

**SUGGESTED AGENDA  
FOR  
OCTOBER 1, 2007 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
WARREN COUNTY COURTHOUSE, WARRENTON, NC**

1. Call to Order Regular Monthly Meeting – 10:00 am
2. Moment of Silence
3. Citizen Comments
4. Approve October 1, 2007 Suggested Agenda
5. Consent Agenda
  - A. Approve Minutes of September 10, 2007 - Regular Board Meeting
  - 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. Amendment No. 2 to FY 2007-08 Budget Ordinance – Barry Mayo, Finance Director
7. Division of Community Corrections Annual Report – James Hayes for Royster Washington
8. Boards / Commissions:
  - A. Library Board of Trustees Amendment to Resolution and ByLaws – Sue Loper
  - B. Appointments to Library Board of Trustees: E.Malone,Jr., S.Shearin, M.Moss, T.Echols,Jr., W.Capps,Sr,
  - C. Request from Friends of the Library Non-Profit to sale discarded books
9. Recreation Complex Phase II, Change Order – Richard “Dickie” Williams
10. Approve Annual Funding for DENR Agreement for Protection of Warren County Forest Land
11. Award Bid for EMS Ambulance Unit Remount – Dennis Paschall
12. Personnel Requests – Elgin Lane, Human Resources Manager:
  - A. Building & Grounds – Charles Ayscue
  - B. Register of Deeds – Elsie Weldon
13. Schedule Rezoning Public Hearing – Ken Krulik, Planner/Zoning Administrator
14. Request for Easement Across County Property – Progress Energy

- 15. Condemnation of Property – Commissioner Davis & Public Works**
- 16. Award Bid for Ephraim Place CDBG Housing Project – Cathy Alston-Kearney, WFI**
- 17. County Manager's Report**

***Warren County  
Board of Commissioners***

***Agenda Packet***

***October 1, 2007  
10:00 am***

**Prepared by:**

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

**Call to Order by Chairman  
or  
Designated Individual**

**Moment of Silence**

**Citizen Comments**

# Citizen Comments

## **RULES:**

- \* **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.**
  
- \* **If response from County Manager and/or Board is desired, please leave a copy of your comment(s) with the Clerk to the Board.**
  
- \* **Order and decorum will be maintained.**
  
- \* **This is not a question and answer session.**

Warren County  
Board of Commissioners

**Meeting Date: October 1, 2007**

**Item # 4**

**SUBJECT: Adopt October 1, 2007 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:**

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**NOTES:**

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**Meeting Date: October 1, 2007**

**CONSENT AGENDA Item # 5A**

**SUBJECT: Approve minutes of September 10, 2007  
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:**

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**NOTES:**

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**Meeting Date: October 1, 2007**

**CONSENT AGENDA Item # 5B**

**SUBJECT: Interest Income Report**

**REQUESTED BY: Barry Mayo, Finance Director**

**SUMMARY: Submitted for Board's information and review**

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: October 1, 2007**

**CONSENT AGENDA Item # 5C**

**SUBJECT: Tax Collectors Report**

**REQUESTED BY: Robert E. Mitchum, Tax Administrator**

**SUMMARY: Submitted for Board's information and review**

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE: G.S. 105 350 tax collection reports,  
Interest Income Report supplied for Board's  
information**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: October 1, 2007**

**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:**

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**NOTES:**

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**Meeting Date: October 1, 2007**

**Item # 6**

**SUBJECT: Amendment No. 2 to FY 2007-08 Budget Ordinance**

**REQUESTED BY: Barry Mayo, Finance Director**

**SUMMARY: Amendment submitted for Board's consideration & action.**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: October 1, 2007**

**Item # 7**

**SUBJECT: Division of Community Corrections Annual Report**

**REQUESTED BY: Royster Washington**

**SUMMARY:**

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: October 1, 2007**

**Item # 8-A**

**SUBJECT: County Boards/Commissions – Library Board of Trustees**

**REQUESTED BY: Dr. Sue Loper, Librarian**

**SUMMARY: Amend “Resolution Establishing County Public Library”:**

# Change from no more than 9 member board to no more than 12 member board

**Amend “Warren County Memorial Library Board of Trustees  
By-Laws”:**

# Change from no more than 9 member board to no more than 12 member board

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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Amendment to the  
"Resolution Establishing County Public Library (Amended February 5, 2001)"

Amendment to the Library Board of Trustees "By-Laws"

BOARD OF TRUSTEES

Appointment and Terms of Trustees: Warren County hereby establishes the Warren County Library Board of Trustees shall be composed of no more than ~~nine (9)~~ twelve (12) members, whose terms shall be for three (3) years after the initial terms (4 for three-year terms, 4 for two-year terms, and 4 for one-year terms). The members of the Board of Trustees are as follows:

**Meeting Date: October 1, 2007**

**Item # 8-B**

**SUBJECT: County Boards/Commissions – Library Board of Trustees**

**REQUESTED BY: Dr. Sue Loper, Librarian**

**SUMMARY: Having received “Statements of Interest to Serve” and on recommendation of Sue Loper, Librarian and the Library Board of Trustees, the following appointments are presented:**

<u>Name</u>	<u>Term Served</u>	<u>Expires</u>
Elmer T. Malone, Jr.	1 <sup>st</sup>	June 2010
Sandra W. Shearin	1 <sup>st</sup>	“
Martha T. Moss	1 <sup>st</sup>	“
Ted E. Echols, Jr.	1 <sup>st</sup>	“
Weldon C. Capps, Sr	1 <sup>st</sup>	“

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: October 1, 2007**

**Item # 8-C**

**SUBJECT: County Boards/Commissions – Library Board of Trustees**

**REQUESTED BY: Dr. Sue Loper, Librarian and  
Kenny Davis, Chairman - Friends of the Library**

**SUMMARY: Having received authorization for Book Sale at the National Guard Armory, Friends of the Library (a non-profit) now requests donation of discarded books from the Warren County Memorial Library for sale at October event.**

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**\_Recommend approval of request to donate discarded books from the \_\_\_\_\_  
\_Library to the Friends of the Library for a book sale fundraiser. \_\_\_\_\_**

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**NOTES:**

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**Meeting Date: October 1, 2007**

**Item # 9**

**SUBJECT: Recreation Complex Phase II**

**REQUESTED BY: Richard "Dickie" Williams, Director  
Parks & Recreation**

**SUMMARY: Final Adjusting Change Order #3 for Warren County  
Recreation Complex Phase II is presented for Boards  
review and approval.**

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval.

