

MINUTES FROM A PUBLIC HEARING REGARDING 2009-2013 WARREN COUNTY CAPITAL IMPROVEMENT PROGRAM (CIP) HELD BY THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF WARREN IN THE COUNTY COURTHOUSE, ROOM 202 ON NOVEMBER 3, 2008 AT 9:45 AM.

The Public Hearing was called to order by Chairman Clinton G. Alston. Other Commissioners present: William "Bill" Davis, Ernest Fleming, Barry M. Richardson and Ulysses S. Ross. Others in attendance: Linda T. Worth, County Manager.

Notice of public hearing was read by the Clerk to the Board. Citizen comments were as follows:

Roland Beauchaine of Whispering Pines Subdivision had a couple questions and comments: Page 2 of CIP, questioned proceeds for installment purchase for Armory project? Wise Interchange Funds, is it grant funds or a loan? Halifax EMC loaned money for the project but it's not showing as a debt. County has committed to most projects, there are only two items that may be delayed: 1) renovation at courthouse square and 2) Recreation Plan for additional satellite parks.

John Freeman, Town of Warrenton Administrator and Resident did not see funding for waste water treatment plant reflected in CIP. Life of treatment plant is 30 years the plant is fast approaching 30 years.

County Manager Linda T. Worth stated that the FY 2010-2014 CIP would address Waste Water Treatment Plant needs.

Commissioner Ross arrived at 9:50 am.

Commissioner Davis noted that there was no mention of a mechanics shop.

County Manager replied that staffing and equipment for a mechanics shop would be discussed by the Board in the future.

On a motion of Commissioner Richardson, which was seconded by Commissioner Fleming and duly carried by unanimous vote, the Public Hearing was adjourned at 9:55 am.

Angelena Kearney-Dunlap
Angelena Kearney-Dunlap, Clerk

MINUTES FROM THE REGULAR MONTHLY MEETING HELD BY THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF WARREN IN THE COUNTY COURTHOUSE ON NOVEMBER 3, 2008 AT 10:00 AM.

The meeting of the Board of County Commissioners was called to order by Chairman Clinton G. Alston. Other Commissioners present: Ulysses S. Ross, Ernest Fleming, William Davis, and Barry M. Richardson. Others in attendance: Linda T. Worth, County Manager, Michael A. Williams, County Attorney and Barry Mayo, Finance Director.

Meeting was called to order by Chairman Alston at 10:00 am.

A moment of silence was observed, followed by Citizen Comments:

Roland Beauchaine of Whispering Pines Drive, Macon – thanked the Board for holding 2009 Tax Revaluation public forum, good information was provided. He suggested for future

forums citizens should send their questions in ahead of time and no questions or comments be addressed during the forum.

On motion of Commissioner Richardson, which was seconded by Commissioner Fleming and duly carried by unanimous vote, November 3, 2008 Suggested Agenda was adopted with one (1) amendment:

Added Item 15-D – County pay additional expense related to repairs on Melvin Robinson’s home not paid by 2005 Community Development Block Grant Scattered Sites Housing Project funds

On motion of Commissioner Ross, which was seconded by Commissioner Fleming and duly carried by unanimous vote, Consent Agenda Item 5A, minutes were approved as follows:

October 6, 2008 - Regular Board Meeting
October 15, 2008 - Public Forum – 2009 Revaluation

On motion of Commissioner Ross, which was seconded by Commissioner Fleming and duly carried by unanimous vote, Consent Agenda Item 5B Interest Income Report for September 2008 was adopted:

INTEREST INCOME REPORT		
Month Of September 2008		
FUND	SEPTEMBER INCOME	FISCAL YEAR TO - DATE
General	9,969.09	35,734.94
Revaluation	326.56	980.34
E 911 Telephone System	1,200.57	3,407.09
Buck Spring Project	610.17	1,831.75
Recreation Complex	55.21	165.75
Animal Control	381.35	1,144.82
Recreation Complex Phase II	73.08	224.00
Library Building Project Fund	1,221.82	4,577.75
Regional Water Enterprise Fund	813.48	2,605.99
District I Enterprise Fund	1,113.53	3,209.14
Solid Waste	501.58	1,610.96
District II Enterprise Fund	1,025.72	2,929.67
District III Capital Project Fund	520.73	1,563.25
District III Phase II	0.75	287.51
District III Enterprise Fund	165.08	334.82
Soul City Pump Station Improvements	0.35	1.05
District II Phase II	2.49	7.48
	17,981.56	60,616.31

On motion of Commissioner Ross, which was seconded by Commissioner Fleming and duly carried by unanimous vote, Consent Agenda Item 5C Tax Collectors Report for September 2008 was adopted:

Current Year Collections

Tax Year	Charge	Collected in SEPT	Collected to Date	Balance Outstanding	Percentage Collected
2008 FY 09	\$13,007,591	\$719,069	\$2,202,231	\$10,805,360	16.93%
SEPT 2007 FY08	\$ 11,233,999	437,192	1,265,034	9,968,965	11.26%

Delinquent Collections

2007	\$703,651	\$47,681	\$158,328	\$ 545,323	22.50%
2006	345,034	13,077	46,822	298,212	13.57%
2005	229,727	6,514	23,474	206,253	10.00%
2004	161,387	3,099	15,348	146,039	9.51%
2003	117,444	879	5,656	111,788	4.82%
2002	190,262	353	3,089	187,173	1.62%
2001	180,307	228	1,583	178,725	88.00%
2000	102,219	157	876	101,343	86.00%
1999	44,646	154	703	43,943	1.58%
1998	40,616	241	646	39,970	1.59%
Total Delinquent Years	\$ 2,115,293	\$72,383	\$ 256,524	\$ 1,858,769	

Other SEPT Receipts

Other SEPT Receipts
 County Penalties
 Landfill User Fees
 Municipalities
 Fire District Taxes
 Advance Taxes

\$11,347	\$	40,900
\$71,743	\$	213,276
\$ 32,894	\$	81,973
\$ 37,641	\$	116,849
\$ 112	\$	294
SEPTEMBER GRAND TOTAL		\$ 945,189 \$ 2,912,047

