

***WARREN COUNTY  
BOARD OF COMMISSIONERS***

***Annual Organizational  
Meeting***

***December 5, 2016  
5:45 pm***

**WARREN COUNTY ARMORY CIVIC CENTER  
COMMISSIONERS' MEETING ROOM  
WARRENTON, NORTH CAROLINA**

**SUGGESTED AGENDA  
FOR  
December 5, 2016 – 5:45 PM  
ANNUAL ORGANIZATIONAL MEETING**

**Swearing-In Ceremony  
for  
Commissioners Powell &  
Jordan-Pierce**

Call to Order Organizational Meeting – County Attorney

- 1) Election of Chairman to the Board**
- 2) Election of Vice-Chairman to the Board**
- 3) Appointment of County Attorney**
- 4) Appointment of Clerk to the Board**
- 5) Appointment of Deputy Clerk to the Board**
- 6) Appointment of Finance Officer**
- 7) Appointment of Tax Collector**
- 8) Appointment of Deputy Tax Collectors**
- 9) Designation of Depositories for Warren County Funds**
- 10) Authorization to Honor Facsimile Signatures**
- 11) Appointments to Personnel Advisory Committee**

***ADJOURN ORGANIZATIONAL MEETING***

**5:45 PM**

**Call to Order  
December 5, 2016  
Organizational Meeting**

**By**

**Warren County Attorney  
Jamie Wilkerson**

**ORGANIZATIONAL MEETING**

**DATE:** December 5, 2016

**ITEM:** #1

**SUBJECT:** Election of Chairman to the Board of Commissioners

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

**NOMINATIONS:** Name: \_\_\_\_\_ Nominated by \_\_\_\_\_

Name: \_\_\_\_\_ Nominated by \_\_\_\_\_

Name: \_\_\_\_\_ Nominated by \_\_\_\_\_

Appointment of \_\_\_\_\_ Motion \_\_\_\_\_<sup>2nd</sup> \_\_\_\_\_

**ACTION TAKEN:**

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**ORGANIZATIONAL MEETING**

**DATE:** December 5, 2016

**ITEM:** # 2

**SUBJECT:** Election of Vice-Chairman to the Board of Commissioners

**SUMMARY:** The Board of Commissioners holds its 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.

**NOMINATIONS:** Name: \_\_\_\_\_ Nominated by \_\_\_\_\_

Name: \_\_\_\_\_ Nominated by \_\_\_\_\_

Name: \_\_\_\_\_ Nominated by \_\_\_\_\_

Appointment of \_\_\_\_\_ Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

**ACTION TAKEN:**

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**ITEM: # 3**

**SUBJECT: Appointment of the County Attorney**

**SUMMARY:** Pursuant to N.C.G.S. §153A-114 the County Attorney is appointed to serve at the pleasure of the Board. Atty. Jamie Wilkerson is currently serving as County Attorney and is presented for consideration for re-appointment to serve at the pleasure of and report directly to the Board of Commissioners for the upcoming year.

County Attorney: 153A-114. Appointment; duties.  
The board of commissioners shall appoint a county attorney to serve at its pleasure and to be its legal adviser.

**Consideration of re-appointment of County Attorney Jamie Wilkerson is presented for Board's action.**

**Appointment of \_\_\_\_\_ Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_**

**ACTION TAKEN:**

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**ITEM: # 4**

**SUBJECT: Appointment of the Clerk to the Warren County Board of Commissioners**

**SUMMARY:** Pursuant to N.C.G.S. §153A-111 the Clerk to the Board is appointed to serve at the pleasure of the Board. Angelena Kearney-Dunlap is currently serving as the Clerk to the Board and is presented for consideration for re-appointment to serve at the pleasure of and report directly to the Board of Commissioners for the upcoming year.

Clerk to the Board of Commissioners

§ 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.

**Consideration of re-appointment of Clerk to the Board Angelena Kearney-Dunlap is presented for Board's action.**

**Appointment of \_\_\_\_\_ Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_**

**ACTION TAKEN:**

\_\_\_\_\_  
\_\_\_\_\_

**ITEM: # 5**

**SUBJECT:           Appointment of Deputy Clerk to the Warren County Board of Commissioners**

**SUMMARY:           Pursuant to N.C.G.S. §153A-111, the Clerk to the Board of Commissioners is appointed to serve at the pleasure of the Board. Paula Pulley is currently serving as Deputy Clerk to the Board and is presented for consideration for re-appointment to serve for the upcoming year.**

Clerk to the Board of Commissioners

§ 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.

