

***SUGGESTED AGENDA  
FOR  
APRIL 7, 2008 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
WARREN COUNTY COURTHOUSE  
WARRENTON, NORTH CAROLINA***

***9:45 am – 2008 CDBG Scattered Site Housing Program***

***Outstanding Recognitions  
Warren County Soil & Water District Office Personnel  
Proclaim - April 27-May 4, 2008 "Soil & Water Stewardship Week"  
&  
Warren County HUB Economic Development  
Project National Award***

1. Call to Order Regular Monthly Meeting – 10:00 am by Chairman
2. Moment of Silence
3. Citizen Comments
4. Adopt April 7, 2008 Suggested Agenda
5. Consent Agenda
  - a. Approve Minutes:  
  
March 10, 2008:      Public Hearing – Rezoning Request from Rebecca Walker  
                             Public Hearing - Rezoning Request from Paul Mickelsen  
                             Public Hearing - Proposed Ordinance Regulating Open Burning  
                             Regular Board Meeting  
  
April 2, 2008:        Public Hearing - Proposed Abandoned Mobile Home Ordinance  
                             Public Hearing - Proposed Room Occupancy Tax
  - b. Interest Income Report – Finance Director Barry Mayo
  - c. Tax Collector’s Report – Tax Administrator Robert Mitchum
  - d. Tax Release Requests (Over \$100) – Tax Administrator Robert Mitchum  
    Tax Release Requests (Under \$100) -    “    “    “    “
  - e. Proclamation - April 6 - 12, 2008 "County Government Week"
  - f. Proclamation - April 27 - May 4, 2008 "Soil & Water Stewardship Week"
6. Amendment # 8 to the FY 2007-08 Warren County Budget Ordinance - Barry Mayo
7. Follow-up to Public Hearings:
  - a. March 10th - Ordinance Regulating Open Burning (second reading)
  - b. April 2nd - Abandoned Manufactured Home Ordinance

8. Boards/Commissions Appointment/Re-Appointment
  - a. ABC Commission: Clarence E. Jones
  - b. Planning Board: D.Williams, A.Thomopson, D.Ross or D.Duxbury
  - c. Economic Development Commission:
  - d. Home & Community Care Block Grant Board: C.Jefferson
  - e. GoldenLeaf Community Grant Steering Committee: 2 Commissioner Representatives
9. Emergency Medical Services budget transfer within FY 07-08 Budget, \$59,000 to purchase capital equipment - Dennis Paschall
10. Human Resources - Elgin Lane
  - a. Salary Adjustment:
    - 1) Building & Grounds Maintenance Manager
    - 2) Public Utilities Director
  - b. Job Reclassification Request for Administrative Lieutenant
11. Public Utilities - Macon Robertson
  - a. Request for reconsideration of Fire Hydrant Fee waiver - Afton Elberon VFD
  - b. Approve Change Order # 1 for Water & Sewer District II, Phase II
  - c. Approve Change Order # 2 for Water & Sewer District III, Phase II
  - d. Designate Voting Delegate to 08 NC Rural Water Association's Annual Meeting
12. Decision on WI-FI needs for Courthouse Square - Commissioner Davis
13. Resolution Opposing 1309 - Fairness in Pt Values/Lien on Mobile Home
14. Revise Board of Commissioners Meeting Schedule:
  - a. Reschedule April 16th worksession to Tuesday, April 22
  - b. Reschedule July 7th regular board meeting to Tuesday, July 8th.
15. County Manager:
  - a. Land Surveys
  - b. Manager's Report for March 2008
16. Adjourn

**Closed Session in accordance with NC GS 143-318.11(3)  
for  
Discussion of Personnel & Attorney/Client Privileged Information**