R. Edwin Mitchum

R. Edwin Mitchum, Tax Collector Date 10/22/2008

On motion of Commissioner Ross, which was seconded by Commissioner Fleming and duly carried by unanimous vote, Consent Agenda Item 5D Request for Tax Releases was approved:

11/3/2008 Date: _____

Over \$100

ERROR CORRECTION RELEASES:

Capps Timothy G	2008	10999	300	L3C 53	8132	\$	1,023.73	Dbl List	12294	106
Greentree Servicing LLC	2008	16922	200	D4C 13 1X	26891	\$	1,040.42	DW Moved	12295	111/51
Greentree Servicing LLC	2007	16922	200	D4C 13 1X	55253	\$	1,188.64	DW Moved	12296	111/51
Greentree Servicing LLC	2006	16922	106	D4C 13 1X	48791	\$	769.90	DW Moved	12297	111/51
Greentree Servicing LLC	2006	16922	106	D4C 13 1X	47474	\$	674.41	DW Moved	12298	111/51
Greentree Servicing LLC	2005	16922	105	D4C 13 1X	44076	\$	828.70	DW Moved	12299	111/51
Greentree Servicing LLC	2006	16922	105	D4C 13 1X	47476	\$	726.56	DW Moved	12300	111/51
Johnson Sharon	2007	14495	107		55173	\$	104.85	Clerical	12301	112
Matisse Lynn & Michelle	2008	26672	300	I3C 66	14869	\$	176.30	Classification Error	12302	110
Mecklenburg Elec Coop	2008	32587	200	PubUtil	28841	\$	1,523.19	DOR Error	12303	103
Mecklenburg Elec Coop	2008	36414	300	PubUtil	28898	\$	67,506.21	DOR Error	12304	112
Pinkney Helen D Heirs	2008	31711	313	F7 55A	18731	\$	195.65	Hse Razed	12305	112
Seward Indiana K Heirs	2008	36529	300	A1D 7	10911	\$	462.01	Dbl List	12306	105
TOTAL					\$	76,220.57				

MOTOR VEHICLE RELEASES:

Davison Wren Hurrle	2008	31196	2611	WTW7779	66293	\$	227.71	Rel to Orange	12307	112/53
Kroger Paul	2008	26075	2866	VWH	64659	\$	148.64	Traded	12308	107
Lee Eugene Charles Jr	2008	32542	1978	DB0301	65660	\$	107.02	Rel to Durham	12309	107
Leete Harry M	2008	25302	2275	XZC6009	65957	\$	144.40	Transferred out of	12310	110
Roberson Pamela Pender	2008	32561	2455	XZC4790	66137	\$	163.39	Rel to Vance	12311	112
Terry Tanya Renee	2008	20453	2582	SVT8488	64375	\$	109.70	Repo	12312	105
TOTAL					\$	900.86				

LANDFILL USER FEE RELEASES:

Alston Toyie	2008	1620	200	H10 28 LH	26638	\$	105.00	NES	12313	102
Arnold DG & EF Fleming	2008	4705	304	C5 158	10366	\$	105.00	Uninhabitable	12314	111
Bender Albert G	2008	3108	300	B5 105A	967	\$	105.00	LPC	12315	105
Boyd Frank	2008	5142	301	C2 2F	21078	\$	105.00	LPC	12316	111
Broache Helen N	2008	7077	300	J5 36	8229	\$	105.00	LPC	12317	106
Brown Allen E & Mary P	2008	4821	300	F7 24B	1537	\$	105.00	LPC	12318	112
Browne Richard E	2008	29362	300	J2A145	16062	\$	105.00	LPC	12319	107
Carter Lucy S	2008	7315	300	B8 38	2307	\$	105.00	NES	12320	111
Downey Percell	2008	8975	200	D2 7	26868	\$	105.00	NES	12321	111
Downey Ronnie A	2008	12134	300		16582	\$	105.00	LPC	12322	111
Downey Ruby	2008	12135	300	D2 7B	15120	\$	105.00	LPC	12323	111
Ellington Rebecca B	2008	13137	301	B3 83	3932	\$	105.00	NES	12324	105
Hales Bobby G & Faye S	2008	5465	300	J2A 75	8635	\$	105.00	LPC	12325	107
Harmon Bobby L & Ora F	2008	17504	300	D4 75	5362	\$	315.00	LPC	12326	111
Jefferson A. D. Jr	2008	21624	300	B2 27	6029	\$	105.00	LPC	12327	105
Johnson Effie C	2008	22488	300	F9 25C	22518	\$	105.00	NES	12328	106
Jones Gary N & Brenda	2008	29460	107	J2A-7	11829	\$	105.00	NES	12329	107
Mustian Howard M	2008	28407	311	D3-65	10546	\$	105.00	NES	12330	111
Powell Walter Heirs	2008	32323	300		10783	\$	105.00	NES	12331	101
Seay Richard I & Janice IV	2008	7766	300	L2B 14 15	9114	\$	105.00	LPC	12332	111
Shearin Wiley G Heirs of	2008	37037	300	H3 61	11225	\$	105.00	NES	12333	111
Somerville Elnora L & C M	2008	38209	300	H6 30	11960	\$	105.00	LPC	12334	111
Tucker Christopher Mark	2008	8580	300	C5 138	12354	\$	105.00	LPC	12335	112
Woody Robert E Jr & Shai	2008	45615	300	G6 9B	14220	\$	105.00	LPC	12336	112
Vaughn Frank Sr	2008	41735	200	C4 37 X	27079	\$	105.00	LPC	12337	107
SUB-TOTAL LFUF RELEASES						\$	2,835.00			
SUB-TOTAL ERROR CORRECTIONS:						\$	76,220.57			
SUB-TOTAL MOTOR VEHICLE RELEASES:						\$	900.86			
TOTAL RELEASES:						\$	79,956.43			

Abbreviation Key:
 LFUF = Landfill User Fee
 NES=No Electrical Service
 LPC=Licensed Private Contractor

County Manager approved Tax Releases under \$100 was presented for Board's information:

Under \$100 11/3/2008 Date: *10/23/08*

ERROR CORRECTION RELEASES:

NAME	Year	ACCT#	MAP #	RECORD #	AMOUNT	REASON	Rel #	Twp
Brantley Alta K	2008	4511 300	D5B 40	1494	\$ 54.50	Correct FF lot	12251	106
Brantley Alta K	2007	4512 300	D5B 41	1494	\$ 51.70	Correct FF lot	12252	106
Brantley Alta K	2006	4513 300	D5B 42	1494	\$ 29.34	Correct FF lot	12253	106
Brantley Alta K	2005	4514 300	D5B 43	1494	\$ 29.34	Correct FF lot	12254	106
Brantley Alta K	2004	4515 300	D5B 44	1494	\$ 29.34	Correct FF lot	12255	106
Branton Fred A & Nellie H	2008	1398 300	J3A 66	18421	\$ 18.83	No FP	12256	110
Progress Energy Carolina:	2008	32579 205		28930	\$ 46.72	Clerical Error	12257	111/51
Robson R Thomas	2008	24608 200		28946	\$ 12.74	Dbl List	12258	105
Templeton Donald E & Ch	2008	31373 300	I4B 39	9939	\$ 22.36	Boat sitused in FI	12259	110
Williams Joe H Heirs of	2008	44326 300	D4D177	13963	\$ 46.80	Void Parcel	12260	111/51
Williams Joe H Heirs of	1999	44326 99	D4D177	33634	\$ 19.76	Void Parcel	12261	111/51
SUB-TOTAL ERROR CORRECTIONS:					\$	361.43		

MOTOR VEHICLE RELEASES:

MOTOR VEHICLE RELEASES:

Brannock Gary D	2008 4504 2708	WTX1956	66390 \$	87.01	Sold	12262	109
Bullock Gerald L	2008 11767 1352	WNK2133	59344 \$	2.90	Moved out of State	12263	112
Collins Joseph Wood	2008 255 1983	XXW3590	65665 \$	45.57	Condition	12264	106
Escalante Martha J	2008 18827 1664	WSY9357	59656 \$	11.65	Gave	12265	109
Hagen Adam James	2008 32094 1416	WY3226	65098 \$	15.20	Rel to Franklin	12266	107
Harmon Robby Lee	2008 17509 2664	YNC4662	66346 \$	18.37	Sold	12267	111
Hatchel Malinda C	2008 18704 1401	RXY8722	74970 \$	6.38	Total Loss	12268	111/51
Holtzman Barbara K	2008 30394 1163	VWW5894	64845 \$	21.67	Sold	12269	105
Isreal Theodore	2008 47602 2165	XWH3075	62143 \$	6.96	Sold	12270	105
Johnson Lister	2008 22134 107	WYY8790	51912 \$	10.98	Total Loss	12271	101
Kaercher George Lewis	2008 23299 1003	SVA2929	60981 \$	6.30	Sold	12272	107
Lewis Antoine L	2008 6286 107	XSB1357	53421 \$	68.13	Sold	12273	105
Lynch Winston Richardsor	2008 4784 1266	XXW3606	64948 \$	13.20	Rel to Hal	12274	101
Malone Elmer Taylor Jr	2008 30899 1330	DUMBLEDF	65012 \$	29.45	Wrecked High Mile	12275	112/53
Miller William H	2008 9220 1651	RRL8855	65333 \$	93.40	Sold	12276	107
Neal Finley Travis	2008 7162 1174	SXT3718	66601 \$	12.20	Junked	12277	112
Nelson Matt D Jr	2008 28729 2381	XYZ4233	66063 \$	26.45	Bill of Sale	12278	104
Nissan Infinity LT	2008 31545 2237	F6018P	72667 \$	28.04	Sold	12279	112
Paschall David C	2008 28982 2601	WTW2676	64394 \$	59.00	Repossessed	12280	108
Pierce James Clifton	2008 31414 107	SRB2719	54442 \$	28.98	LES Ca	12281	108
Richardson Jennifer Maria	2008 29437 106	WPW7363	47143 \$	19.77	Turned in Tag	12282	101
Richardson Margaret Lynn	2008 34604 100	VWW6464	65578 \$	5.89	Situs	12283	108
Shaheed Taalibdin Abdus	2008 14713 1041	XZR5296	64723 \$	8.00	Value	12284	112
Thompson Susan Morrice	2008 40417 1750	XNB5034	75319 \$	82.90	Sold	12285	112/53
Thompson Thomas Macor	2008 40440 1534	PYC7873	65216 \$	40.32	Traded	12286	108
Twitty Sheldon McCray	2008 5900 2293	2M2321	60285 \$	11.82	Sold	12287	112
Vaught Barbara S	2008 21148 1629	MRT8723	65311 \$	43.30	Sold	12288	108
Vaught Barbara S	2008 21379 1927	WZ5928	65609 \$	10.60	Sold	12289	108
Wagner Robert Jr	2008 4250 2736	XVC5027	66418 \$	85.60	Traded	12290	104
Wells Larry Lee	2008 19915 1768	RVH3708	59760 \$	85.32	Sold	12291	107
Williford Eddie H	2008 2359 1324	VWW5755	63117 \$	8.96	Sold	12292	106
Williams Leroy	2008 44433 2139	RVW6991	65821 \$	30.15	Rel to Hal	12293	106
SUB-TOTAL MOTOR VEHICLE RELEASES:			\$	934.56			
SUB-TOTAL CORRECTION RELEASES:			\$	361.43			
Total Releases			\$	1,295.99			

On motion of Commissioner Ross, which was seconded by Commissioner Fleming and duly carried by unanimous vote, Consent Agenda Item 5E, "Proclamation – November 20, 2008 Smoke Out day" was adopted as follows:



PROCLAMATION

WARREN COUNTY

NOVEMBER 20, 2008 SMOKE OUT DAY

WHEREAS, statistics from the Centers for Disease Control and Prevention indicate that tobacco use remains the leading preventable cause of death in the United States, causing approximately 440,000 premature deaths each year and resulting in an annual cost of more than \$75 billion in direct medical costs attributable to smoking.

WHEREAS, over the past four decades, cigarette smoking has caused an estimated 12 million deaths, including 4.1 million deaths from cancer, 5.5 million deaths from cardiovascular diseases, 2.1 million deaths from respiratory diseases, and 94,000 infant deaths related to mothers smoking during pregnancy.