**Consideration of re-appointment of Deputy Clerk to the Board Paula Pulley is presented for Board's action.**

**Appointment of \_\_\_\_\_ Motion \_\_\_\_\_<sup>2nd</sup> \_\_\_\_\_**

**ACTION TAKEN:**

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**ITEM: # 6**

**SUBJECT: Appointment of the Warren County Finance Officer**

**SUMMARY:** Pursuant to N.C.G.S. §159-24 the Finance Officer is presented for appointment to serve at the pleasure of the Board. Gloria Edmonds is currently serving as the Finance Officer and is presented for consideration for re-appointment to serve at the pleasure of and report directly to the Board of Commissioners for the upcoming year.

**§ 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.

**Consideration of re-appointment of Finance Officer Gloria Edmonds is presented for Board's action.**

**Appointment of \_\_\_\_\_ Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_**

**ACTION TAKEN:**

\_\_\_\_\_  
\_\_\_\_\_

**ITEM: #7**

**SUBJECT: Appointment of Tax Collector**

**SUMMARY: Pursuant to N.C.G.S. §105-349 the Board of Commissioners appoints the Tax Collector to serve at the pleasure of the Board. Starlin Beatty is currently serving as the Tax Collector and is presented for consideration for re-appointment to serve at the pleasure of and report directly to the Board of Commissioners for the duration of his current term which expires July 1, 2019.**

**Tax Collector**

**§ 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.**

**Consideration of re-appointment of Tax Collector Starlin Beatty is presented for Board's action.**

**Appointment of \_\_\_\_\_ Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_**

**ACTION TAKEN:**

\_\_\_\_\_  
\_\_\_\_\_

**ORGANIZATIONAL MEETING**

**DATE: December 5, 2016**

**ITEM: # 8**

**SUBJECT: Appointment of Deputy Tax Collectors**

**SUMMARY: Pursuant to N.C.G.S. §105-349 the Board of Commissioners appoints the Deputy Tax Collectors to serve at the pleasure of the Board. The following individuals are currently serving and are presented for consideration for re-appointment to serve for the upcoming year.**

**Tax Collector**

**§ 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.**

**ORGANIZATIONAL MEETING**

**DATE: December 5, 2016**

**ITEM: # 8 - Continued**

**It is submitted to re-appoint Deputy Tax Collectors as follows. Each requires an individual motion:**

	<b>Motion</b>	<b>2<sup>nd</sup> to motion</b>
<b>Gladys Banks</b>	_____	_____
<b>Alma Wilson</b>	_____	_____
<b>Courtney Richardson</b>	_____	_____
<b><u>Tax Collection Specialist</u></b>		
<b>Yvonne Sharps</b>	_____	_____
<b><u>Delinquent Tax Collector:</u></b>		
<b>Karen Towns</b>	_____	_____

**ACTION TAKEN:**

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**ITEM: # 9**

**SUBJECT:        Designation of Depositories for various Warren Co. Funds**

**SUMMARY:       Each year designation of depositories for County funds is made. Request is submitted for Board review and approval.**

**CURRENT DEPOSITORIES FOR  
WARREN COUNTY FUNDS  
AS OF December 5, 2016**

**Motion / 2<sup>nd</sup>**

- |   |                      |
|---|----------------------|
| <b>1. 1st Citizens Bank &amp; Trust Company - Warrenton, NC</b> | <b>_____ / _____</b> |
| <b>2. Branch Banking &amp; Trust Company - Warrenton, NC</b>    | <b>_____ / _____</b> |
| <b>3. NC Capital Management Trust - Charlotte, NC</b>           | <b>_____ / _____</b> |

**ACTION TAKEN:**

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**ITEM: # 10**

**SUBJECT:        Designation of positions/individuals with Facsimile Signature Authority.**

**SUMMARY:        Each year appointments/re-appointments of certain positions with signatory authority are made. The list of appointees/designees is submitted for Board review and approval. Each requires an individual motion.**

**Signatures for Warren County Funds**

**1. Warren County Operating Account, Warren County General Fund**

<b><u>Payroll Account &amp; Warren County Flexible Spending Account</u></b>	<b>Motion / 2<sup>nd</sup></b>
a) County Finance Officer Gloria Edmonds	_____ / _____
b) Chairman - Board of County Commissioners	_____ / _____
c) Clerk - Board of County Commissioners	_____ / _____

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

a) Director of Social Services Ryan Whitson, or	_____ / _____
b) Warren County Manager Linda T. Worth, and	_____ / _____
b) DSS Administrative Officer II – Mary Ann Roberson	_____ / _____

**ACTION TAKEN:**

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**ORGANIZATIONAL MEETING**

**DATE: December 5, 2016**

**ITEM: # 11**

**SUBJECT: Pursuant to Warren County Board of Commissioners' Resolution adopted November 1, 1999, the Board of Commissioners at its organizational meeting each year shall appoint from its membership two (2) persons to serve on a Personnel Advisory Committee.**

