTUMN PARK  
 OXFORD NC  
 DEED: 901 337D03112010 -99

PROPERTY DESCRIPTION  
 CARROLL  
 PLATS 1/217A/1 & 224A/17

TAX SUBDIVISIONS  
 WARRENTON TWP  
 CENTRAL WARREN FIRE

MAP NUMBER C\*PD NO  
 E5 172 H1 1  
 RECORD NUMBER: . 2650  
 ROUTE  
 LISTER: BA021208  
 REVIEW: BA021208

TOPO LEVEL  
 STREET PAVED  
 UTILITY WELL ELECTRIC  
 ZONING  
 0.50 ACRES  
 NOTES:  
 NBHD  
 AFCT: 6-HOM 1200

| # | LAND CLASS  | SIZE   | BASERATE*FRNT*DPH*ADJ=ADJRATE*UNITS=LND-VALUE |
|---|-------------|--------|---|
| 2 | 23NREAR/BLD | 0.50AC | 5000   1.55ACF     7750   0.50   3875         |

LAND VALUE: 3875

| # | OTHER FEAT  | SIZE   | BASERATE*COND  | =ADJRATE*UNITS=OFR-VALUE |
|---|-------------|--------|----------------|--------------------------|
| 1 | 79CMHHOOKUP | 1* 1   | 5800.00   0.90 | 5220.00   1   5220       |
| 2 | 37CMTLSTORE | 8* 10  | 4.85   0.80    | 3.88   80   310          |
| 3 | 19ECARPORT  | 18* 20 | 2.50   0.70    | 1.75   360   630         |
| 4 | 32DCOV POR  | 9* 17  | 22.87   0.50   | 11.44   153   1750       |

OTHER VALUE: 7910

| ENDATION | XTRFNISH | ROOFTYPE | ROOFTRL  | SIZE/QT |
|----------|----------|----------|----------|---------|
|          |          |          |          |         |
| WALLNSH  | FLOORS   | HEAT&AIR | HEATFUEL |         |
|          |          |          |          |         |

VACANT 0  
 # | STRUCTURE | SKTCH-SF\*STHT= | AREA | RATE\*GRDF+HEAT+EXWL\*WLHT=ADJRAT\* | AREA= | RPCN\* | DEFP\*CNDF=STR-VALUE

STRUCTURE VALUE: 0

| VALUATION | VALUE | PREV-VAL | P-N% | 7750LV/AC | TOTAL VALUE |
|-----------|-------|----------|------|-----------|-------------|
| LAND      | 3875  | 6000     | 64%  |           | 11785       |
| OTHERFEAT | 7910  |          |      |           |             |
| STRUCTURE | 0     |          |      |           |             |
| TOTAL     | 11785 | 6000     | 196% |           |             |

GEOGRAPHIC-ADJUSTMENT-NBHD: 1200 CAVB: 0 \* 0.85= 0 TOTAL APPRAISED-VALUE: 11785

**E5 172 H1  
tax & fees  
\$1,496.63**



QW ERSHIP\_06^2016 14693 300  
 HARGROVE JAI 3  
 1003 AUTUMN PARK  
 OXFORD NC  
 DEED: 201 337D03112010 -99

PROPERTY DESCRIPTION  
 CARROLL  
 PLATS 1/217A/1 & 224A/17  
 278 HESTER RD

TAX SUBDIVISIONS  
 WARRENTON TWP  
 CENTRAL WARREN FIRE

MAP NUMBER CARD NO  
 E5 172H 1  
 RECORD NUMBER: 2470  
 ROUTE  
 LISTER: BA110508  
 REVIEW: BA110508

ZONING 0.50 ACRES NBHD  
 AFCT: 6-HOM 1200  
 NOTES: 14X76 SW W/DECK FOR 04

| # | LAND CLASS  | SIZE   | BASERATE | FRNT    | DEPTH | ADJ | ADJRATE | UNITS | LND-VALUE |
|---|-------------|--------|----------|---------|-------|-----|---------|-------|-----------|
| 2 | 21MPAVE/BLD | 0.50AC | 9000     | 1.55ACF |       |     | 13950   | 0.50  | 6975      |