WHEREAS, secondhand smoke, also known as environmental tobacco smoke, is a mixture of the smoke given off by the burning end of tobacco products (side-stream smoke) and the mainstream smoke exhaled by smokers. It is a complex mixture containing many chemicals (including formaldehyde, cyanide, carbon monoxide, ammonia, and nicotine), many of which are known carcinogens. Nonsmokers exposed to secondhand smoke at home or work increase their risk of developing heart disease by 25 to 30 percent and lung cancer by 20 to 30 percent.

WHEREAS, secondhand smoke causes respiratory problems in nonsmokers such as coughing, phlegm, and reduced lung function. Children exposed to secondhand smoke are at an increased risk for sudden infant death syndrome, acute respiratory infections, ear problems, and more severe asthma.

NOW, THEREFORE, WE the Board of Commissioners of Warren County, North Carolina, do hereby proclaim November 20, 2008 as "**SMOKE OUT DAY**" in Warren County, and urge all citizens to recognize that a smoke free lifestyle benefits all and to participate in this event for cleaner air and a healthier Warren County.

Adopted this 3rd day of November, 2008.

On motion of Commissioner Ross, which was seconded by Commissioner Fleming and duly carried by unanimous vote, it was ordered to submit to the NC Department of Transportation's Division of Highways a petition request to add Dogwood Court in Warren County Acres Subdivision to the State Maintained System.

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, Amendment No. 4 to the FY 2008-09 Warren County Budget Ordinance was adopted:

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2008/2009
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:

County Commissioners	523
County Manager	283
Tax Assessor	271
Tax Collection	246
Board of Elections	286
Building, Grounds & Maintenance	24,186
Sheriff's Department	271
Economic Development Commission	177
Health Department	26,870
DSS Administration	1,478
Libraries	23,193
Contingency	<u>(5,698)</u>
Total	\$ 72,086

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

Increase/(Decrease) Revenues:

Restricted Intergovernmental - Health	\$24,707
Miscellaneous Revenue	23,193
Fund Balance Appropriated	<u>24,186</u>
Total	\$72,086

Section 9 Expenditures. The following amount is hereby appropriated in the Regional Water System Enterprise Fund for the fiscal year beginning July 1, 2008 and ending June 30, 2009:

Regional Water System	2,183
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Section 10 Revenue. The following amount is hereby appropriated in the Regional Water System Enterprise Fund for the fiscal year beginning July 1, 2008 and ending June 30, 2009:

Insurance Claims	2,183
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This amendment:

- appropriates funds to the County Commissioners to increase mileage reimbursement rate.
Source of Funding: Contingency
- appropriates funds to the County Manager to increase mileage reimbursement rate.
Source of Funding: Contingency
- appropriates funds to the Tax Assessor to increase mileage reimbursement rate.
Source of Funding: Contingency
- appropriates funds to the Tax Collection to increase mileage reimbursement rate.
Source of Funding: Contingency
- appropriates funds to the Board of Election to increase mileage reimbursement rate.
Source of Funding: Contingency
- appropriates funds to the Building, Ground & Maintenance for new 18 month temporary Maintenance Worker position approved on October 6th, 2008.
Source of Funding: Fund Balance
- appropriates funds to the Sheriff's Department to increase mileage reimbursement rate.
Source of Funding: Contingency
- appropriates funds to the Economic Development to increase mileage reimbursement rate.

Source of Funding: Contingency

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

Source of Funding: DHHS Division of Public Health

- appropriates funds to the DSS Administration to increase mileage reimbursement rate.

Source of Funding: Contingency

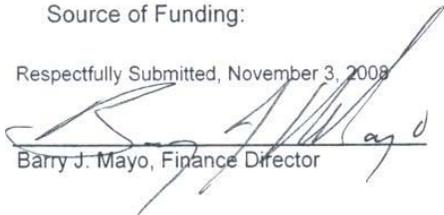
- appropriates funds to the Warren County Memorial Library through Private Contributions

Source of Funding: Miscellaneous Revenue

- appropriates funds to the Regional Water Department for repairs due to vandalism.

Source of Funding: Insurance Claims

Respectfully Submitted, November 3, 2008



Barry J. Mayo, Finance Director

On motion of Commissioner Richardson, which was seconded by Commissioner Fleming and duly carried by unanimous vote, Amendment No. 5 to the Capital Project Ordinance – Animal Shelter Project was adopted:

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE
WARREN COUNTY
ANIMAL SHELTER PROJECT
(Amendment No. 5)**

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

Increase Appropriations:

Legal & Administrative	\$ 803
Contingency	<u>(803)</u>
Total	\$ 0

Explanation:

This amendment adjusts the budget to the actual costs of the project.

Respectfully Submitted 11/03/2008



Barry J. Mayo, Finance Director

On motion of Commissioner Richardson, which was seconded by Commissioner Davis and duly carried by unanimous vote, Amendment No. 5 to the Capital Project Ordinance – Ambulance Storage Facility Project was adopted:

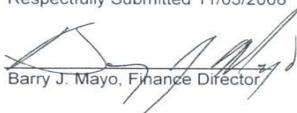
**CAPITAL PROJECT ORDINANCE
WARREN COUNTY
AMBULANCE STORAGE FACILITY PROJECT
(Amendment No. 5)**

Section 4 The following amounts are appropriated for the project:

Architectural Fees	\$ 25,000
Contingency	<u>(25,000)</u>
Total	\$ -

This amendment updates budget to the most recent cost projections for the project.

Respectfully Submitted 11/03/2008



Barry J. Mayo, Finance Director

Warren County solicited bids from five (5) financial institutions for the financing of Warren County vehicles in the amount of \$112,605 for a term of three (3) years:

The following bids were received:

		Total		
Financial Institution	Interest Rate	Interest Paid	Fees	Total Interest Plus Fees
BB&T	No Bid Submitted			
Bank of America	No Bid Submitted			
First Citizens	3.98%	\$7,042.61	\$350.00	\$119,996.61
RBC Centura	3.44%	\$7,834.48	\$100.00	\$120,538.48
Wachovia	No Bid Submitted			

First Citizens Bank & Trust Company submitted the lowest overall bid. Therefore, it is my recommendation that we accept the lowest bid (interest + costs) as submitted by First Citizens Bank & Trust Company.

