

**SUGGESTED AGENDA
FOR
OCTOBER 1, 2007 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
WARREN COUNTY COURTHOUSE, WARRENTON, NC**

1. Call to Order Regular Monthly Meeting – 10:00 am
2. Moment of Silence
3. Citizen Comments
4. Approve October 1, 2007 Suggested Agenda
5. Consent Agenda
 - A. Approve Minutes of September 10, 2007 - Regular Board Meeting
 - B. Interest Income Report – Barry Mayo, Finance Director
 - C. Tax Collector's Report - Robert Mitchum, Tax Administrator
 - D. Tax Release Requests (Over \$100) - Robert Mitchum, Tax Administrator
Tax Release Requests (Under \$100) - " " " "
6. Amendment No. 2 to FY 2007-08 Budget Ordinance – Barry Mayo, Finance Director
7. Division of Community Corrections Annual Report – James Hayes for Royster Washington
8. Boards / Commissions:
 - A. Library Board of Trustees Amendment to Resolution and ByLaws – Sue Loper
 - B. Appointments to Library Board of Trustees: E.Malone,Jr., S.Shearin, M.Moss, T.Echols,Jr., W.Capps,Sr,
 - C. Request from Friends of the Library Non-Profit to sale discarded books
9. Recreation Complex Phase II, Change Order – Richard “Dickie” Williams
10. Approve Annual Funding for DENR Agreement for Protection of Warren County Forest Land
11. Award Bid for EMS Ambulance Unit Remount – Dennis Paschall
12. Personnel Requests – Elgin Lane, Human Resources Manager:
 - A. Building & Grounds – Charles Ayscue
 - B. Register of Deeds – Elsie Weldon
13. Schedule Rezoning Public Hearing – Ken Krulik, Planner/Zoning Administrator
14. Request for Easement Across County Property – Progress Energy

- 15. Condemnation of Property – Commissioner Davis & Public Works**
- 16. Award Bid for Ephraim Place CDBG Housing Project – Cathy Alston-Kearney, WFI**
- 17. County Manager's Report**

***Warren County
Board of Commissioners***

Agenda Packet

***October 1, 2007
10:00 am***

Prepared by:

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

**Call to Order by Chairman
or
Designated Individual**

Moment of Silence

Citizen Comments

Citizen Comments

RULES:

- * **Please sign up to speak.**

- * **The maximum time allotted to each speaker will be five (5) minutes. The Clerk to the Board will keep time.**

- * **Any group of people who support or oppose the same position should designate a spokesperson.**

- * **Please address only those items which might not have been addressed by a previous speaker.**

- * **If response from County Manager and/or Board is desired, please leave a copy of your comment(s) with the Clerk to the Board.**

- * **Order and decorum will be maintained.**

- * **This is not a question and answer session.**

Warren County
Board of Commissioners

Meeting Date: October 1, 2007

Item # 4

SUBJECT: Adopt October 1, 2007 Suggested Agenda

REQUESTED BY: Clerk / Deputy Clerk to the Board

SUMMARY: None

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: October 1, 2007

CONSENT AGENDA Item # 5A

**SUBJECT: Approve minutes of September 10, 2007
Regular Board Meeting**

REQUESTED BY: Clerk to the Board

SUMMARY: None

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: October 1, 2007

CONSENT AGENDA Item # 5B

SUBJECT: Interest Income Report

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Submitted for Board's information and review

FUNDING SOURCE: N/A

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: October 1, 2007

CONSENT AGENDA Item # 5C

SUBJECT: Tax Collectors Report

REQUESTED BY: Robert E. Mitchum, Tax Administrator

SUMMARY: Submitted for Board's information and review

FUNDING SOURCE: N/A

**APPLICABLE GENERAL STATUTE: G.S. 105 350 tax collection reports,
Interest Income Report supplied for Board's
information**

