

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
Town Administrator

TOWN OF WARRENTON

"Historically Great - Progressively Strong"

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BOARD OF COMMISSIONERS REGULAR MEETING

FEBRUARY 10, 2014

Those attending were:

Mayor Walter Gardner

Commissioner Palmer "Woody" King

Commissioner Mary Hunter

Commissioner Kimberly Harding

Commissioner John Mooring

Robert Davie, Town Administrator

Police Chief Goble Lane

William Perkinson, Public Works Director

Jennifer Harris, Warren Record

Annette Silver, Minute Taker

Commissioners Margaret Britt, George "Al" Fleming and William "Tom" Hardy were absent.

There were 2 citizens present.

Call to Order/Minutes/Agenda

Mayor Gardner called the meeting to order. Those attending were asked to observe a moment of silence. The Pledge of Allegiance was led by Commissioner Harding. The Proposed Agenda was presented and motion to accept made by Commissioner Harding with second by Commissioner King. The motion was unanimously approved.

Public Comments

There were no public comments heard.

Consent Agenda

The Consent Agenda was presented.

A. Minutes of Board meeting January 2014

B. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)

C. Monthly Checks Report

D. Public Works Monthly Report

E. WWTP Monthly Report

F. Police Report

The following corrections should be made to the January Minutes. It was Mrs. Speer that stated she believes certain types of businesses do not portray the direction the Town is moving in. It was Lynn Stemle not Debbe Speer that made the derogatory statements concerning the Town in the Public Comments. Commissioner Mooring questioned the statement concerning the county lease of a dollar on the old jail. The county leased the old jail to Warren Family Institute for a dollar. His statements regarding the jail should be removed. Commissioner King would like his statements corrected to reflect that 68% of the \$3800 allocated to the Revitalization Committee in the current budget has been collected as revenue. A motion was made by Commissioner King with second by Commissioner Hunter to accept corrections to January minutes. The vote was unanimous. A motion was made by Commissioner King with second by Commissioner Harding to accept the Consent Agenda.

Committee Reports

Finance and Administration

Commissioner Hunter had no report at the present time. A meeting is scheduled for Friday, February 14, 2014 at Town Hall to review the application process for revolving loans and hear recommendations from Rick Seekins.

Public Works

Commissioner Harding and Bill Perkinson, Public Works Director, had no information other than what is in the written reports. Commissioner Harding complimented the Director on the addition of Current Tasks to Streets and Sanitation report. The Mayor complimented Mr. Perkinson and staff on work done during the recent severe weather. Commissioner Mooring was concerned if employees are compensated for lost hours when Town closes due to weather. Mayor explained they are paid for normal hours.

Public Safety

In the absence of Commissioner Hardy, Police Chief stated there was nothing in addition to written report. There were no accidents reported during past week's weather conditions. Mayor reported fire department is doing continuous training of firefighters.

Human Resources/Information Technology

In the absence of Commissioner Fleming, Mr. Davie reported employees are in the process of finishing up the job description survey. HR Essentials will be preparing the new policy and making changes where needed to the manual. HR Essentials has indicated the unemployment claims by Jeff Parrott and John Limer could have been denied initially but approved later if they worked anywhere for 1 or more days after leaving Warrenton (it is believed this happened). The Town is making payments to the Employment Security Commission for Parrott and Limer. There are interviews being held for a position at Town Hall (Adrienne Alston-Boyd is pregnant and has informed the office she will not be returning after the birth). The Police Department and Public Works have, also, hired new employees. The Town is now E-verify compliant, which should have been done in the past.

Revitalization/Historical

Commissioner King stated the Revitalization Committee has earned 68% of planned revenues for the year. The Committee is in process of enticing industries to serve as sponsors for Spring Fest (Halifax Electric has been contacted but no commitment at the present time). Due to weather conditions last month the Revitalization meeting was canceled, however, it is hoped the weather will allow the February 18th meeting. The NC Main Street Conference for January has been rescheduled for March 31st and April 1 with the Awards Dinner April 1, 2014. Anyone wanting to attend should contact the town administrator.

Beautification/Facilities

In the absence of Commissioner Britt, Mr. Davie informed Board her report will be covered in the Streetscape report.