The following action was taken on recommendation from Barry Mayo, Finance Director.

On motion of Commissioner Ross, which was seconded by Commissioner Fleming and duly carried by unanimous vote, bid for financing of Warren County vehicles was awarded to First Citizens Bank at 3.98% interest, total interest of \$7,042.61 with a fee of \$350.00 bringing total to \$119,996.61.

On motion of Commissioner Richardson, which was seconded by Commissioner Fleming and duly carried by unanimous vote, Amendment No. 9 to the Capital Project Ordinance Library/Community Meeting Room Project was adopted:

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE
WARREN COUNTY
LIBRARY/COMMUNITY MEETING ROOM
Amendment No. 9**

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

Increase/(Decrease) Appropriations:

Legal & Administrative	\$ 5,000
Architectual Services	3,083
Contingency	<u>(8,083)</u>

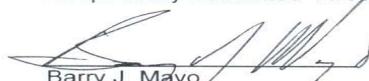
Total

-

Explanation:

This amends the budget to the most current cost estimates.

Respectfully Submitted 11/03/2008


Barry J. Mayo
Finance Director

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, Employee Performance Bond #60879892, was renewed for Register of Deeds Elsie Weldon, effective December 2, 2008 to December 2, 2009, with a premium of \$100.

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, Employee Performance Bond #68560315, was renewed for Sheriff Johnny Williams, effective December 5, 2008 to December 5, 2009, with a premium of \$100.

On motion of Commissioner Richardson, which was seconded by Commissioner Davis and duly carried by unanimous vote, it was ordered to approve Final Change Order # 3 - Contract II with Herring & Rivenbark, Inc. for Warren County Water & Sewer District II, Phase II; a decrease in contract price by \$4,518.25.

On motion of Commissioner Fleming, which was seconded by Commissioner Richardson and duly carried by unanimous vote, By-Laws for Warren County Parks and Recreation Commission were adopted as follows:

**BY-LAWS
OF THE
WARREN COUNTY PARKS AND RECREATION COMMISSION**

ARTICLE 1 - NAME AND PURPOSE

SECTION 1. Name.

The name of the organization shall be the Warren County Parks and Recreation Commission (hereinafter referred to as the Commission).

SECTION 2. Purpose

The purpose of the Commission is to provide leadership and expertise in the development, implementation and evaluation of meaningful parks, sports, recreation, and leisure time activities which can benefit and improve the quality of life for Warren County citizens in the 'RESOLUTION CREATING A RECREATION COMMISSION FOR WARREN COUNTY, NC', March, 1985; as attached and made a part of these by-laws.

More specifically, the duties of the Commission are to:

- 1 Provide leadership of the public parks, playgrounds, athletic fields, recreation centers, and other recreation facilities owned or controlled by the governing body of Warren County Commissioners or leased or loaned to the Recreation Commission by the owners thereof.
- 2 Develop an annual strategic needs and interests analysis culminating in an annual comprehensive park and recreation Master Plan setting forth goals and objectives and containing clear and concrete action steps leading towards the revitalization, maintenance, enhancement, continuous improvement, and new establishment of county owned and leased facilities for the enjoyment by Warren County citizens.
- 3 Evaluate all park and recreation programs and activities.
- 4 Assist the Recreation Director in preparing an annual budget to meet the goals and objectives of the annual strategic analysis park and recreation plan.
- 5 Submit the annual strategic needs and interests analysis and master plan and budget to the County Manager and the Warren County Board of Commissioners.
- 6 Develop additional funding resources (to supplement the County budget) to improve, enhance, and build adequate park, recreation, athletic, playground and other amendable facilities.
- 7 Work in concert with the Recreation Director towards the achievement of Commission goals and objectives setting forth the maintenance, enhancement, and continuous improvement of viable park, recreation, athletic, and playground programs, activities and facilities.
- 8 Create special committees or task forces to study and deal with emerging issues related to recreation.
- 9 Work collaboratively to raise public awareness of the value and need for viable park and recreation programs.
- 10 Develop cooperative linkages and effective networking systems with public and private sector groups and organizations to enhance the County's park and recreation system of programs and activities.

ARTICLE 2 - MEMBERSHIP

SECTION 1. Number

The Commission shall consist of nine (9) members.

SECTION 2. Composition and Qualifications

All nine (9) commission members shall be persons who reside in Warren County.

The following shall serve as non-voting ex-officio members: the Warren County Recreation Department Director, the Warren County Manager and a representative of the Board of County Commissioners.

Each member of the Commission, except for the ex-officio members, shall have one vote on each voting matter to come before the Board.

All Commission members shall be individuals who have demonstrated an interest in and commitment to serving the recreation needs of all county residents.

SECTION 3. Selection

The nine (9) members shall be recommended by the Commission's Nominating Committee and appointed by the Board of County Commissioners. One appointment to the Parks and Recreation Commission shall be an appointed member of the Soul City Parks and Recreation Commission.

The Nominating Committee shall be appointed annually from the Commission. The Nominating Committee shall seek recommendations from current Commission members, advertising, community and/or church groups and individuals who have an interest in developing resources to address recreation issues facing Warren County.

No one group shall nominate more than one individual to serve on the Commission. Every effort shall be made to use the widest available variety of community and cultural groups to select Commission members.

SECTION 4. Terms.

Terms shall be for three years.

When a position becomes vacant at the end of the term, the member occupying such position shall continue to serve until a successor is duly selected.

Of the initial Commission members, two (2) shall serve a term of one year, three (3) a term of two years, and four (4) a term of three years. Thereafter, selection shall be for a term of three years.

SECTION 5. Removal

The Commission by vote of two-thirds (2/3) of the members present at a meeting where there is a quorum (ARTICLE 4, SECTION 5) may remove any member from the Board for misconduct, lack of commitment to and/or service to the basic objectives of the Commission, or three consecutive unexplained absences at regular meetings within any fiscal year. Removal determination shall be decided on by vote of the Commission members. Notice that a removal vote may be taken, must be included in the written notice and on the agenda of the next meeting.