LAND VALUE: 6975

| # | OTHER FEAT  | SIZE   | BASERATE | COND | ADJRATE | UNITS | OFB-VALUE |
|---|-------------|--------|----------|------|---------|-------|-----------|
| 1 | 19ECARPORT  | 20* 21 | 2.50     | 0.70 | 1.75    | 420   | 735       |
| 2 | 4DSTG.SHED  | 8* 10  | 6.56     | 0.40 | 2.62    | 80    | 210       |
| 3 | 79CMHHOOKUP | 1* 1   | 5800.00  | 0.90 | 5220.00 | 1     | 5220      |
| 4 | 33CWOOD DK  | 1* 200 | 8.89     | 0.90 | 8.00    | 200   | 1600      |
| 5 | 32CCOV POR  | 10* 17 | 27.04    | 0.90 | 24.34   | 170   | 4138      |

OTHER VALUE: 11903

| FOUNDATION | XTRENFISH | ROOFTYPE | ROOFMTBL | SIZE/QTY |
|------------|-----------|----------|----------|----------|
|            |           |          |          | 1.00LFUF |

OTHER 0  
 # STRUCTURE SKTCH-SF\*STHT= AREA \_RATE\*GRDF+HEAT+EXWL\*WLHT-ADJBAT\* \_AREA= \_\_BPCN\* DEPF\*CNDP=STR-VALUE

STRUCTURE VALUE:

| VALUATION | VALUE | PREV-VAL | P-NR | TOTAL VALUE |
|-----------|-------|----------|------|-------------|
| LAND      | 6975  | 6000     | 116% | 13950LV/AC  |
| OTHERFEAT | 11903 | 9424     | 126% |             |
| STRUCTURE | 0     |          |      |             |
| TOTAL     | 18878 | 15424    | 122% |             |

GEOGRAPHIC-ADJUSTMENT-NBHD: 1200 CAVB: 0 \* 0.85= 0 TOTAL APPRAISED-VALUE: 18878



Meeting Date: October 3, 2016

Item # 13

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

**REQUESTED BY: Clerk to the Board**

**SUMMARY: Resolution declaring certain County property as surplus and authorizing sale by auction (or authority to discard if not sold), is presented for Board's review and adoption. Authorize Chairman Richardson to sign same.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Resolution declaring certain County property as surplus and authorize sale by on-line auction or disposal if not sold, and authorize Chairman to sign the Resolution.**

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**NOTE:**

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# WARREN COUNTY BOARD OF COMMISSIONERS

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

Barry Richardson, Chairman  
Bertadean Baker, Vice Chairman  
Jennifer Jordan  
Tare Davis  
Victor Hunt

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 properties which are no longer used and may lawfully dispose of such property through on-line auction or disposal.

**NOW THEREFORE, BE IT RESOLVED THAT**, pursuant to Article 12, North Carolina General Statute 160A-268 the Warren County Board of Commissioner authorize the sale through on-line auction or disposal of:

|                     |  |
|---------------------|--|
| Vehicles:           | 2007 Chevrolet Impala – 155,890 miles (DSS)<br>2005 Ford Stationwagon – 158,489 miles (DSS)  |
| Printer Cartridges: | HP LaserJet Cartridge, Q6470A, Black (1)<br>HP LaserJet Cartridge, C8061X, Black (1)<br>HP LaserJet Cartridge, Q2624A, Black (1)<br>HP LaserJet Cartridge, Q2672A, Yellow (1)<br>HP LaserJet Cartridge, C4127X, Black (1)<br>HP LaserJet Cartridge, C4127A, Black (1)<br>Office Depot Remanufactured Laser Cartridge for HP<br>C4127A, Black (1) |
| Printer:            | HP LaserJet 4100 (1)   |
| Keyboards:          | Dell L100 Keyboard (2)   |

These items are being sold in “as is” condition with no warranties.

