

**SUGGESTED AGENDA  
FOR  
SEPTEMBER 7, 2004 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
WARREN COUNTY COURTHOUSE, WARRENTON, NC**

- 1. Call to Order Regular Monthly Meeting**
- 2. Moment of Silence**
- 3. Citizen Comments**
- 4. Approve September 7, 2004 Suggested Agenda**
- 5. Consent Agenda**
  - A. Approve Minutes of August 2, 2004 - Regular Board Meeting**
  - B. Tax Collector's & Interest Income Reports - Finance Officer Susan Brown**
  - C. Tax Release Requests (Over \$100) - Tax Assessor Linda T. Jones  
Tax Release Requests (Under \$100) - " " " "**
  - D. Adopt Resolutions:**
    - 1) Appointing Map/Plat Review Officers - Planning/Zoning Admin.**
    - 2) In Support of Amendment One: Self-Financing Bonds**
    - 3) Governor's Proclamation - "Fall 2004 Litter Sweep" Sept 18 - Oct 3, 04**
  - E. Board Re-Appointments: Industrial Facilities & Pollution Control Financing  
Authority: M.C. Clary and Richard H. Greene**
  - F. Board Appointments: Fire Commission: Re-appoint Joey Andrews, Appoint  
Bobby Neal or Roland Beauchaine**
  - G. Board Appointments: Lake Gaston Weed Control Council: Phil McMillan or  
Roland Beauchaine**
  - H. Board Appointments: Recreation Commission: Ruth Brown and Walter Powell**
  - I. Board Appointments: Economic Development Commission: Pete Deschenes,  
Lawrence Carver, Walter E. Powell, or Howard Smith**
  - J. DOT Petition - add Brickyard Run & Brickyard Branch (SR 1620) to state system**
- 6. Susan W. Brown - Finance Officer**
  - A. Annual Tax Settlement & Order to Collect**
  - B. Proposed contract for title examinations**
  - C. Amendment #2 - 2004-05 Warren County Budget Ordinance**
  - D. Amendment # 3 - 04-05 Water & Sewer District I Phase IV Capital Project Ord.**
  - E. Amendment # 1 - 2004-05 Water & Sewer District III, Phase I**
  - F. Reimbursement Resolution Water & Sewer District III, Phase I**

- G. Reimbursement Resolution Ambulance Storage, Recreation & Animal Shelter
  - H. Resolution Providing for Issuance of \$3,581,000 Water Bond Anticipation Notes
7. School Resource Officer Contract Renewal - Rosemary Lewis
  8. 2nd Reading - Allcare Ambulance Franchise Agreement Renewal - Williams Roberts
  9. Animal Shelter Committee Recommendations - June Gibbs
  10. Personnel Requests - Katherine Williamson
    - A) Approve candidate & salary for EDC Director
    - B) Add state funded School Health Nurse to Health Department Budget
    - C) Consider request from Sheriff to be excluded from County personnel classification
  11. Parks & Recreation
    - A) Engineering Agreement with Rivers & Associates
    - B) Resolution Reserving Funds for Satellite Sites
  12. Social Services Board requests joint meeting with Commissioners - Henry Hayes
  13. Convenience Site Lease Agreement Renewal - Site # 4 - Marshall Brothers
  14. Board of Elections request for budget revision - Mary Somerville
  15. Public Works - Macon Robertson

**Water & Sewer District III**

- A) Authorization to apply for Capacity Grant Eaton's Ferry Bridge Crossing
- B) Authorization to apply for Capacity Grant feasibility study to extend service
- C) Authorization to execute documentation for Contract II - Elevated Water Storage Tanks - Caldwell Tanks, Inc.
- D) Authorization to execute documentation for Contract I - Water Distribution System - Herrin Rivenbark

**Warren County Public Works Department**

- E) Approve Rules & Regulations for operating Warren County Public Works
  - F) Approve Operational Rates for Warren County Public Works
  - G) Approve Water Tank Management Services Proposal - Southern Corrosion, Inc.
  - H) Award High & High Sawmill contract to low bidder, Harris Equipment Co.
16. Right of Entry and/or Deed of Easement for Access
    - A) Approve License Agreement with Kerr Tar Council of Governments for entry on property in Nutbush Township for Engineering Analysis work

