

**SUGGESTED AGENDA  
FOR  
NOVEMBER 5, 2007 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
WARREN COUNTY COURTHOUSE  
WARREN COUNTY, NORTH CAROLINA**

**9:30 am - Public Hearing - Rezoning Request: PC NetTools.com/Ake Properties, LLC**

**\*\* *Recognition & Award of Excellence* \*\*  
*Warren County Finance Office***

- 1. Call to Order Regular Monthly Meeting – 10:00 am**
- 2. Moment of Silence**
- 3. Citizen Comments**
- 4. Adopt November 5, 2007 Suggested Agenda**
- 5. Consent Agenda**
  - A. Approve Minutes**
    - October 1, 2007 - Regular Board Meeting
    - October 2, 2007 – Public Hearing - County Comprehensive Transportation Plan (CTP)
    - October 2, 2007 – Public Hearing - County Historic Preservation Commission
    - October 2, 2007 – Public Hearing – County Water Shortage Response Ordinance
  - 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) - " " " "**
  - E. Adopt Records Retention Schedule for Health Department**
- 6. Finance Office – Barry Mayo, Finance Director**
  - A. Capital Project Ordinance Warren County Courthouse Annex Building Renovation Project**
  - B. Amendment No. 4 to Capital Project Ordinance Warren County Recreation Complex Phase II**
  - C. Amendment No. 3 to FY 2007-08 Budget Ordinance**
- 7. Request to waive fees:**
  - A. Code Enforcement permit fees - Sally Dickerson**
  - B. Armory Rental Fee – Beth Vick, 4-H Agent**
- 8. Public Hearing Items:**

- A. Rezoning Request: PC NetTools.com/Ake Properties, LLC
  - B. Warren County Comprehensive Transportation Plan (CTP) Approve by Resolution
  - C. Establish Warren County Historic Commission
  - D. Warren County Water Shortage Response Ordinance
9. Boards / Commissions:
- A. Library Board of Trustees Resolution and By-Laws Amendment – Sue Loper
  - B. Appointments to Library Board of Trustees: E.Malone,Jr., S.Shearin, M.Moss, T.Echols,Jr., W.Capps,Sr,
  - C. Appoint County Manager alternate voting delegate for the Kerr Lake Regional Water System Advisory Board
10. Emergency Services – Christopher Wright & Dennis Paschall
- A. Enter into Contract with Dr. William Fowlkes as EMS Medical Director
  - B. “Piggyback” Purchase Ambulance on Harnett County Bid
11. Personnel Matters:
- A. Authorize salary offer to Andrew Riggleman as Building & Grounds Maintenance Supervisor II
  - B. Veterinary Technician/Program Coordinator increase hours to Full-Time
  - C. Request to increase funds for Library part-time staff
12. Adopt “Resolution – Board Expressing Its Disapproval of the Proposed Voter Confidence & Increased Accessibility Act of 2007 (HR 811)” – D. Formyduval
13. Enter into Contract Agreement
- A. Kerr-Tar Regional COG - Local Update of Census Addresses for 2010 Census
  - B. Citizens for Animal Protection of Warren County Partnership
  - C. GovDeals Online Auction Contract – Angelena Kearney-Dunlap
14. Public Utilities – Macon Robertson
- A. Adopt Resolution Authorizing the Sale of \$4,957,000 Bond Anticipation Notes
  - B. Approve Communication System Right-Of-Way and Easement Deed for Oine Tank
15. Authorize Application to pursue Gang Initiative Grant with a 25% County Match – Sheriff Johnny Williams
16. Adopt Warren County Drug-Free Workplace & Drug & Alcohol Testing Policy
17. Award Bids:
- A. Paving of Rafter’s Lane – Charles Ayscue
  - B. Request for funds to pave Animal Shelter, Agriculture Extension & Old Mental Health Parking Lots – Charles Ayscue
  - C. Purchase County Vehicles: 4-Crown Victoria, 2-Explorers, 2-Rangers Extended Cab & 1-Five Hundred

- 18. County Policies / Procedures:**
  - A. Adopt Warren County Employee ID Card Policy**
  - B. Reschedule December 13 regular Work Session to December 12<sup>th</sup> as a full day Board of Commissioner's Retreat**
  - D. Adopt 2008 Board of Commissioners Meeting and Work Session Schedule**
  
