

**SUGGESTED AGENDA
FOR
JULY 6, 2004 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
WARREN COUNTY COURTHOUSE
WARRENTON, NORTH CAROLINA**

- 1. Call to Order Regular Monthly Meeting**
- 2. Moment of Silence**
- 3. Citizen Comments**
- 4. Approve July 6, 2004 Suggested Agenda**
- 5. Consent Agenda**
 - A. Approve Minutes of June 7, 2004**
 - 6:15 pm - Public Hearing - Installment Purchase/Financing Contract for Construction of EMS Ambulance Storage Facility*
 - 6:30 pm - Public Hearing - Six (6) Mile Fire Service District Extensions*
 - 7:00 - Regular Board Meeting*
 - Approve Minutes of June 14 - Budget Public Hearing**
 - Approve Minutes of June 21 - Budget Special Meeting**
 - B. Tax Collector's & Interest Income Reports - Finance Officer Susan W. Brown**
 - C. Tax Release Requests (Over \$100) - Tax Assessor Linda T. Jones**
Tax Release Requests (Under \$100) - “ ” “ ”
 - D. Employee Performance Bond Renewal: Auditor & Tax Collector**
 - E. New Beginnings Child Care Center request use of A&P Parking Lot**
 - F. Board Re-Appointment: Kerr-Tar Rural Transportation Planning Organization - Com. Clinton Alston**
 - G. FY 2004-05 Agreement for the Provision of County-Based Aging Services under the Home & Community Care Block Grant**
- 6. Tax Collection Agreement with the Town of Warrenton - Susan Brown**
- 7. Proposed Amendment to Allcare Ambulance Services Franchise Agreement - Williams Roberts**
- 8. Public Works - Macon Robertson**
 - A) Wise Pump Station Cable Easement for VA DOT Pump Station # 2**
 - B) Withhold Liquidated Damages - Hendrix Barnhill**

- C) Sewer rate increase for Regional District
9. **Human Resources - Katherine Williamson**
 - A) Open 401(k)
 - B) State Personnel Local Salary Plan Report
 - C) Detention Center & Telecommunication - 12 hour shift
 10. **Board Appointments / Re-Appointments:**
 - A) EDC - Robert Burton & Jack Collins
 - B) Lake Gaston Weed Control Council - Dr. Elton Brown or Pete Deschenes
 - C) Department of Social Services
 - D) Animal Shelter
 11. **Adopt Capital Improvements Plan - County Manager**
 12. **Schedule Board of Commissioner Work Session - Com. Capps**
 13. **Commissioner Humphries**
 - A) Change the name of Soul City Blvd. to Johnny Johnson Road
 - B) Allocate \$25,000 to the Norlina Library GED Program
 14. **Voting Delegate for the 97th Annual NCACC Conference**
 15. **County Manager's Report**

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

**Information Protected by Attorney-Client Privilege
&
Personnel Matters**

***Warren County
Board of Commissioners***

Agenda Packet

***July 6, 2004
7:00 pm***

Prepared by:

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

MEETING DATE: July 6, 2004

AGENDA ITEM: 4

SUBJECT: Adopt July 6, 2004 Suggested Agenda

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

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: July 6, 2004

CONSENT AGENDA ITEM: 5A

SUBJECT: Approve Minutes of June 7, 2004:
**6:15 pm - Public Hearing - Installment Purchase/Financing Contract for
Construction of EMS Ambulance Storage Facility**
6:30 pm - Public Hearing - Six (6) Mile Fire Service District Extensions
7:00 - Regular Board Meeting

Approve Minutes of June 14, 2004 - Budget Public Hearing
Approve Minutes of June 21, 2004 - Budget Special Meeting

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

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: July 6, 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:

ACTION TAKEN:

MEETING DATE: July 6, 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:

ACTION TAKEN:

MEETING DATE: July 6, 2004

CONSENT AGENDA ITEM: 5D

SUBJECT: Employee Performance Bond Renewal

SUMMARY: Bonds for Auditor & Tax Collector are submitted for Boards review and approval.

Auditor

Penalty amount \$10,000 renewal cost \$50.00

Tax Collector

Penalty amount \$20,000 renewal cost \$200.00

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: July 6, 2004

CONSENT AGENDA ITEM: 5E

SUBJECT: Request to use Old A&P Parking Lot

SUMMARY: New Beginnings Child Care Center located at 201 South Front Street (directly across from A&P building) requests the use of the A&P parking lot for an "End of Summer Festival" on August 7, 2004.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: July 6, 2004

CONSENT AGENDA ITEM: 5F

SUBJECT: **Board Re-Appointment Kerr-Tar Rural Transportation Planning Organization (RPO)**

SUMMARY: **It is submitted to reappoint Commissioner Alston to serve on above referenced RPO, Transportation Advisory Committee (TAC) as representative of the Warren County Board of Commissioners, per attached request from Kerr-Tar COG. Said reappointment is for a two (2) year term.**

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: July 6, 2004

CONSENT AGENDA ITEM: 5G

SUBJECT: **FY 2004-05 Agreement for the Provision of County-Based Aging Services under the Home & Community Care Block Grant**

