

**SUGGESTED AGENDA
FOR
DECEMBER 6, 2004
ANNUAL ORGANIZATIONAL MEETING
OF THE
WARREN COUNTY BOARD OF COMMISSIONERS
WARREN COUNTY COURTHOUSE
WARREN COUNTY, NORTH CAROLINA**

**Swearing in Ceremony - Commissioner Barry M. Richardson
- Commissioner Clinton G. Alston**

6:15 pm - Call to Order Organizational Meeting

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

ADJOURN ORGANIZATIONAL MEETING

***Warren County
Board of Commissioners***

Organizational Meeting

December 6, 2004

6:15 pm

Prepared by:

***Angelena Kearney-Dunlap
Clerk to the Board***

ORGANIZATIONAL MEETING DATE: December 6, 2004

ITEM: # 1

SUBJECT: Election of Chairman to the Board of Commissioners

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

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

ORGANIZATIONAL MEETING DATE: December 6, 2004

ITEM: # 2

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

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

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

ORGANIZATIONAL MEETING DATE: December 6, 2004

ITEM: # 3

SUBJECT: Appointment / Re-Appointment of the County Attorney

SUMMARY: The Board of Commissioners' holds its Annual Organizational Meeting the first Monday in December, at which time, the County Attorney and others are appointed to serve for the upcoming year.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

ORGANIZATIONAL MEETING DATE: December 6, 2004

ITEM: # 4

SUBJECT: Appointment / Re-Appointment of the County Clerk to the Board of Commissioners

SUMMARY: The Clerk serves at the pleasure of the Board and requests your favorable consideration for reappointment.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

ORGANIZATIONAL MEETING DATE: December 6, 2004

ITEM: # 5

SUBJECT: Appointment / Re-Appointment of the Deputy Clerk to the Board of Commissioners

SUMMARY: Deputy Clerk, who serves the Board in the absence of the Clerk is submitted for reappointment.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

ORGANIZATIONAL MEETING DATE: December 6, 2004

ITEM: # 6

**SUBJECT: Appointment / Re-Appointment of the Tax Collector/
Finance Officer**

**SUMMARY: Each year appointment/re-appointment of certain positions are
made. It is submitted to re-appoint Susan W. Brown to the
position of Tax Collector/Finance Officer.**

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

ORGANIZATIONAL MEETING DATE: December 6, 2004

ITEM: # 7

SUBJECT: Appointment / Re-Appointment of five (4) Deputy Tax Collectors

SUMMARY: Each year appointments/re-appointments of certain positions are made. It is submitted to re-appoint the following Deputy Tax Collectors:

Each requires an individual motion:

- Bonnie C. Andrews**
- Alice T. Eaves**
- Cyrstal Burrows**
- Yvonne M. Sharps**

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

ORGANIZATIONAL MEETING DATE: December 6, 2004

ITEM: # 8

SUBJECT: Designation of Depositories for various Warren County Funds

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

**CURRENT DEPOSITORIES FOR
WARREN COUNTY FUNDS
AS OF DECEMBER 6, 2004**

- 1. 1st Citizens Bank & Trust Company - Warrenton, NC**
- 2. Branch Banking & Trust Company - Warrenton, NC**
- 3. N.C. Capital Management Trust - Charlotte, NC**
- 4. Southern Bank - Norlina, NC**

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

ORGANIZATIONAL MEETING DATE: December 6, 2004

ITEM: # 9

SUBJECT: Designation of position/individual with Authorization to Facsimile Signatures

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

Each requires an individual motion.

**Signatures
for
Warren County Funds**

- 1. Warren County operating Account & Warren County General Fund Payroll Account:**
 - a) County Finance Officer**
 - b) Chairman of the Board of County Commissioners**
 - c) Clerk to the Board of County Commissioners**

- 2. Warren County Department of Social Services Trust Fund Account:**
 - a) Director of Social Services - Henry Hayes**
 - b) Administrative Officer I - Nell Moseley**

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:
