

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

---

### The January 9, 2012 Minutes Board of Commissioners Regular Meeting

Those present were Mayor Walter Gardner, Jr. Jeff Parrott, Town Administrator  
Commissioner Woody King Jennifer Harris, Warren Record  
Commissioner Mary Hunter Bill Perkinson, Public Works Director  
Commissioner John Mooring Goble Lane, Interim Police Chief  
Commissioner Julius Banzet Mitch Styers, Attorney  
Commissioner Robert Davie Annette Silver, Recording Clerk  
Commissioner Margaret Britt  
Commissioner Al Fleming  
There were approximately 10 citizens in attendance.

#### Call to Order/Minutes/Agenda

Mayor Gardner called the meeting to order at 7:00 PM. He then advised that under the consent agenda we need to withdraw the minutes from the December 12<sup>th</sup>., meeting in order to revise them for needed information and corrections. The consent agenda was reviewed, Item A. (Minutes of Board meeting December 12, 2011) was withdrawn. A motion was made by Commissioner Banzet with a second by Commissioner Fleming to accept the consent agenda with the noted exceptions. The vote carried unanimously.

#### Public Comment

Public comments were heard by Jana Miller and Karla Hehl. Mrs. Miller thanked the Board for assistance in making Town improvements. She expressed concern that the downtown business owners need to fix up the outside of their buildings and make them more presentable so that we can attract more people to the downtown area. Mrs. Hehl voiced her concerns about the town website needing to be updated. She said that the minutes were not up to date nor was the information on the current administrator, police chief, or new board members. Ms. Hehl was concerned that the website did not provide information that citizens needed and that we needed to pay someone to provide this service. Mrs. Hehl was informed that she could get information also by becoming a member of the Sunshine List. It was explained that anyone that wanted to be a member of the Sunshine List could call Town Hall and give their e-mail address to be placed on the Sunshine List and start getting information.

## **Consent Agenda**

- a. Year-to-Date Revenues and Expenditures Reports
- b. Checks in excess of \$10,000 – Citizens Insurance - \$17,469 Municipal Insurance Trust - \$11,063
- c. Sewer Adjustment Requests – Sylvia Powell
- d. Public Works Monthly Report
- e. Waste Water Treatment Plant (WWTP) Monthly Report
- f. Police Activity Report

Commissioner Mooring made a request to have the monthly checks report include all checks not just a listing of checks over \$10,000. Commissioner Britt stated at prior meetings when she was on the Board that all checks were listed and presented to Board members, thus making the Board more aware of Town finances. The Town Administrator stated that he would provide a listing of all checks for future board meetings and that if the list proved to be more information than the board was interested in he could revise the information for future meetings.

## **Committee Reports**

### **Public Works**

Commissioner Davie and Bill Perkinson reported that no out of the ordinary work had been done during this reporting period only minor WWTP and street repairs. Mr. Perkinson stated that business has been basically routine in nature for this month. Mooring asked about a bumper repair on one of the trucks this month and Mr. Perkinson advised him that we did not have any bumper repair for this reporting period.

### **Public Safety**

Commissioner Banzet and Interim Police Chief Lane stated that the monthly report reflected no outstanding problems in Town. Commissioner Banzet stated he had heard overall good comments on the Police Department. Interim Chief Lane reported officers are more involved with patrolling, businesses, and business escorts. The Mayor asked if the Committee wished to discuss the status of filling the Police Chief position. Commissioner Britt asked if the town could hire from within the department. Mayor Gardner stated that it could be done and that Officer Lane had expressed interest in becoming the full time Chief of Police. The Board agreed to have the Human Resources Committee meet and make recommendation to the Board on this matter. Commissioner Fleming agreed that he would hold a meeting and report back to the Board.

### **Finance and Administration**

Commissioner Hunter stated that the Finance Committee and Town Administrator had met with Rebecca Harris of Citizens Insurance and Bonding Company (CIBCO), as well as having a phone conference with a representative of the North Carolina League of Municipalities (NCLM), concerning Town insurance. There were comparisons made of both insurance groups, but since the BOC's had already voted to keep its insurance with

CIBCO the committee only explored ways to cut expenses with CIBCO as much as possible.

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

Commissioner Fleming requested a list of Town employees and their duties so he can better familiarize himself with the staff and their duties. Mr. Fleming then asked the Mayor questions about his duties in the Information Technology area. Mayor Gardner briefly explained the duties and responsibilities of the position.

Commissioner Fleming suggested that a random survey be conducted of town residents to find out what the citizen's think of the Town Hall Renovation Project. He feels that he is opposed to a one million dollar bill for the renovation of town hall. He wants to know what the BOC feels about a random sampling of this subject. He was informed by Mayor Gardner that this does not come under his committee report however his views were noted by the board.

Commissioner Fleming also expressed concerns that the telephone at Town Hall was not being answered in a more timely fashion. He asked Mr. Parrott how many employees worked at Town Hall. Mr. Parrott stated that if everyone was working there were five people to answer phones, however there were only three phone lines. If employees were out sick, at lunch, or doing other duties outside of the building the number of people could be lower at times. He also reminded the board that at times there are long telephonic meetings or hearings that can tie up a phone line for an extended period of time and automatically send the caller into voice mail.