- 19. Projects for Board Support: Law Enforcement presence and Post Office at Lake area - Commissioner Ross**
  
- 20. County Manager Items:**
  - A. Report on Contracts Accepted by Manager**
  - B. County Manager's Report**

***Adopt Closed Session in  
accordance with NC GS 143-318.11 for discussion Personnel Matters:  
County Manager's Performance Evaluation***

***Warren County  
Board of Commissioners***

***Agenda Packet***

***November 5, 2007  
10:00 am***

**Prepared by:**

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

**9:30 am - Public Hearing**

**Rezoning Request:  
PC NetTools.com/  
Ake Properties, LLC**

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*RECOGNITION*

*&*

*AWARD of EXCELLENCE  
in  
FINANCIAL REPORTING*

*Warren County Finance Office*

*Barry Mayo, Director  
Gloria Edmonds  
Debbie Brauer  
Evelyn Cooper  
Cecile Renn  
Brenda Separk*

**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: November 5, 2007**

**Item # 4**

**SUBJECT: Adopt November 5, 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:**

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**NOTES:**

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**Meeting Date: November 5, 2007**

**CONSENT AGENDA Item # 5A**

**SUBJECT: Approve minutes:**

October 1, 2007 - Regular Board Meeting  
October 2, 2007 – Public Hearing - County Comprehensive Transportation  
Plan (CTP)  
October 2, 2007 – Public Hearing - County Historic Preservation Commission  
October 2, 2007 – Public Hearing – County Water Shortage Response  
Ordinance

**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:**

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**NOTES:**

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**Meeting Date: November 5, 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:**

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**NOTES:**

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**Meeting Date: November 5, 2007**

**CONSENT AGENDA Item # 5C**

**SUBJECT: Tax Collector's 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:**

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**NOTES:**

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**Meeting Date: November 5, 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:**

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**NOTES:**

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**Meeting Date: November 5, 2007**

**CONSENT AGENDA Item # 5E**

**SUBJECT: Records Retention Schedule for Health Departments**

**REQUESTED BY:**

**SUMMARY: Submitted for Board's review and adoption**

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommends approval  
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**NOTES:**

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**Meeting Date: November 5, 2007**

**Item # 6-A**

**SUBJECT: Capital Project Ordinance Warren County Courthouse  
Annex Building Renovation Project**

**REQUESTED BY: Barry Mayo, Finance Director**

**SUMMARY: Submitted for Board's consideration & action.**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: November 5, 2007**

**Item # 6-B**

**SUBJECT: Amendment No. 4 to Capital Project Ordinance Warren  
County Recreation Complex Phase II**

**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:**

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**NOTES:**

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**Meeting Date: November 5, 2007**

**Item # 6-C**

**SUBJECT: Amendment No. 3 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:**

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**NOTES:**

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**Meeting Date: November 5, 2007**

**Item # 7-A**

**SUBJECT: Request for Code Enforcement Fee Waiver**

**REQUESTED BY: Sally Dickerson**

**SUMMARY: Ms. Dickerson request \$250 inspection fee for mobile home set up be waived in view of her disabilities.**

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**\_\_The Board should consider the fact that if this request is granted, it will\_\_  
\_\_open the door for other similar requests for relief.\_\_\_\_\_**

**NOTES:**

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**Meeting Date: November 5, 2007**

**Item # 7-B**

**SUBJECT: Request for National Guard Armory Rental Fee Waiver**

**REQUESTED BY: Beth Vick, 4-H Agent  
Cooperative Extension Services**

**SUMMARY: Ms. Vick request \$250 rental fee for use of the National Guard Armory on Monday, December 3, 2007 for 4-H Volunteer Leader's Association meeting is waived.**

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

\_\_\_\_ Recommend approval to waive rental fee with \$50 clean-up fee to \_\_\_\_  
\_\_\_\_ be paid. \_\_\_\_\_  
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**NOTES:**

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**Meeting Date: November 5, 2007**

**Item # 8-A**

**SUBJECT: Rezoning Request: PC NetTools.com/Ake Properties, LLC**

**REQUESTED BY: Ken Krulik, Planner/Zoning Administrator**

**SUMMARY: Having held a required public hearing Monday, November 5, 2007 at 9:30 am to hear citizens comment regarding same, request is now presented for Board action.**

Request from PC NetTools.com/Ake Properties, LLC to rezone a 10 acre tract of land located at the east corner of Mariner Point Road and Eaton's Ferry Road/Lizard Creek Road (Tax Map L2-63B) and is petitioned for rezoning from Residential (R) to Neighborhood Business (NB) in the Roanoke Township.

