

**SUGGESTED AGENDA
FOR
NOVEMBER 1, 2004 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
WARREN COUNTY COURTHOUSE
WARREN COUNTY, NORTH CAROLINA**

1. Call to Order Regular Monthly Meeting
2. Moment of Silence
3. Citizen Comments
4. Approve November 1, 2004 Suggested Agenda
5. **CONSENT AGENDA**
 - A. Approve: Minutes of October 4, 2004 - Public Hearing - Rezoning Request for property owned by Fenner, Smallwood & Knight
Minutes of October 4, 2004 - Public Hearing - No Wake Buoy Zone
Minutes of October 4, 2004 - Regular Meeting
Minutes of October 25, 2004 - Weed Control Tax District Public Forum
Minutes of October 25, 2004 - County Administration Facility Public Forum
 - 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. Board Re-Appointment: Fire Commission - Burnice Hilliard
 - E. Work 1st 2005-2007 Plan - Henry Hays, DSS Director

REGULAR AGENDA

6. Susan W. Brown - Finance Officer
 - A. Amendment # 1 to Capital Project Ordinance for Buck Spring Regional Leadership Excellence Center
 - B. Amendment # 1 to Capital Project Ordinance Recreation Complex, Phase I
 - C. Amendment # 4 to FY 2004-05 Warren County Budget Ordinance
7. Request for building permit fee waiver (\$6,280), Warrenton Rural VFD - Walter Gardner
8. Buck Spring Leadership Excellence Center:
 - A. Proposal for Subsurface Investigation, Geo Technologies
 - B. Proposal for Boundary & Topographical Survey - Harry Williams Surveyor
9. SEMAA Director Contract - Katherine Williamson, HR Manager

10. Recreation Commission requests authorization to apply for 2nd Grant - Dickie Williams
11. Emergency Management
 - A. Schedule public hearing for Hazard Mitigation Plan
 - B. Renew 1st Responder Contracts for nine (9) fire departments
 - C. Appoint EMS Medical Director - Dr. Michael Smith
 - D. Renew Contracts for Fire Protection Services with 19 fire departments
12. Schedule Public Hearing for request to establish No Wake Buoy on Kerr Lake
13. Funding request for Norlina Library - Com. Humphries
14. Commissioner Capps
 - A. Resolution in support of Warren County Administrative Facility
 - B. Resolution Reserving Fund Balance for Warren County Recreational Plan
15. County Manager's Report

Closed Session
in accordance with GS 143-318.11(a)

Warren County Board of Commissioners

Agenda Packet

**November 1, 2004
7:00 pm**

Prepared by:

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

MEETING DATE: November 1, 2004

AGENDA ITEM: 4

SUBJECT: Adopt November 1, 2004 Suggested Agenda

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

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: November 1, 2004

CONSENT AGENDA ITEM: 5-A

SUBJECT: Approve minutes of:

**October 4, 2004 - Public Hearing - Rezoning Request for property
owned by Fenner, Smallwood & Knight**

October 4, 2004 - Public Hearing - No Wake Buoy Zone

October 4, 2004 - Regular Meeting

October 25, 2004 - Weed Control Tax District Public Forum

October 25, 2004 - County Administration Facility Public Forum

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

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: November 1, 2004

CONSENT AGENDA ITEM: 5-B

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: November 1, 2004

CONSENT AGENDA ITEM: 5-C

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: November 1, 2004

CONSENT AGENDA ITEM: 5-D

SUBJECT: Fire Commission member re-appointment

SUMMARY: On recommendation of David Askew, Fire Marshal and the Warren County Fire Commission, Burnice Hilliard is submitted for re-appointment to his second three (3) year term on above referenced commission. Expiration: June 2007

Said Fire Commission vacancy was advertised in the Warren Record, July 14th & 28th to solicit public interest.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: November 1, 2004

CONSENT AGENDA ITEM: 5-E

SUBJECT: Warren County Work First Plan

SUMMARY: In accordance with NCGS 108A-27, submission of above referenced is presented by Henry Hayes, DSS Director and Bobbie Rainey, Work 1st Coordinator for Board's review and approval.