***WARREN COUNTY  
BOARD OF COMMISSIONERS***

***APRIL 7, 2008  
REGULAR MONTHLY MEETING***

***10:00 AM***

***WARREN COUNTY COURTHOUSE  
WARRENTON, NORTH CAROLINA***

***Prepared by***

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

*April 7, 2008*

**9:45 am**

**2008 Community Development  
Block Grant - Scattered Site  
Housing Program**

---

---

---

---

# **Outstanding Recognition**

**Warren County  
Soil & Water Conservation  
District Office Personnel**

**&**

**Warren County  
HUB Economic Development Project**

**Call to Order**  
**Regular Monthly Meeting**  
**By**  
**Chairman or Designee**

**Moment of Silence**

**Citizen Comments**

***Meeting Date: April 7, 2008***

***Agenda Item # 4***

**SUBJECT:** Adopt April 7, 2008 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: April 7, 2008**

**CONSENT AGENDA Item # 5A**

**SUBJECT:** Approve minutes:

- March 10, 2008: Public Hearing – Rezoning Request - Rebecca Walker  
Public Hearing - Rezoning Request - Paul Mickelsen  
Public Hearing - Proposed Ordinance Regulating Open Burning  
Regular Board Meeting
- April 2, 2008:** **Copies will be supplied at April 7th meeting**  
Public Hearing - Proposed Abandoned Mobile Home Ordinance  
Public Hearing - Proposed Room Occupancy Tax

**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: April 7, 2008**

**CONSENT AGENDA Item # 5B**

**SUBJECT:** Approve Interest Income Report

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

**SUMMARY:** None

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

---

---

---

**NOTES:**

---

---

---

---

**Meeting Date: April 7, 2008**

**CONSENT AGENDA Item # 5C**

**SUBJECT:** Approve Tax Collector's Report

**REQUESTED BY:** Robert E. Mitchum, Tax Administrator

**SUMMARY:** None

**FUNDING SOURCE:** N/A

**APPLICABLE LOCAL ORDINANCE &/or 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: April 7, 2008**

**CONSENT AGENDA Item # 5D**

**SUBJECT:** Request for Tax Releases dated March 27, 2008

**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: April 7, 2008**

**CONSENT AGENDA Item # 5E**

**SUBJECT: PROCLAMATION - April 6-12, 2008  
"County Government Week"**

REQUESTED BY:

SUMMARY:

FUNDING SOURCE: N/A

APPLICABLE STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

---

---

---

NOTES:

---

---

---

---

Meeting Date: April 7, 2008

CONSENT AGENDA Item # 5F

SUBJECT: PROCLAMATION - April 24-May 4, 2008  
**"Soil & Water Stewardship Week"**

REQUESTED BY:

SUMMARY:

FUNDING SOURCE: N/A

APPLICABLE STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

---

---

---

NOTES:

---

---

---

---

**Meeting Date: April 7, 2008**

**Item # 6**

**SUBJECT:** Amendment # 8 to the Warren County Budget Ordinance FY 07-08

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

**SUMMARY:**

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

---

---

---

**NOTES:**

---

---

---

---

**Meeting Date: April 7, 2008**

**Item # 7-A**

**SUBJECT:** Consider Proposed Ordinance Regulating Open Burning

**REQUESTED BY:** Chris Wright, Fire Marshal & Joey Andrews, President - Warren County Firemen's Association

**SUMMARY:** Having held a required public hearing on Monday, March 10, 2008 at 9:45 am at which time, Ordinance received a majority vote in favor of adoption. Ordinance is now presented for a second (2nd) reading and will pass on a majority vote in accordance with GS 153A-45 "Adoption of Ordinance".

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

---

---

---

**NOTES:**

---

---

---

---

**Meeting Date: April 7, 2008**

**Item # 7-B**

**SUBJECT:** Consider Proposed Abandoned Manufactured Home Ordinance

**REQUESTED BY:**

**SUMMARY:** Having discussed same during a prior work session and having held a public hearing on April 2, 2008 to hear citizen comments, it is now submitted for Board's action.

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

---

---

---

**NOTES:**

---

---

---

---

**Meeting Date: April 7, 2008**

**Item # 8-A**

**SUBJECT:** Appointment to Warren County Board or Commission

**REQUESTED BY:** Kerl Hehl, Chairman, ABC Commission

**SUMMARY:** It is recommended to appoint Clarence E. Jones to fill vacancy left by the Late Howard Smith on the ABC Commission. Term expires June 2010.

