

*SUGGESTED AGENDA
FOR
FEBRUARY 2, 2009 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
WARREN COUNTY MEMORIAL LIBRARY
COMMUNITY MEETING ROOM
WARRENTON, NORTH CAROLINA*

9:45 am – Public Hearing – Proposed False Alarm Ordinance

1. Call to Order Regular Monthly Meeting – Chairman
2. Moment of Silence
3. Citizen Comments
4. Adopt February 2, 2009 Suggested Agenda
5. Consent Agenda
 - a. Approve Minutes from February 2 2009:
Public Hearing: Extension of Bond Order Authorizing \$12,000,000 Water Bonds of the Water & Sewer District III
Public Hearing: Proposed Skate Park Ordinance
Regular Board Meeting
 - 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. DOT Petition Request to add North Robinson Drive (formerly Olde Ferry Lane) in Robinsons Ferry Estates Subdivision (formerly Olde Ferry Estates) to the State Maintained System
6. Finance Office – Barry Mayo
 - a. Amendment # 7 - Warren County FY 2008-09 Budget Ordinance
 - b. Resolution Providing for Issuance of \$4,957,000 Water Bonds, series 2009
7. Follow-up to Public Hearing – Proposed False Alarm Ordinance
8. Request for waiver of building permit fees – Mrs. Della Bolton
9. Personnel Matters – Elgin Lane
 - a. Authorize salary increase for Eleanor “Kaye” Bales as Interim Soil & Water Director
 - b. Authorize salary increase for Sharon Carlson as Interim Animal Control Director
 - c. Authorize salary increase for Cheryl Coffman as Interim Home Health Div. Director
 - d. Approve reclassification of Mary Marrow from Public Health Educator II to PHE III
 - e. Approve additional funding for Library part-time staff – Sue Loper
10. Approve Grant Application and required match for Memorial Library – Sue Loper

11. Fire Prevention Inspection Fee Schedule – Christopher Wright
12. Adopt Revised Records Retention Schedule for Sheriff’s Office
13. Declare Surplus Property – Schwinn Airdyne exercise bike
14. Schedule public hearing for Monday, March 2, 2009 at 9:45 am
15. County Manager’s Report
16. Adjourn

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

*WARREN COUNTY
BOARD OF COMMISSIONERS*

*FEBRUARY 2, 2009
REGULAR MONTHLY MEETING*

*WARREN COUNTY MEMORIAL LIBRARY
COMMUNITY MEETING ROOM
WARRENTON, NORTH CAROLINA*

Prepared by

*Angelena Kearney-Dunlap
Clerk to the Board*

February 2, 2009

9:45 am

Public Hearing

**Proposed False Alarm
Ordinance**

1-Call Public Hearing to Order – Chairman or Designee

2-Clerk reads Notice of Public Hearing

3-Explanation: Proposed False Alarm Ordinance

4-Citizen Comments

5-Manager and/or Commissioner comments

6-Adjourn Public Hearing

Call to Order February 2, 2009
Regular Monthly Meeting
By
Chairman or Designee

Moment of Silence

Citizen Comments

Meeting Date: February 2, 2009

Agenda Item # 4

SUBJECT: Adopt February 2, 2009 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: February 2, 2009

CONSENT AGENDA Item # 5A

SUBJECT: Approve minutes:

Public Hearing: Extension of Bond Order Authorizing \$12,000,000 Water
Bonds of the Water & Sewer District III
Public Hearing: Proposed Skate Park Ordinance
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: February 2, 2009

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: February 2, 2009

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: February 2, 2009

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: February 2, 2009

CONSENT AGENDA Item # 5E

SUBJECT: NC Department of Transportation Petition Request

REQUESTED BY: Ken Krulik, County Planner/Zoning Administrator
Clifford Disbrow, Petitioner

SUMMARY: Petition request for recommendation to add North Robinson Drive (formerly Olde Ferry Lane) in Robinsons Ferry Estates Subdivision (formerly Olde Ferry Estates) to the state maintained system.

FUNDING SOURCE: N/A

APPLICABLE STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

__Approve submission of petition to the NC DOT for consideration to be added to ____
__the State maintained highway system. _____

NOTES:

Meeting Date: February 2, 2009

Item # 6-A

SUBJECT: Amendment # 7 to the Warren County FY 2008-09 Budget Ordinance

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:

_____Recommend approval_____

NOTES:

Meeting Date: February 2, 2009

Item # 6-B

SUBJECT: Resolution Providing for Issuance of \$4,957,000 Water bonds, Series 2009

REQUESTED BY: Steve Cordell, Bond Council

SUMMARY: Submitted for Board's consideration & action.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

____Recommend approval_____

NOTES:

Meeting Date: February 2, 2009

Item # 7

SUBJECT: Follow up to Public Hearing

REQUESTED BY:

SUMMARY: Having held a required Public Hearing on Monday, February 2, 2009 at 9:45 am to hear citizen comments regarding adopting proposed “False Alarm Ordinance” it is now presented for Board’s action.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

____Recommend approval_____

NOTES:

Meeting Date: February 2, 2009

Item # 8

SUBJECT: Request for Building Permit Fee waiver

REQUESTED BY: Mrs. Della B. Bolton, Homeowner

SUMMARY: Mrs. Bolton requests a waiver of \$295 building permit fees and \$75 environmental health fees in order to replace housing unit destroyed by fire at 109 Bolton Street.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

___The Board of Commissioners has approved a similar request for relief in the____
___past. Therefore, a precedent has been established._____

NOTES:

Meeting Date: February 2, 2009

Item # 9-A

SUBJECT: Personnel Matters

REQUESTED BY: Elgin Lane, Human Resources Manager

SUMMARY: Approve granting Ms. Eleanor “Kaye” Bales a \$5,000 annual salary increase for serving as Interim Soil & Water Conservation director with a retroactive effective date of December 15, 2008. Salary increases to \$29,632.