The Warren County Board of Commissioners reserves the right to reject any or all bids, to waive informalities, and to award bid in the opinion of the Owner in its best interest.

**BE IT FURTHER RESOLVED,** The Board of Commissioners authorizes the County Manager (or designee) to dispose of the property and incur those costs incidental to sell property; and that advertising, describing the property, the method for bidding and the date, time and place for the bid opening be placed with auction site, notice in the Warren Record Newspaper and otherwise appropriately advertised according to law.

**ADOPTED this the 3<sup>rd</sup> day of October 2016.**

**Warren County Board of Commissioners**

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**Barry Richardson, Chairman**

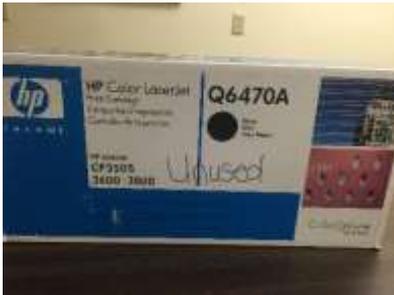
**Social Services - 2007 Chevrolet Impala - 155,890 Miles**



**Social Services - 2005 Taurus Station Wagon - 158,489 Miles**



## Finance Office – Various Ink Cartridges & Printer



Cartridges:

- HP LaserJet Cartridge, Q6470A, Black (1)
- HP LaserJet Cartridge, C8061X, Black (1)
- HP LaserJet Cartridge, Q2624A, Black (1)
- HP LaserJet Cartridge, Q2672A, Yellow (1)
- HP LaserJet Cartridge, C4127X, Black (1)
- HP LaserJet Cartridge, C4127A, Black (1)
- Office Depot Remanufactured Laser Cartridge for HP C4127A, Black (1)



## Finance Office 2 Dell Keyboards



**Meeting Date: October 3, 2016**

**Item # 14-A**

**SUBJECT: Manson Tower Upgrade Project**

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

**SUMMARY: Due to circumstances beyond the contractor's control, it has become necessary to extend the completion date for the Manson Tower Upgrade Project from September 15, 2016 to October 21, 2016. An Extension Agreement between Warren County and Sink Tower Erection Company, Inc. is presented for Boards review and action. Authorize County Manager Worth to sign the Extension Agreement.**

**FUNDING SOURCE: VHF Radio System Upgrades Capital Project**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Extension to Manson Tower Upgrade Project Agreement between Warren County and Sink Tower Erection Company, Inc. to extend the project completion date from September 15, 2016 to October 21, 2016, and authorize County Manager Worth to sign the agreement**

**NOTES:**

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**EXTENSION TO MANSON TOWER  
UPGRADE PROJECT  
AGREEMENT**

This Extension to Manson Tower Upgrade Project Agreement (hereinafter, "Extension") is entered into this \_\_\_\_ day of October, 2016, for the sole purpose of extending the parties' original Agreement (hereinafter, "Agreement") from September 15, 2016 to October 21, 2016.

**WITNESSETH:**

**WHEREAS** the parties have previously entered into an Agreement, which is incorporated herein by reference, through which Sink Tower Erection Company Inc. (hereinafter, "Contractor") agrees to supply to Warren County, North Carolina (hereinafter, "the County") the required tower upgrades and improvements specified therein, with all work to be completed in a three (3) month period commencing on June 15, 2016 and ending on September 15, 2016, which term included the Post Construction Inspection (PCI) by Tower Engineering professionals (TEP) ; and,

**WHEREAS**, the parties agree that due to unforeseen events not under the parties control that have delayed project completion, it is desirous, reasonable, and necessary that the Agreement be extended through and including October 21, 2016 to allow for final equipment installations and Post Construction Inspections after completion of the installations;

**NOW, THEREFORE**, in consideration of the promises, the covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. **Incorporation of Recitals.** The above and foregoing recitals are incorporated into and made a part of this Extension.
2. **Amended Terms.** Upon the effective date hereof, the terms of the parties' Agreement shall be amended as hereinafter provided. All other terms, not otherwise specifically amended herein, shall remain the same in full force and effect.
3. **Amendment to the Agreement.** The Agreement shall be amended as follows:

