

**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**

**APRIL 14, 2014**

Those attending were:

Mayor Walter Gardner  
Commissioner Palmer "Woody" King  
Commissioner George "Al" Fleming  
Commissioner Mary Hunter  
Commissioner Kimberly Harding  
Commissioner John Mooring  
Commissioner Margaret Britt  
Commissioner William "Tom" Hardy

Robert Davie, Town Administrator  
Sergeant John Hammond  
Jennifer Harris, Warren Record  
Mitch Styers, Attorney  
Annette Silver, Minute Taker

There were 4 citizens present.

#### **Call to Order/Minutes/Agenda**

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order at 7:00PM. Those attending were asked to observe a moment of silence for the Easter season. The Pledge of Allegiance was led by Commissioner Hardy.

#### **Public Comments**

No public comments were voiced.

#### **Consent Agenda**

The Consent Agenda was presented.

- A. Minutes of Board Meeting March 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 Activity Report

A motion to accept the Consent Agenda was made by Commissioner King, seconded by Commissioner Fleming. The vote to approve was unanimous.

#### **Committee Reports**

##### **Finance and Administration**

Commissioner Hunter reported no business other than the report to be given by the Town Administrator.

The 2014-2015 Budget will be presented at the May 12, 2014 Board meeting. Commissioners Harding and Britt inquired as to when the adoption of the Budget was needed (state law requires it by June 30.) Commissioner Hunter stated workshops can be scheduled after the presentation at

the May meeting. Commissioner Fleming stated 3 weeks should be sufficient time for workshops and to adopt the budget at the June 9th meeting.

### **Public Works**

In absence of the Public Works Director, Commissioner Harding provided an up-date on the progress of the Crockett Street Rehabilitation Project. During the sewer line work, it was determined that a 1.5 inch water line needed to be replaced as outlined in detail on the monthly Public Works memo of 4/9/14. The total cost of the additional repairs including additional paving is \$36,000. The contractor, Jimmy Harris, has offered to invoice the Town for half (\$18,000) this fiscal year and the remainder at the beginning of the next fiscal year. This allows the Town the option to pay from the regular operating budget instead of from the capital reserve fund. Commissioner Britt asked if this would be in writing from Jimmy Harris. Mayor stated it should show in the invoice.

The Wastewater Treatment Plant challenge involving solids settling in our oxidation ditch is also progressing. A recommended solution has been proposed at a cost of \$52,000. The projected portion of Warrenton's cost for this (\$23,395) is being added to the coming budget to be taken out of Water/Sewer Capital Reserve.

### **Public Safety**

Commissioner Hardy reported in addition to the written report there are strong leads to the break-ins in the Ridgecrest Drive area.

A welcome was extended to Officers David Ward and Lamont Burchette; both are experienced law enforcement officers.

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

Commissioner Fleming had no report from the Information Technology committee.

Human Resources is progressing with the new HR policy. The salary study shows that two salaries are below the minimums when compared to similar towns the size of Warrenton. Those two salaries are the Police Chief and Town Administrator. Mr. Davie requested Chief Lane make an adjustment in the current budget for the Chief salary while leaving his salary adjustment and recommendations up to the Board.

The Town attorney has reviewed the policy for legal purposes. HR Essentials will meet with staff and the HR Committee on May 9th after which the policy will be presented to the Town Board for approval. Commissioners inquired as to the exact time of the HR Essentials meeting. Mr. Davie will send out a notification.

Mrs. Bettie Davis retired March 31, 2014 but will be assisting the Town during May and June. Mrs. Meredith Valentine has been hired in Mrs. Davis' position and Mrs. Bridget Marlin has been hired to fill Mrs. Adrienne Alston-Boyd's position.

### **Revitalization/Historical**

Commissioner King had no report from the Historical Committee. Commissioner King reported that the Revitalization Committee has spent 85% of its allotted budget for the current year, but earned \$3,800 of which \$300 is over the estimated income of \$3500.

The Wounded Warrior Project 5K Run was deemed successful by all.

The next event for the Town is SpringFest, April 26, 2014 from 10AM to 4PM on the courthouse square. The sponsorship of the music is by Duke Energy Progress and Halifax Electric Membership (\$500 each). There are approximately 30 vendors of food and crafts with vendors being added daily. Also, this year there will be more attractions for children:

- a kids court, with slides and bouncy house

- a petting zoo with baby chicks and Moon Shadow Wolves.

A kids corner had been requested in the past and Revitalization is glad to accommodate family fun activities.

Preservation Warrenton has a Home Tour scheduled on the same date as SpringFest with open homes primarily in the Inez area. Quilts will also be on display at the Jacob Holt House.

The Junior Firefighters Competition will be held on April 26<sup>th</sup> at the recreation center with over 130 teams participating.

The Small Town Main Street Award ceremony held in New Bern was well represented by the town. The Award will be displayed at Town Hall. Robert Murphy, STMS representative, spoke highly of the progress in Warrenton during the past 2 years. He indicated that Warrenton will be used as a model town in future projects.

### **Beautification/Facilities**

Commissioner Britt reported Streetscape is off schedule a little due to an illness of the architect. Mr. Davie informed the Board of a 'hiccup' in the project due to miscommunication with the USDA. Either the benches or trashcans need to be re-bid or shipped back to company. If they are shipped back to Michigan, the cost would be approximately \$7900 to the Town for re-stocking and shipping fees. Commissioner Britt asked Mr. Davie if shipping could be negotiated in any way. He responded he is attempting all possible ways to resolve the issue. There is a concern that the equipment is here while the re-bidding process is ongoing.