SUMMARY: **It is submitted to approve the annual allocation of above referenced grant program: Effective dates July 1, 2004 to June 30, 2005. Authorize Steve Norwood, Kerr-Tar COG Aging Advisor and Loria D. Williams, Warren County Manager to administer same.**

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: July 6, 2004

AGENDA ITEM: 6

SUBJECT: Tax Collection Agreement with Town of Warrenton

SUMMARY: Proposed Agreement as presented by Tax Collector-Susan Brown, is submitted for Board's review and adoption. Agreement includes but is not limited to:

1) Term: Until terminated by either party according to Section 7

2) Service Rendered:

- * Town provide County with list of delinquent Taxes outstanding through 1994 - 2003 by June 30th (attachment A)**
- * Town provide County with list of prepaid taxes by July 10th**
- * County shall provide tax bill to Town residents**
- * County shall receive payments for Town taxes**
- * County shall provide Town with list of all Town taxes collected no later than 10 working days of following month.**

3) Renumeration: County shall remit check to Town no later than 10 working day of following month, less 1 1/2% admin fee

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: July 6, 2004

AGENDA ITEM: 7

SUBJECT: Allcare Ambulance Service

SUMMARY: William Roberts, EMT-P and President of above referenced, requests Board reconsider his request to amend current Ambulance Franchise Ordinance to increase level of care and add fee for ALS Services.

Amendment to an ordinance requires two (2) readings during a regularly scheduled meeting, in order to adopt amendments.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: July 6, 2004

AGENDA ITEM: 8-A

SUBJECT: Public Works - Macon Robertson

SUMMARY: Wise Pump Station Cable Easement for Virginia DOT Pump Station #2 Project is submitted for Board's review and action.

Chairman to the Board is authorized to sign related documentation.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: July 6, 2004

AGENDA ITEM: 8-B

SUBJECT: Public Works - Macon Robertson

SUMMARY: Public Works Director requests authorization to withhold liquidated damages from funds due to contractor, Hendrix Barnhill on the final pay estimate for Water & Sewer District II.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: July 6, 2004

AGENDA ITEM: 8-C

SUBJECT: Public Works - Macon Robertson

SUMMARY: Public Works Director requests approval of proposed sewer rate increase for the Regional Water District.

CURRENT RATE	PROPOSED RATE
\$18.75 (1st 3,000 gal)	\$19.25 (1st 3,000 gal)
\$.75/1000 for next 97,000 gal	\$1.75/1000 for all
\$1.10/1000 for all gallons over 100,000	gallons over 3,000

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: July 6, 2004

AGENDA ITEM: 9-A

SUBJECT: Human Resource Manager

SUMMARY: Requests authorization to Open 401K plan as an additional Warren County benefit to general employees.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: July 6, 2004

AGENDA ITEM: 9-B

SUBJECT: Human Resource Manager

SUMMARY: Annual submission of the Office of State Personnel 2004-2005 Salary Plan Reporting Form is presented for Board's review and adoption, upon recommendation of Human Resource Manager - Katherine Williamson.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: July 6, 2004

AGENDA ITEM: 9-C

SUBJECT: Human Resource Manager

SUMMARY: Detention Center & Telecommunication entered into a 6-month trial 12 hour shift period. Upon the trial period coming to a close, it is requested that Board authorize Detention and Telecommunication work under a permanent 12 hour shift schedule.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: July 6, 2004

AGENDA ITEM: 10-A

SUBJECT: Board Appointments / Re-Appointments

SUMMARY: Economic Development Commission has two members whose terms expired June 30, 2004. It is requested to re-appoint both to serve as follows:

	<u>Term #</u>	<u>Expiration Date</u>
Robert Burton	2nd	June 30, 2007
Jack Collins	2nd	June 30, 2007

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: July 6, 2004

AGENDA ITEM: 10-B

SUBJECT: Board Appointments / Re-Appointments

SUMMARY: Lake Gaston Weed Control Council has membership whose terms expire July 30, 2004. Two individuals have expressed interest in filling the term of Elton Brown who is current Chairperson of same. Term for said term will expire July 2007.

Elton Brown, this would be Dr. Brown's 7th term

Pete Deschenes, this would be Mr. Deschenes 1st term

Submitted for Boards action.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: July 6, 2004

AGENDA ITEM: 10-C

SUBJECT: Board Appointments / Re-Appointments

SUMMARY: Department of Social Services Board of Directors is submitted for appointment of Commissioner's representative to same. It is recommended by Henry Hayes, DSS Director to appoint Joseph Richardson for a three year term expiring, July 2007.

