

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
December 9, 2013

Those attending were:

Mayor Walter Gardner
Commissioner Mary Hunter
Commissioner George "Al" Fleming
Commissioner Kimberly Harding
Commissioner John Mooring
Commissioner Margaret Britt
Commissioner Julius "Jules" Banzet
Robert Davie, Town Administrator

Police Chief Goble Lane
Bill Perkinson, Public Works Director
Bettie Davis, Finance Clerk
William T. (Tom) Hardy
Richard Hunter
Jennifer Harris, Warren Record
Mitch Styers, Attorney
Annette Silver, Minute Taker

Commissioner Palmer "Woody" King was absent. There were 5 citizens present.

Call to Order/Minutes/Agenda

Mayor Gardner called the meeting to order at 7:00PM. Those attending were asked to observe a moment of silence for all religions and persons celebrating at this time of year. The Pledge of Allegiance was led by Commissioner Hunter. The Proposed Agenda was presented. Commissioner Fleming made the motion to accept Proposed Agenda as presented with second by Commissioner Banzet. The motion was unanimously approved. A motion to approve the minutes of the November 11, 2013 BOC meeting was made by Commissioner Banzet with a second by Commissioner Fleming. The motion was unanimously approved.

Public Comments

No public comments were heard. Mayor Gardner took this time to thank Commissioner Banzet for serving 2 terms as commissioner for the Town of Warrenton. The Mayor stated he was sure the Town would seek his advice from time to time. Also, the Mayor made everyone aware that retired attorney Banzet was presented the John B. McMillian Distinguished Service Award for the 9th Judicial District by the North Carolina State Bar. The award is presented to current or retired members of the State Bar that demonstrate exemplary service to the legal profession. Commissioner Banzet thanked Mayor and everyone present for their comments.

Swearing in of Newly Elected Officials

Richard Hunter, Warren County Clerk of Court, performed the swearing in of Kimberly Harding, William T. (Tom) Hardy and Mary Hunter as Commissioners to the Town of Warrenton. Mayor Gardner was then sworn in as Mayor. Next on the agenda was election of Mayor Pro Tem. A motion was made by Commissioner Mooring with second by Commissioner Britt to re-appoint Commissioner King as Mayor Pro Tem. The motion was unanimously approved.

Consent Agenda

- A. Mayor's Recommended Committee Appointments 2013-2015
- B. Board's Appointments 2013-2015
- C. Year-to-date Revenue and Expenditure Reports (Budget vs. Actual)
- D. Monthly Checks Report
- E. Public Works Monthly Report
- F. WWTP Monthly Report
- G. Police Activity Report

The Consent Agenda was presented. A motion to accept Consent Agenda was made by Commissioner Fleming with second by Commissioner Hunter. The motion was unanimously approved.

Committee Reports

Finance and Administration

Commissioner Hunter had no report at the present time.

Public Works

Commissioner Harding and Bill Perkinson reported the written report covered most of the items from Public Works. Mr. Perkinson requested approval to list the 1996 F150 Ford truck as surplus. This truck has approximately 125,000 miles and was planned to rotate out at purchase of new truck. A motion was made by Commissioner Mooring with second by Commissioner Fleming to list the 1996 F150 Ford truck as surplus. The motion was unanimously approved. Both Harding and Perkinson emphasized the Plant Operating Challenge explained in the written report as being somewhat crucial. Perkinson explained the challenge is basically a sludge problem causing rotors to run continuously in order to keep solids properly mixed and suspended. The machinery needed to correct the problem is costly. Although a concern for the Town, the Town is compliant and must remain compliant by regulation. An energy consultant from the State is reviewing potential cost savings from reduced energy consumption, which could offset the cost of needed equipment.

Public Safety

Commissioner Hardy and Police Chief Lane have no additional information other than submitted written report. Mayor Gardner reported that the Thanksgiving Breakfast was successful as well as profitable.

Human Resources/Information Technology

Commissioner Fleming reported that the HR Committee met to discuss an HR overhaul that included revamping of the HR process manual. The current manual was written in 1999 and needs to be updated. The Committee spoke by telephone conference with David Hill of HR Essentials Consulting and was impressed with his presentation and excellent reference. A face-to-face meeting is planned in the near future. The approximate cost to perform an HR overhaul will be \$5,200 (which would be split between the 3 departments) and take 3-4 months to complete. Once complete a review of pay and classifications is recommended every 3 to 5 years.

Rebecca Harris of CIBCO interjected that the Town of Warrenton has a loss control assessment included in its insurance policy that would include review of the HR manual at no cost to the Town. Commissioner Hardy asked if the assessment covered salary/wage reviews as well. Ms. Harris was unsure but willing to check and get back with the Town Administrator. The Mayor suggested the Board accept the suggestion of Ms. Harris for review of the HR manual by the insurer and use HR Essentials Consulting for the balance of the entire HR overhaul. A motion was made by Commissioner Fleming with second by Commissioner Mooring. The motion was unanimously approved. Commissioner Fleming asked the Board to go into closed session after regular business is completed to discuss a personnel matter.