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**NOTES:**

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**Meeting Date: October 1, 2007**

**Item # 10**

**SUBJECT: FY 2007-08 Department of Environment & Natural Resources Funding Plan**

**REQUESTED BY: Warren County Forestry Service**

**SUMMARY: Annual Agreement for Protection, Development and Improvement of Forest Land in Warren County effective July 1, 2007 through June 30, 2008:**

**\$260,603 – Total Cooperative Appropriation**

**\$156,362 – State 60%**

**\$104,241 – County 40%**

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**\_\_Recommend approval. Funds to pay the county's share of the\_\_\_\_\_**

**\_\_program are budgeted in the FY 08 budget\_\_\_\_\_**

**NOTES:**

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**Meeting Date: October 1, 2007**

**Item # 11**

**SUBJECT: EMS Ambulance Unit Remount Quotes**

**REQUESTED BY: Dennis M. Paschall, EMS Coordinator**

**SUMMARY: Bids were received for remount of ambulance as follows:**

**Select Custom Apparatus, Inc. \$59,675 (\$58,675 w/chassis trade)  
(add \$1,500 for temperature controlled cabinet – not the requested brand)**

**Southeastern Specialty Vehicles, \$59,956 (includes \$1,000 trade)  
(add \$2,500 for temperature controlled cabinet – requested brand)**

**Recommends: Southeastern Specialty Vehicles @ \$62,456**

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**\_\_\_ Recommend Board accept the bid proposal from South Eastern \_\_\_**

**\_\_\_ Specialty Vehicles in the amount of \$62,456. \_\_\_**

**NOTES:**

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**Meeting Date: October 1, 2007**

**Item # 12-A**

**SUBJECT: Request for additional personnel**

**REQUESTED BY: Elgin Lane, HR Director and Charles Ayscue,  
Building & Grounds Manager**

**SUMMARY: Authorization is requested to create an additional  
Maintenance Worker II position and allocate funds for:  
Salary grade 18; \$27,097 + benefits = \$34,989 (pro-rated  
cost for 8 months \$23,526, salary plus \$200 for uniforms).  
Additional cost for new or used vehicle must also be  
considered.**

**Presented for Boards review and authorization.**

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**\_\_Position would be justified if the individual will be directly involved\_\_\_\_  
\_\_in County building repairs and construction projects.\_\_\_\_**

**NOTES:**

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**Meeting Date: October 1, 2007**

**Item # 12-B**

**SUBJECT: Request for additional personnel**

**REQUESTED BY: Elgin Lane, HR Director and Elsie Weldon,  
Register of Deeds**

**SUMMARY: Authorization is requested to create a part-time, temporary Deputy for office support and allocate funds in the amount of \$4,500 to cover the remainder of the current year ending June 30, 2008.**

**Presented for Boards review and authorization.**

**FUNDING SOURCE: Contingency Funds**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**\_\_\_\_\_Recommend approval.\_\_\_\_\_**

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**NOTES:**

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**Meeting Date: October 1, 2007**

**Item # 13**

**SUBJECT: Schedule Rezoning Public Hearing**

**REQUESTED BY: Ken Krulik, Planner / Zoning Administrator**

**SUMMARY: It is requested to schedule a public hearing to hear citizen comments regarding rezoning request from PC Net Tools, LLC/AKE Properties, LLC.**

**Suggested date: Monday, November 5, 2007**

**Suggested time: 9:30 am:**

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: October 1, 2007**

**Item # 14**

**SUBJECT: Request for Easement Across County Property  
to New Library**

**REQUESTED BY: Progress Energy – Ronnie Shelton, Land Agent**

**SUMMARY: Tabled from September 10, 2007 regular meeting, it is now  
presented for a 2<sup>nd</sup> time for consideration and approval.**

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

\_\_\_\_\_Recommend approval.\_\_\_\_\_  
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**NOTES:**  
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**Meeting Date: October 1, 2007**

**Item # 15**

**SUBJECT: Public Utilities Update on Soul City Pump Station**

**REQUESTED BY: Commissioner Davis & Macon Robertson  
Warren County Public Utilities Director**

**SUMMARY: Update is presented for Board's information and direction.**

**FUNDING SOURCE:**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**\_\_\_No recommendation. Direction is requested from the Board.\_\_\_\_\_**

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**NOTES:**

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**Meeting Date: October 1, 2007**

**Item # 16**

**SUBJECT: Award Bid – Ephraim Place Community Development  
Block Grant Construction Project**

**REQUESTED BY: Cathy Alston-Kearney, Executive Director  
Warren Family Institute (WFI)**

**SUMMARY: Bids were received as follows for general construction for  
above referenced project per attached 3 page spread sheet.  
It is recommended to award bid to H.G. Reynolds Co. Inc.  
of Henderson with a base bid of \$277,683.**

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**October 1, 2007**

**County Manager's  
Report**