

Walter M. Gardner, Jr.
Mayor

Jeffery W. Parrott
Administrator

TOWN OF WARRENTON
"Historically Great - Progressively Strong"
P. O. Box 281
Warrenton, NC 27589-0281
PHONE (252) 257-3315 FAX (252) 257-9219

September 12, 2011 Board of Commissioners Minutes

The September 12, 2011 meeting of the Town of Warrenton Board of Commissioners was held at the Fire Station on South Main Street.

Those present were:

Mayor Walter Gardner, Jr.
Commissioner John Mooring
Commissioner Jules Banzet
Commissioner Mary Hunter
Commissioner Robert Davie
Commissioner Woody King
Commissioner Audrey Tippet

Jeffery Parrott, Town Administrator
Mitch Styers, Town Attorney
Jennifer Harris, Warren Record
Bill Perkinson, Public works director
John Younts, Chief of Police

21 total in attendance

Mayor Gardner called the meeting to order at 7:01pm. He then presented the proposed agenda and added agenda item 3a., the introduction of Hilda Crawford. He also added under committee reports the subject of fire inspection fees. Commissioner Davie also added the topic of financing for city hall under committee reports. Commissioner Banzet moved that the consent agenda be approved with those changes; Commissioner Mooring seconded the motion which passed unanimously.

Mayor Gardner then introduced Ms. Hilda Crawford. Ms. Crawford announced that she would be participating in the Miss North Carolina USA 2012 pageant and that she wanted to represent her home town of Warrenton and asked for the support of the board. Commissioner Davie asked her what school she attended. Ms. Crawford stated she graduated from WCHS, attended Campbell University and will be attending UNC Chapel Hill in January. Ms Crawford stated that she would like to bring a local pageant back to Warren County. Mayor Gardner expressed his excitement about the pageant and thought it was a positive thing for the town, and asked for a vote of support. Commissioner Davie made a motion, seconded by Commissioner Tippet and the motion passed unanimously.

With no other members of the public desiring to address the Board Mayor Gardner then presented the consent agenda for consideration.

- A. Minutes of Board meeting August 8, 2011
- B. Year-to-Date cash flow report
- C. Year-to-Date Tax Revenue Report

- D. Year-to-Date State Shared Revenue Report
- E. Checks in excess of \$10,000.
- F. Sewer adjustment requests – Rosalyn Copland, James Harris, Kerschia Shelton, and Emmanuel Episcopal Church.
- G. Public Works Monthly Report
- H. WWTP Monthly Report
- I. Police Activity Report

Commissioner Mooring moved that the consent agenda be approved and Commissioner Hunter seconded the motion which passed unanimously.

Committee Reports

Public Works

Commissioner Davie asked about repair of street potholes. Director Perkinson stated that street potholes are about $\frac{3}{4}$ done, and stated that hopefully everything will be completed by the end of this week. He also stated that that storm clean up is about 3 to 4 working days from being completed. Mayor Gardner stated the street workers are doing a wonderful job and the board thanks them for their work.

Public Safety

Mayor Gardner announced that Commissioner Blalock was absent for tonight's meeting and he introduced David Stanley as the new fire code enforcement inspector. He said that Mr. Stanley and Mr. Parrott had worked together to come up with the proposed inspection fees and fines. He then presented these forms to the board and stated that the fees matched the county and the City of Henderson and asked for comments from Mr. Parrott. Mr. Parrott recommended that the town follow the same fee amounts as the county because the local citizens were accustomed to that fee structure. Mayor Gardner asked if the board would approve the presented fee structure. A motion was made by Commissioner Davie and seconded by Commissioner Mooring, the motion passed unanimously. Mr. Stanley commented that he appreciated the opportunity to work for the town. Commissioner Mooring asked Mr. Stanley the average number of hours per week he would be working. Mr. Stanley stated an average of about 16 hours. Chief Younts was asked if he had any items or comments to present. He had none.