**Plan covers the period: July 1, 2005 to June 30, 2007
Board members will need to be appointed prior to July 2005
Work 1st Block Grant Amount: \$271,669**

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: November 1, 2004

AGENDA ITEM: 6-A

SUBJECT: Finance Officer

SUMMARY: Finance Officer Susan Brown presents Amendment # 1 to the Capital Project Ordinance for the Buck Spring Regional Leadership Excellence Center for Board review and adoption.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: November 1, 2004

AGENDA ITEM: 6-B

SUBJECT: **Finance Officer**

SUMMARY: **Finance Officer Susan Brown presents Amendment # 1 to the Capital Project Ordinance Warren County Recreation Complex, Phase I, for Board's review and adoption.**

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: November 1, 2004

AGENDA ITEM: 6-C

SUBJECT: **Finance Officer**

SUMMARY: **Finance Officer Susan Brown presents Amendment # 4 to the FY 2004-05 Warren County Budget Ordinance, for Board's review and adoption.**

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: November 1, 2004

AGENDA ITEM: 7

SUBJECT: Warrenton Rural VFD - Walter Gardner, Fire Chief

SUMMARY: Above referenced fire department, requests building permit fee waiver, in the amount of \$6,280, for construction of a new fire station. Submitted for Board's consideration and action.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: November 1, 2004

AGENDA ITEM: 8-A

SUBJECT: **Buck Spring Regional Leadership Excellence Center**

SUMMARY: **A proposal for investigation of subsurface conditions from Geo-Technologies, Inc. in the amount of \$2,287.50 is submitted for Board's review and approval.**

TABLE 1
COST ESTIMATE FOR SUBSURFACE INVESTIGATION

Buck Spring Regional Leadership Excellence Center
Warren County, North Carolina

GeoTechnologies Proposal No. 1-04-0036

DRILLING SERVICES	
Mobilization; lump sum	350.00
Standard test borings; 7 @ 15 ft. = 105 ft. @ \$9.00/ft.	997.50
Difficult moving allowance; 2 hrs. @ \$125.00/hr.	250.00
Subtotal	\$1,597.50
ENGINEERING SERVICES	
Senior Engineer; 8 hrs. @ \$75.00/hr.	600.00
Secretarial and drafting services; 3 hrs. @ \$30.00/hr.	90.00
Subtotal	\$690.00
TOTAL ESTIMATED COST	\$2,287.50

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: November 1, 2004

AGENDA ITEM: 8-B

SUBJECT: Buck Spring Regional Leadership Excellence Center

SUMMARY: Harry M. Williams, III, Professional Land Surveyor, submits proposal for boundary and topographical surveys of the Buck Spring project as follows, for a 33 acre portion:

Boundary survey	\$4,000.00
Topographical survey	\$7,500.00

Estimates include locating areas of septic treatment; time frame is dependent on weather conditions and completion of work by soil scientist. Prices do not include recording plats.

Submitted for Board's review and approval.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: November 1, 2004

AGENDA ITEM: 9

SUBJECT: Human Resource Manager

SUMMARY: Katherine Williamson submits "SEMAA Director Contract" for approval. Contract is between County and Linda Davis Garner (Program Director) for:

For period of:	Nov. 2, 2004 to Nov. 2, 2005
Compensation:	\$42,000 annually (\$3,500 per month)
Hours per week:	30 hrs
Mileage at county rate:	.32 per mile

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: November 1, 2004

AGENDA ITEM: 10

SUBJECT: **Parks & Recreation**

SUMMARY: **Richard "Dickie" Williams, Parks & Rec. Director and Rebecca Burgess, Recreation Commission Chairman, request Board's authorization to pursue a 2nd PARTF grant in the amount of \$500,000. Said grant requires a 100% local match, application deadline is January 31, 2005.**

(Note: if grant is awarded, this will significantly decrease County funds needed for the 2nd phase of the centrally located Recreational Complex.)