Revitalization/Historical

In the absence of Commissioner King, Mayor stated that the Board needs to assign a commissioner to replace Commissioner Banzet on the Historic District Commission. For the position, Commissioner Harding nominated Commissioner King with a second by Commissioner Mooring. The motion was unanimously approved. Commissioner Harding also asked if anyone present knew where the white lights and red bows used in street decorations last year were. The Mayor reminded all present of Christmas Prelude and Parade Saturday, December 14 beginning at 4:00PM.

Beautification/Facilities

Commissioner Britt reported South Main Street will not be repaired until Spring 2014 per Frank Carpenter of DOT. The benches and trash cans are being ordered for the Streetscape project on Main Street. The power company will remove trees after the first of the year with crepe myrtles as the replacement tree. Commissioner Hardy noted some lights are out on the Town decorations. He also asked if a spotlight could be placed on the "Welcome to Warrenton" signs on Highway 401 and SR 1001 entering Warrenton. Preservation Warrenton is responsible for such and will be contacted. It was noted that solar lightning could be installed at the locations.

Planning/Zoning/Annexation

Commissioner Mooring had no report at this time.

Old Business

Town Administrator reported the roof work to old town hall is approximately 75% complete and has been inspected by Belk Architecture. Pictures shown in the BOC packet brought about concerns of deteriorating wood near the flashing. Following inspection by Belk Architecture, there have been two payments made to Harris Construction for work completed on the roof. Information has been forwarded to Attorney Styers concerning rescinding/amending of Inactive Fee portion of Ordinances. Administrator has made adjustments to water rate sheet in current budget to reflect changes to the Inactive Fee. The high bidder for the Holt property has been contacted, the property has been purchased and proceeds received of approximately \$43,000. Personal contents have been put up for sale as surplus. The Administrator has been unable to determine from existing zoning ordinances if upstairs residents and downstairs commercial property is permitted in the C-1 zoned district. There has been no privilege license issued for the business in L R West building at 120 S. Main Street. In November, Mrs. Debbie Speer questioned if outside sales were permitted under current zoning regulations - such as a temporary tent located at S. Main and W. Franklin Street. Mrs. Speer has been researching pertinent ordinances and indicated her intention to propose an amendment to them in the future but was not present at this meeting. The current business, operating in a tent on the corner of Franklin and Main streets, does have an up-to-date peddler's license.

New Business

Ms. Rebecca Harris of CIBCO was present to answer questions regarding liability insurance renewal. Commissioner Harding asked if the \$9 million blanket coverage included the waste water treatment plant, and it does. She also asked why public official's liability is needed. The Mayor explained that it is necessary. A motion was made by Commissioner Mooring with second by Commissioner Hunter to renew insurance contract through Ms. Harris. The motion was unanimously approved.

The NCDENR Part - F Grant and Pocket Park/Amphitheater Design was presented. The grant involves a 50% match. The property being considered is between the Hardware Cafe and Oakley Hall Antiques Too. The lot is approximately 60x30 feet with a tax value of less than \$8280. The owners, Donald Arnold and Ernie Fleming, are asking \$20,000. The Holt property would be used as a match in this grant. The Amphitheater will also be used also as an eating area and a way to access the BB&T parking area. Commissioner Fleming asked if \$20,000 was the final offer as he and other commissioners felt \$20,000 was high. He is in favor of the idea but concerned that the

Amphitheater could end up costing more than \$53,000. Tom Moss, the landscape architect, has given an approximate cost of \$33,450 for the pocket park plus \$20,000 for land acquisition bringing the total to \$53,000. Commissioner Mooring agreed the location was good but asked about other possible properties as well. A vote on the project was tabled until the January meeting giving the Town Administrator time to contact owners, schedule a committee meeting and work on application which is due at the end of January 2014. A resolution was presented seeking a USDA RBEG grant. Grant proceeds would be used for additional sidewalks in Warrenton. The application, requiring no matching funds, would continue sidewalk work on W. Ridgeway Street, add sidewalk on Hall Street, and add sidewalk connecting Miriam Boyd School with the Public Library. A motion was made by Commissioner Mooring with second by Commissioner Harding to accept the resolution and the engineering agreement, contingent upon award of the RBEG grant from the USDA. The motion was unanimously approved.

Announcements

Mayor reminded those present of conference being attended by new Board members. The annual Employee Appreciation Luncheon is scheduled for December 18, 2013 at 1:00 PM.

Commissioner Fleming made motion for Board to go into Closed Session with second made by Commissioner Harding. The motion was unanimously approved.

After closed session Board opened with motion by Commissioner Fleming and second by Commissioner Britt to authorize a \$50 Christmas bonus to each full-time employee and a \$25 Christmas bonus to each part-time employee. The motion was unanimously approved. Commissioner Fleming made a motion with second by Commissioner Harding to give a pay raise to Town Administrator Robert Davie bringing his annual salary to \$45,000 and making the raise retroactive to July 1, 2013.

With no further business, a motion to adjourn was made by John Mooring and seconded by Al Fleming. The motion was unanimously approved.