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: October 1, 2007

CONSENT AGENDA Item # 5D

SUBJECT: Request for Tax Releases

REQUESTED BY: Robert E. Mitchum, Tax Administrator

SUMMARY: None

FUNDING SOURCE: N/A

APPLICABLE STATUTE: NCGS 105-381. TAXPAYER'S REMEDIES

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: October 1, 2007

Item # 6

SUBJECT: Amendment No. 2 to FY 2007-08 Budget Ordinance

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Amendment submitted for Board's consideration & action.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: October 1, 2007

Item # 7

SUBJECT: Division of Community Corrections Annual Report

REQUESTED BY: Royster Washington

SUMMARY:

FUNDING SOURCE: N/A

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: October 1, 2007

Item # 8-A

SUBJECT: County Boards/Commissions – Library Board of Trustees

REQUESTED BY: Dr. Sue Loper, Librarian

SUMMARY: Amend “Resolution Establishing County Public Library”:

Change from no more than 9 member board to no more than 12 member board

**Amend “Warren County Memorial Library Board of Trustees
By-Laws”:**

Change from no more than 9 member board to no more than 12 member board

FUNDING SOURCE: N/A

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Amendment to the
"Resolution Establishing County Public Library (Amended February 5, 2001)"

Amendment to the Library Board of Trustees "By-Laws"

BOARD OF TRUSTEES

Appointment and Terms of Trustees: Warren County hereby establishes the Warren County Library Board of Trustees shall be composed of no more than ~~nine (9)~~ twelve (12) members, whose terms shall be for three (3) years after the initial terms (4 for three-year terms, 4 for two-year terms, and 4 for one-year terms). The members of the Board of Trustees are as follows:

Meeting Date: October 1, 2007

Item # 8-B

SUBJECT: County Boards/Commissions – Library Board of Trustees

REQUESTED BY: Dr. Sue Loper, Librarian

SUMMARY: Having received “Statements of Interest to Serve” and on recommendation of Sue Loper, Librarian and the Library Board of Trustees, the following appointments are presented:

<u>Name</u>	<u>Term Served</u>	<u>Expires</u>
Elmer T. Malone, Jr.	1 st	June 2010
Sandra W. Shearin	1 st	“
Martha T. Moss	1 st	“
Ted E. Echols, Jr.	1 st	“
Weldon C. Capps, Sr	1 st	“

FUNDING SOURCE: N/A

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: October 1, 2007

Item # 8-C

SUBJECT: County Boards/Commissions – Library Board of Trustees

**REQUESTED BY: Dr. Sue Loper, Librarian and
Kenny Davis, Chairman - Friends of the Library**

SUMMARY: Having received authorization for Book Sale at the National Guard Armory, Friends of the Library (a non-profit) now requests donation of discarded books from the Warren County Memorial Library for sale at October event.

FUNDING SOURCE: N/A

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

**_Recommend approval of request to donate discarded books from the _____
_Library to the Friends of the Library for a book sale fundraiser. _____**

NOTES:

Meeting Date: October 1, 2007

Item # 9

SUBJECT: Recreation Complex Phase II

**REQUESTED BY: Richard "Dickie" Williams, Director
Parks & Recreation**

**SUMMARY: Final Adjusting Change Order #3 for Warren County
Recreation Complex Phase II is presented for Boards
review and approval.**

FUNDING SOURCE: N/A

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

Meeting Date: October 1, 2007

Item # 10

SUBJECT: FY 2007-08 Department of Environment & Natural Resources Funding Plan

REQUESTED BY: Warren County Forestry Service

SUMMARY: Annual Agreement for Protection, Development and Improvement of Forest Land in Warren County effective July 1, 2007 through June 30, 2008:

\$260,603 – Total Cooperative Appropriation

\$156,362 – State 60%

\$104,241 – County 40%

FUNDING SOURCE: N/A

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

__Recommend approval. Funds to pay the county's share of the_____

__program are budgeted in the FY 08 budget_____

NOTES:

