

MINUTES FROM THE REGULAR MONTHLY MEETING HELD BY THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF WARREN IN THE COUNTY COURTHOUSE ON MAY 3, 2004 AT 7:00 P.M.

The meeting of the Board of County Commissioners was called to order by Chairman Ulysses S. Ross. The following Commissioners were present: Clinton G. Alston, Weldon C. Capps, Jr., Janet Humphries, and H. E. Luke Lucas. Others present were Loria D. Williams, County Manager, Charles T. Johnson, County Attorney, and Susan W. Brown, Finance Officer.

A moment of silence was followed by Citizen Comments:

Raymond Adcock - Provided an update to the Warren County Gun Owners and Sportsman Association consisting of seven (7) Board Members including Chairman, Vice-Chairman and a Secretary.

Robert Conn - Spoke favorably in regards to the Proposed Recreation Complex as a T-ball coach.

Carl Paschall - Commented on his Father's behalf concerns to adding another water tap to his property, one to serve his home and the other to serve his store.

James E. Smith - Commented on citation received 04/19/04 from the County for stuff in his yard and advised that he was unable to sale both cars by 05/03/04.

Shelley Fearn - Provided an update regarding e-Communities and e-Warren County hosting a Computer Fair May 15, 2004 to be held at the Warren County High School for children 14 and older, with prizes and demonstrations pertaining to home and computer technology.

Deborah A. C. Campbell - Concerned about property values going down due to litter and abandoned cars in neighborhood. Requesting ordinance or law to be approved in community throughout county to ensure property is kept safe and maintains value of property.

Calandra Jeffries - Spoke favorably in regards to the Proposed Recreation Complex as a ball coach and parent.

Annette King - Commented on the Proposed Recreation Complex as a parent of children who play County sports.

Anne Harris - Advised concerns regarding Recreation Master Plan vs. Buck Spring Project.

Laura Davis - Spoke favorably in regards to the Recreation Master Plan as a parent of children currently playing with the Recreation Department.

Commissioner Capps requested to switch the Discussion of Financing for Recreation Master Plan with the Consideration of FY 2004-05 Home and Community Care Block Grant Funding Application on the Suggested Agenda.

On the motion of Commissioner Capps, which was seconded by Commissioner Alston and duly carried by unanimous vote, it was ordered to amend the May 3, 2004 Suggested Agenda as follows:

7 – Discussion of Financing for Recreation Master Plan

#13 - Consideration of FY 2004-05 Home and Community Care Block Grant Funding Application

Consent Agenda Items were approved as follows:

On the motion of Commissioner Lucas, which was seconded by Commissioner Humphries and duly carried by unanimous vote, it was ordered to approve the Minutes of April 5, 2004 – CDBG Demonstration Hook-Up Program Close-Out Public Hearing.

On the motion of Commissioner Lucas, which was seconded by Commissioner Humphries and duly carried by unanimous vote, it was ordered to approve the Minutes of April 5, 2004 – FY 2004-05 Rural Operating Assistance Program (ROAP) Application Public Hearing.

On the motion of Commissioner Lucas, which was seconded by Commissioner Humphries and duly carried by unanimous vote, it was ordered to approve the Minutes of April 5, 2004 – Rezoning Request from Thomas & Jean Vincent Public Hearing.

On the motion of Commissioner Lucas, which was seconded by Commissioner Humphries and duly carried by unanimous vote, it was ordered to approve the Minutes of April 5, 2004 –Regular Board Meeting.

On the motion of Commissioner Lucas, which was seconded by Commissioner Humphries and duly carried by unanimous vote, it was ordered to approve the Consent Agenda Item #5B – Tax Collector’s & Interest Income Reports, submitted by Finance Officer Susan W. Brown:

TAX COLLECTOR'S REPORT
To the
BOARD OF COUNTY COMMISSIONERS

2003 Taxes Collected March	198,343.58
2003 Taxes Collected To Date	9,492,305.89
Percentage of 2003 Taxes Collected	91.98

Other March Collections:	
Delinquent Taxes and Penalties Advance Payments	59,899.07
Total March Collections:	5,348.27
Percentage as of March 2002	91.07
	263,590.92

Respectfully submitted 5/3/2004
Susan W. Brown Tax Collector

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>ACCT#</u>	<u>RECORD #</u>
Glen Raven	29107-200	26540

On the motion of Commissioner Lucas, which was seconded by Commissioner Humphries and duly carried by unanimous vote, it was ordered to approve the Consent Agenda Item #5C – Tax Releases Over \$100, submitted by Tax Assessor Linda T. Jones.

