

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
Town Administrator

TOWN OF WARRENTON

“Historically Great - Progressively Strong”

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January 14, 2013 Minutes Board of Commissioners Regular Meeting

Those attending were:

Mayor Walter Gardner

Commissioners Palmer “Woody” King

Commissioner Kimberly Harding

Commissioner Mary Hunter

Commissioner George “Al” Fleming

Commissioner Julius Banzet

Commissioner Margaret Britt

Commissioner John Mooring

Robert Davie, Town Administrator

Bettie Davis, Finance Clerk

Bill Perkinson, Public Works Director

Goble Lane, Police Chief

Mitch Styers, Town Attorney

Jennifer Harris, Warren Record

Annette Silver, Minute Taker

There were 6 citizens in attendance.

Call to Order/Minutes/Agenda

Mayor Gardner called the meeting to order at 7:00PM followed by a moment of silence and the Pledge of Allegiance. The Proposed Agenda was presented and accepted by motion of Commissioner Banzet with second by Commissioner Mooring. The vote was approved unanimously.

Public Comments

Public comments were made by Tim Ennis, introducing himself to Board as the Chamber of Commerce director. Mr. Ennis expressed his willingness to assist Town in any way possible. Mayor Gardner expressed congratulations on behalf of Board to Mr. Ennis and looked forward to a good working relationship.

Audit Presentation

Ms. Carlene Evans, representative of Winston, Williams, Evans Creech and Co., LLP, was present to highlight and present the audit report for the period ending June 30, 2012. It was stated that overall the audit was positive with an increase to the reserve fund and an increase in tax collection compared to the prior year. A motion was made by Commissioner Mooring with second by Commissioner Banzet to accept the audit report. The vote was unanimously approved.

Consent Agenda

- A. Minutes of Board meeting December 10, 2012
- 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 Activity Report

Consent agenda was accepted by motion of Commissioner Mooring with second by Commissioner Britt.

Mayor Gardner has received an e-mail from Nathan Baskerville, a member of the North Carolina House of Representatives for our area, requesting concerns and suggestions of ways he may assist Warrenton. Mayor Gardner identified annexation, Department of Transportation funding (Powell Bill) and continued Rural Center project funding as his concerns and asked Board members to identify their concerns and suggestions.

Committee Reports

Finance & Administration

Commissioner Hunter reported that the Finance Committee met concerning an application to the revolving loan program. Questions arose from the Finance Committee meeting regarding the loan application. There has been no further information from applicant. However, the building owner may instead decide to open the business and also apply to the revolving loan program. Preparations have begun for the 2013-2014 Budget. In the Administration department of Town, a news announcement was made that Adrienne Boyd had a baby girl on January 4, 2013.

Public Works

Commissioner Harding and Bill Perkinson report in addition to the written report that fire hydrants are being inspected with approximately 3 being temporarily out of service. The paving project of South Main Street done by the State DOT was unsuccessful and is scheduled to be repaved in the spring.

Public Safety

Commissioner Banzet and Police Chief Lane reported that the Public Safety Committee met and had concerns regarding parking along Front Street. The Committee requested marking 2 parking spaces on W. Macon Street as reserved for Judge and District Attorney, leaving the remaining open for 2 hour parking. There were concerns voiced regarding hazardous parking between 103 S. Front Street at Macon Street and 109 S. Front Street at Market Street. At the recommendation of the Public Safety Committee, the parking spaces in front of 105 S. Front Street presently reserved for Judge and District Attorney will be eliminated and turned into a No Parking zone. Commissioner Fleming made a motion with second by Commissioner Mooring to accept the recommendation by the Public Safety Committee. The vote was unanimously approved. This leaves a No Parking zone along Front Street from the Banzet office to Green's Funeral Home.

Human Resources/Information Technology

Commissioner Fleming reported no concerns and/or complaints from Human Resources Committee. Information Technology does report that Mr. Winthrow and Mr. Davie are still conversing about student assistance at Town Hall. Commissioner Fleming requested Town website be reviewed to update personnel names in key places.

Revitalization/Historical

Commissioner King had no report for Historic Committee. The Revitalization Committee and the Jaycees consider the Christmas Prelude, Christmas Parade and Santa visit all successful. The next Small Town Main Street meeting is Wednesday, January 15, 2013 at 6:00PM at Firehouse with Revitalization meeting to follow.

Beautification/Facilities

Commissioner Britt reported the Committee is still working on acquiring crepe myrtles and other trees for Main Street. She complimented Mr. Perkinson and his staff on keeping Warrenton clean and getting up leaves throughout Town.

Planning/Zoning/Annexation

Commissioner Mooring had no report for this meeting.

Administrator's Report

Mr. Davie offered to review the Action Items Checklist presented to the Board. The Town has received 3 quotes on Town Hall roofing (\$114,000 (balcony not included), \$108,000 and \$54,000). Roof samples have been taken to Belk Architecture for feedback. It is noted that approval has to be made by the Historic District Committee, as well as, Local Government Commission before the roof can be replaced. The roof is at a critical point because of health concerns (lead paint, asbestos, and pigeon poop) and the advance deterioration to the building. A review of the health concerns may be performed by a licensed specialist at a cost of \$2900 to the Town, which is only an evaluation for potential hazard. The \$2900 estimate does not include any mitigation charges. There has been interest in the Awning Matching Grant Program with 3 possible storefronts utilizing the fund. The North Carolina Catalyst Grant income survey is considered successful with 81% respondents being classified lower-middle income. Rick Seekins, Economic Development Director of the Kerr-Tar COG, believes Warrenton has a favorable chance of receiving the Grant. Commissioner Fleming has concerns and questions regarding a museum in Town Hall being strictly for an historic fire department, but is keeping an open mind. Green's Funeral Home has been notified they are in violation of Town Cemetery Ordinances which resulted in fees and fines. If left unpaid, the result may be revocation of cemetery privileges. It was asked if suing was viable way of receiving payment. Mr. Davie stated fees and fines would be sent to debt set-off. Attorney Styers stated debt set-off was cost effective for the Town. Debt set-off was explained to Board. Town Ordinances need to be reviewed for inconsistencies in wording, especially concerning vacant commercial property registration (155.06 b); C1 District Safety and Appearance (broken window) 154.03 and Historic District Commission Design Guidelines. Commissioner Mooring will review with his Committee and get back to Board. Mr. Davie reminded the Board that Town Hall on Bragg Street is in violation of Town Ordinances.

New Business

There was none to report.

Announcements

There was none to report.

Adjournment

Commissioner Banzet made motion to adjourn at 8:15PM with second by Commissioner Fleming. The motion was approved unanimously.