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: November 5, 2007**

**Item # 8-B**

**SUBJECT: Warren County Comprehensive Transportation Plan (CTP) Resolution**

**REQUESTED BY: Sara Sherman, NCDOT  
Transportation Planning Branch**

**SUMMARY: Having held a public hearing on October 2, 2007 at 7:00 pm to hear citizens' comments regarding above referenced Plan, with no comments received since date of hearing, it is now presented for Board's consideration and adoption by Resolution.**

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: November 5, 2007**

**Item # 8-C**

**SUBJECT: Establish Warren County Historic Commission**

**REQUESTED BY:**

**SUMMARY: Having held a public hearing on October 2, 2007 at 7:30 pm to hear citizens' comments regarding above referenced plan, with no comments received since date of hearing, it is now presented for Board's authorization to establish Historic Commission. If authorization is granted, Resolution, By-Laws and recommendation for member appointments will be presented at the December 3, 2007 regular meeting for Board action.**

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: November 5, 2007**

**Item # 8-D**

**SUBJECT: Warren County Water Shortage Response Ordinance**

**REQUESTED BY: Macon Robertson, Public Utilities Director**

**SUMMARY: Having held a public hearing on October 2, 2007 at 8 pm to hear citizens' comments regarding above referenced plan, with no comments received since date of hearing, it is now presented for Board's adoption of above referenced Ordinance.**

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: November 5, 2007**

**Item # 9-A**

**SUBJECT: County Boards/Commissions – Library Board of Trustees**

**REQUESTED BY: Dr. Sue Loper, Librarian**

**SUMMARY:** Tabled from October 1, 2007 meeting, it is presented for a 2<sup>nd</sup> time to:

- 1) **Amend “Resolution Establishing County Public Library”:** Change from no more than 9 member board to no more than 12 member board
- 2) **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

**NOTE:** In accordance with Board of Trustees By-Laws, “Article IX – Amendments: These By-Laws may be amended at any regular meeting of the Board (of Library Trustees) at which a quorum is present, by a unanimous vote of the members present, if the amendment was proposed at a prior meeting.” (See attached minutes for details Board of Trustees vote.)

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval

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**NOTES:**

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

Amendment to the Library Board of Trustees "By-Laws"  
(adopted June 14, 2001)

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 ....

**Meeting Date: November 5, 2007**

**Item # 9-B**

**SUBJECT: County Boards/Commissions – Library Board of Trustees**

**REQUESTED BY: Dr. Sue Loper, Librarian**

**SUMMARY:** Tabled from October 1, 2007 meeting, it is presented for a 2<sup>nd</sup> time:  
**On recommendation of Sue Loper, Librarian and the Library Board of Trustees, the following appointments are presented, bringing the Library Board of Trustees to a membership of 12:**

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

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: November 5, 2007**

**Item # 9-C**

**SUBJECT: County Boards/Commissions – Library Board of Trustees**

**REQUESTED BY: County Manager Linda T. Jones**

**SUMMARY: Appoint County Manager alternate voting delegate for the Kerr Lake Regional Water System Advisory Board.**

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: November 5, 2007**

**Item # 10-A**

**SUBJECT: Appoint Medical Director – Dr. William Fowlkes**

**REQUESTED BY: Christopher Wright, Director  
Emergency Services**

**SUMMARY: To meet NC Law, attached Contract between Dr. William Fowlkes and the County is presented for Board's approval.**

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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Meeting Date: November 5, 2007

Item # 10-B

**SUBJECT: Authorize Ambulance Purchase by "Piggyback"**

**REQUESTED BY: Dennis Paschall, Coordinator  
Emergency Medical Services**

**SUMMARY: Replacement of the 1998 Type II EMS unit to bring the EMS fleet back into emergency readiness is submitted for Board authorization. Mr. Paschall proposes to Piggyback in accordance with GS 143-129 on Hartnett County's bid as follows:**

I make the following recommendation to purchase a Chevrolet C3500 and/or GMC Type III Ambulance Cutaway Chassis thru a piggyback purchase as allowed within G.S. 143-129 from Northwestern Emergency Vehicles in Jefferson, NC. Harnett County has previously obtained bids at the cost of \$ 106,954.00 per vehicle in October 2007 for a Type III Ambulance Cutaway Chassis. To complete the purchase from Northwestern Emergency Vehicle additional funding to letter the unit and the addition of a temperature-controlled drawer to the unit will require the additional expenditure of \$3,400.00.