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

---

---

---

**NOTES:**

---

---

---

---

**Meeting Date: April 7, 2008**

**Item # 8-B**

**SUBJECT:** Appointments to Warren County Board or Commission

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

**SUMMARY:** On recommendation from Planning Board, the following are presented for appointment/re-appointment to the Planning Board for a three (3) year term. Term expires March 2011.

**Recommended R-appointments:**

Al Thompson	served since June 1998
Doris Ross	served since March 2001
John David Williams	served since July 2005

Citizen who has expressed interest in serving on said board:  
David Duxbury (Statement of Interest to Serve is attached).

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

---



---



---

**NOTES:**

---



---



---

**Meeting Date: April 7, 2008**

**Item # 8-C**

**SUBJECT:** Appointment to Warren County Board or Commission

**REQUESTED BY:** John Church, Director Economic Development

**SUMMARY:** On recommendation per attached, the following is presented to fill vacancy of the Late Howard Smith on the Economic Development Commission, term expires May 30, 2009.  
**Recommended appointment:** Benjamin Wayne Meadows

**NOTE:** Citizen who has expressed interest in serving:  
David Duxbury (Statement of Interest to Serve is attached).

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

---

---

---

**NOTES:**

---

---

---

---

**Meeting Date: April 7, 2008**

**Item # 8-D**

**SUBJECT:** Appointment to Warren County Board or Commission

**REQUESTED BY:** Henry Hayes, DSS Director

**SUMMARY:** It is recommended to appoint the following to fill vacancies on the Home & Community Care Block Grant Advisory Board. Terms expire March 2009

<u>Appoint</u>	<u>To Fill Term of:</u>
Portia Hawes	French Scott, Deceased
Diane Cox	Steve Norwood
James Jones	Mildred Battle
Charles Jefferson	Dr. Irene Kearney, Deceased

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

---



---



---

**NOTES:**

---



---



---



---

**Meeting Date: April 7, 2008**

**Item # 8-E**

**SUBJECT:** Warren County / Golden Leaf Community Assistance Initiative  
Steering Committee

**REQUESTED BY:**

**SUMMARY:** It is presented to appoint two (2) members from the Warren County Board of Commissioners to the above referenced committee to review and prioritize projects that will have a positive impact on key issues of concern in Warren County.

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

---

---

---

**NOTES:**

---

---

---

---

**Meeting Date: April 7, 2008**

**Item # 9**

**SUBJECT:** Emergency Medical Services Budget Transfer

**REQUESTED BY:** Dennis Paschall, EMS Coordinator

**SUMMARY:** Warren County EMS' 2007-08 budget allocation for Halifax County EMS expansion in the amount of \$66,175 remains unused. It is requested to transfer a portion of these funds (\$59,000) to another budget to expand services and replace obsolete equipment.

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTES:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Meeting Date: April 7, 2008**

**Item # 10-A**

**SUBJECT:** Human Resources Office

**REQUESTED BY:** Elgin Lane, HR Manager

**SUMMARY:** Salary adjustments per attached memo:

- 1) Building & Grounds Maintenance Manager, increase from \$48,663 to \$58,422; effective April 16, 2008. Authorize budget amendment of \$4,578 to cover increase through June 30, 2008.
- 2) Public Utilities Director, increase from \$54,998 to \$58,422, effective April 16, 2008. Authorize budget amendment of \$1,606 to cover increase through June 30, 2008.

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTES:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Meeting Date: April 7, 2008**

**Item # 10-B**

**SUBJECT:** Human Resources Office

**REQUESTED BY:** Elgin Lane, HR Manager

**SUMMARY:** Job Reclassification request for Administrative Lieutenant, in response to Sheriff's Office organizational structure changes (per attached memo). This individual will perform administrative duties and serve as second in command for the entire Sheriff's Office.