FUNDING SOURCE:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval

NOTES:

Meeting Date: February 2, 2009

Item # 9-B

SUBJECT: Personnel Matters

REQUESTED BY: Elgin Lane, Human Resources Manager

SUMMARY: Approve granting Ms. Sharon Carlson a \$5,000 annual salary increase for serving as Interim Animal Control Director with a retroactive effective date of January 6, 2009. Salary increases to \$31,325.

FUNDING SOURCE:

COUNTY MANAGER'S RECOMMENDATION:

_____ Recommend approval _____

NOTES:

Meeting Date: February 2, 2009

Item # 9-C

SUBJECT: Personnel Matters

REQUESTED BY: Elgin Lane, Human Resources Manager

SUMMARY: Approve granting Ms. Cheryl Coffman a \$1,364 annual salary increase for serving as Interim Home Health Division Director with a retroactive effective date of September 26, 2008. Salary increases to \$57,599.

FUNDING SOURCE:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: February 2, 2009

Item # 9-D

SUBJECT: Personnel Matters

REQUESTED BY: Elgin Lane, Human Resources Manager

SUMMARY: It is presented to approve reclassifying Ms. Mary Marrow from Public Health Educator II at salary grade 22 to Public Health Educator III. Board is requested to approve:

- The North Carolina Office of State Personnel's recommendation to amend the classification and pay plan to establish a new class of Public Health Educator III at Salary Grade 26.
- The North Carolina Office of State Personnel's recommendation to reclassify Mary Marrow from Public Health Educator II at Salary Grade 22 to the new class of Public Health Educator III at Salary Grade 26.
- Increasing Mary Marrow's salary from \$38,588 to \$40,838 effective February 1, 2009 based on the criteria listed in Warren County's salary administration policy.

FUNDING SOURCE:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval _____

NOTES:

Meeting Date: February 2, 2009

Item # 9-E

SUBJECT: Personnel Matters

REQUESTED BY: Sue Loper, Librarian

SUMMARY: Warren County Library Board of Trustees request additional funding in the amount of \$15,688 to fund the five part-time positions through the end of this fiscal year - June 30, 2009.

The cost to maintain part-time staff until June 30 will be:

Pages	\$3315	20 hours week
Clerk	\$7155	30 hours week
Clerk	\$7155	30 hours week
Clerk	\$3578	15 hours week

Total for 25 weeks \$21203. We have \$5515 left in the line item for part-time salaries. We would need an additional \$15,688.

Sue

FUNDING SOURCE:

COUNTY MANAGER'S RECOMMENDATION:

__ Recommend approval as this is necessary due to the freeze on two full-time _____
 __ positions that were budgeted to replace part-time positions. Funds in the Library ____
 __ Budget for the full-time positions can be used to fund this request. _____

NOTES:

Meeting Date: February 2, 2009

Item # 10

SUBJECT: Library Grant Application

REQUESTED BY: Sue Loper, Librarian

SUMMARY: Library requests authorization for \$20,000 grant application and allocation of \$5,000 match. If approved funds will be used to strengthen collections.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

 Recommend approval. Funds will be budgeted in the FY 10 budget. _____

NOTES:

Meeting Date: February 2, 2009

Item # 11

SUBJECT: Fire Prevention Inspection Fee Schedule

REQUESTED BY: Christopher Wright, Emergency Services Director

SUMMARY: Same discussed during December 10, 2008 work session is now presented for board's 2nd review and approval.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

__Recommend approval contingent upon Emergency Services Director's explanation__
__of implementation procedures._____

NOTES:

Meeting Date: February 2, 2009

Item # 12

SUBJECT: Sheriff's Office

REQUESTED BY: Sheriff Johnny Williams

SUMMARY: Revised "Sheriff's Office Records Retention Schedule" is presented for adoption. Said schedule governs if and when records may be discarded.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

____Recommend approval____

NOTES:

Meeting Date: February 2, 2009

Item # 13

SUBJECT: Declare Surplus Property

REQUESTED BY: Health Department

SUMMARY: It is requested that two 1980 Schwinn, Airdyne exercise bikes be declared surplus property and authorized to sale by online auction. Both bikes operate but instrumental dials do not work and are very noisy.

FUNDING SOURCE:

APPLICABLE STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: February 2, 2009

Item # 14

SUBJECT: Schedule Public Hearing

REQUESTED BY: Ken Krulik, Planner / Zoning Administrator

SUMMARY: It is submitted to schedule a public hearing to hear citizen comments regarding proposal to abandon/close a public road (Thoroughfare Drive in Lake Gaston Estates Subdivision owned by Freshwater Pearl).

Suggested date and time: Monday, March 2, 2009 at 9:45 am.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

February 2, 2009

Item # 15

County Manager's
Report

&

**2008 CDBG Scattered
Sites Quarterly Report**

Closed Session

In accordance with NC GS 143-318.11
for
Attorney Client Privileged Discussion
&
Personnel Matters