SECTION 6. Termination

Any member of the Commission may resign upon written notice to the Chairperson and to the County Commissioners.

SECTION 7. Vacancies

When a vacancy occurs on the Commission due to a member departing during his/her term, the Commission shall nominate the member(s) for vacant position(s) within sixty days and submit the name(s) to the County Commissioners for appointment. Board member vacancies shall be advertised in accordance with Warren County Boards/Commissions Policy.

SECTION 8. Non-voting Participation

Interested individuals not holding membership on the Board cannot vote, but will serve as a resource for the Commission and provide information as requested by the Commission.

SECTION 9. Power and Duties

The Commission shall have, but, shall not be limited to, the duties and responsibilities listed in Article 1, Section 2.

Members of the Commission shall serve in a leadership, support, and development capacity.

The exercise of these powers and duties shall be subject to approval by the County Commissioners.

ARTICLE 3

SECTION 1. Officers

The officers of the Commission shall be the Chairperson, Vice-Chairperson, Secretary, and such other officers as may be elected in accordance with the provisions of this Article. No Commission member may hold more than one office at the same time.

SECTION 2. Election and Term of Office

Officers shall serve a one year term. Officers shall be elected annually by a majority vote of the Commission members presented at the annual meeting of the Commission while there is a quorum present. New offices may be created and filled at any meeting of the Commission at which a quorum is present if the meeting notice has stated such action may be taken. Each officer shall hold office until his/her successor shall have been duly elected.

SECTION 3. Removal

The Commission, by affirmative vote of two-thirds (2/3) of the members present at a meeting at which a quorum is present, shall have the power to suspend or remove an officer for violation of the resolutions of the Commission or these By-laws.

SECTION 4. Vacancies

A vacancy in any office may be filled by a majority vote of the Commission members present at a meeting at which a quorum is present if the meeting notice has stated that such action may be taken.

SECTION 5. Chairperson

The Chairperson shall preside at all meetings of the Commission, shall cooperate with the Commission in planning the agenda for meetings, shall perform all duties incident to the office, and shall suggest such actions as are deemed likely to increase the effectiveness of the Commission. The Chairperson shall be an ex-officio member of all committees.

SECTION 6. Vice-Chairperson

In the absence of the Chairperson or in the event of his/her inability to act or refusal to carry out a direction from the Commission or a specific duty set forth herein, the Vice-Chairperson shall perform the duties of the Chairperson and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson shall perform such other duties as from time to time may be assigned to him/her by the Chairperson or the Commission.

SECTION 7. Secretary

The Secretary shall be responsible for the preparation and maintenance of accurate minutes of all meetings of the Board and of resolutions presented to or passed by the Commission and shall work with the Chairperson to see that there is wide distribution of these and other similar documents to interested groups and individuals. The Secretary shall give, or cause to be given, all notices required by law and by these By-laws.

ARTICLE 4 - MEETINGS

SECTION 1. Annual Meetings

The first meeting of the Commission after the start of the fiscal year as defined in Article 5, Section 2, shall be the annual meeting. The annual meeting may be held in conjunction with a regular meeting.

SECTION 2. Regular Meetings

Regular meetings of the Commission shall be held on the second Thursday bi-monthly at such time and at such place as shall be provided by resolution of the Commission.

SECTION 3. Special Meetings

Special meetings of the Commission may be called by the Chairperson at his/her own initiation, at the written request of the Recreation Department, or at the written request of any seven Commission members.

SECTION 4. Notice.

Written notice of each annual or regular meeting, specifying the place, day and hour, shall be delivered to each Commission member not less than ten days nor more than thirty days before the date of the meeting, either personally, by mail, by email, or by the direction of the Chairperson. The ten (10) day notice is not required for special meetings.

A tentative agenda shall accompany each written notice of a meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail, addressed to the Commission member at his/her address as it appears on the records of the Commission with postage pre-paid.

Timely and effective prior public notice of all meetings shall be given as required in the Open Meetings Act of the North Carolina General Statutes.

SECTION 5. Quorum

The majority of those persons presently sitting as voting Commission members shall constitute a quorum for the transaction of business at any meeting of the Commission. Once a quorum has been reached, it will be considered to exist for the remainder of the meeting. The act of the majority of the Commission members present at a meeting

at which there is quorum shall be considered the act of the entire Commission unless the act of a greater number is required by law or by these By-laws.

SECTION 6. Voting

Each Commission member shall have one vote on all matters which the Commission decides by vote. Voting on all matters shall be by voice or by show of hands unless one-half (½) of the members shall demand ballot vote on a particular matter or unless otherwise provided by these By-laws.

SECTION 7. Conduct of Meetings

All meetings of the Commission shall be presided over by the chairperson, except that in the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of the Chairperson and the Vice-Chairperson, any other Commission member may preside who is selected by the majority of the members present. All meetings shall be conducted according to Robert's Rules of Order to the extent that they are not inconsistent with specific provisions of these By-laws.

ARTICLE 5 - GENERAL PROVISIONS

SECTION 1. Committees

The Commission shall create any committees which may be needed from time to time to act in an advisory capacity only and shall choose the members of such committees. Individuals who are not Commission members may serve on committees, if requested to do so.

SECTION 2. Fiscal Year

The fiscal year of the Commission shall be the same as that designated by the County Commissioners.

SECTION 3. Limitations of Activities

The minutes of the meetings of the Commission, as certified by the Secretary and approved by the Advisory Board, shall be the official record of all activities undertaken thereat.

Once the Commission has acted by vote on a matter, the members of the Commission shall not undertake to undermine the authority of the Commission individually or in concert through appeals to external political organizations or otherwise.

Adopted this 3rd day of November, 2008

* * * *

Having held discussions during October 22, 2008 work session regarding construction of a skate ramp to be located at the John Graham Center Park site, the following action was taken.

