

**SUGGESTED AGENDA  
FOR  
DECEMBER 3, 2007  
ANNUAL ORGANIZATIONAL MEETING  
OF THE  
WARREN COUNTY BOARD OF COMMISSIONERS  
WARREN COUNTY COURTHOUSE RM # 201  
WARREN COUNTY, NORTH CAROLINA**

**9:30 am - Call to Order Organizational Meeting – County Attorney**

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

***ADJOURN ORGANIZATIONAL MEETING***

*Warren County  
Board of Commissioners*

*Organizational Meeting*

*December 3, 2007*

*9:30 am*

*Prepared by:*

*Angelena Kearney-Dunlap  
Clerk to the Board*

**ORGANIZATIONAL MEETING DATE: December 3, 2007**

**ITEM: # 1**

**SUBJECT: Election of Chairman to the Board of Commissioners**

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

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**ORGANIZATIONAL MEETING DATE: December 3, 2007**

**ITEM: # 2**

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

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

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**ORGANIZATIONAL MEETING DATE: December 3, 2007**

**ITEM: # 3**

**SUBJECT: Appointment / Re-Appointment of the County Attorney**

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

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**ORGANIZATIONAL MEETING DATE: December 3, 2007**

**ITEM: # 4**

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

**SUMMARY:           The County Clerk Angelena Kearney-Dunlap, who serves at the pleasure of the Board is submitted for reappointment.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**ORGANIZATIONAL MEETING DATE: December 3, 2007**

**ITEM: # 5**

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

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

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**ORGANIZATIONAL MEETING DATE: December 3, 2007**

**ITEM: # 6**

**SUBJECT: Appointment / Re-Appointment of Deputy Tax Collectors**

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

**Each requires an individual motion:**

**Deputy Tax Collectors:**

- a. Bonnie C. Andrews**
- b. Cindi Richardson**
- c. Rhonda Schriver**
- d. Yvonne Sharpes**

**Delinquent Tax Collector: Karen Towns**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**ORGANIZATIONAL MEETING DATE: December 3, 2007**

**ITEM: # 7**

**SUBJECT:           Designation of Depositories for various Warren County Funds**

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

**CURRENT DEPOSITORIES FOR  
WARREN COUNTY FUNDS  
AS OF DECEMBER 3, 2007**

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

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**ORGANIZATIONAL MEETING DATE: December 3, 2007**

**ITEM: # 8**

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

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

**Each requires an individual motion.**

**Signatures  
for  
Warren County Funds**

- 1. Warren County operating Account & Warren County General Fund Payroll Account:**
  - a) County Finance Officer – Barry Mayo**
  - b) Chairman of the Board of County Commissioners**
  - c) Clerk to the Board of County Commissioners**
  
- 2. Warren County Department of Social Services Trust Fund Account:**
  - a) Director of Social Services - Henry Hayes**
  - b) Administrative Officer II - Nell Moseley**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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