County Manager approved releases Under \$100 for Board's information.

On the motion of Commissioner Lucas, which was seconded by Commissioner Humphries and duly carried by unanimous vote, it was ordered to approve the Consent Agenda Item #5D – Hero of the Day the use of the National Guard Armory waiving the rental fee for September 9-10, 2004 during local HIV/AIDS support ride.

On the motion of Commissioner Lucas, which was seconded by Commissioner Humphries and duly carried by unanimous vote, it was ordered to approve the Consent Agenda Item #5E – Contract ID. 00179-03 Amendment #2 between the County and the North Carolina Department of Health and Human Services, division of Social Services for the period of July 1, 2004 through June 30, 2005.

On the motion of Commissioner Lucas, which was seconded by Commissioner Humphries and duly carried by unanimous vote, it was ordered to approve Consent Agenda Item #5F – Appoint Harold T. Martin to serve on the County Fire Commission.

Rev. Carson F. Jones, Jr., of the New Progressive Warren County Ministerial Alliance requested the County proclaim May 6, 2004 as National Day of Prayer and further requested use of the National Guard Armory for that day for a prayer vigil.

On the motion of Commissioner Lucas, which was seconded by Commissioner Capps and duly carried by unanimous vote, it was ordered to approve Consent

Agenda Item #5G – Adopt the Proclamation – May 6, 2004 National day of Prayer as presented and use of the National Guard Armory waiving the rental fee for the day.

*State of North Carolina
County of Warren*

*PROCLAMATION
National Day of Prayer May 6, 2004*

WHEREAS, Prayer is a strong uniting force that is the backbone of the American Spirit and as the source of heating and renewal, brings people together as a community and as a country; and

WHEREAS, The National Day of Prayer, which has long been a part of our great history, has provided a unifying force for all members of the great religions of the world and has formed a common expression of reverence and respect for God; and

WHEREAS, The occasion of National Day of Prayer allows our community and this nation to further recognize the great blessings of the Lord and to seek His help to face daily concerns and future challenges.

NOW, THEREFORE, WE, THE WARREN COUNTY BOARD OF COMMISSIONERS, do hereby proclaim Thursday, May 6, 2004, a Day of Prayer. We call upon every citizen of Warren County to gather together on this day and, in their own manner, pray for unity of the hearts and minds of all Mankind.

Warren County. Board of Commissioners



Ulysses S. Ross, Chairman

ATTEST

/s/ Evieta L. Hudgins
Evieta L. Hudgins, Deputy Clerk

On the motion of Commissioner Lucas, which was seconded by Commissioner Humphries and duly carried by unanimous vote, it was ordered to adopt Amendment #8 to the 2003-04 Warren County Budget Ordinance.

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2003/2004 (Amendment No. 8)**

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:

Health Department	\$12,577
Code Enforcement	1,223
Planning	1,200
Building and Grounds (Contingency)	(15,000)
Total	\$ 0

Section 9 of the Warren County Budget Ordinance, pertaining to the Regional Water Enterprise Fund operations of the County, shall be amended as follows:

Increase Appropriations:

Regional Water Enterprise Fund \$ 80,762

Section 10 of the Warren County Budget Ordinance, pertaining to the Regional Water Enterprise Fund operations of the County, shall be amended as follows:

Increase Revenues:

Transfer from Other Funds - District II Capital Project \$ 80,762

Section 11 of the Wan-en County Budget Ordinance, pertaining to the District I Water System Enterprise Fund operations of the County, shall be amended as follows:

Increase Appropriations:

District I Water System \$ 80,762

Section 12 of the Warren County Budget Ordinance, pertaining to the District I Water System Enterprise Fund operations of the County, shall be amended as follows:

Increase Revenues:

Transfer from Other Funds - District II Capital Project \$ 80,762

Section 13 of the Warren County Budget Ordinance, pertaining to the District II Enterprise Fund operations of the County, shall be amended as follows:

Increase Appropriations:

District II Water System \$ 80,762

Section 14 of the Warren County Budget Ordinance, pertaining to the District II Water Enterprise Fund operations of the County, shall be amended as follows:

Increase Revenues:

Transfer from Other Funds - District II Capital Project \$ 80,762

Section 15 of the Warren County Budget Ordinance, pertaining to the District III Water System Enterprise Fund operations of the County, shall be amended as follows:

Increase Appropriations:

District III Water System \$ 80,762

Section 16 of the Warren County Budget Ordinance, pertaining to the District III Water System Enterprise Fund operations of the County, shall be amended as follows:

Increase Revenues:

Transfer From Other Funds - District II Capital Project \$ 80,762

This amendment:

- appropriates funds to the Health Department, Code Enforcement and Planning to cover expenses incurred during the move from the CP&E Building to the County Medical Facility.