**Total Projected Expenditure: \$116,064.62 (see attachment)**

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

\_\_\_ Recommend approval. Source of funds: 10-4375-560028 – Halifax \_\_\_

\_\_\_ County EMS Account \_\_\_

**NOTES:**

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**MEETING DATE:** November 5, 2007

**ITEM:** 11-A

**SUBJECT:** Personnel Matters

**REQUESTED BY:** Elgin Lane, Human Resources Manager

**SUMMARY:** Requests authorization to offer salary of \$40,000, (which is above the hiring rate for Grade 23) to Andrew Riggleman in the position of Building & Grounds Maintenance Supervisor.

**FUNDING SOURCE:** N/A

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval

**NOTES:**

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**MEETING DATE:** November 5, 2007

**ITEM:** 11-B

**SUBJECT:** Personnel Matters

**REQUESTED BY:** County Manager

**SUMMARY:** Increase Veterinary Technician/Program Coordinator hours from part-time at 80% to full-time 100%

**FUNDING SOURCE:** N/A

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**MEETING DATE:** November 5, 2007

**ITEM:** 11-C

**SUBJECT:** Personnel Matters

**REQUESTED BY:** Sue Loper, Librarian

**SUMMARY:** Librarian requests an increase in funds to provide an additional 35 hours per week for part-time staff who will assist in the preparation of materials for the Special Collections area, new cataloging of materials and to assist with work required in changing from one online catalog system to another. Amount requested is \$329.35 per week for 35 weeks, a total of \$11,527.25.

**FUNDING SOURCE:** N/A

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval, appropriate funds from Contingency as available.

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**NOTES:**

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**MEETING DATE:** November 5, 2007

**ITEM:** 12

**SUBJECT:** Resolution Disapproval of the Proposed Voter Confidence & Increased Accessibility Act of 2007 (HR 811)

**REQUESTED BY:** Debbie Formyduval, Supervisor  
Board of Elections

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

**FUNDING SOURCE:** N/A

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval

**NOTES:**

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**MEETING DATE:** November 5, 2007

**ITEM:** 13-A

**SUBJECT:** Update of Census Addresses for 2010 Census

**REQUESTED BY:** County Manager Linda T. Jones

**SUMMARY:**

“Because Warren County does not have adequate staff resources to conduct an adequate review and update of our local address lists, the Kerr-Tar Council of Governments has agreed to perform this service for us. The total cost to update Warren County's and each of our municipality's address lists is \$7,500. Warren County's share of this cost based on population data from the 2000 Census is \$6,727. A cost share breakdown for the county and each of the municipalities is attached.

I am also attaching a proposed Contract with the Kerr-Tar Regional Council of Governments to perform this service. Your consideration to approve the contract is appreciated. Payment of the \$6,727 can be appropriated from the County's Contingency account.”

**FUNDING SOURCE:** N/A

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**MEETING DATE:** November 5, 2007

**ITEM:** 13-B

**SUBJECT:**           **Citizens for Animal Protection (CAP)**

**REQUESTED BY:**     **Laura Thompson, CAP President**

**SUMMARY:**         **CAP is requesting County reinstate Agreement entered into on September 6, 2005 (see attached).**

**FUNDING SOURCE:** N/A

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**MEETING DATE:** November 5, 2007

**ITEM:** 13-C

**SUBJECT:** GovDeals Online Auction

**REQUESTED BY:** Angelena Kearney-Dunlap, Clerk

**SUMMARY:** In an effort to stream line county services, the above referenced is presented for adoption. When county auctions are conducted the following benefits will be realized:

- 1) buyer pays transportation fees, GovDeals handles advertising locally and nationally, items can be sold immediately after being declared surplus, and contract is non-exclusive;
- 2) only cost to the county is 7.5% fee when item is sold (minimum bill \$5.00).

**FUNDING SOURCE:** N/A

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval.  
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**NOTES:**

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**MEETING DATE:** November 5, 2007

**ITEM:** 14-A

**SUBJECT:** Public Utilities

**REQUESTED BY:** Steve Cordell, Bond Council with Helms, Mulliss & Wicker Attorneys-At-Law

**SUMMARY:** Adopt Resolution Providing for the Issuance of \$4,957,000 Bond Anticipation Notes for Water & Sewer District III.

