

*Warren County
Board of Commissioners*

Organizational Meeting

December 1, 2008

9:45 am

Prepared by:

*Angelena Kearney-Dunlap
Clerk to the Board*



Swearing in Ceremony:
Commissioner Elect Jennifer Jordan
Commissioner Barry Richardson



ORGANIZATIONAL MEETING DATE: December 1, 2008

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:

ACTION TAKEN:

ORGANIZATIONAL MEETING DATE: December 1, 2008

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:

ACTION TAKEN:

ORGANIZATIONAL MEETING DATE: December 1, 2008

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:

ACTION TAKEN:

ORGANIZATIONAL MEETING DATE: December 1, 2008

ITEM: # 4

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

ACTION TAKEN:

ORGANIZATIONAL MEETING DATE: December 1, 2008

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:

ACTION TAKEN:

ORGANIZATIONAL MEETING DATE: December 1, 2008

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. Cindy Stegall**
- D. Yvonne Sharpes**

Delinquent Tax Collector: Karen Towns

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

ORGANIZATIONAL MEETING DATE: December 1, 2008

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 1, 2008**

- 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:

ACTION TAKEN:

ORGANIZATIONAL MEETING DATE: December 1, 2008

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 – Jeffrey Woodard**
 - b) Administrative Officer II - Nell Moseley**

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

Adjourn

December 1, 2008
Organizational Meeting

**SUGGESTED AGENDA
FOR
DECEMBER 1, 2008 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
WARREN COUNTY COURTHOUSE, ROOM # 202
WARREN COUNTY, NORTH CAROLINA**

1. Call to Order Regular Monthly Meeting – Chairman
2. Moment of Silence
3. Citizen Comments
4. Adopt December 1, 2008 Suggested Agenda
5. Consent Agenda
 - A. Approve Minutes of:
 - November 3, 2008: Public Hearing – 2009-2013 Capital Improvement Program
Board of Commissioners Regular Meeting
 - November 19, 2008: Public Hearing – 2008 CDBG Infrastructure Hook-Up Program
Public Hearing – Amended & Updated Official County Zoning Map
Public Hearing – Resolution Imposing a Gross Receipts Tax on the
Short-Term Lease or Rental of Heavy Equipment in Lieu of
the Property Tax
 - 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. Finance Office – Barry Mayo, Finance Director
 - A. Amendment No. 10 to the Warren County Library/Community Meeting Room Project Ordinance
 - B. Amendment No. 5 to the FY 2008-09 Warren County Budget Ordinance
 - C. Amendment No. 6 to Capital Project Ordinance Warren County Water & Sewer District II Phase II Project
7. Follow-Up to Public Hearings:
 - A. Consider Adopting: Amended & Updated Official County Zoning Map
 - B. Consider Adopting: Resolution Imposing a Gross Receipts Tax on the Short-Term Lease or Rental of Heavy Equipment in Lieu of the Property Tax
8. Board/Commission Appointments:
 - A. KARTS Board Appointment – Commissioner Ernest Fleming
 - B. Nursing Home Community Advisory Committee – M.Wilkerson, O.Meek, A.Clayton
 - C. Adult Care Home Community Advisory Committee - B.Allen, E.Wright, M.Hawkins, V.Williams, V.Hawkins
 - D. Town of Littleton Board of Adjustment – J.Skinner, M.Forrest
 - E. Board of Health – R.Beauchaine, M.Kilian & M.Brake

- F. Citizens Advisory Council – B.Perkinson, F.Boyd, T.Moran
 - G. RPO RTAC Commissioner Designee
 - H. Voting Delegate to NCACC Legislative Goals Conference
9. Authorize Gang Initiative Grant and allocate 25% match – Sheriff Williams
 10. Emergency Services/Fire Marshal – Christopher Wright
 - A. Comprehensive Coverage Analysis and New System Design of Emergency Services Radio System
 - B. Revise Fire Marshal Inspection Fee Schedule
 11. Extend Tax Listing Period through February 2009 – Eddie Mitchum, Tax Administrator
 12. Personnel Matters – Elgin Lane, HR Manager
 - A. Change in Class Title for Library Assistant I to Library Clerk
 - B. Amend Classification & Pay Plan to add Public Health Educator III
 - C. Reclassify Mary Marrow from Public Health Educator II to PHE III
 13. Authorize County Manager, Finance Director and new Board Chair signatures on 2008 CDBG Infrastructure Hook-Up and 2008 Scattered Sites Housing Project Grant documentation
 14. Final Change Order for Library/Community Meeting Room Project
 15. Request from 5 County Area Mental Health Area Board Authority
 16. Schedule Board Meetings:
 - A. Adopt 2009 Regular Meeting Schedule
 - B. Adopt 2009 Work Session Schedule
 - C. Public Hearing – Skate Board Park Ordinance
 - D. Relocate December 10, 2008 Work Session to Library Community Meeting Room
 17. County Manager:
 - A. Contracts Approved / Awarded
 - B. Manager's Report for November 2008

Closed Session
In accordance with GS 143-318.11(1)
Attorney Client Privileged Information