On motion of Commissioner Davis, which was seconded by Commissioner Fleming and duly carried by majority vote, on recommendation of Warren County Manager Linda T. Worth construction of skate board ramp was approved subject to:

“Board would need to adopt an ordinance requiring helmets, knee pads, and elbow pads to be worn when using a proposed unsupervised skate board park. Appropriate signs displaying rules and regulations must be posted at the facility. Until such time as an ordinance is adopted, skate park should not be constructed and made accessible for the general public.”

Votes were as follows: Ayes: Davis, Fleming, Ross and Alston
 Nay: Richardson

Motion carried, skate board ramp construction was approved subject to County Manager's recommendation of adopting an ordinance requiring helmets, knee pads, and elbow pads to be worn when using the proposed unsupervised skate board park and appropriate signs displaying rules and regulations must be posted at the facility. Skate park will not be constructed and made accessible for the general public until ordinance and signs are in place.

Having discussed during October 22, 2008 work session, the need for an additional Adult Medicaid Services position, the following action was taken.

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, on recommendation of Warren County Manager Linda T. Worth, addition of an Adult Medicaid Services Personnel position in Department of Social Services was approved effective January 1, 2009 at a cost of \$17,831. Funds to pay for salary and fringe benefits to be shared 50/50 with county paying 50% and Title XIX Administration paying 50%. Funding source for the County share of \$8,915 - Fund Balance.

On motion of Commissioner Fleming which was seconded by Commissioner Davis and duly carried by unanimous vote, Human Resources Manager Elgin Lane was authorized to submit a request to State Personnel to create and classify an additional Adult Medicaid Services position in Warren County Department of Social Services.

On motion of Commissioner Richardson, which was seconded by Commissioner Fleming and duly carried by unanimous vote, a public hearing was scheduled for Wednesday, November 19, 2008 at 5:30 pm to hear citizen comments regarding adopting proposed “Resolution Imposing a Gross Receipts Tax on the Short-Term Lease or Rental of Heavy Equipment in Lieu of the Property Tax”.

On motion of Commissioner Richardson, which was seconded by Commissioner Ross and duly carried by unanimous vote, two (2) public hearings to hear citizen comments regarding 2008 Infrastructure Hook-Up Project Community Development Block Grant Program were scheduled for:

- Wednesday – November 19, 2008 at 5:00 pm
- Wednesday – December 10, 2008 at 5:45 pm

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, a public hearing was scheduled for Wednesday, November 19, 2008 at 5:15 pm to hear citizen comments regarding adoption of Warren County’s Official Zoning Map amended and updated.

Debbie Scott, Director - Warren County Youth Services Bureau (YSB) appeared before the Board to make a presentation on 2008 Warren County United Way Campaign:

- 1- This will be Warren County’s first year participating
- 2- United Way helps fund: YSB, Loaves & Fishes, Citizens Against Domestic Violence and Boys & Girls Scouts
- 3- Encouraging 100% participation for all County Departments to reach goal of \$16,740
- 4- Appoint Debbie Scott as 2008 Campaign Coordinator
- 5- Authorize incentives: one (1) day off with pay, one (1) hour extra for lunch
- 6- Incentives (listed below); some were donated by area merchants

Drawing County Wide	DAY OFF WITH PAY
Eligibility: Employees contributing \$60.00 or more	
Drawing County Wide	EXTENDED LUNCH (1 Hour)
Eligibility: Employees contributing \$25.00 or more	
<i>See other contributions made by other departments and employees:</i>	
Drawing County Wide	TWO (2) CERTIFICATES FOR A 2 night/3 day Getaway Vacation for two people.
Eligibility: Employees contributing \$60.00 or more	
Drawing County Wide	TEN (10) DISCOUNT SAVINGS CARDS
Eligibility: All contributing employees	
Drawing County Wide	SOUTHERN CITY GRILL & RESTAURANT \$25 Gift Certificate (Former Warren Restaurant)
Eligibility: All contributing employees.	
Drawing County Wide	DINNER FOR TWO (2) – MIDWAY CAFE- (Warrenton)
Eligibility: All contributing employees	
<i>Drawings will be held at the conclusion of campaign.</i>	

On motion of Commissioner Fleming, which was seconded by Commissioner Richardson and duly carried by majority vote, the following action was taken:

- 1-Debbie Scott was appointed as 2008 Warren County United Way Campaign Coordinator;
- 2-Drawing for One (1) day off with pay for employees contributing \$60 or more (funding source Fund Balance) was authorized;
- 3-Drawing for One (1) hour extra lunch for employees contributing \$25 or more (funding source Fund Balance) was authorized.

Votes were as follows: Ayes: Fleming, Richardson, Ross and Alston
 Nay: Davis

Motion carried, Debbie Scott was appointed as 2008 Warren County United Way Campaign Coordinator. Drawing for one (1) day off with pay for employees contributing \$60 or more and

drawing for one (1) hour extra lunch for employees contributing \$25 or more (funding source Fund Balance) were authorized as incentives.

On motion of Commissioner Richardson, which was seconded by Commissioner Ross and duly carried by unanimous vote, Commissioner Ernest Fleming was appointed to the Kerr Tar HUB Triangle North Board of Directors as Warren County Board of Commissioners representative, effective November 30, 2008.

On motion of Commissioner Ross, which was seconded by Commissioner Davis and duly carried by unanimous vote, Commissioner Clinton G. Alston was appointed to the Kerr Tar HUB Triangle North Board of Directors as Member-At-Large, effective November 30, 2008.

Having held a public hearing on Monday, November 3, 2008 at 9:45 am to hear citizen comments regarding 2009-2013 Warren County Capital Improvement Plan (CIP), the Board took the following action.

On motion of Commissioner Fleming, which was seconded by Commissioner Richardson and duly carried by unanimous vote, 2009-2013 Capital Improvements Plan was adopted.

Board of Commissioners received County Manager's Report on Contracts Executed under authority conveyed to award bids/contracts up-to but not to exceed \$50,000:

- 1) Bobbitt Surveying, PA for EMS Satellite Facilities Project:
parcel #1 at \$750 and parcel #2 at \$1,100
- 2) NC State University for National Guard Armory Renovation
Project: \$4,500

On motion of Commissioner Fleming, which was seconded by Commissioner Davis and duly carried by unanimous vote, County Manager's report for October was accepted as follows:

Following is a recap of my work activities for the month of October 2008.