**B) Deed of Easement for Access - John Loving**

**17. Schedule Public Hearings:**

**A) No Wake Buoy Zone on Lake Gaston**

**B) Rezoning Request in Roanoke Township**

**18. Award bids**

**A) Purchase of Eight (8) county vehicles**

**B) Financing for purchase of county vehicles**

**19. MOU for TOP Local E-Government Utilization Program Grant for Board Information - Ed Koziol**

**20. Request for Salary Re-Consideration Cooperative Extension Service - Phil McMillan**

**21. County Manager's Report**

**Closed Session in accordance with GS 143-318.11(a)  
Matters Protected by The Attorney-Client Privilege  
&  
Property Acquisition**

***Warren County  
Board of Commissioners***

***Agenda Packet***

***September 7, 2004  
7:00 pm***

**Prepared by:**

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

**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 4

**SUBJECT:** Adopt September 7, 2004 Suggested Agenda

**SUMMARY:** Above referenced submitted for Board's review and adoption.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE: September 7, 2004**

**CONSENT AGENDA ITEM: 5A**

**SUBJECT: Approve minutes of August 2, 2004 - Regular Board Meeting**

**SUMMARY: Above referenced submitted for Board's review and approval.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**CONSENT AGENDA ITEM:** 5B

**SUBJECT:** Tax Collector's & Interest Income Reports

**SUMMARY:** Finance Officer Susan Brown submits the above referenced for Board's review and approval.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**CONSENT AGENDA ITEM:** 5C

**SUBJECT:** Request for Tax Releases

**SUMMARY:** Tax Assessor Linda T. Jones submits requests for tax releases Over \$100 for Board's approval and releases Under \$100 as approved by County Manager for Board's information.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**CONSENT AGENDA ITEM:** 5D-1

**SUBJECT:**           **Adopt Resolutions - Appointing Review Officers**

**SUMMARY:**       **This resolution designates the Planner/Zoning Administrator  
and/or Assistant to the Planner to sign maps and/or plats**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE: September 7, 2004**

**CONSENT AGENDA ITEM: 5D-2**

**SUBJECT:           Adopt Resolutions**

**SUMMARY:        This resolution is in support of self-financing development bonds to make a difference in new jobs, investments and economic development for rural, suburban & urban areas.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**CONSENT AGENDA ITEM:** 5D-3

**SUBJECT:**        **Adopt Resolutions**

**SUMMARY:**       **Governor Mike Easley proclaims September 18 - October 3, 2004  
"Fall 2004 Litter Sweep" Roadside Cleanup period.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**CONSENT AGENDA ITEM:** 5E

**SUBJECT:**           **Board Member Appointment - Industrial Facilities & Pollution Control Financing Authority**

**SUMMARY:**       **It is requested by Chairman of above referenced Authority to re-appoint M.C. Clary and Richard H. Greene to serve an additional six (6) year term on the WCIF & PCFA Commission. Terms expire August 2010.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**CONSENT AGENDA ITEM:** 5F

**SUBJECT:** Board Appointments - Fire Commission

**SUMMARY:** Citizens expressing interest in serving on the above referenced Board are as follow:

**Roland G. Beauchaine, currently serving on Board of Health & EDC Board**

**Joey Andrews, Fireman reappointment to 2nd term**

**Bobby Neal, Fireman, this will be his 1st term if appointed**

**The Fire Commission recommends reappointment of Joey Andrews and initial appointment of Bobby Neal for three (3) year terms each. Term expires June 2007.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**CONSENT AGENDA ITEM:** 5G

**SUBJECT:** Board Appointments - Lake Gaston Weed Control

**SUMMARY:** Citizens expressing interest in serving on the above referenced Board are as follow:

**Roland G. Beauchaine, currently serving on Board of Health & EDC Board (see Fire Commission appointments)**

**Phillip McMillan reappointment to 7th term**

**Term expires July 2007.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE: September 7, 2004**

**CONSENT AGENDA ITEM: 5H**

**SUBJECT: Board Member Appointment - Recreation Commission**

**SUMMARY: Citizens expressing interest in serving on the above referenced Board are as follow:**

**Ruth Poulsen Brown of Macon, NC to replace Sheriff Williams whose term expired February 2004**

**Walter Eugene Powell of Macon, NC to replace Jane Ball-Groom whose term expired February 2004**

**Submitted for Board's review and appointment to three (3) year terms each, expiring February 2007.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**CONSENT AGENDA ITEM:** 5I

**SUBJECT:** **Board Appointments - Economic Development Commission**

**SUMMARY:** **Citizens expressing interest in serving on the above referenced Board are as follow:**

- \* Peter Deschenes currently serving on Citizen Advisory Council and Lake Gaston Weed Control Council**
- \* Lawrence Carver, Town of Warrenton Administrator, if appointed this will be his 1st term**
- \* Walter Eugene Powell, (see Recreation Commission)**
  