**Section 7. Project Schedule shall be amended to read:**

Unless the parties agree in writing to an extension of this Agreement, the parties agree that all work under this Agreement shall be completed in four (4) months and 8 days to commence on June 15, 2016, or upon the date this Agreement is fully executed, and shall end on October 21, 2016, or before, if the Vendor has completed all its contracted deliverables for County. The parties acknowledge and agree the four (4) months and 8 days interval includes the Post Construction Inspection period.

4. **Reaffirmation.** To the extent any term(s) or condition(s) in the Agreement shall contradict or be in conflict with the amended terms of the Agreement as set forth in this Extension, such terms and conditions are hereby deemed modified and amended accordingly, upon the effective date hereof, to reflect the terms of the Agreement as so amended in this Extension. All terms of the Agreement, as amended hereby, shall be and remain in full force and effect and shall constitute the legal, valid, binding and enforceable obligations of the parties. Upon the effective date hereof, the parties herein restate, ratify and reaffirm each and every term and condition set forth in the Agreement as amended herein.

5. **Binding Effect.** The terms, provisions and conditions of this Extension shall be binding upon and inure to the benefit of each respective party and their respective legal representatives, successors and assigns.

6. **Effectiveness.** The amendments set forth in this Extension shall become effective as of the day and year it is fully executed.

**IN WITNESS WHEREOF,** the undersigned have executed this Extension to be effective upon execution by the last party hereto.

Warren County, North Carolina

BY: \_\_\_\_\_  
Linda T. Worth, Warren County Manager

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

Witness: \_\_\_\_\_

Sink Tower Erection Company, Inc.

BY: \_\_\_\_\_  
Kathy Sink, President

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

Witness: \_\_\_\_\_

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

\_\_\_\_\_  
Gloria M. Edmonds, Finance Director

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

Meeting Date: October 3, 2016

Item # 14-B

**SUBJECT:** Contracts / Agreements

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

**SUMMARY:** Buck Spring Phase I Construction Contract between Warren County and DanCo Builders is presented for Boards review and action. Contract cost is \$485,878 based upon bid accepted by the Board on May 2, 2016. Authorize County Manager Worth to sign Contract and related documents. County Attorney has reviewed and approved the contract.

**FUNDING SOURCE:** Buck Spring Regional Leadership Center Capital Project

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Construction Contract between Warren County and DanCo Builders at cost of \$485,878 for Buck Spring Phase I Project, and authorize County Manager Worth to sign the Contract and any related documentation. Funding Source: Buck Spring Regional Leadership Center Capital Project.**

**NOTES:**

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Entire 67 paged  
document sent in a  
separate e-mail

 **AIA® Document A101™ – 2007**

**Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum**

AGREEMENT made as of the 15<sup>th</sup> day of September in the year 2016  
(In words, indicate day, month and year.)

**BETWEEN** the Owner:  
(Name, legal status, address and other information)

Warren County  
602 West Ridgeway Street  
P.O.Box 619  
Warrenton, North Carolina 27589

and the Contractor:  
(Name, legal status, address and other information)

DanCo Builders  
2475 Hurt Drive  
Rocky Mount, North Carolina 27804

for the following Project:  
(Name, location and detailed description)

Phase I - The Cabin / Buck Springs Plantation  
217 Nathaniel Macon Drive  
Littleton, NC 27850

The Architect:  
(Name, legal status, address and other information)

Solex Architecture, Inc.  
308 Craghead Street  
Suite 102-C  
Danville, VA 24541

The Owner and Contractor agree as follows.

