

Walter M. Gardner, Jr.  
Mayor

Jeffery Parrott  
Administrator

## TOWN OF WARRENTON

*"Historically Great - Progressively Strong"*

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### June 11, 2012 Minutes Board of Commissioners Regular Meeting

Those attending were:

Mayor Walter Gardner

Commissioner Woody King

Commissioner Robert Davie

Commissioner Al Fleming

Commissioner Margaret Britt

Commissioner Julius Banzet

Commissioner John Mooring

Jeff Parrott, Town Administrator

Goble Lane, Interim Police Chief

Bill Perkinson, Public Works Director

Bettie Davis, Finance Clerk

Mitchell Styers, Town Attorney

Jennifer Harris, Warren Record

Annette Silver, Minute Taker

Commissioner Mary Hunter was absent.

There were 9 citizens present.

#### Call to Order/Minutes/Agenda

Mayor Gardner called meeting to order at 7:00PM followed by moment of silence and Pledge of Allegiance. The proposed agenda was presented. The agenda was approved unanimously with a motion of Commissioner Banzet and a second by Commissioner Britt.

#### Public Comments

There were no public comments heard.

#### Consent Agenda

- A. Minutes of Board Meeting May 14, 2012
- B. Year-to-Date Revenues and Expenditures Report (Budget vs. Actual)
- C. Monthly Checks Report
- D. Public Works Monthly report
- E. WWTP Monthly Report
- F. Police Activity Report

#### Committee Reports

##### Public Works

Commissioner Davie and Bill Perkinson, Public Works Director reported 3 bids were submitted for sewer rehab project all over the construction budget. Michael Aquesta of O'Brien & Gere has been informed. The engineers will meet with Town committee for review.

##### Public Safety

Commissioner Banzet and Interim Police Chief Lane state according to UCR report crime in Town is down. Police dog, Seneca, has been declared surplus property. Mayor Gardner read a letter from Interim Police Chief Lane requesting permission to purchase Seneca from Town at cost of \$1.00. Commissioner Banzet made motion with second by Commissioner Mooring for Interim Chief Lane to purchase Seneca. The vote was unanimous. Mayor Gardner read a resolution retiring Seneca as a police officer which releases the Town of all liability of canine concerns.

Mayor Gardner thanked Interim Chief Lane for all work done by Seneca and hopes he has a long life.

### **Finance and Administration**

In the absence of Commissioner Hunter, Town Administrator presented 2012-2013 Budget with updates from June 5<sup>th</sup> work session. A Public Hearing is scheduled for June 27, 2012 at 7:00PM with a call meeting of Board at 7:30PM. Commissioner Davie presented a request from a group of business owners wanting financial assistance from Town with cost of 2 billboards advertising "Historic Warrenton. (The total cost is \$8,000 with request of 1/5 of cost approximately \$1,600). Both of the billboards will be physically located in Vance County. Mrs. Deborah Speer stated there is a 2 year agreement with a graphic company to do the billboards. Commissioner Mooring made a motion with second by Commissioner Fleming to table request until Commissioner King meets with Revitalization Committee and Small Town Main Street Tuesday, June 12, 2012. The vote was unanimous.

### **Human Resources/Information Technology**

Commissioner Fleming referred to Human Resource meeting of May 29, 2012 in which Committee discussed salary disparities, town vehicles, town charter, personnel policy and contractor taxes. The HR Committee requested more definition of the duties of the Human Resource Committee. Commissioner Fleming requested that work done by outside contractors be reviewed to be certain staff cannot do such. Also, wanted Mrs. Davis to be sure taxes are taken out properly. The salary disparities discussion started in the Budget session meeting of June 5<sup>th</sup>. Mr. Parrott had worked a 2.5% increase into the current Budget. Commissioner Davie suggested employees on the lower level of the pay scale (\$10 to \$11 per hour) receive a 5% salary increase with others receiving a 2.5% increase. Commissioner Mooring suggested department heads not receive an increase this budget year to better improve salary disparities. This increase would be approximately \$500 per employee. Commissioner Britt wanted to know if the Town could do any better with increase to those at the lower level. All commissioners agreed the employees are important and need to be compensated for work done. There are 4 departments and 6 employees involved in higher increases. Commissioner Fleming made a motion with a second by Commissioner Banzet to give 5% salary increase to those 6 employees of concern and 2.5% increase to the other employees except department heads. During discussion, Commissioner King questioned not giving any increase to department heads. Commissioner Banzet withdrew his second to motion made by Commissioner Fleming. Commissioner Mooring then, seconded motion in place of Commissioner Banzet. The vote was 3 nay Commissioners Banzet, Woody and Davie) and 3 yea (Commissioners Britt, Mooring, and Fleming). Mayor Gardner had to vote to break the tie (first time in his tenure as mayor) his vote was nay. The employees making under \$11 per hour will receive 5% increase in salary and other employees, not including department heads, will receive 2.5% increase.

### **Revitalization/Historical**

Commissioner King voiced his concern of not being able to attend meetings of the Historic committee, as he is responsible for report to Town, his work hours cause a conflict. Commissioner King did make an inquiry if the Historic Committee would entertain a change of meeting day and/or time. They preferred not to change the meeting day or time per Richard Hunter. Commissioner King was open to suggestions as to how to continue to the fairness of the Town. Mayor Gardner asked Commissioner Banzet if he would be willing to continue as a representative of the Town Board in this situation. Commissioner Banzet agreed.

The Revitalization Committee will meet Tuesday, June 12, 2012 at 4:00PM with Small Town Main Street meeting at 6:00PM. This is the last scheduled meeting of the summer.

### **Beautification/Facilities**

Commissioner Britt reported the Town is clean but Main Street could be cleaner with assistance from merchants if they would. Also, WRFD needs some beautification done to eliminate weeds. Commissioner Britt and the Fire Chief will find the proper chemical to use and correct situation.

Commissioner Britt requested Bill Perkinson review East Franklin Street from Bragg Street to Hall Street as a dip is there in the pavement that could be considered hazardous.

### **Planning/Zoning/Annexation**

Commissioner Mooring presented a motion from the Planning meeting of June 7th approving Solar Energy Carolina, Inc to proceed with Solar Farm on US Hwy 158 Business East with the conditional requirements of the Board as well as all necessary permits. The second to this motion was by Commissioner Davie. Attorney Styers inquired to possible annexation, which has not been requested at this time. Commissioner Mooring, also, made the motion the recommendation from the Planning Board on the change of zoning at 132 Westside Drive allowing a single family dwelling to be situated.

### **Unfinished Business**

Mayor Gardner reported on the results of the Town Hall Renovation Survey. There were 125 of 350 letters returned with results haphazard at best. Commissioner Davie has received information from Mike Hall, of Capital Broadcasting concerning a preliminary proposal to purchase tax credits. Board will discuss in closed session further with attorney.

### **New Business**

Peter Patel, of Omshiv, LLC sent a letter to Board requesting extended business hours for Game Room business they would like to open on Hall Street. The current ordinance has business hours Monday – Thursday 7AM to 11PM Friday – Saturday 7AM to Midnight Sunday 1PM – 11PM. Mr. Patel is requesting business hours of 7AM to 2AM with Friday and Saturday on a 24-hour schedule. Attorney Styers and Mayor Gardner spoke to ordinances and hours. All Commissioners agreed to not change the ordinance hours.

The State Employee Credit Union has submitted a request for annexation on their property within the city limits. Attorney Styers stated according to General Statutes a public hearing must be held. Since a scheduled public hearing is scheduled for June 27<sup>th</sup> it was suggested to include this request as well as follow-up with vote at call meeting that follows.

Commissioner Mooring requested Town vehicle policy be reviewed. The current policy (effective 1999) allows any employee, with permission of town administrator, to take a vehicle home. Commissioner Mooring read Article VI Work Conditions and Expectations, Section 12 (a) Use of City Owned Equipment. Commissioner Britt questioned the Administrator having more control than the Town Board. Commissioner Mooring made a motion with second by Commissioner Fleming that department heads and town administrator no longer be allowed to drive Town vehicles home. Commissioner Davie asked if any employees had made comments. It was agreed that maybe the wordage needed to be changed in the personnel policy. The response by the Mayor was that the Board does not want to micro-manage, which is why the town has a manager. Commissioners Mooring and Fleming feel the vehicle driven by the town administrator should be parked after hours. Commissioner Banzet stated there appears to be 2 different topics of concern that have been through several administrators and both need to be fixed. Commissioner King wanted to leave policy as is with Board giving the administrator instruction. The concern appears to be the administrator's vehicle and the employee that lives in Franklin County. The vote was a tie on changing policy 3 yea (Commissioners Fleming, Britt, and Mooring) and 3 nay (Commissioners Banzet, Davie and King). Mayor voted against changing policy. Commissioner Fleming made a motion with second by Commissioner Mooring to park vehicles other than on call vehicles after hours. Commissioner Britt questioned if public work vehicles are being parked. On-call vehicles were explained as public work and department head vehicles (department heads are always on call). Attorney Styers questioned if this is a single individual issue or general usage. Bill Perkinson, Kenny Champion and Oscar Davis all of public works were present and spoke to concerns voiced by Commissioners. The vote was 5 to 1 with Commissioner Banzet voting nay to concern of on-call vehicles.

Board adjourned into closed session after a 10 minute break.

When Board reconvened from closed session, meeting adjourned at 10:15PM with no further business.

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