- \* Howard B. Smith, if appointed this will be his 1st term (statement of interest received in Manager's office 8/31/04)**

**The EDC recommends appointment of Peter Deschenes for a three (3) year term, expiring June 2007.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**CONSENT AGENDA ITEM:** 5J

**SUBJECT:** Department of Transportation Petition Request

**SUMMARY:** Citizen petition submitted to add Hidden Creek and Little Ridge Lane in Brickyard Run Subdivision and Beaver Pond Trail in the Brickyard Branch Subdivision (State Road 1620) to the state maintained system.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 6A

**SUBJECT:** Finance Officer - Susan W. Brown

**SUMMARY:** Pursuant to NCGS 105-332, 105-373 & 105-321, Warren County Tax Collector requests Board authorization to:

- 1) Make Settlement of 2003 tax levy
- 2) Approve a proper bond to cover the new taxes
- 3) Adopt Order to Collect 2004 tax levy charged in tax records & receipts

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 6B

**SUBJECT:** Finance Officer - Susan W. Brown

**SUMMARY:** Finance Officer/Tax Collector proposes contracting with Mr. William H. Riggan, independent paralegal, to perform title examinations, as required in connection with in rem foreclosures. A fee of \$50 per titled will be recovered in the fee and tax collected resulting from the in rem foreclosure. Total annual expenditures are expected at \$2,500.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 6C

**SUBJECT:**           **Finance Officer - Susan W. Brown**

**SUMMARY:**       **Amendment # 2 to the FY 2004-05 Warren County Budget is submitted for Board's review and action.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 6D

**SUBJECT:** Finance Officer - Susan W. Brown

**SUMMARY:** Amendment # 3 to the Capital Project Ordinance for Water & Sewer District I, Phase IV for Board's review and approval.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 6E

**SUBJECT:**           **Finance Officer - Susan W. Brown**

**SUMMARY:**       **Amendment # 1 to the 2004-05 Water & Sewer District III Project  
for Board's review and approval.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 6F

**SUBJECT:** Finance Officer - Susan W. Brown

**SUMMARY:** Resolution Declaring Official Intent to Reimburse Expenditures with Proceeds of Debt Pursuant to US Department of Treasury Regulations for Water & Sewer District III.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 6G

**SUBJECT:** Finance Officer - Susan W. Brown

**SUMMARY:** Resolution Declaring Official Intent to Reimburse Expenditures with Proceeds of Debt Pursuant to United States Department of Treasury Regulations for:

- 1) Design, construction & equipping of a new recreation complex
- 2) Design, construction & equipping of a new ambulance storage facility & related improvements
- 3) Design, construction and equipping of a new animal shelter facility and related improvements

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 6H

**SUBJECT:**           **Finance Officer - Susan W. Brown**

**SUMMARY:**       **Resolution Providing for the Issuance of \$3,581,000 Water Bond  
Anticipation Notes, Water & Sewer District III**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** April 5, 2004

**AGENDA ITEM:** 7

**SUBJECT:** School Resource Officer Contract

**SUMMARY:** Above referenced as presented from Warren County School System's Student Services office, is submitted for Board's review and action.

- \* Term of Contract: July 1, 2004 - June 30, 2005
- \* Cost not to exceed \$85,000 during 2004-05 school year
- \* Compensation paid in 12 monthly installments

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 8

**SUBJECT:** 2nd Reading Allcare Ambulance Services Franchise Renewal

**SUMMARY:** Having held a required 1st reading during the August 2, 2004 regular Board meeting, above referenced Agreement was unanimously approved pending addition of a "Termination Clause" and subject to approval from County Attorney:

**County Attorney Johnson submits the following to satisfy termination clause requirement:**

“This Agreement may be terminated by either party at any time, with or without cause, upon sixty (60) days prior written notice to the other party. For the purposes of giving notice hereunder, the address of Warren County is 105 South Front Street, Post Office Box 619, Warrenton, North Carolina 27589; and the address of Allcare Ambulance is 132 South Main Street, Warrenton, North Carolina 27589.”

