



***SUGGESTED AGENDA  
FOR  
DECEMBER 3, 2018  
WARREN COUNTY BOARD OF COMMISSIONERS***

***ANNUAL ORGANIZATIONAL MEETING***

*in the  
Armory Civic Center Meeting Room  
501 US Hwy 158 Business East  
Warrenton, NC 27589*

**Swearing-In Ceremony: Baker, Davis & Hunt**

**5:45 pm**

**Call to Order Organizational Meeting – County Attorney Hassan Kingsberry**

**Moment of Silence**

- 1) Election of Chairman to the Board of Warren County Commissioners
- 2) Election of Vice-Chairman to the Board of Warren County Commissioners
- 3) Appointment of County Attorney (Hassan Kingsberry presently serving)
- 4) Appointment of Clerk to the Board (Angelena Kearney-Dunlap presently serving)
- 5) Appointment of Deputy Clerk to the Board (Paula Pulley presently serving)
- 6) Appointment of Interim Finance Officer (Charles Murray, Jr. presently serving)
- 7) Appointment of Deputy Tax Collectors
- 8) Designation of Depositories for Warren County Funds
- 9) Authorization to Honor Facsimile Signatures for Warren County Operating Accounts
  - A. Warren County Operating Account, Warren County General Fund Payroll Account & Warren County Flexible Spending Account
  - B. Warren County Department of Social Services Trust Fund Account
- 10) ADJOURN ORGANIZATIONAL MEETING



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**5:45 pm**

**Call to Order**

**Organizational Meeting**

**by**

**County Attorney Hassan Kingsberry**

**Moment of Silence**



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**Item # 1**

**Election of Chairman to the Board  
Of Warren County Commissioners**

**County attorney will entertain nominations to fill the Board Chairman position.**

**After official appointment of Chair, the Chairman shall preside.**

**SUMMARY:**

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



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**Item # 2**

**Election of Vice-Chairman to the Board  
Of Warren County Commissioners**

**Newly elected Chairman will entertain nominations to fill the Board Vice-Chairman position.**

**Vice-Chairman acts in the absence of the chair.**

**SUMMARY:**

**The Board of Commissioners holds it's 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.**



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**Item # 3**

**Appointment / Re-appointment of  
Warren County Attorney**

**As of November 1, 2017, Hassan Kingsberry serves in this position.**

**SUMMARY:** Pursuant to N.C.G.S. §153A-114 the County Attorney is appointed to serve at the pleasure of the Board.



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**Item # 4**

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

**As of July 1998, Angelena Kearney-Dunlap serves in this position.**

**SUMMARY:**

**§ 153A-111. Appointment; powers and duties. The board of commissioners shall appoint or designate a clerk to the board. The board may designate the register of deeds or any other county officer or employee as clerk. The clerk shall perform any duties that may be required by law or the board of commissioners. The clerk shall serve as such at the pleasure of the board**



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**Item # 5**

**Appointment / Re-appointment of Deputy Clerk to the Board  
Of Warren County Commissioners**

**As of November 2009, Paula Pulley serves in this position.**

**SUMMARY:**

**§ 153A-111. Appointment; powers and duties. The board of commissioners shall appoint or designate a clerk to the board. The board may designate the register of deeds or any other county officer or employee as clerk. The clerk shall perform any duties that may be required by law or the board of commissioners. The clerk shall serve as such at the pleasure of the board**



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**Item # 6**

**Appointment / Re-Appointment of (Interim) Finance Officer**

**As November 26, 2018 Charles Murray, Jr. serves in this position  
on a part-time, temporary basis until filled.**

**SUMMARY:**

**§ 159-24. Appointment; duties**

Each local government and public authority shall appoint a finance officer to hold office at the pleasure of the appointing board or official. The finance officer may be entitled "accountant," "treasurer," "finance director," "finance officer," or any other reasonably descriptive title. The duties of the finance officer may be imposed on the budget officer or any other officer or employee on whom the duties of budget officer may be imposed.





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**Item # 7**

**Appointment / Re-Appointment of Deputy Tax Collectors  
(approve by individual motion):**

**Gladys Durham**

**Alma Wilson**

**Courtney Richardson**

**Tax Collection Specialist: Yvonne Sharps**

**Delinquent Tax Collector: Karen Towns**

**SUMMARY:**

**§ 105-349. Appointment, term, qualifications, and bond of tax collectors and deputies.**

**(a) Appointment and Term. - The governing body of each county and municipality shall appoint a tax collector on or before July 1, 1971, to serve for a term to be determined by the appointing body and until his successor has been appointed and qualified. Until the first such appointments are made, county and municipal taxes shall be collected by the tax collectors presently serving under prior provisions of law. The governing body may remove the tax collector from office during his term for good cause after giving him notice in writing and an opportunity to appear and be heard at a public session of the governing body. No hearing shall be required, however, if the tax collector is removed for failing to meet the prerequisites prescribed by G.S. 105-352(b) for delivery of the tax receipts. Unless otherwise provided by G.S. 105-373, whenever any vacancy occurs in this office, the governing body shall appoint a qualified person to serve as tax collector for the period of the unexpired term.**



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**Item # 8**

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

**1st Citizens Bank & Trust Company - Warrenton, NC**

**Branch Banking & Trust Company - Warrenton, NC**

**NC Capital Management Trust – Charlotte, NC**

**(Approve by individual motion)**



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**Item # 9-A**

**Authorization to Honor Facsimile Signatures for Warren  
County Operating Account, Warren County General Funds:**

**Payroll Account & Warren County Flexible Spending Account**

- 1. County Interim Finance Officer Charles F. Murray, Jr.**
- 2. Chairman to the Board of County Commissioners**
- 3. Clerk to the Board of County Commissioners**



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**Item 9-B**

**Authorization to Honor Facsimile Signatures for Warren  
County Operating Account, Warren County General Funds:**

**Warren Co. Department of Social Services Trust Fund Account**

**1. Director, Department of Social Services Ryan Whitson**

**- or -**

**2. Warren County Manager Vincent Jones**

**- and -**

**3. Interim Finance Officer, Charles Murray, Jr.**



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**Item # 10**

**ADJOURN  
ORGANIZATIONAL  
MEETING**