



**SUGGESTED AGENDA
FOR
APRIL 3, 2017 REGULAR MONTHLY MEETING
WARREN COUNTY BOARD OF COMMISSIONERS
in the
Armory Civic Center Meeting Room
501 US Hwy 158 Business, East
Warrenton, NC 27589**

6:00 pm Call to Order Regular Monthly Meeting – Chairman or Designee

Moment of Silence

ITEM # 1 ADOPT SUGGESTED AGENDA Conflict of Interest Disclosure Statement:
http://warrencountync.com/fileUploads/forms/859_Conflict%20of%20Interest%20Statement.pdf

ITEM # 2 CITIZEN COMMENTS

Time set aside to allow individuals to address the Board of Commissioners on issues of concern pertaining to the County. Rules for Citizen Comments:
http://warrencountync.com/fileUploads/forms/857_Rules-Citizen%20Comments.pdf

ITEM # 3 CONSENT AGENDA

- A. Approve minutes of March 6, 2017 regular monthly Board meeting, (a copy has been provided to the Board in a separate e-mail).
- B. Interest Income Report for Board’s information (G. Edmonds, Finance Officer)
http://warrencountync.com/fileUploads/forms/882_4-3-17%20Interest%20Income.pdf
- C. Tax Collector’s Report for February 2017 presented for Board’s information in accordance with NCGS 105-350 (S. Beatty, Tax Administrator.)
http://warrencountync.com/fileUploads/forms/883_4-3-17%20Tax%20Collect%20Report.pdf
- D. Tax Release Requests (over & under \$100) in accordance with NCGS 105-381 “Taxpayer’s Remedies” are presented for information only (S. Beatty, Tax Admin.)
http://warrencountync.com/fileUploads/forms/884_4-3-17%20Tax%20Releases.pdf
- E. Proclamation Soil & Water Stewardship Week 2017. Adopt Proclamation and authorize chairman to sign same. Authorize Chairman Hunt to sign same. (Larry West, Director Soil & Water Conservation)
http://warrencountync.com/fileUploads/forms/881_4-3-17%20Soil%20&%20Water%20Proclamation.pdf
- F. Endorse April 15-29 as Litter Sweep Week 2017
http://warrencountync.com/fileUploads/forms/885_4-3-17%20Litter%20Sweep.pdf

ITEM # 4 FINANCE OFFICE: Gloria Edmonds, Finance Officer **Reserved for Finance**

ITEM # 5 BOARD / COMMITTEE / COMMISSION APPOINTMENTS - (Vacancies were advertised in March 22, 2017 issue of the Warren Record Newspaper):
http://warrencountync.com/fileUploads/forms/895_Board%20Ad.pdf

- A. Consider Resolution Establishing Warren County Aging Advisory Council (WCAAC). Authorize Chairman Hunt to sign same. (Clerk to the Board A. K. Dunlap)
http://warrencountync.com/fileUploads/forms/888_Senior%20Center%20Advisory%20Council.pdf
- B. Consider appointment of Eva Brown to Warren County Nursing Home Community Advisory Committee according to NCGS 131E-128, for a three (3) year term: April 1, 2017 to January 1, 2020 (K.Hawkins, Regional Ombudsman)
http://warrencountync.com/fileUploads/forms/899_4-3-17%20Nursing%20Home%20Adv%20-%20E%20Brown.pdf
- C. Consider appointments to Churchill FiveForks VFD Fire Tax Board: L.R.Purdum, J.L.Zimmer, R.P.Lenahan, B.L.Jackson and R.D.Harrell, Jr. Three (3) year terms expire: March 31, 2020
http://warrencountync.com/fileUploads/forms/889_Churchill%20FiveForks.pdf
- D. Consider appointments to Macon Rural VFD Fire Tax Board: G.E.McGee, P.T.Hight, M.E.Turner, T.P.Wagner and W.P.Hillard. Three (3) year terms expire: March 31, 2020
http://warrencountync.com/fileUploads/forms/890_Macon%20VFD%20Tax%20board.pdf
- E. Consider appointment to Board of Health to fill At-Large vacancy: Cheryl E. Coffman to complete vacated term of M. Brake; expires December 31, 2017
http://warrencountync.com/fileUploads/forms/892_4-3-17%20Brd%20of%20Health%20C%20Coffman.pdf