**FUNDING SOURCE:** N/A

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval  
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**MEETING DATE:** November 5, 2007

**ITEM:** 14-B

**SUBJECT:** Public Utilities

**REQUESTED BY:** Macon Robertson, Director  
Warren County Public Utilities

**SUMMARY:** Communication System Right-Of-Way and Easement Deed for the sum of \$10 granting Carolina Telephone & Telegraph Company (Embarq) successors, et.al, exclusive right-of-way to install, construct, repair, etc. underground cables, wires, conduits... under and along a parcel of land described in Exhibit A (attached).

**FUNDING SOURCE:** N/A

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval  
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**NOTES:**

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**MEETING DATE:** November 5, 2007

**ITEM:** 15

**SUBJECT:** Gang Initiative Grant Application

**REQUESTED BY:** Sheriff Johnny Williams

**SUMMARY:** Above referenced program cost is in the amount of \$59,282.03. Grant application requires a 25% county match. Therefore funding source is as follows:

25% County match	\$14,820.51
75% Grant funds	\$44,461.52

The closing date to apply for said grant is December 31<sup>st</sup>. Sheriff Williams requests authorization to apply for grant and approval of the 25% county match with indication of funding source.

**FUNDING SOURCE:**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

\_\_Recommend approval to apply for grant. County match of \$14,820.51 could be appropri-\_\_  
\_\_ated from Fund Balance. Please note if grant is not awarded in ensuing years position \_\_\_\_  
\_\_would need to be funded 100% by the County or terminated.\_\_\_\_\_

**NOTES:**

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**MEETING DATE:** November 5, 2007

**ITEM:** 16

**SUBJECT:**           **Warren County Drug-Free Workplace and  
Drug & Alcohol Testing Policy**

**REQUESTED BY:**     **County Manager Linda T. Jones**

**SUMMARY:**       **Reviewed during October 20<sup>th</sup> Commissioner's Work Session,  
Policy is now presented for Board's adoption.**

**FUNDING SOURCE:**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**MEETING DATE:** November 5, 2007

**ITEM:** 17-A

**SUBJECT:** Award Bid

**REQUESTED BY:** Charles Ayscue, Maintenance Supervisor

**SUMMARY:** Bids were received for paving of Rafter's lane on October 22, 2007 as follows:

**Paving Rafter's Lane**

**BID TABULATION  
WARREN COUNTY**

<b>CONTRACTORS</b>	<b>License #</b>	<b>Addenda Received</b>	<b>Bid Bond</b>	<b>Position</b>	<b>BASE BID</b>
K.P.H. Paving & Landscaping, Inc.					<b>\$52,180</b>
Bartholomew Paving & Patching, Inc.					<b>\$47,089</b>
Nu-Tech Paving Co. (additional \$2,000 for NC DOT asphalt test)					<b>\$47,180</b> \$49,180

Bids opened October 22, 2007 at 2:45 pm

I certify that the above is a true and accurate tabulation of the bids received at the above referenced dates.

**It is now submitted for award to the most responsible bidder.**

**FUNDING SOURCE:**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend bid award to Nu-Tech Paving Co. in the amount of \$49,180  
pending final approval of NC DOT. The low bidder does not meet  
general contractor requirements of the NC DOT.

**NOTES:**

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MEETING DATE: November 5, 2007

ITEM: 17-B

SUBJECT: **Award Bid**

REQUESTED BY: **Charles Ayscue, Maintenance Supervisor**

SUMMARY: **Bids were received for paving of Mental Health Parking Lot on October 17, 2007 as follows:**

CT NAME: Paving Mental Health Parking Lot

**BID TABULATION**

VENDOR/CONTRACTOR	BASE BID
Bartholomew Paving & Patching, Inc., Raleigh, NC	\$43,780
B&D Paving, Henderson, NC	\$20,645
KPH Paving & Landscaping, Inc., Macon, NC	\$17,900

It is requested to: 1) award bid and 2) appropriate funds for parking lot paving: Animal Shelter - \$22,912.12, Agriculture Extension \$8,184.50 and Old Mental Health - \$17,900. Total allocation: \$48,996.62 (see memo).