Submitted for Boards action.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: July 6, 2004

AGENDA ITEM: 10-D

SUBJECT: Board Appointments / Re-Appointments

SUMMARY: The creation of an Animal Shelter Advisory Board, as proposed by Commissioner Humphries during the June 7, 2004 regular meeting, was tabled to the July 6, 2004 meeting for Board's consideration.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: July 6, 2004

AGENDA ITEM: 11

SUBJECT: Adopt Capital Improvements Plan

SUMMARY: County Manager presents attached plan for Board's review and adoption.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: July 6, 2004

AGENDA ITEM: 12

SUBJECT: Schedule Board of Commissioners Work Session

SUMMARY: Commissioner Capps proposes scheduling a work session for the discussion of:

- * Weed Control Tax District,**
- * Sell of timber on PCB landfill site,**
- * Establish budget policy, and**
- * County wide zoning.**

Suggested time and date: Wednesday, July 14, 2004 at 5:00 pm

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: July 6, 2004

AGENDA ITEM: 13-A

SUBJECT: Commissioner Humphries

SUMMARY: Commissioner Humphries proposes changing the name of Soul City Boulevard to Johnny Johnson Road.

In accordance with Warren County Addressing & Road Naming Ordinance, Article X and NC General Statute 153A-240, a Department of Transportation petition to change road name and a public hearing is required.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: July 6, 2004

AGENDA ITEM: 13-B

SUBJECT: Commissioner Humphries

SUMMARY: Commissioner Humphries proposes an allocation of \$25,000 to the Norlina Library to fund continuation of the GED program offered there.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: July 6, 2004

AGENDA ITEM: 14

**SUBJECT: Select Voting Delegate for the 97th Annual North Carolina
Association of County Commissioners Conference**

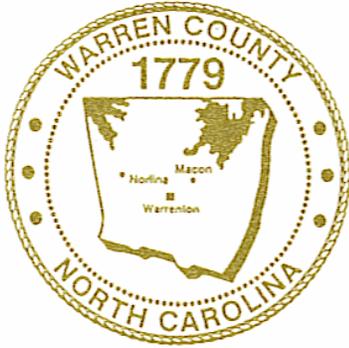
**SUMMARY: It is submitted to select the designated voting delegate for the above
referenced annual conference to be held August 19-22, 2004 in
Buncombe County. Commissioners registered to attend: Ross,
Lucas, Humphries and Capps.**

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

July 6, 2004

Warren County
Manager's Report



WARREN COUNTY BOARD OF COMMISSIONERS

POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589
Telephone: (252) 257-3115 Fax: (252) 257-5971

MEMORANDUM

Ulysses S. Ross, Chairman
H.E. Luke Lucas, Vice Chairman
Clinton G. Alston
Weldon C. Capps, Jr.
Janet W. Humphries

Loria D. Williams
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

TO: Warren County Board of Commissioners

FROM: Loria D. Williams, County Manager *L.D. Williams*

DATE: June 30, 2004

SUBJ: June Status Report

Administration

- Prepared for & attended Board of Commissioners' Budget Work Session – (06/02/04)
- Attended Water Committee Mtg., w/ M. Robertson; L. Evans; Susan W. Brown & Town of Norlina officials re: wastewater treatment plant costs/sewer customer issues - (06/03/04)
- Attended Board of Commissioners' Mtg. – (06/07/04)
- Prepared for & attended Board of Commissioners' Budget Work Session – (06/09/04)
- Conducted LEC Owner, Architect, Contractor Mtg., w/ B. Williams; D. Aske; T. Anderson; B. Long (Contractor); A. Pettigrew (Architect) re: Punch list/Sprinkler System issues – (06/11/04)
- Attended Mtg., w/ C. Johnson, K. Williamson; C. Rocco re: personnel matter – (06/14/04)
- Attended Budget Public Hearing & Budget Work Session – (06/14/04)
- Conducted Personnel Mtg., w/ K. William; C. Rocco re: personnel matter – (06/15/04)
- Conducted Interviews – Planning Director/Zoning Administrator – (06/15/04)
- Attended NC City & County Manager's Association Summer Conference, Asheville, NC. - (06/16-19/04)
- Prepared for & attended Special Meeting to Adopt Budget – (06/21/04)
- Attended Mtg. w/ R. Puliver, NC Rural Center, C. Ross-Holmes; P. McMillan; S. Brown; re: allowable/non-allowable expenses & grant compliance by fundraising consultant for Buck Spring Project – (06/23/04)
- Conducted Mtg. w/ C. Rocco; K. Williamson; re: personnel matter – (06/23/04)
- Attended Water Committee Mtg., re: Bid Opening District III-Phase I – (06/28/04)
- Attended Mtg. w/ C. Rocco; K. Williamson; C. Johnson re: personnel matter – (06/29/04)

Capital Improvement Plan (CIP) – In accordance with BOC Top Priorities Matrix, formulated and presented CIP for fiscal years 2004-09. Please note that projects included thus far are those currently under consideration by the Board. Future additions to plan will require a project priority rating system as set by the BOC (framework to be developed and recommended by Manager) to guide administration. CIP is to be reviewed, updated and approved on an annual basis.

NC City & County Manager's Association Summer Conference – Attended the NCCMA Summer Conference and was sworn in as a member of its Board of Directors for a two-year term. The Board of Directors works closely with the President in carrying out Association goals/objectives that include: Promote/defend council-manager plan; expand civic education efforts; foster successful working relationships w/ elected officials and promote intergovernmental cooperation (regionalization).

ldw

Closed Session

Personnel Matters

§

GS 143-318.11(a)

(To establish, or to instruct the public body's staffer negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, .. option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.)