Planning/Zoning/Annexation/Parks

Commissioner Mooring stated the broken window ordinance is being re-addressed. He has some suggestions and plans a meeting with the committee to discuss some scenarios he has run into. Mayor Gardner has received from Mrs. Speer a copy of the Concord ordinance on sidewalk vendors. He did not see how this ordinance would assist Warrenton. The concern for Warrenton has resolved itself as the business has moved into a building.

Old Business

In old business, the Town Administrator reports the roof has been completed at old Town Hall. Mr. Davie has met with George Perez and Gary Brannock concerning painting and fixing the windows. There are approximately 6 broken windows that need attention. Mr. Brannock explained

a detailed process that should be done. Given the level of repair needed, Mr. Davie then contacted Mike Aycock for advice and an estimate which included removal of all paint prior to glazing, calking and repainting. Aycock's comprehensive estimate is approximately \$18,500 plus or minus 15%. Mr. Perez, whose quote is \$3700, is ready to begin work immediately while others would start in the spring. Several commissioners praised work done by Mr. Aycock and Mr. Brannock. Commissioner King suggested another bid for comparison sake with presentation and decision at next BOC meeting. Funds for more than \$3700 would need to come from the next budget year. Trees on Main Street have been marked for removal and tree wells expanded to 6x4. The tree removal will begin on the eastside in the near future with Duke Progress assistance. Dennis Meadows of the Community Service Work Program of the NCDOT has discussed the availability of offenders for litter pick-up on Main Street. The offenders will work in coordination with the Town Administrator. A motion was made by Commissioner Mooring with second by Commissioner King to approve the community service contract for offenders to assist with litter pickup. The vote was unanimously approved. Mr. Davie will be the primary supervisor. The umbrella branding project with Hillsborough, Edenton, Halifax and Murfreesboro, called History Worth Repeating, is waiting for approval from the city of Hillsborough to proceed. Hillsborough has verbally agreed to be involved but must go through several Town committees for approval.

New Business

Police Chief Lane and Public Safety Committee plan a meeting soon to discuss the parking ticket concerns. The anticipated meeting will discuss how to get repeat offenders to pay, as well as the best way to enforce the ordinance. Commissioner Mooring asked what percentage of fines have been paid. The outstanding debt is approximately \$9,000 in unpaid tickets going back to 2007. Chief Lane stated less than 1/4 of tickets written are paid for in the current year. In 2013 thirty tickets were written. Commissioner Mooring had several other questions that he will address at the meeting. Commissioner Harding spoke briefly on the Essentials of Municipal Government class she attended. She thanked the Board for the opportunity to attend and was pleased with the information on budget and long term capital planning. A new class is scheduled for March 28, 2014 on strategic planning. She would like all commissioners to attend. Mayor stated the Town has done strategic planning in the past but agrees it is a good idea with budget process approaching. He reiterated that if the seminar was appealing to any Commissioners they should contact the town administrator about attending. Town Administrator agreed to email board members with class details. The town administrator plans to present the 2014-2015 proposed budget to the Board by April BOC meeting. After the presentation to the Board budget sessions will be scheduled. Mayor Gardner, Mr. Davie, Commissioners Harding and Hardy met with the School of Government concerning historic tax credits while in Chapel Hill. The tax credit program has been retuned and the Town would not have to deed town hall building to any third party as before. There is a private developer that partnerships with the School of Government in assisting with tax credits projects. There is a cost to the Town if this developer is used. Mr. Davie noted that NC tax credits expire in December 2014, though the legislature is reviewing renewal information at present. It was agreed that Mr. Davie should contact the School of Government and request a preliminary plan for utilizing tax credits. There is scheduled a meeting March 25, 2014 for Kickstarter.com and Mystery Brewing's founder at Warren County Library and in cooperation with Warren County Economic Development and Warren County Memorial Library. This speaker will explain how to raise money and start new businesses through internet donations.

Announcements

Charla Duncan has been hired as the director of Chamber of Commerce.

Adjournment

A motion was made by Commissioner King with second by Commissioner Harding to adjourn. The motion was unanimously approved.