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 9

**SUBJECT:**           **Animal Shelter Committee - June Gibbs**

**SUMMARY:**       **Above referenced Committee submits recommendations for:**

- 1) location of animal shelter**
- 2) approval of Shelter Planners of America, Steps 1 and 2.**
- 3) approval of topographical survey**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE: September 7, 2004**

**AGENDA ITEM: 10-A**

**SUBJECT: Human Resource Matters - Katherine Williamson**

**SUMMARY: Candidate for Economic Development Director and salary for same is submitted for Board's review and approval:**

**John C. Church, Jr.  
Salary - \$60,000  
Effective date - September 8, 2004**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 10-B

**SUBJECT:**           **Human Resource Matters - Katherine Williamson**

**SUMMARY:**       **HR Manager presents the following request from Carmine Rocco, Health Director, to add one new state funded School Health Nurse position to Health Department budget effective October 1, 2004. No county funds required.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 10-C

**SUBJECT:**           **Human Resource Matters - Katherine Williamson**

**SUMMARY:**       **HR Manager presents a request from Sheriff Johnny Williams to be excluded from the Pay for Performance and Salary Review plan.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 11A

**SUBJECT:**           **Engineering Services Agreement - Parks & Recreation**

**SUMMARY:**       **Rivers & Associates, Inc. presents Recreation Complex - Phase I Engineering Agreement for professional services for Board's review and action.**

<u>Description of Services:</u>	<u>Amount</u>
Study & report Phase Complete	N/A
Basic Services	
Preliminary / Final Design Phases	\$50,000
Bidding / Construction, etc.	\$35,000
<b>Total Estimated Contract Amount</b>	<b>\$85,000</b>
Additional Services (undetermined)	\$10,000

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 11B

**SUBJECT:**           **Parks & Recreation - Dickie Williams**

**SUMMARY:**       **"Resolution Reserving Fund Balance for Warren County Parks & Recreation" satellite sites, in the amount of \$100,000 is submitted for Board's adoption.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 12

**SUBJECT:** Department of Social Services Board of Directors

**SUMMARY:** Above referenced Board request scheduling a joint meeting between both boards for the discussion of:

- 1) individual requests for information or material regarding employees of the Department of Social Services and proper protocol for use, distribution, and handling of such requests
- 2) procedures regarding classification and pay as required by Chapter 126 of the NC General Statutes located to local employees subject to the State Personnel Act.
- 3) any other business of mutual interest.

**Suggested date:** Wednesday - September 15, 2004

**Suggested time:** 5:30 pm

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 13

**SUBJECT:**           **Solid Waste Convenience Site # 4 - Lease Renewal**

**SUMMARY:**       **Marshall Brothers, Solid Waste Director presents convenience site # 4 lease renewal between county and Betty B. Capps with an increase of \$19.65. Said renewal is for 36 months rather than the current 60 months.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 14

**SUBJECT:**            **Board of Elections**

**SUMMARY:**        **Elections Chairperson, Mary Somerville, request budget revision, an increase in the amount of \$20,000 for poll workers.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 15A

**SUBJECT:**           **Public Works - Macon Robertson**

**SUMMARY:**       **Requests authorization to apply for a Capacity Grant for Water & Sewer District III in the amount of \$40,000 for Eaton's Ferry Bridge Crossing Project. If approved, county will be required to match funds in the amount of \$4,500. Grant Chairman and/or County Manager authority to sign related documentation.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 15B

**SUBJECT:**           **Public Works - Macon Robertson**

**SUMMARY:**       **Requests authorization to apply for a Capacity Grant for Water & Sewer District III in the amount of \$40,000 for purpose of studying the feasibility of extending sanitary sewer service to more densely populated areas of the county. If approved, county will be required to match funds in the amount of \$4,500. Grant Chairman and/or County Manager authority to sign related documentation.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 15C

**SUBJECT:**           **Public Works - Macon Robertson**

**SUMMARY:**       **Requests authorization to execute contract documents for Contract II - Elevated Water Storage Tanks with Contractor - Caldwell Tanks, Inc. pending approval of contract documents by County's legal council, contingent upon successful sale of Bond Anticipation notes and pending receipt of Contractor's acceptable insurance certification for Warren County Water & Sewer District III, Phase I.**

**Grant Chairman and/or County Manager authority to sign related documentation.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 15D

**SUBJECT:**           **Public Works - Macon Robertson**

**SUMMARY:**       **Requests authorization to execute contract documents for Contract I - Water Distribution System with Contractor - Herring Rivenbark pending approval of contract documents by County's legal council and pending receipt of Contractor's acceptable insurance certification for Warren County Water & Sewer District III, Phase I.**

**Grant Chairman and/or County Manager authority to sign related documentation.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 15E