Commissioner Mooring asked if the Town had done all it was expected to do as required by the grant. Mr. Davie responded he had reviewed the file and thinks the bid package submitted by the architect to the USDA might have been different from the bid package actually submitted to bidders. Presently, the architect and town attorney are reviewing the grant information. Commissioner Fleming asked if there is a termination date for the project. The Town has been awarded the grant and funding, but this 'hiccup' must be resolved before the project can move forward.

Commissioner Mooring asked if merchants could possibly purchase a bench, have it engraved and placed in front of their building. This is an idea to be considered. Commissioner Hunter asked if it were possible that USDA would deviate from the original contract in this matter. Mr. Davie thought not because of the strict regulations the USDA adheres to.

All agreed the removal of the planters on Main Street make the Town look better. The plants were removed and returned to the Garden Club who anticipate selling them at Spring Fest.

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

Commissioner Mooring had no report for this meeting.

### **Old Business**

The Community Service clients have done a good job of trash pick-up in area and will be doing so on a regular basis. Robert Davie asked that we let him know of areas in Town with excessive litter.

The Water Sewer Grant has been submitted. The Mayor thanked volunteers for their assistance during the project.

The Town has received an agreement from the UNC School of Government to review tax-credit funding options for old Town Hall. SOG will do the required study at a cost of \$7500 to the Town, which Mr. Davie suggested should be paid out of the current budget due to tight budgeting for the next Fiscal Year. Commissioner King made motion to proceed with SOG agreement and expenditure of \$7500. Commissioner Fleming wanted clarity. Commissioner Britt seconded the

motion. The motion was approved with Commissioners Fleming, Hunter, Harding, King, Britt, and Hardy voting "AYE" and Commissioner Mooring voting "NAY". Mr. Davie was instructed to draft a letter of agreement to the UNC School of Government.

Two quotes have been received to paint the Town Hall - \$9,000 from Frank Aycock and \$18,500 from Mike Aycock. Mr. Davie has compared the bids with the only obvious difference being that the bidders represent full time versus part time experience. The job includes scraping paint off the wood, glazing, and applying 2 coats of paint (primer and paint). Commissioner Harding asked if either bidder was insured for the job. Mr. Davie will verify insurance coverage. Commissioner Hardy asked the condition of the wood (termite infested /age). Mr. Davie stated it is the original wood and over 100 years in age. Commissioner Fleming asked about a treatment to preserve the wood and suggested that the Town contact Earl Stegall for information. Commissioner Fleming also stated the quality of the job depends on the quality of the paint.

With federal government regulations to be considered, Commissioner Hardy asked if there is lead in the paint. Commissioner Fleming stated most paints prior to 1978 had lead, so this building probably has been painted with lead in the mixture at some time. Joe Fitzsimons of Belk Architecture examined the paint and doesn't think there is lead. But all Commissioners agreed that the paint should be tested for lead. Commissioner Harding has a contact that can assist for testing a sample of the paint. Commissioner Hardy asked what happened to the original bid for painting the Town Hall. Mr. Davie stated that he felt the bid and proposed work did not meet long-term preservation standards.

For comparison of lead conditions, Commissioner Hunter asked about prior painting during the courthouse and John Graham building renovations. Commissioner Fleming stated technology has progressed greatly in recent years and that regulations are different since those buildings were restored. Commissioner Mooring stated the reason he voted nay to the UNC SOG study expenditure was because of the funds needed to repaint the exterior of old Town Hall. In a tight budget he considered painting old Town Hall a higher priority. Mr. Davie stated that this process could be included as an expenditure in the total renovation project; to which all agreed was a good idea.

Commissioner Hardy made a motion with a second by Commissioner Mooring to have the exterior paint of Town Hall tested for lead so the Town will know the best way to proceed with the painting project. A second was made by Commissioner Fleming. The motion was approved by a unanimously vote.

The Mutual Aid Intergovernmental Agreement between the Town of Norlina, the Town of Warrenton and Warren County was presented with a motion to accept it by Commissioner Mooring and second by Commissioner King. The motion was approved by a unanimous vote.

### **New Business**

The Fire Suppression Agreement from Warrenton Rural Fire Department was presented for consideration and a \$4,000 increase was highlighted. The term of the Agreement is for a 5-year period and calculated on the basis of ad valorem tax value within the town limits. The Mayor asked the Mayor Pro-tem to conduct business regarding the agreement in order to avoid a conflict of interest (the Mayor is the Fire Chief). John Blaylock, fire department treasurer, was present to answer any questions or concerns. Commissioner Mooring made the motion with a second by Commissioner Harding to approve the agreement. The motion carried by a unanimous vote.

Mr. Davie presented a resolution, related to the coal ash incident involving Duke Energy, supporting the remediation of water contamination in the Roanoke/Dan River basin. Commissioner King made the motion to support the Kerr Tar Regional Council of Government efforts with a second made by Commissioner Hunter. The motion was approved by a unanimous vote.

Commissioner Mooring was glad to see the County followed through on what they stated they would do to the old jail on E. Macon Street and wanted to give the County credit. Per the Vacant Property Ordinance, the old jail has been painted.

Commissioner Hunter opened a discussion concerning trash on roadsides and possible solutions to remediate it, such as contacting businesses that provide most of the material that ends up on the roadside. Hunter suggested asking the employees of these businesses to remind customers not to litter. Commissioner Fleming offered stiffer penalties and more signs outlining the increased penalties. It was agreed that signs and ordinances are in place but enforcement is difficult to do. Commissioner King also suggested forming a Merchants Association to address issues such as these.

Motion to adjourn was made by Commissioner Mooring and seconded by Commissioner Fleming. The motion was approved by a unanimous vote.