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201™–2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

**TABLE OF ARTICLES**

|           |  |
|-----------|--|
| <b>1</b>  | <b>THE CONTRACT DOCUMENTS</b>                          |
| <b>2</b>  | <b>THE WORK OF THIS CONTRACT</b>                       |
| <b>3</b>  | <b>DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION</b> |
| <b>4</b>  | <b>CONTRACT SUM</b>                                    |
| <b>5</b>  | <b>PAYMENTS</b>  |
| <b>6</b>  | <b>DISPUTE RESOLUTION</b>                              |
| <b>7</b>  | <b>TERMINATION OR SUSPENSION</b>                       |
| <b>8</b>  | <b>MISCELLANEOUS PROVISIONS</b>                        |
| <b>9</b>  | <b>ENUMERATION OF CONTRACT DOCUMENTS</b>               |
| <b>10</b> | <b>INSURANCE AND BONDS</b>                             |

**ARTICLE 1 THE CONTRACT DOCUMENTS**

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

**ARTICLE 2 THE WORK OF THIS CONTRACT**

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

**ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**

§ 3.1 The date of commencement of the Work shall be the date of this Agreement unless a different date is stated below or provision is made for the date to be fixed in a notice to proceed issued by the Owner.

*(Insert the date of commencement if it differs from the date of this Agreement or, if applicable, state that the date will be fixed in a notice to proceed.)*

Set in the "Notice to Proceed" after receipt of the contract and all other required documents.

If, prior to the commencement of the Work, the Owner requires time to file mortgages and other security interests, the Owner's time requirement shall be as follows:

§ 3.2 The Contract Time shall be measured from the date of commencement.

§ 3.3 The Contractor shall achieve Substantial Completion of the entire Work not later than Two Hundred Forty ( 240 ) days from the date of commencement, or as follows:

*(Insert number of calendar days. Alternatively, a calendar date may be used when coordinated with the date of commencement. If appropriate, insert requirements for earlier Substantial Completion of certain portions of the Work.)*

**Portion of Work**

**Substantial Completion Date**

, subject to adjustments of this Contract Time as provided in the Contract Documents.

*(Insert provisions, if any, for liquidated damages relating to failure to achieve Substantial Completion on time or for bonus payments for early completion of the Work.)*

**ARTICLE 4 CONTRACT SUM**

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be Four Hundred Eighty Five Thousand Eight Hundred Seventy Eight (\$ 485,878.00 ), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:

*(State the numbers or other identification of accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)*

§ 4.3 Unit prices, if any:

*(Identify and state the unit price; state quantity limitations, if any, to which the unit price will be applicable.)*

| Item | Units and Limitations | Price Per Unit (\$0.00) |
|------|-----------------------|-------------------------|
|------|-----------------------|-------------------------|

§ 4.4 Allowances included in the Contract Sum, if any:

*(Identify allowance and state exclusions, if any, from the allowance price.)*

| Item | Price |
|------|-------|
|------|-------|

**ARTICLE 5 PAYMENTS**

**§ 5.1 PROGRESS PAYMENTS**

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the 5<sup>th</sup> day of a month, the Owner shall make payment of the certified amount to the Contractor not later than the 30<sup>th</sup> day of the same month. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made by the Owner not later than Thirty ( 30 ) days after the Architect receives the Application for Payment.

*(Federal, state or local laws may require payment within a certain period of time.)*

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form and supported

by such data to substantiate its accuracy as the Architect may require. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 Subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

- .1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of Five percent ( 5 %). Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section 7.3.9 of AIA Document A201™-2007, General Conditions of the Contract for Construction;
- .2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of Five percent ( 5 %);
- .3 Subtract the aggregate of previous payments made by the Owner; and
- .4 Subtract amounts, if any, for which the Architect has withheld or nullified a Certificate for Payment as provided in Section 9.5 of AIA Document A201-2007.

§ 5.1.7 The progress payment amount determined in accordance with Section 5.1.6 shall be further modified under the following circumstances:

- .1 Add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to the full amount of the Contract Sum, less such amounts as the Architect shall determine for incomplete Work, retainage applicable to such work and unsettled claims; and  
*(Section 9.8.5 of AIA Document A201-2007 requires release of applicable retainage upon Substantial Completion of Work with consent of surety, if any.)*
- .2 Add, if final completion of the Work is thereafter materially delayed through no fault of the Contractor, any additional amounts payable in accordance with Section 9.10.3 of AIA Document A201-2007.