Meeting Date: October 1, 2007

Item # 11

SUBJECT: EMS Ambulance Unit Remount Quotes

REQUESTED BY: Dennis M. Paschall, EMS Coordinator

SUMMARY: Bids were received for remount of ambulance as follows:

**Select Custom Apparatus, Inc. \$59,675 (\$58,675 w/chassis trade)
(add \$1,500 for temperature controlled cabinet – not the requested
brand)**

**Southeastern Specialty Vehicles, \$59,956 (includes \$1,000 trade)
(add \$2,500 for temperature controlled cabinet – requested brand)**

Recommends: Southeastern Specialty Vehicles @ \$62,456

FUNDING SOURCE: N/A

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

___ Recommend Board accept the bid proposal from South Eastern ___

___ Specialty Vehicles in the amount of \$62,456. ___

NOTES:

Meeting Date: October 1, 2007

Item # 12-A

SUBJECT: Request for additional personnel

**REQUESTED BY: Elgin Lane, HR Director and Charles Ayscue,
Building & Grounds Manager**

**SUMMARY: Authorization is requested to create an additional
Maintenance Worker II position and allocate funds for:
Salary grade 18; \$27,097 + benefits = \$34,989 (pro-rated
cost for 8 months \$23,526, salary plus \$200 for uniforms).
Additional cost for new or used vehicle must also be
considered.**

Presented for Boards review and authorization.

FUNDING SOURCE: N/A

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

**__Position would be justified if the individual will be directly involved____
__in County building repairs and construction projects.____**

NOTES:

Meeting Date: October 1, 2007

Item # 12-B

SUBJECT: Request for additional personnel

**REQUESTED BY: Elgin Lane, HR Director and Elsie Weldon,
Register of Deeds**

SUMMARY: Authorization is requested to create a part-time, temporary Deputy for office support and allocate funds in the amount of \$4,500 to cover the remainder of the current year ending June 30, 2008.

Presented for Boards review and authorization.

FUNDING SOURCE: Contingency Funds

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

_____Recommend approval._____

NOTES:

Meeting Date: October 1, 2007

Item # 13

SUBJECT: Schedule Rezoning Public Hearing

REQUESTED BY: Ken Krulik, Planner / Zoning Administrator

SUMMARY: It is requested to schedule a public hearing to hear citizen comments regarding rezoning request from PC Net Tools, LLC/AKE Properties, LLC.

Suggested date: Monday, November 5, 2007

Suggested time: 9:30 am:

FUNDING SOURCE: N/A

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: October 1, 2007

Item # 14

**SUBJECT: Request for Easement Across County Property
to New Library**

REQUESTED BY: Progress Energy – Ronnie Shelton, Land Agent

**SUMMARY: Tabled from September 10, 2007 regular meeting, it is now
presented for a 2nd time for consideration and approval.**

FUNDING SOURCE: N/A

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

_____Recommend approval._____

NOTES:

Meeting Date: October 1, 2007

Item # 15

SUBJECT: Public Utilities Update on Soul City Pump Station

**REQUESTED BY: Commissioner Davis & Macon Robertson
Warren County Public Utilities Director**

SUMMARY: Update is presented for Board's information and direction.

FUNDING SOURCE:

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

___No recommendation. Direction is requested from the Board._____

NOTES:

Meeting Date: October 1, 2007

Item # 16

**SUBJECT: Award Bid – Ephraim Place Community Development
Block Grant Construction Project**

**REQUESTED BY: Cathy Alston-Kearney, Executive Director
Warren Family Institute (WFI)**

**SUMMARY: Bids were received as follows for general construction for
above referenced project per attached 3 page spread sheet.
It is recommended to award bid to H.G. Reynolds Co. Inc.
of Henderson with a base bid of \$277,683.**

FUNDING SOURCE: N/A

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

October 1, 2007

**County Manager's
Report**