Source of Funding: Building & Grounds Contingency

- appropriates funds to the four water districts to cover costs associated with the County operating its own water system.

Source of Funding: District II Capital Project

Respectfully Submitted 05/03/04

/s/ Susan W. Brown
Susan W. Brown, Finance Officer

On the motion of Commissioner Humphries, which was seconded by Commissioner Lucas and duly carried by unanimous vote, it was ordered to adopt the Capital Project Ordinance Warren County Buck Spring Leadership Excellence Center.

**CAPITAL PROJECT ORDINANCE WARREN COUNTY BUCK SPRING REGIONAL
LEADERSHIP CENTER FOR EXCELLENCE**

BE IT ORDAINED by the Warren County Board of Commissioners that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

Section 1. The project authorized is the Warren County Buck Spring Regional Leadership Center for Excellence.

Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the above statute and the budget contained within.

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

Kellogg Grant	\$ 50,000
Private Contribution	<u>222,346</u>
Total Revenues	\$ 272,346

Section 4. The following amounts are appropriated for the project:

Architectural Fees	\$272,346
Total Appropriations	\$272,346

Section 5. The Finance Officer is hereby directed to maintain with the Capital Project Fund sufficient detailed accounting records required by federal and state regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due.

Section 7. The Finance Officer is directed to report monthly to the Board of Commissioners on the financial status of each project element in Section 4.

Section 8. Copies of this project ordinance shall be entered into the minutes of the governing board and filed with the Finance Officer.

Adopted this 3rd day of May, 2004.

Warren County Board of Commissioners
/s/ Ulysses S. Ross
Ulysses S. Ross, Chairman

ATTEST:
/s/ Evieta L. Hudgins
Evieta Hudgins, Deputy Clerk

On the motion of Commissioner Humphries, which was seconded by Commissioner Alston and duly carried by unanimous vote, it was ordered to accept the request for the County Finance Office to collect the Town of Warrenton's property tax for a compensation rate of 1.5% for current bills and a one-time fee of \$250 for managing the entry and monitoring of delinquent taxes.

On the motion of Commissioner Humphries, which was seconded by Commissioner Capps and duly carried by unanimous vote, it was ordered to adopt amendment #7 to the Capital Project Ordinance for the County Water & Sewer District No. 2.

AMENDMENT TO THE CAPITAL PROJECT ORDINANCE FOR THE
WARREN COUNTY WATER & SEWER DISTRICT NO. II PROJECT

(Amendment No. 7)

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

Increase/Decrease) Revenues:

State Parks'	\$ 22,550
City of Henderson	98,262
User Fees	(7,950)
Investment Income	9,184
Sales Tax Refund	136,367
Miscellaneous	<u>5,100</u>
Total	\$263,513

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

Increase/Decrease) Appropriations:

Construction - Distribution Lines	\$ 1,042,240
Construction - Elevated Tank	4,780
Utility Services	4,383
Lands & Rights of Way	(52,221)
Legal Services	(8,776)
Engineering, Inspections, Surveys	218,949
Interest During Construction	(129,643)
Contingency	(1,283,505)
Initial Operations and Maintenance	(13,000)
Transfers to Other Funds	
Regional Water	80,762

District I Enterprise	80,762
District II Enterprise (FY 04)	80,762
District III Enterprise	80,762
District II Enterprise (FY 05)	157,258
Total	\$ 263,513

Explanation:

This amendment:

- Adjusts the budget to the estimated final cost of the project. Remaining funds in the project are being transferred to the four (4) water enterprise funds as approved by USDA Rural Development.

Respectfully Submitted 5/3/04

Susan W. Brown
Finance Officer

On the motion of Commissioner Capps, which was seconded by Commissioner Alston and duly carried by unanimous vote, it was ordered to adopt Grant Project Ordinance – Ephraim Place Housing Development Project.

**GRANT PROJECT ORDINANCE EPHRAIM
PLACE HOUSING DEVELOPMENT PROJECT**

Be it ordained by the Warren County Board of Commissioners that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Ordinance is hereby adopted:

Section 1. The project authorized is the Ephraim Place Housing Development Project. Said project shall be in accordance with the County's Community Development Block Grant Application as approved by the North Carolina Department of Commerce.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents executed with the North Carolina Department of Commerce and within the funds appropriated herein.