Administration

- Attended meeting with Planning/Zoning Administrator, concerned contractors and homeowners to discuss issues concerning the County Building Inspection Department (10/1/08)
- Prepared for and attended Board of County Commissioners October Board meeting (10/6/08)
- Attended meeting with HR Manager, Health Dept. Staff and Michelle Love to discuss County Health Plan and Wellness initiatives (10/7/08).
- Participated in Cooperative Extension Service Interview to fill vacant Administrative Assistant position (10/7/08)
- Met with Mayor and Councilman of Town of Norlina to discuss issues of concern and need for more collaboration (10/8/08).
- Met with Public Utilities Director, Finance Director, and representative of the Town of Norlina to discuss Wastewater Treatment Plant issues (10/8/08)
- Attended Soil & Water Conservation's Annual Ecology Day at Warren County Middle School (10/9/08)
- Attended Board of Elections Open House (10/9/08)
- Met with Ken Krulick, Planning/Zoning Administrator, to discuss Inspection Department Concerns (10/10/08)
- Met with Public Utilities Director and staff to discuss Sewage Pump Station at Detention Center (10/14/08)
- Prepared for and attended Board of Commissioners Public Forum to Discuss 2009 Revaluation (10/15/08)
- Met with Fleet Committee to discuss fleet concerns (10/16/08)
- Met with United Way Campaign Coordinator and Clerk to the Board to discuss possibility of Warren County hosting a United Way Campaign (10/20/08)
- Participated in an Institute for Emerging Issues Focus Group Meeting with Com. Fleming, John Church, Mayor Walter Gardner, and Ken Krulik and representatives from Vance and Granville Counties to discuss future infrastructure needs in the three counties (10/21/08)
- Met with Warrenton Town Manager, County Public Utilities Director and staff to discuss Sewage Pump Station at Detention Center and Waste Water Treatment Plant issues (10/22/08)
- Prepared for and attended Board of Commissioners Work Session (10/22/08)
- Attended Public Utilities District III, Phase II Construction Progress Meeting (10/22/08)
- Conducted Monthly Department Heads Meeting (10/23/08)
- Met with Foster Norman, Director, Five County Area Mental Health, to discuss new mental health program initiatives (10/24/08)
- Attended Kerr-Lake Regional Water System Advisory Board Meeting (10/24/08)
- Met with Program Director at VWGF Resource Center to discuss initiatives to strengthen the program. I serve as Chairperson of the VWGF Resource Center Advisory Board (10/24/08)

Project Updates

Warren County Senior Center

Contract Social Worker is in the process of reassessing all Senior Center In-Home Aide clients to determine the level of care and weekly hours of service needed for each client. This information will help us determine staffing needs and the cost to serve Level I clients through DSS (proposed) and the cost to contract the Level II (hands-on-care clients) to a private home health provider (proposed). Once this information is known, we will be able to determine the amount of additional funds that may be needed to supplement the HCBG funding to resume the Senior Center In-Home Aide Program which has ceased operation. All other components of Senior Center programming are continuing uninterrupted.

Warren County Library Construction Project

- Participated in final architectural inspection (walk through of the entire building and site) to generate a Punch List of items to be addressed before Substantial Completion could be granted. (10/8/08) Certificate of Substantial Completion was issued by the Architect as of October 16, 2008. A Grand Opening and Ribbon-Cutting Ceremony along with other celebratory activities are planned for Saturday, November 1, 2008.

Warren County/Golden Leaf Project

The Board of Commissioners approved the proposed \$980,000 budget for the National Guard Armory Renovation Project at the October 6, 2008 Board Meeting. Manager has accepted a proposal from the North Carolina State University – College of Design Extension Service to provide a site plan and conceptual design for the building exterior and interior, recreational facilities site design, parking and pedestrian system. The cost of the proposed work is \$4,500. I am working to schedule a meeting with NC State University and the Armory Renovation Committee to move forward with the facility design.

2005 Scattered Site Housing CDBG Project

- Met with Earl Evans, Project Administrator, and Dear Adair to discuss final close-out of CDBG Project (10/2/08)
- A favorable monitoring letter was received from Johnnie Quick, of DCA authorizing final project close-out. We are moving forward to complete and close out this project.

Construction/Renovation Projects

Tax Office Renovation Project

- The County's Buildings Construction staff is continuing work on the Annex connecting the Judicial Building to the Courthouse. The roof is currently being installed by an outside contractor.

EMS Satellite Facilities

- Proposals were received from two Land Surveyors to conduct surveys of the proposed sites in Afton-Elberon and Grove Hill Communities. The low proposal for both sites was received from Bobbitt Surveying in Henderson, NC. The proposal has been accepted and surveying of the Afton-Elberon site has commenced.

On motion of Commissioner Fleming, which was seconded by Commissioner Davis and duly carried by unanimous vote, additional expenses related to 2005 Community Development Block Grant (CDBG) Scattered Sites Housing Project for repairs to Melvin Robinson's home in the amount of \$378, were authorized for payment:

\$200 to Walter Wittneben of Wilmington, NC

\$178 to Cousan Electrical of Rocky Mount, NC

Chairman Clinton G. Alston was recognized for his three (3) terms of service as Warren County Commissioner from 1996 to 2008 and as Chairman of the Board for 2007 and 2008.

Mr. Alston thanked his fellow board members and the public for allowing him to serve for the past three terms. He stressed that his platform while running was: Education, Economic Development, Infrastructure, Public Safety and Recreation. The County has made progress in all these areas during his term of service.

On motion of Commissioner Fleming, which was seconded by Commissioner Richardson and duly carried by unanimous vote, it was ordered to enter into Closed Session in accordance with NC GS 143-218.11 for Discussion of Personnel Matters.

On motion of Commissioner Davis, which was seconded by Commissioner Richardson and duly carried by unanimous vote, it was ordered to return to the November 3, 2008 regular meeting.

With no further business to discuss and on motion of Commissioner Fleming which was seconded by Commissioner Ross and duly carried, the November 3, 2008 Board of Commissioners meeting was adjourned at 11:15 am.

Angelena Kearney-Dunlap

Angelena Kearney-Dunlap, Clerk