FUNDING SOURCE:

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend appropriating \$48,996.62 from fund balance to pave these parking lots.

These funds can be returned to fund balance after county receives reimbursement for

having Rafters Lane from NC DOT.

NOTES:

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MEETING DATE: November 5, 2007

ITEM: 17-C

SUBJECT: Award Bid

REQUESTED BY:

SUMMARY: County Vehicles as follows:

<u>2008 Vehicles</u>	<u>University Ford Base Bid</u>	<u>Capital Ford Base Bid</u>
4 Crown Victoria w/police package	\$20,949	<u>\$20,763.95*</u>
2 Explorers	\$23,234	<u>\$22,445.95*</u>
2 Rangers with Extended Cab	\$17,599	<u>\$16,818.95*</u>
1 Five Hundred (now Escort)	\$20,949	<u>\$19,093.95*</u>

\* Recommended award underlined.

FUNDING SOURCE:

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend award of bids as indicated

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**MEETING DATE:** November 5, 2007

**ITEM:** 18-A

**SUBJECT:**           **Adopt Policy / Procedure**

**REQUESTED BY:**     **Linda T. Jones, County Manager**

**SUMMARY:**       **Policy governing Warren County Employee Identification Cards/Badges is presented for Board adoption.**

**FUNDING SOURCE:**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**MEETING DATE:** November 5, 2007

**ITEM:** 18-B

**SUBJECT:**           **Adopt Policy / Procedure**

**REQUESTED BY:**     **County Manager Linda T. Jones**

**SUMMARY:**        **It is proposed to reschedule December 13, 2007 regular Board work session to Wednesday, December 12<sup>th</sup> as a Commissioner Retreat, to be held from 9:00 am to 4:00 pm at an alternate location.**

**FUNDING SOURCE:** N/A

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**MEETING DATE:** November 5, 2007

**ITEM:** 18-C

**SUBJECT:** Adopt Policy / Procedure

**REQUESTED BY:** Angelena Kearney-Dunlap, Clerk to the Board

**SUMMARY:** Adopt 2008 Board of Commissioners Meeting and Work Session Schedules:

**Regular meetings are the 1<sup>st</sup> Monday of each month at 10am.**

January 7 <sup>th</sup>	February 4 <sup>th</sup>	March 10 <sup>th</sup> (2nd Monday)
April 7 <sup>th</sup>	May 5 <sup>th</sup>	June 2 <sup>nd</sup>
July 7 <sup>th</sup>	August 4 <sup>th</sup>	September 8 <sup>th</sup> (2nd Monday)
October 6 <sup>th</sup>	November 3 <sup>rd</sup>	December 1st

**January 16<sup>th</sup> Budget Goal Setting Work Session - 6:45 pm County Courthouse**

**Regular Board Work Sessions - 5:00 pm in the DSS Staff Meeting Room # 325  
February 13, April 16, June 18, August 20, October 15 & December 10**

**FUNDING SOURCE:** N/A

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**MEETING DATE:** November 5, 2007

**ITEM:** 19

**SUBJECT:**       **Projects for Board Support**

**REQUESTED BY:**     **Commissioner Ross**

**SUMMARY:**       **Mr. Ross requests support for the following items:**

- 1)    Law Enforcement Presence at Lake Area
- 2)    Composing a resolution supporting placement of a post office in Lake Gaston. (Resolution will be placed on December 3<sup>rd</sup> agenda for adoption if Board grants endorsement.)

**FUNDING SOURCE:** N/A

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**MEETING DATE:** November 5, 2007

**ITEM:** 20-A

**SUBJECT:** **Report on County Manager Approved Contracts**

**REQUESTED BY:**

**SUMMARY:** **In accordance with Board adopted policy, County Manager has authority to award bids/contracts up to \$50,000.**

**FUNDING SOURCE:** N/A

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**MEETING DATE: November 5, 2007**

**ITEM: 20-B**

# **Warren County**

## **Manager's Report**

**November 5, 2007**

***Closed Session  
in accordance with NC GS 143-318.11  
for  
Personnel Matters***

***County Manager's Performance Evaluation***

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**Closed session is allowed for the following reasons:**

- a) to protect information made confidential by law, privileged and/or confidential
- b) Honors & awards to prevent premature disclosure
- c) Attorney-Client privilege
- d) Location or expansion of business or industry
- e) property acquisition
- f) employment contracts
- g) personnel matters
- h) criminal investigations