

**SUGGESTED AGENDA
FOR
MAY 3, 2004 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
WARREN COUNTY COURTHOUSE
WARRENTON, NORTH CAROLINA**

*6:45 pm - Public Hearing - FY 2004-05 Aging Home & Community Care Block
Grant Funding Application*

- 1. Call to Order Regular Monthly Meeting**
- 2. Moment of Silence**
- 3. Citizen Comments**
- 4. Approve May 3, 2004 Suggested Agenda**
- 5. Consent Agenda**
 - A. Approve Minutes of April 5, 2004**
 - 6:15 - Public Hearing for CDBG Demonstration Hook-Up Program Close-out**
 - 6:30 - Public Hearing for FY 2004-05 Rural Operating Assistance Program Application**
 - 6:45 - Public Hearing for Rezoning Request from Thomas & Jean Vincent**
 - 7:00 - Regular Board Meeting**
 - B. Tax Collector's & Interest Income Reports - Finance Officer Susan W. Brown**
 - C. Tax Release Requests (Over \$100) - Tax Assessor Linda T. Jones**
Tax Release Requests (Under \$100) - " " " "
 - D. Request to Waive Armory Rental Fee for Hero of the Day - Lisa Lister**
 - E. Approve Child Support Contract Amendment # 2 - Sheriff Williams**
 - F. National Day of Prayer - May 6th, 2004**
 - G. Member-at-Large Appointment - County Fire Commission**
- 6. Susan Brown Finance Officer**
 - A. Amendment # 8 FY 2003-04 Warren County Budget Ordinance**
 - B. Capital Project Ordinance Warren County Buck Springs Leadership Excellence Center**
 - C. Request for County to collect Town of Warrenton property taxes**

***Warren County
Board of Commissioners***

Agenda Packet

***May 3, 2004
7:00 pm***

Prepared by:

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

6:45 PM

PUBLIC HEARING

***FY 2004-05 Aging Home & Community Care
Block Grant Funding Application***



WARREN COUNTY BOARD OF COMMISSIONERS

POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589
Telephone: (252) 257-3115 Fax: (252) 257-5971

Citizen Comments

RULES:

Ulysses S. Ross, Chairman
H.E. Luke Lucas, Vice Chairman
Clinton G. Alston
Weldon C. Capps, Jr.
Janet W. Humphries

Loria D. Williams
County Manager

Angelsna Kearney-Dunlap
Clerk to the Board

- 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.
- Order and decorum will be maintained.
- This is not a question and answer session.

*Warren County
Board of Commissioners*

MEETING DATE: May 3, 2004

AGENDA ITEM: 4

SUBJECT: Adopt May 3, 2004 Suggested Agenda

SUMMARY: Above referenced submitted for Board's review and adoption.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: May 3, 2004

CONSENT AGENDA ITEM: 5A

SUBJECT: Approve minutes of April 5, 2004:

6:15 - Public Hearing for CDBG Demonstration Hook-Up Program Close-out

6:30 - Public Hearing for FY 2004-05 Rural Operating Assistance Program Application

6:45 - Public Hearing for Rezoning Request from Thomas & Jean Vincent

7:00 - Regular Board Meeting

SUMMARY: Above referenced submitted for Board's review and approval.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: May 3, 2004

CONSENT AGENDA ITEM: 5B

SUBJECT: Tax Collector's & Interest Income Reports

SUMMARY: Finance Officer Susan Brown submits the above referenced for Board's review and approval.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: May 3, 2004

CONSENT AGENDA ITEM: 5C

SUBJECT: Request for Tax Releases

SUMMARY: Tax Assessor Linda T. Jones submits requests for tax releases Over \$100 for Board's approval and releases Under \$100 as approved by County Manager for Board's information.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: May 3, 2004

CONSENT AGENDA ITEM: 5D

SUBJECT: Request for waiver of National Guard Armory Rental Fee

SUMMARY: Lisa M. Lister, Hero of the Day, Camp Co-Captain requests use of the National Guard Armory on September 9th & 10th during a locally organized HIV/AIDS support ride.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: May 3, 2004

CONSENT AGENDA ITEM: 5E

SUBJECT: Child Support Enforcement Contract Amendment # 2

SUMMARY: Above referenced is submitted annually for Board's review and adoption. Funding for the period July 1, 2004 to June 30, 2005 totals \$94,902, an \$31,634 increase. Said amount consists of:

\$20,878 - Title IV-D	66% Federal Funds
\$10,756 -	34% Local Funds

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: May 3, 2004

AGENDA ITEM: 5F

SUBJECT: National Day of Prayer - May 6, 2004

SUMMARY: The New Progressive Warren County Ministerial Alliance makes the following requests:

- 1) Board adopt resolution declaring National Day of Prayer
- 2) Authorization to use National Guard Armory rent free on Wednesday - May 5th starting at mid-night through Thursday May 6th ending at mid-night.