**(Note from Clerk: Commissioner appointments to various Committees will be on the January 2017 agenda.)**

**NOMINATIONS: Name: \_\_\_\_\_ Nominated by \_\_\_\_\_**

**Name: \_\_\_\_\_ Nominated by \_\_\_\_\_**

**Name: \_\_\_\_\_ Nominated by \_\_\_\_\_**

**Appointment of \_\_\_\_\_ Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_**

**ACTION TAKEN:**

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Resolution  
1 of 2



WARREN COUNTY BOARD OF COMMISSIONERS

LORIA D. WILLIAMS, COUNTY MANAGER  
P.O. BOX 619  
WARRENTON, NORTH CAROLINA 27589

Harry M. Williams, III,  
Chairman  
Clinton G. Alston, V. Chairman  
Michael A. Jones  
Glen A. Richardson  
Roger L. Williams

Angelena Kearney-Dunlap  
Clerk to the Board

Telephone: (252) 257-3115  
Fax: (252) 257-6971

STATE OF NORTH CAROLINA  
COUNTY OF WARREN

RESOLUTION

WHEREAS, in accordance with G.S. 153A-81, the Warren County Board of Commissioners at its August 5, 1974 Regular Monthly Meeting did adopt the County Manager Plan of government; and

WHEREAS, said Board did appoint a County Manager to serve at its pleasure as the Chief Administrative Officer for county government; and

WHEREAS, it is the desire of this Board to further define the powers and duties of its Chief Administrative Officer pursuant to G.S. 153A-82.

NOW, THEREFORE, BE IT RESOLVED THAT the Warren County Board of Commissioners hereby defines and confer the following powers & duties to its Chief Administrative Officer:

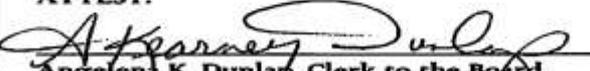
- (1) With the exception of county department heads, the Manager shall appoint and suspend or remove all county officers, employees, and agents except those who are elected by the people or whose appointment is otherwise provided by law.
- (2) The Manager shall report each suspension or removal to the Board at its first regular meeting following the suspension or removal; and
- (3) All remaining powers and duties in their entirety as prescribed under G.S. 153A-82.

BE IT FURTHER RESOLVED THAT the Board of Commissioners at its organizational meeting each year shall appoint from its membership two (2) persons to serve on a Personnel Advisory Committee.

Adopted this the 1<sup>st</sup> day of November, 1999.

  
Harry M. Williams, III, Chairman  
Warren County Board of Commissioners

ATTEST:

  
Angelena K. Dunlap, Clerk to the Board

Resolution  
2 of 2



WARREN COUNTY BOARD OF COMMISSIONERS

POST OFFICE BOX 619  
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www.warrencountync.com

STATE OF NORTH CAROLINA  
COUNTY OF WARREN

Ulysses S. Ross, Chairman  
H.E. Luke Lucas, Vice Chairman  
Clinton G. Alston  
Janet W. Humphries  
Barry Richardson

Linda T. Jones  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

**RESOLUTION**

**WHEREAS**, the Warren County Board of Commissioners adopted a Resolution dated November 1, 1999 to further define the powers and duties of its Chief Administrative Officer pursuant to G.S. 153-A-82; and

**WHEREAS**, the Warren County Board of Commissioners has deemed it necessary to amend the aforementioned Resolution.

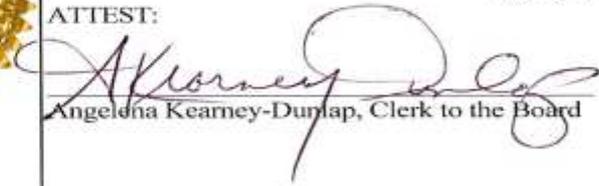
**NOW, THEREFORE, BE IT RESOLVED THAT** in addition to the powers and duties outlined in the Resolution dated November 1, 1999, the Warren County Board of Commissioners desires to confer the following additional powers and duties to its Chief Administrative Officer:

- a) The County Manager is authorized to remove county department heads as deemed necessary and appropriate during the probationary period of employment; and
- b) The County Manager shall immediately report the removal to the Board of Commissioners; and
- c) All remaining powers and duties conferred upon the Chief Administrative Officer by the Board of Commissioners in the Resolution dated November 1, 1999 are to continue in full force and effect.

Adopted this the 11<sup>th</sup> day of September, 2006.

  
Ulysses S. Ross, Chairman  
Warren County Board of Commissioners

ATTEST:

  
Angelena Kearney-Dunlap, Clerk to the Board



# Adjourn

December 5, 2016

Organizational Meeting