§ 5.1.8 Reduction or limitation of retainage, if any, shall be as follows:

*(If it is intended, prior to Substantial Completion of the entire Work, to reduce or limit the retainage resulting from the percentages inserted in Sections 5.1.6.1 and 5.1.6.2 above, and this is not explained elsewhere in the Contract Documents, insert here provisions for such reduction or limitation.)*

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

## § 5.2 FINAL PAYMENT

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Section 12.2.2 of AIA Document A201-2007, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

**ARTICLE 6 DISPUTE RESOLUTION**

**§ 6.1 INITIAL DECISION MAKER**

The Architect will serve as Initial Decision Maker pursuant to Section 15.2 of AIA Document A201–2007, unless the parties appoint below another individual, not a party to this Agreement, to serve as Initial Decision Maker. *(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)*

**§ 6.2 BINDING DISPUTE RESOLUTION**

For any Claim subject to, but not resolved by, mediation pursuant to Section 15.3 of AIA Document A201–2007, the method of binding dispute resolution shall be as follows:

*(Check the appropriate box. If the Owner and Contractor do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.)*

- Arbitration pursuant to Section 15.4 of AIA Document A201–2007
- Litigation in a court of competent jurisdiction
- Other *(Specify)*

**ARTICLE 7 TERMINATION OR SUSPENSION**

**§ 7.1** The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2007.

**§ 7.2** The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2007.

**ARTICLE 8 MISCELLANEOUS PROVISIONS**

**§ 8.1** Where reference is made in this Agreement to a provision of AIA Document A201–2007 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

**§ 8.2** Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

*(Insert rate of interest agreed upon, if any.)*

%

**§ 8.3** The Owner's representative:  
*(Name, address and other information)*

Mrs. Linda Worth  
County Manager  
602 West Ridgeway Street  
P.O. Box 619  
Warrenton, North Carolina 27589

**§ 8.4** The Contractor's representative:  
*(Name, address and other information)*

Mr. Michael Hurt  
Danco Builders, Inc.  
2475 Hurt Drive  
Rocky Mount, North Carolina 27804

§ 8.5 Neither the Owner's nor the Contractor's representative shall be changed without ten days written notice to the other party.

§ 8.6 Other provisions:

1. **Dispute Resolution/Jurisdiction/Venue.** Any dispute arising under this Agreement may be settled by mediation in the State of North Carolina in accord with such procedures as may be available to units of local government under state law. No other dispute resolution procedures shall apply. Jurisdiction for any legal proceedings concerning this contract or agreement shall be state courts in the State of North Carolina. Venue for such proceedings shall be Warren County.
2. **No pledge of taxing authority.** No deficiency judgment may be rendered against Warren County or any agency of Warren County in any action for breach of a contractual obligation under this contract. The taxing power of the Warren County is not pledged directly or indirectly to secure any monies due under this contract.
3. **No waiver of governmental immunity; Violation of law.** Except for waiver of governmental immunity resulting from the execution of a valid contract, Warren County makes no other waiver of governmental immunity. If any provision of the Contract or Agreement is in violation of any legal, statutory or state constitutional prohibition, then such provision(s) shall be unenforceable against Warren County.
4. **Compliance with E-Verify requirements:** The Contractor and any of its subcontractors shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, if applicable, which requires employers to verify the work authorization of each newly hired employee through the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies. You may substitute this language to only cover the employees with your firm as opposed to any subcontractors selected for the project.
5. **Iran Divestment Act Certification.** Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. Contractor shall not utilize any subcontractor that is identified on the List. You may substitute this language to only cover the employees with your firm as opposed to any subcontractors selected for the project.
6. **Public Record.** This Contract or Agreement is subject to disclosure under the public records laws of the State of North Carolina.

#### ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 The Contract Documents, except for Modifications issued after execution of this Agreement, are enumerated in the sections below.