Section 3. The following revenues are anticipated to be available to the County of Warren to complete the project:

State of North Carolina, Department of Commerce, CDBG Grant	\$190,000
---	------------------

Section 4. The following amounts are appropriated for the project:

Administration (Warren Family Institute)	\$ 19,000
Property Acquisition	160,000
Water/Sewer	<u>11,000</u>
Total	\$190,000

Section 5. The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and federal and state regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7. The Finance Officer is directed to report monthly to the Board of Commissioners on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. Copies of this grant ordinance shall be entered into the minutes of the Governing Board, made available to the Finance Officer, and the Clerk to the Board for direction in carrying out the project.

Adopted this 3rd day of May 2004.

**Warren County Board of Commissioners
Ulysses S. Ross, Chairman**

ATTEST:

Evieta Hudgins, Deputy Clerk to the Board

Commissioner Capps commented on the Financing for the Recreation Master Plan. (Statement is on file).

Vice-Chairman Lucas commented on the Recreation Master Plan. (Statement is on file).

Chairman Ross commented on the Recreation Master Plan.

Chairman Ross called a three-minute recess.

Lawrence R. Carver, Administrator, Town of Warrenton appeared before the Board proposing that the County provide an easement behind the Armory to the Town of Warrenton for the improvement of an existing sewer line.

Motion was made by of Commissioner Capps, which was seconded by Commissioner Alston to award Easement to the Town of Warrenton for access to the National Guard Armory water and sewer lines.

Votes were as follows: Ayes: Capps, Alston, Ross
 Nays: Lucas, Humphries

Motion carried.

Marvello Gay, Warren Family Institute appeared before the Board to present the following items pertaining to the Ephraim Place Housing Development CDBG Project:

- A. Contract for Administrative Services
- B. Performance Based Contract

On the motion of Commissioner Lucas, which was seconded by Commissioner Alston and duly carried by unanimous vote it was ordered to adopt the Ephraim Place CDBG Administration Agreement to Warren Family Institute.

On the motion of Commissioner Lucas, which was seconded by Commissioner Humphries and duly carried by unanimous vote it was ordered to adopt the Ephraim Place CDBG Performance Based Contract between the County and Warren Family Institute.

Carolyn Ross-Holmes, Buck Spring Regional Excellence Center Development Management Team Director presents said Architect Agreement by HagerSmith Design, PA. for approval and for the County Manager to sign same.

On the motion of Commissioner Lucas, which was seconded by Commissioner Humphries it was ordered to approve the Buck Spring Architect Agreement by HagerSmith Design, PA subject to transfer and receipt of funds.

Votes were as follows: Ayes: Lucas, Humphries, Ross
 Nays: Capps, Alston

Motion carried.

Macon Robertson, Public Works Director appeared before the Board to present the following items:

- A. Approve Revised Water & Sewer Capital Improvements Plan
- B. Award bid for Public Works Vehicles

On the motion of Commissioner Lucas, which was seconded by Commissioner Alston and duly carried by unanimous vote, it was ordered to approve the Water & Sewer Capital Improvement Plan revised May 2004.

On the motion of Commissioner Capps, which was seconded by Commissioner Alston and duly carried by unanimous vote, Advantage Ford-Lincoln-Mercury, was awarded bid for four (4) Public Works Vehicles at \$71,390.77.

Motion was made by of Commissioner Alston, which was seconded by Commissioner Capps to approve "Operator of Responsible Charge" Job Description to be added to the County's Job Classification Schedule for the Public Works Department at Salary Grade 19 (Min. \$27,077 – Max. \$43,451).

Votes were as follows: Ayes: Capps, Alston, Humphries, Ross

Nays: Lucas, Humphries

Motion carried.

Having held the required Public Hearing on Monday, May 3, 2004 at 6:45 p.m. to hear citizen comments regarding FY 2004-05 Aging Home & Community Care Block Grant Funding application, the following action was taken:

On the motion of Commissioner Lucas, which was seconded by Commissioner Alston and duly carried by unanimous vote, it was ordered to approve the FY 2004-05 Aging Home and Community Care Block Grant Funding Application.

County Manager Loria D. Williams presented the FY 2004-05 Budget Presentation.

With no further business to discuss and on the motion of Commissioner Alston, which was seconded by Commissioner Humphries and duly carried, it was ordered to adjourn.

Evieta L. Hudgins, Deputy Clerk to the Board