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: November 1, 2004

AGENDA ITEM: 11-A

SUBJECT: **Emergency Management**

SUMMARY: **David Askew, Emergency Services Director requests Board authorization to schedule a public hearing to hear citizen comments regarding proposed Hazard Mitigation Plan.**

Suggested date & time: **December 6, 2004 @ 6:45 pm**

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: November 1, 2004

AGENDA ITEM: 11-B

SUBJECT: Emergency Management

SUMMARY: David Askew, Fire Marshal & Emergency Services Director requests Board review and approve 1st Responder Contract renewal for the following volunteer fire departments:

Afton-Elberon	Arcola
Churchill Five Forks	Drewry
Hawtree	Macon
Norlina	Ridgeway
Warrenton Rural	

Each VFD referenced above received \$2,000 in the FY 2004-05 funding cycle. Contract covers July 1, 2004 to June 30, 2005 (continues in effect until superseded or terminated).

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: November 1, 2004

AGENDA ITEM: 11-C

SUBJECT: **Emergency Management**

SUMMARY: **David Askew, Emergency Services Director requests Board appoint Dr. Michael Smith as Warren County EMS Medical Director. \$2,500 was budgeted for 2004-05 to cover related expenses for same.**

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: November 1, 2004

AGENDA ITEM: 11-D

SUBJECT: Emergency Management

SUMMARY: David Askew, Fire Marshal & Emergency Services Director requests Board review and approve "Contracts for Fire Protection Services in Warren County" for all volunteer fire departments within the county. Contracts are effective as of July 1, 2004, (continues in effect until superseded or terminated).

Fire Departments list with annual contract amount

	Department	Amount
1.	Afton-Elberon VFD	\$ 15,000.00
2.	Arcola VFD	15,000.00
3.	Churchill-Fire Forks VFD	17,500.00
4.	Drewry VFD	15,000.00
5.	Hawtree VFD	15,000.00
6.	Inez VFD	15,000.00
7.	Longbridge VFD	15,000.00
8.	Macon VFD	15,000.00
9.	Norlina VFD	15,000.00
10.	Ridgeway VFD	15,000.00
11.	Roanoke Wildwood VFD	15,000.00
12.	Soul City VFD	15,000.00
13.	Warrenton Rural VFD	15,000.00
14.	Cokesbury VFD	2,000.00
15.	Ebony VFD	4,000.00
16.	Epsom VFD	800.00
17.	Lake GastonVFD	2,000.00
18.	Littleton VFD	6,000.00
19.	Palmer Springs VFD	2,000.00

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: November 1, 2004

AGENDA ITEM: 12

SUBJECT: **Schedule Public Hearing**

SUMMARY: **In accordance with GS 75A-15 it is submitted to schedule a public hearing to hear citizen comments regarding a request from David Whitten & Ray Harper, to establish a "No Wake Buoy" zone on Kerr Lake adjacent to the Rennhaven Subdivision in Manson.**

Suggested time and Date: Monday - December 6, 2004 at 6:30 pm

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: November 1, 2004

AGENDA ITEM: 13

SUBJECT: Norlina Library Funding Request

SUMMARY: Commissioner Humphries presents for a 2nd time, request for funding to the Norlina Library in the amount of \$20,000.

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: November 1, 2004

AGENDA ITEM: 14-A

SUBJECT: **Commissioner Capps**

SUMMARY: **Resolution Capital Building Plan County Government Center**

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

MEETING DATE: November 1, 2004

AGENDA ITEM: 14-B

SUBJECT: Commissioner Capps

**SUMMARY: Resolution Reserving Fund Balance for Warren County
Recreational Plan**

COUNTY MANAGER'S RECOMMENDATIONS:

ACTION TAKEN:

November 1, 2004

*Warren County
Manager's Report*

Recognize

Commissioner

Weldon C. Capps, Jr.

For his Years of service on the
Board of Commissioners

Closed Session

in accordance with GS 143-318.11(a)

*Discussion of matters made confidential by law;
Protected by The Attorney-Client*