**SUBJECT:**           **Public Works - Macon Robertson**

**SUMMARY:**       **Requests approval of "Warren County Public Works Rules & Regulations" for operational procedures.**

**Grant Chairman authority to sign same.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 15F

**SUBJECT:**           **Public Works - Macon Robertson**

**SUMMARY:**       **Requests approval of "Warren County Public Works Operational Rates".**

**Grant Chairman authority to sign same.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 15G

**SUBJECT:**           **Public Works - Macon Robertson**

**SUMMARY:**       **Approve Water Tank Management Service Proposed by Southern Corrosion, Inc. for service on the Drewry, Oine and Macon water tanks.**

**Authorize Chairman to sign same.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 15H

**SUBJECT:**           **Public Works - Macon Robertson**

**SUMMARY:**       **Recommends the Board of Commissioners tentatively award the High & High Sawmill contract to the qualified low bidder, Harris Equipment Company, at the negotiated price, pending approval by Warren County's legal council.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 16A

**SUBJECT:** **Right of entry and/or Deed of Easement for Access**

**SUMMARY:** **Kerr-Tar Council of Governments' License Agreement for right of entry to perform engineering analysis work on county property situated in the Nutbush Township. Submitted for Board's review and approval. Authorize Chairman of the Board to sign same.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 16B

**SUBJECT:**           **Right of entry and/or Deed of Easement for Access**

**SUMMARY:**       **"Deed of Easement for Access" at Buck Springs Plantation West, made between County and John & Lennis Loving is submitted for Board's action.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 17A

**SUBJECT:**           **Schedule Public Hearing**

**SUMMARY:**       **In accordance with GS 75A-15 it is submitted to schedule a public hearing to hear citizen comments regarding a request from Matt Naugle to establish a "No Wake Buoy" zone on Lake Gaston on the northwest corner of Eaton's Ferry Bridge.**

**Suggested time and Date: Monday - October 4, 2004 at 6:45 pm**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 17B

**SUBJECT:** Schedule Public Hearing

**SUMMARY:** In accordance with Warren County's Subdivision Regulations, it is submitted to schedule a public hearing to hear citizen comments regarding a request to rezone an area in Roanoke Township from residential to neighborhood business.

Suggested time and Date: Monday - October 4, 2004 at 6:30 pm

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE: September 7, 2004**

**AGENDA ITEM: 18A**

**SUBJECT: Award Bid for eight (8) Warren County vehicles**

**SUMMARY: Bids were received in the County Manager's office on Wednesday, August 25, 2004 as follows:**

Griffin Ford	Lump sum bid for 8 vehicles	=	<b>\$152,999</b>
<b><u>Capital Ford</u></b>	\$17,398.25	Ford F-150 4x4 (2)	= \$34,796.50
	\$11,844.35	Ford Ranger (1)	= \$11,844.35
	\$19,959.30	Econoline Van (1)	= \$19,959.30
	\$20,279.25	Ford Crown Victoria (4)	
		Police Sedans	= \$81,117.00
			<b>\$147,717.15</b>
Advantage Ford	\$17,950.25	Ford F-150 4x4 (2)	= \$35,900.50
	\$13,178.35	Ford Ranger (1)	= \$13,178.35
	\$19,883.30	Econoline Van (1)	= \$19,883.30
	\$21,271.25	Ford Crown Victoria (4)	
		Police Sedans	= \$85,085.00
			<b>\$154,047.15</b>

**It is recommended to award bid to Capital Ford the low bidder as stated above.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 18B

**SUBJECT:** Award Bid for financing eight (8) Warren County vehicles

**SUMMARY:** Susan Brown, Finance Officer will present related documentation during September 7, 2004 meeting for Board's consideration.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 19

**SUBJECT:** Memorandum of Understanding for TOP Local E-Government Utilization Program Grant

**SUMMARY:** Ed Koziol, Information Technology Director, submits Warren County web site development grant application between Rural EDC and Warren County for above referenced project. Application in the amount of \$19,800, is submitted for Board information.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** September 7, 2004

**AGENDA ITEM:** 20

**SUBJECT:** Cooperative Extension Service Salary Consideration

**SUMMARY:** During the August 2nd regular meeting, request for an increase in salary and fringe benefits for Cooperative Extension employees was tabled, in order to allow time for a comparative study of state wide averages. Extension Service Director, Phillip McMillan submits attached information pertaining to extension service employees salaries statewide for Board's review and action.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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*September 7, 2004*

*Warren County Manager's  
Report*

***Closed Session***  
**in accordance with GS 143-318.11(a)**

**Matters Protected by The Attorney-Client Privilege  
And  
Property Acquisition**

**Exercise Option for Parks & Recreation Land Purchase**