ITEM # 6-A REQUEST TO USE ARMORY CIVIC CENTER WITH RENTAL FEE WAIVED FOR APRIL 7, 2017 'ELLA BAKER DAY' CELEBRATION

Requestor – Carolyn Ross-Holmes

Use of the Armory Civic Center to conduct a second (2nd) annual “Ella Baker Educational Project of NC” event is proposed. The customary \$300 cleaning/damage fee is required for rental fee exempted activities. Authorize Interim County Manager Murphy to sign waiver and rental agreements.

http://warrencountync.com/fileUploads/forms/891_4-3-17%20Ella%20Baker%20Exemption%20Req.pdf

ITEM # 6-B REQUEST TO USE ARMORY CIVIC CENTER WITH RENTAL FEE WAIVED FOR MAY 4, 2017 'NATIONAL DAY OF PRAYER'

Requestor - Dr. Cosmos George, Chairman of local NAACP

Use of the Armory Civic Center to conduct an annual countywide day of prayer with ALL fees waived is proposed. The customary \$300 cleaning/damage fee is required for rental fee exempted activities. Authorize Interim County Manager Murphy to sign waiver and rental agreements.

http://warrencountync.com/fileUploads/forms/901_4-3-17%20Armory%20-%20National%20Day%20of%20Prayer.pdf

ITEM # 7 BOARD OF ELECTIONS CONTRACT FOR LEGAL SERVICES:

Requestor - Debbie Formyduval, Elections Director

Contract with Attorney Don Wright at \$150 per hour. Renewal includes amendments to paragraphs #2 & #3 from current year. County Attorney

Wilkerson will work closely with Wright when possible. Authorize Chairman Hunt to sign same.

http://warrencountync.com/fileUploads/forms/893_4-3-17%20Board%20of%20Election%20Legal%20Contract%20FY%2017-18.pdf

ITEM # 8 HUMAN RESOURCES & HEALTH DEPARTMENTS REQUEST TO RE-CLASSIFY PROCESSING ASSISTANT III POSITION:

Requested by - Lisa Alston, HR Director & Margaret Brake, Health Director

It is submitted to reclassify one (1) Health Department Processing Assistant III (Grade 12) position to Processing Assistant IV (Grade 14) in order to meet the needs of the department to satisfy State requirements. If approved the funding source will be Health Department Lapsed Salary in the amount of \$2,171.

Prior - Processing Assistant III Min \$21,178 – Max \$33,884

New - Processing Assistant IV Min \$23,349 – Max \$37,358

http://warrencountync.com/fileUploads/forms/894_4-3-17%20HR%20Reclassification%20Health%20Dept.pdf

Recommendation: approve request and authorize appropriate signatures.

ITEM # 9 DECLARE SURPLUS PROPERTY AND AUTHORIZE AUCTION:

Requestor - Angelena Kearney-Dunlap, Clerk to the Board

Consider Resolution Declaring Surplus Property: Computer, 2001 Ford Ranger XLT, 2008 Ambulance, 1985 Ford Truck and Chairs. Authorize Chairman Hunt to sign resolution.

Chairs: http://warrencountync.com/fileUploads/forms/896_Chairs%20Surplus.pdf

Vehicles: http://warrencountync.com/fileUploads/forms/897_Vehicles%20Surplus.pdf

Resolution: http://warrencountync.com/fileUploads/forms/898_Resolution%20Surplus%20property.pdf

ITEM # 10 AMENDMENT TO BOARD OF COMMISSIONERS' SCHEDULE:

Requestor - Angelena Kearney-Dunlap, Clerk to the Board

It is submitted to reschedule Wednesday - June 21, 2017 Board work session to take place Monday - June 19, 2017 immediately after the Budget special meeting.

ITEM # 11 REQUEST FOR EASEMENT FROM TOWN OF WARRENTON

Requester - Robert Davie, Warrenton Town Administrator

Town of Warrenton requests a permanent easement as well as a temporary easement for the purpose of operating and maintaining utility lines and pipes to run along, under and across lands belonging to the County. The temporary easement would be ten (10) feet in width and solely for the purpose of constructing and installing the lines and pipes. Authorize Chairman Hunt to sign document.

http://warrencountync.com/fileUploads/forms/900_4-3-17%20EASEMENT-%20Town%20of%20Warrenton.pdf

ITEM # 12 COMMISSIONER / COUNTY MANAGER UPDATES

ITEM # 13 CLOSED SESSION in accordance with NC GS § 143-318.11(a)(3)&(6):

Attorney/Client Privileged Information / Personnel Matters

ITEM # 14 ADJOURN APRIL 3, 2017 BOARD MEETING