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Meeting Date: April 7, 2008**

**Item # 11-A**

SUBJECT: Public Utilities

REQUESTED BY: Macon Robertson, Director

SUMMARY: Request Board reconsider approval of fire hydrant fees waived during March 10th regular Board meeting for construction of Afton-Elberon VFD's new Fire Station.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

**\_\_ Recommend approval of waiving building construction related fees only \_\_**  
**\_\_ (building and environmental health fees). \_\_\_\_\_**

NOTES:

---

---

---

---

**Meeting Date: April 7, 2008**

**Item # 11-B**

**SUBJECT:** Public Utilities

**REQUESTED BY:** Macon Robertson, Director

**SUMMARY:** Approve Change Order # 1 for the Warren County Water & Sewer System Project District II, Phase II. Decrease contract price by a net change of \$26,645.49

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend Approval**\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTES:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Meeting Date: April 7, 2008**

**Item # 11-C**

**SUBJECT:** Public Utilities

**REQUESTED BY:** Macon Robertson, Director

**SUMMARY:** Approve Change Order # 2 for the Warren County Water & Sewer System Project District III, Phase II. Increase contract price by a net change of \$16,200.

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend Approval

---

---

**NOTES:**

---

---

---

---

**Meeting Date: April 7, 2008**

**Item # 11-D**

**SUBJECT:** Public Utilities

**REQUESTED BY:** Macon Robertson, Director

**SUMMARY:** Designate Macon Robertson voting delegate for the Warren County Water System at the NC Rural Water Association's Annual members meeting on May 13, 2008 in Greensboro.

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend Approval

---

---

**NOTES:**

---

---

---

---

**Meeting Date: April 7, 2008**

**Item # 12**

**SUBJECT:** Wireless Access on Courthouse Square

**REQUESTED BY:** Commissioner Davis

**SUMMARY:** Item is submitted for a decision to enable wireless access on the courthouse square.

**FUNDING SOURCE:**

**APPLICABLE STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

---

---

---

**NOTES:**

---

---

---

---

**Meeting Date: April 7, 2008**

**Item # 13**

**SUBJECT:** Resolution Opposing Senate Bill # 1309 - Fairness in PT Values/  
Lien on Mobile Home

**REQUESTED BY:** Jones County Board of Commissioners

**SUMMARY:** It is presented to oppose SB 1309 as it relates to subsection 105-286  
time for general reappraisal of real property.

**FUNDING SOURCE:**

**APPLICABLE STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**\_\_\_Recommend approval of Resolution Opposing SB 1309\_\_\_\_\_**

\_\_\_\_\_

**NOTES:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Meeting Date: April 7, 2008**

**Item # 14-A**

SUBJECT: Revised Board Meeting Schedule

REQUESTED BY:

SUMMARY: Reschedule April 16th worksession to Tuesday, April 22

FUNDING SOURCE:

APPLICABLE STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

---

---

---

NOTES:

---

---

---

---

**Meeting Date: April 7, 2008**

**Item # 14-B**

SUBJECT: Revised Board Meeting Schedule

REQUESTED BY:

SUMMARY: Reschedule July 7th regular board meeting to Tuesday, July 8th.

FUNDING SOURCE:

APPLICABLE STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

---

---

---

NOTES:

---

---

---

---

**Meeting Date: April 7, 2008**

**Item # 15-A**

SUBJECT: Land Surveys

REQUESTED BY: County Manager

SUMMARY: It is requested to allocate funds in the amount of \$5,000 to facilitate boundary surveys of land at the :

National Guard Armory	\$2,000
Magnolia Ernest Recreation Complex Soul City	\$3,000

FUNDING SOURCE: Fund Balance

APPLICABLE STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

---

---

---

NOTES:

---

---

---

---

Meeting Date: April 7, 2008

Item # 15-B

April 7, 2008

***Warren County  
Manager's Report***

April 7, 2008

**Closed Session in accordance with NC GS 143-318.11  
for  
Discussion of Personnel Matters  
Attorney/Client Privileged Information**