Finance and Administration

Commissioner Davie said that the Finance Committee had met and was working on the revolving loan fund and stated that guidelines were being prepared for town applications. He stated that after the town has to spend \$6,250. it will then get a loan fund from Council of Government. Commissioner Hunter asked Mr. Parrott for his comments on finance. Mr. Parrott stated that a lot of expenses had been paid early in the year and with the tax revenue coming in later in the year it made the finances look out of balance but this would even itself out as the year progressed and taxes were paid. He stated that loans were paid off for two police cars and the bill for the annual audit at the start of the year.

Human Resources/Information Technology

Commissioner Banzet said he had nothing to report and asked Mr. Parrott for any comments. Mr. Parrott stated that he had hired Mr. David Stanley the new fire inspector and that Bettie Davis had reported that she could come back to work a few hours a week starting on October 1, 2011.

Revitalization/Historical

Commissioner King stated that Linda Fleming had resigned from the committee and he proposed that Carla Norwood take her place. He also said that John Freeman had resigned and proposed that he be replaced by Mr. Parrott. A motion was made by Commissioner Banzet and seconded by Commissioner Mooring. The motion was unanimous by Board.

Commissioner King announced that the Small Town Main Street kick-off would be Wednesday, September 28, with the team arriving at 10:45. He said that they would be given a tour of the area and we would have lunch for the guest and board members at 12:00 at fire department. He also stated that the interview process would begin at 1:00 and last until 4:00. Followed by dinner, and a public meeting at 6:00. Commissioner King also announced that the Harvest Market Festival would be on October 22nd, and run from 10:00am until 5:00pm. Commissioner Mooring asked how Harvest Market was funded and what happens with any money gained from these events? Commissioner King said that there was a line item in the budget for events and thus far no extra money has been left from the events but that a fund could be set up to return or carry over the money from event to event. He also stated that he would look into that issue.

Beautification/Facilities

Commissioner Mooring asked if the grass will be taken out of sidewalk. Mr. Parrott informed the board that there was a meeting scheduled for Wednesday with Public Works to address the downtown streets and sidewalks. He said that they were working hard to address the large items first. However grass and sidewalks will be on the agenda for the meeting and he would look into it.

Mayor Gardner stated that Mr. Belk will be back on Monday, September 19, at 7:00pm for a meeting to talk about the renovation of Town Hall. Commissioner Davie stated that the finance committee will be looking for potential funding for Town Hall and research the process to get funding. He stated that the board voted against tax credits but another option to discuss would be the selling of municipal bonds. He said that research may take a while but he would check the status to see if the town will qualify. He then asked Mr. Parrott to look into possible bonds that can be used for financing.

Planning, Zoning, and Annexation

Commissioner Mooring stated that the Small Town Main Street people may be able to advise us on any zoning and that we should use their knowledge while they were here.

Unfinished Business

None to report.

New Business

Mayor Gardner announced that we would now swear in the new town administrator as the new town clerk. Mitch Styers swore in Mr. Parrott as the new town clerk. Mayor Gardner commented that it has been a pleasure to work with Mr. Parrott and that he hoped he would be with us a long time. He also stated that he was delighted to see him return on day two.

Resolutions

None to Report

Announcements

Mayor Gardner announced that the Kerr Tar Regional Council of Government would hold its annual awards banquet on Thursday, September 22nd, at the Warrenton Armory. He also stated that he would be inducted as the chair of that organization at the banquet and invited the board members to attend. Mayor Gardner also announced that on Tuesday September 27th, a reception would be held at the Hardware Café for John Freeman and invited the board to please come and thank him for his work as Town Administrator.

He also announced that Fireman's Day was on September 24, 2011, at the Warren County Fair Grounds and invited everyone to attend.

There being no further business Commissioner King moved that the meeting be adjourned and Mayor Gardner declared it adjourned at 7:48.

Respectfully submitted,

Jeff Parrott