Submitted for Board's review and action.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: May 3, 2004

AGENDA ITEM: 5G

SUBJECT: Member-at-Large Appointment - County Fire Commission

**SUMMARY: The Fire Commission is requesting to fill the above reference with
Mr. Harold T. Martin, Manson.**

Submitted for Board's review and action.

COUNTY MANAGER'S RECOMMENDATIONS:

MEETING DATE: May 3, 2004

AGENDA ITEM: 6A

SUBJECT: **Amendment # 8 to the 2003-04 Warren County
Budget Ordinance**

SUMMARY: **Finance Officer Susan Brown presents above referenced for Board's
approval.**

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: April 5, 2004

AGENDA ITEM: 6B

SUBJECT: **Capital Project Ordinance Warren County Buck Spring Leadership Excellence Center**

SUMMARY: **Finance Officer Susan Brown presents above referenced for Board's approval.**

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: April 5, 2004

AGENDA ITEM: 6C

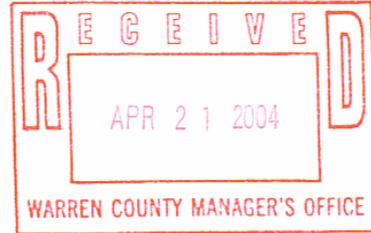
SUBJECT: Request from Town of Warrenton to Collect Property Taxes

SUMMARY: Finance Officer Susan Brown presents above referenced for Board's approval.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

WARREN COUNTY OFFICE OF FINANCE
Susan W. Brown, Finance Officer
Telephone (252) 257-1778 Fax (252) 257-6523
POST OFFICE BOX 185
WARRENTON, NORTH CAROLINA 27589



Memorandum

To: Warren County Board of Commissioners
Loria D. Williams, County Manager

From: Susan W. Brown, Finance Officer *SWB*

Date: November 21, 2003

Re: Collecting property taxes for the Town of Warrenton

Warrenton Town Administrator, Larry Carver, has proposed that the County begin collecting property taxes for the Town of Warrenton. His request is that we bill the 2004 levy and also pick up the delinquent taxes owed to the Town.

The process of generating bills for the 2004 levy would be simple. Since we are already collecting motor vehicle taxes for the Town, our system can easily handle the ad valorem taxes as well. No additional billing would be required because the Town taxes would appear on the bill Warrenton citizens receive from the County. The total annual levy is approximately \$240,000.

For compensation, I suggest a rate of 1.5% of collections. This is fairly standard among counties collecting for cities and is the rate we currently charge to collect motor vehicle taxes. This should bring in approximately \$3,400 in revenue on the current year levy each year.

The Town currently has 379 delinquent bills that would have to be manually keyed into our collection system by our staff. The best method of entering these would require that we have them entered and balanced before our year-end-closing, with the cut-over date effective July 1, 2004. Therefore, we would have to monitor town collections between the key-in date and yearend to delete any that are paid to the town before year-end. I propose a one-time fee of \$250 for managing the entry and monitoring of the delinquent accounts.

If you are in agreement with their proposal and my suggestion for compensation, I suggest that we have our attorney draft a simple agreement for your approval.

Thank you for your consideration of this proposal. I believe it will be of mutual benefit to the Town, County and the citizens of Warrenton.

MEETING DATE: April 5, 2004

AGENDA ITEM: 6D

SUBJECT: **Amendment #7 to the Capital Project Ordinance for the County Water & Sewer District No. 2**

SUMMARY: **Finance Officer Susan Brown presents above referenced for Board's approval.**

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: April 5, 2004

AGENDA ITEM: 6E

SUBJECT: Grant Project Ordinance - Ephraim Place Housing Development Project

SUMMARY: Finance Officer Susan Brown presents above referenced for Board's approval.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: May 3, 2004

AGENDA ITEM: 7

SUBJECT: Consider FY 2004-05 Aging Home & Community Care
Block Grant Application

SUMMARY: Having held a required public hearing on Monday, May 3, 2004 at
6:45 pm to hear citizen comments regarding above referenced, is
submitted for Boards approval.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