### **Revitalization/Historic**

Commissioner King had no report from the Historic Committee, but went on to say that the Revitalization Committee has met and set most event dates through December 2012. They are waiting to hear from the Jaycees to set a Christmas Parade date and finalize the Prelude date. He also advised that the next Small Town Main Street meeting was on January 10, 2012. The Small Town Main Street has brought in possible new businesses to Warrenton but he is unable to discuss the details at the present time. King also advised that there is a planned citizen group meeting in February or March to give an update on the Small Town Main Street Program. He reminded everyone that we do have one vacancy on the Revitalization Committee if someone would like to volunteer.

### **Beautification/Museum**

Commissioner Britt questioned when the Christmas decorations were being taken down. Mr. Perkinson stated that they would be taken down on Sunday, January 15, 2012. Ms. Britt also called attention to the fact that merchants were using the public trash receptacles on Main Street instead of the trash cans in the rear of their buildings. Commissioner Britt asked the BOC if a letter would be a better approach to merchants or a visit from her to the merchants. The Board agreed that a more effective approach would be a personal visit from Commissioner Britt to each merchant. Commissioner Britt agreed and will make the visits. Also, she noted trash receptacles needed repair.

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

Commissioner Mooring had no report for this meeting. The Town Administrator stated in reference to Moorings prior questions on NC General Statutes 106A, 160A2 and 160A3, that the Town is in compliance with the law. Both he and Attorney Styers have reviewed and confirmed compliance on this issue.

### **Unfinished Business**

Commissioner Davie passed out information for the board to include revised plans for town hall and a copy of a letter from the environmental inspector. In the letter the inspector expressed concerns about employee exposure to asbestos, black mold, lead paint, lead pipes, and sewer gas at town hall. Davie said that no other information has been received as to grant funds. Mr. Parrott stated that an assistant construction engineer with Belk Architectures will be at town hall on Tuesday, January 10, 2012, to review upstairs beams and general structural conditions.

Commissioner Fleming asked if any money has been paid to Eddie Belk of Belk Architecture, Mayor Gardner stated no. Commissioner Mooring asked if any funds had been pledged to pay anybody any money. Mayor Gardner stated no and explained that Belk's fees should be included in the bid. Mayor Gardner explained that if the town does not continue with the present project, at some time Belk would be owed for his efforts in the project. Mitch agreed that when the project is put out to bid we would then owe the architectural fees. Commissioner Fleming stated that he wants to make sure that Belk clarifies as to whether any fees are owed and reminded everyone that in an earlier meeting Mr. Belk mentioned a seven to eight percent fee if we agreed to accept his services.

Commissioner Fleming also suggested that a random survey be conducted of town residents to find out what the citizen's think of the town hall renovation. Commissioner King agreed with Commissioner Fleming in that a survey is the right thing to do before we commit to any town hall renovations. Commissioner King said that he thinks we owe this to the citizens of the town. Commissioner Mooring made a motion to do a random sampling opinion poll of the projected town hall renovations. The motion was seconded by Commissioner King. Commissioner Banzet asked for an explanation of a random survey. Commissioner Fleming stated not all citizens (whether voters, taxpayers, or water bill customers) would receive a survey form to complete but rather it would be a random sampling of a certain percentage of the population, say 10% or 100 citizens out of a group of 1,000 people. It was suggested that the survey only go to taxpayers and that the wording would be very important. It was agreed that a committee will be appointed by Mayor Gardner to decide survey details such as the percentage of citizens to receive the survey, what questions will be asked and any other pertinent information that may be needed. Board members expressed interest in knowing where the money was coming from to pay for the WWTP improvements and pay for town hall renovations at the same time. Also, concern was expressed about slowing the town hall project down after the BOC had agreed to go forward with the detailed drawings.

Mayor Gardner reminded the Board that a vote was still on the floor, (Commissioner Mooring had made a motion to do a random sampling opinion poll of town hall renovations and the motion had been seconded by Commissioner King.) A vote was then made and it was 5/2 with Commissioner Hunter and Commissioner Davie voting nay and Commissioner Banzet abstaining. The motion passed. Even though Commissioner Banzet abstained, Mayor Gardner stated his vote would count as an affirmative vote.

Mayor Gardner reminded the Board of the public meeting law referring to the official or unofficial gathering of elected officials and discussing Town business. He advised that all meetings formal or informal are to be advertised with a 48 hour posting and they are required to keep minutes of the meeting. Also the Mayor advised that public records are open to public review with the exception of employee information (salary), contracts, and legal investigations. This was primarily brought up because Board members and some staff personnel were in attendance with County Commissioners at the Warren County Wastewater Treatment Plant Asset Management Plan meeting and made comments. Mitch agreed that everything is considered as public record but there are exceptions to the rule (such as ongoing legal actions, contract negotiations, administrative/personnel actions etc...).

#### **New Business**

No new business was presented.

#### **Resolution**

Mayor Gardner read the Resolution to Adopt the Warren County Wastewater Treatment Plant Asset Management Plan. A motion was made by Commissioner Banzet to adopt the resolution as a policy to guide capital budgeting and financial planning for the wastewater treatment plant. The motion was seconded by Commissioner Mooring. The vote was unanimous. A copy of the resolution is attached.

#### **No Announcements**

#### **No Closed Session**

With no further business, the meeting adjourned.