§ 9.1.1 The Agreement is this executed AIA Document A101-2007, Standard Form of Agreement Between Owner and Contractor.

§ 9.1.2 The General Conditions are AIA Document A201-2007, General Conditions of the Contract for Construction.

§ 9.1.3 The Supplementary and other Conditions of the Contract:

**Buck Spring Phase I  
Construction**

Page 7 of 7

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Entire 67 paged  
document sent in a  
separate e-mail

**§ 9.1.4 The Specifications:**

*(Either list the Specifications here or refer to an exhibit attached to this Agreement.)*

See Attached "Specifications Table of Contents" : April 6, 2016 : 277 pages

| Section | Title | Date | Pages |
|---------|-------|------|-------|
|---------|-------|------|-------|

**§ 9.1.5 The Drawings:**

*(Either list the Drawings here or refer to an exhibit attached to this Agreement.)*

See Attached "Drawing List" :February 10, 2016: 37 pages

| Number | Title | Date |
|--------|-------|------|
|--------|-------|------|

**§ 9.1.6 The Addenda, if any:**

| Number     | Date           | Pages |
|------------|----------------|-------|
| Addendum 1 | March 16, 2016 | 26    |
| Addendum 2 | March 31, 2016 | 1     |

Portions of Addenda relating to bidding requirements are not part of the Contract Documents unless the bidding requirements are also enumerated in this Article 9.

**§ 9.1.7 Additional documents, if any, forming part of the Contract Documents:**

- .1 AIA Document E201™–2007, Digital Data Protocol Exhibit, if completed by the parties, or the following:
- .2 Other documents, if any, listed below:  
*(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201–2007 provides that bidding requirements such as advertisement or invitation to bid, Instructions to Bidders, sample forms and the Contractor's bid are not part of the Contract Documents unless enumerated in this Agreement. They should be listed here only if intended to be part of the Contract Documents.)*

**ARTICLE 10 INSURANCE AND BONDS**

The Contractor shall purchase and maintain insurance and provide bonds as set forth in Article 11 of AIA Document A201–2007.

*(State bonding requirements, if any, and limits of liability for insurance required in Article 11 of AIA Document A201–2007.)*

| Type of insurance or bond       | Limit of liability or bond amount (\$0.00) |
|---------------------------------|--|
| Performance Bond                | 100% of Contract Price                     |
| Labor and Material Payment Bond | 100% of Contract Price                     |

**Meeting Date: October 3, 2016**

**Item # 15-A**

**SUBJECT: County Manager's Reports**

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

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

**FUNDING SOURCE: Various**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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Entire 20 paged document was sent 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 in the month of September 2016 on behalf of Warren County:

Information Technology

CivicPlus  
302 S. 4<sup>th</sup> St., Suite 500  
Manhattan, KS 66502

I have approved a Master Services Agreement with CivicPlus for the development of a new County web site. Funds are budgeted in the IT departmental budget to pay the cost of this agreement (\$18,480) plus maintenance, support and hosting (\$3,327 annually) to be pro-rated across three fiscal years.

Solid Waste Fund

Betty B. Capps & Weldon C. Capps  
2129 NC Hwy. 43  
Warrenton, NC 27589

I have approved a 36-month Lease Agreement for the manned solid waste convenience center site located in Arcola, NC. Funds to pay the monthly lease fee of \$370 are budgeted in the Solid Waste Enterprise Fund.

**Meeting Date: October 3, 2016**

**Item # 15-B**

**SUBJECT: County Manager's Reports**

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

**SUMMARY: County Manager's Report of activities for September 2016 is presented for the Board's review and approval.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of the County Manager's report of activities for the month of September 2016.**

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**NOTES:**

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**RE:** September 2016 Status Report

Following is a recap of my work activities for the month of September 2016:

**Administration**

- Labor Day Holiday (9/5/16)
- Participated in conference call with LGC, County Attorney, Finance Director and EDC Director re: Buck Spring Project Financing (9/6/16)
- Prepared for and attended the Board of Commissioners Regular Meeting (9/6/16)
- Meeting with C. McKissick-Melton to discuss collaboration with Soul City PRA on potential grant for Green Duke Historical House Project (9/7/16)
- Meeting with recreation Director to discuss grant opportunity for Green Duke Historical House Project (9/8/16)
- Attended Recreation Commission Meeting (9/8/16)
- Meeting with D. Walker, Intern (9/9/16)
- Meeting with County Attorney to discuss various legal matters (9/12/16)
- Attended monthly JCPC meeting (9/12/16)
- Attended Regional County Managers Meeting in Wilson, NC (9/14/16)
- Attended KLRWS Advisory Board Meeting (9/21/16)
- Attended Zoning Board of Adjustment Meeting (9/21/16)
- Attended Tax Software Demonstration with Tax and Finance Office Staff (9/22/16)
- Attended Airport Road Waterline Project Pre-Construction Conference with Public Utilities Staff, Finance Director, Engineer, USDA rep and Contractor (Herring Rivenbark). The Project Notice to Proceed will be issued as of 11/1/16. (9/22/16)
- Meeting with Senior Center Director to discuss Senior Center matters (9/22/16)
- Prepared for and attended Board of Commissioners' Special Meeting (9/26/16)
- Conducted Annual Performance Reviews with Department Heads (9/27/16)
- Attended EDC Industry Round Table at the Armory (9/28/16)
- Prepared for and attended Board of Commissioners' Special Meeting (9/28/16)
- Meeting with D. Walker, Intern (9/29/16)

**Other Activities**

- Attended Annual African American Festival on Courthouse Square (9/17/16)
- Attended Kerr-Tar COG Annual Banquet in Vance County (9/22/16)
- Participated in Jordan Hill Missionary Baptist Church Community Day, Macon, NC (9/24/16)
- Attended Senior Center Health Fair (9/30/16)

**Project Updates**

**Buck Spring Project**

The Local Government Commission (LGC) approved the Buck Spring Project financing on 9/6/16. Following that approval, the loan was closed with Capital Bank. We have forwarded the construction contract to the Contractor, DanCo Builders, for signature. The Contract will be on the Board of Commissioners 10/3/16 Meeting for approval. The Notice to Proceed will be issued once the contract is approved and signed by Warren County.

**Simulcast Radio System Upgrade Project – Phase II**

Sink Tower is moving forward with the tower upgrades. However, due to unanticipated delays beyond the control of the contractor, we are requesting the Board to approve a contract extension to extend the contract completion date from September 15<sup>th</sup> to October 21<sup>st</sup>. The Extension Agreement is on the Board's 10/3/16 meeting agenda for consideration and approval. We anticipate this component of the project to be completed prior to October 21, 2016.

We are still awaiting a timeline from Wireless Communications, Inc. for implementation of the upgrades to the Moducom Radio Console at the 911 Center. This upgrade will replace radio equipment that was nearing the end of life and will help facilitate interoperability between the 911 Center and the VHF Radio System.

**Emergency Services Headquarters Facility**

At their 9/6/16 meeting, the Board of Commissioners approved Oakley Collier's revised fee proposal and revised Contract for Architect/Engineering Services for the Emergency Services Headquarters Facility Project. We are in the process of executing the contract and will thereafter schedule a meeting with Oakley Collier and staff to resume work on this project.

MEMORANDUM

Page 3

September 28, 2016

**Ephraim Place CDBG Project**

Ken Bowman, Economic Development Director, has made contact with Mrs. Alston-Kearney, Grant Administrator, of Warren Family Institute, to offer assistance from his office in the effort to identify potential home buyers for the three homes the County must construct in the subdivision to meet the County's obligations for the CDBG grant received through NC Rural Development for the Ephraim Place Housing Development Project.

**Meeting Date: October 3, 2016**

**Item # 16**

***Closed Session***

***Property Acquisition  
in accordance with  
NCGS § 143-318.11(a)(5)***

*Adjourn*

**October 3, 2016**

*Regular Meeting*