Affidavit of Printer's Proof

NORTH CAROLINA
WARREN COUNTY

I, Luci L. Delton,
Editor or Assistant-Editor of The Warren Record,
a weekly newspaper published in the town of
Warrenton, County of Warren, and state of North
Carolina, do solemnly swear that a Legal Action
entitled:

" Notice of Public
Hearing

a true copy of which is made a part of this affidavit,
did appear in the said The Warren Record in the
following consecutive issues:

April 21

_____, 20 04.
Luci L. Delton
Editor or Assistant-Editor

NOTICE OF PUBLIC HEARING
FY 2004-05 AGING HOME & COMMUNITY CARE BLOCK GRANT
APPLICATION FOR THE COUNTY OF WARREN

Notice is hereby given that the County of Warren will hold a Public Hearing on Monday, May 3, 2004 at 6:45 pm at the Warren County Courthouse, located at Courthouse Square, South Main Street, Warrenton, NC. Purpose of this Public Hearing is to provide the citizens of Warren County an opportunity to comment on FY 2004-05 Aging Home & Community Care Block Grant funding application.

The County of Warren proposes to submit the application requesting Aging Home & Community Care Block Grant funds to the area agency on or before June 30, 2004.

All interested citizens are invited to attend this Public Hearing. Questions or comments concerning the grant application should be addressed to:

Loria D. Williams, Warren County Manager
 105 S. Front St., Post Office Box 619
 Warrenton, NC 27589
 (252) 257-3115

Ulysses S. Ross, Chairman
 Warren County Board of Commissioners

Sworn to and subscribed before me this

22 day of April, 20 04.

Hope Cellabre
Notary Public

My commission expires: 12/12/04.

MEETING DATE: May 3, 2004

AGENDA ITEM: 8

SUBJECT: Town of Warrenton requests easement to access National Guard Armory water/sewer lines

SUMMARY: Town Administrator Lawrence R. Carver request approval of attached easement in order to perform improvements to the NGA sewer system. Submitted for Board consideration.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: May 3, 2004

AGENDA ITEM: 9A

SUBJECT: Warren Family Institute (WFI) Ephraim Place CDBG Grant

SUMMARY: Having awarded WFI, proposal to administer above referenced grant program, the following Contract for CDBG Administrative Services between Warren Family Institute and County of Warren related to same is presented for Board's approval and authorization for Chairman of the Board to sign related documentation.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

REVENUE SOURCE:

CDBG Funds _____

MEETING DATE: May 3, 2004

AGENDA ITEM: 9B

SUBJECT: Warren Family Institute (WFI) Ephraim Place CDBG Grant

SUMMARY: Having awarded WFI, proposal to administer above referenced grant program, the following Performance Based Contract between Warren Family Institute and County of Warren related to same is presented for Board's approval and authorization for County Manager to sign related documentation.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: May 3, 2004

AGENDA ITEM: 10

SUBJECT: Buck Springs Architectural Agreement

SUMMARY: Carolyn Ross-Holmes, Director Buck Springs Regional Excellence Center Development Team presents the attached for consideration. Request authorization for County Manager to sign same.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

REVENUE SOURCE:

Private Contributions and Kellogg Grant

MEETING DATE: May 3, 2004
ITEM: 11A

AGENDA

SUBJECT: **Public Works - Macon Robertson**

SUMMARY: **Approval of Water & Sewer Capital Improvements Plan (revised May 2004)**

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: May 3, 2004

AGENDA ITEM: 11B

SUBJECT: Public Works - Macon Robertson

SUMMARY: Award bid for Public Works vehicles:

- Two - 2004 Ford F-150 4x4
- One - 2004 Ford F-250 XL 4x2
- One - 2004 Ford Explorer 4x4 Midsize SUV

- 1. *Advantage Ford-Lincoln-Mercury* \$71,390.77
- 2. *Griffin Ford Mercury, Inc.* \$72,896.00

For Board's review and award.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

REVENUE SOURCE:

District No. 2 USDA Grant Funds

**MEETING DATE: May 3,
2004**

AGENDA

SUBJECT: Human Resources - Katherine Williamson

SUMMARY: HR Manager requests approval of attached "Operator of Responsible Charge" Job Description to be added to County's job classification schedule for Public Works Department. Said position classification is recommended at Salary Grade 19 (Min. \$27,077 - Max. \$43,451.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: May 3, 2004

AGENDA ITEM: 13

SUBJECT: **Financing for Recreation Master Plan**

SUMMARY: **Commissioner Capps would like to discuss the above referenced with the entire Board of Commissioners.**

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

May 3, 2004

Warren County
Manager's Report

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FY 04-05 Budget Presentation