

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
Administrator

TOWN OF WARRENTON

"Historically Great - Progressively Strong"

P. O. Box 281

Warrenton, NC 27589-0281

PHONE (252) 257-3315 FAX (252) 257-9219

October 8, 2012 Minutes
Board of Commissioner's Regular Meeting

Those attending were:

Mayor Walter Gardner
Commissioner Palmer "Woody" King
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
Jennifer Harris, Warren Record
Annette Silver, Minute Taker

There were 4 citizens in attendance.

Call to Order/Minutes/Agenda

Mayor called meeting to order at 7:00PM followed by a moment of silence and the Pledge of Allegiance. The Proposed Agenda was presented with the Minutes from the called meeting of September 25, 2012 being added and the Closed Session item being removed. Commissioner Banzet made motion with second by Commissioner Fleming to accept Proposed Agenda with corrections. The vote was unanimously approved.

Public Comments

No public comments were voiced.

Consent Agenda

- A. Minutes of Board meeting September 10, 2012 & September 25, 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

Consent Agenda was presented and approved by motion of Commissioner Mooring with second by Commissioner Banzet. The motion was unanimously approved.

Committee Reports

Public Works

Mr. Perkinson reported no additional information other than information in written report in packet.

Public Safety

Commissioner Banzet and Police Chief Lane reported there have been several cases of scrap metal thefts in area and ask the public to be aware. Chief Lane requested 3 rifles (a FN SCAR 17 rifle and two FN P90 rifles) be named as surplus items. The individual that donated the canine vest to the Police Department for retired Officer Sennec asked if Chief Lane could find another

dog that could use the vest and donate it to that agency. An agency has been located. Commissioner Banzet made a motion with second by Commissioner Fleming to surplus rifles and donate vest to identified agency. The vote was unanimously approved. Lastly, Chief Lane thanked the Board for the appointment of Police Chief and will do best not to disappoint. Mayor stated he and Board have full confidence in him.

Finance and Administration

Commissioner Hunter expounded on Finance Meeting of October 5, 2012 concerning kiosk proposal to be located between 102 S. Main Street and 106 S. Main Street. The Finance Committee requested more bids (locally if possible) as a concern. Town Administrator Davie has talked with neighboring businesses and they are in agreement to request. Request is tabled until more bids are acquired. Mayor inquired as to line item to be used. Mr. Davie stated the cleaning line item will be name adjusted and used (37-400-24).

Human Resources/Information Technology

Commissioner Fleming has received no concerns and/or complaints for the Human Resources Committee. Mr. Davie was asked if he had any contact with Mr. Withrow concerning website. He has talked with Mr. Withrow, teachers and plans to interview students in near future. It is noted that the Town webpage is popular with the tourism page receiving the second most hits. Mayor presented a letter from Mrs. Adrienne Boyd requesting maternity leave beginning the end of December (by state law she can have up to 12 weeks). Board approved unanimously.

Revitalization/Historical

Commissioner King reported Harvest Market was considered a success. There were 36 vendors and 100% turnout by vendors. Next events include Fright Night October 27, 2012; Prelude to Christmas December 15, 2012 at 4:00PM; Christmas Parade December 15, 2012 at 5:00PM; and Spring Fest May 4, 2013. The next Small Town Main Street meeting is November 16, 2012 at 6:00PM with a Revitalization Committee meeting to follow at 7:30PM. As chair of Revitalization Committee, Commissioner King made a motion to have Crystal M. Smith fill vacant committee member seat whose term would expire in 2014 and re-appoint Pat Draffin, Jereann King-Johnson, Canecca Davis and Rose Shingler as committee members whose terms will expire in 2015. This motion was seconded by Commissioner Mooring with vote approved unanimously. Halloween will be observed Wednesday, October 31, 2012 5:30PM thru 8:30PM. No report from Historic Committee.

Beautification/Facilities

Commissioner Britt proudly reported she and Bill Perkinson supervised the removal of 4 trees (two on Bragg Street, one on College Street and one on Main Street) and when stumps are removed crepe myrtles will be planted. A citizen has suggested to Commissioner Britt a possible clean-up day for Main Street. The idea was thought acceptable and dates will be considered. The banners on Main Street are beginning to show wear and tear. Commissioner Britt has talked with Chad Larkins, Warrenton Cleaners, concerning repairing and cleaning the banners during the time the Christmas wreaths are displayed. The estimated cost would be approximately \$400.00. The Board agreed if money is available in budget, it would be the appropriate time to have work done. Commissioner Banzet congratulated Commissioner Britt on getting vehicles removed from Exxon Station on S. Main Street. Commissioner Britt reported Citizens Advisory Board met September 26, 2012. Attorney Styers has sent certified letters to offenders and received responses from most. There are questions as to whether the Cannon House (208 E. Macon St) has been condemned and whether the standing pillars at property at 302 E. Macon Street is legal. Mr. Davie is reviewing both concerns. James Sondergroth has talked with Mr. Davie concerning boarding windows on the property at corner of S. Front St. and W. Market Street.

Planning/Zoning/Annexation

Commissioner Mooring made a motion to have No Thru Traffic and No Truck signs placed at entrance to Fairview Street into Fairview Cemetery. The motion was seconded by Commissioner Britt. The vote was approved unanimously. A discussion was held on who owns the road area at

the bridge on Fairview St, Mayor Gardner and Commissioner Banzet stated that would call for in-depth deed research and is a priority at the present. There was concern, also, voiced on traffic entering Ridgeway Street from Front Street and Brehon Street.

Unfinished Business

Mayor updated Board on Town Hall move. There is currently nothing in the works as far as renovations are concerned to Market Street building. Commissioner Mooring made a motion with second by Commissioner Fleming to obtain bids for replacing the roof at 119 E. Market Street. A discussion followed concerning the roof, chimney, balcony, beams, engineering report and old quotes. The vote was unanimous to solicit quotes to repair the eaves, rafters and roof. The three city limits signs should be replaced by DOT within the next 60 days. There have been approximately 10 applications handed out for filling vacant commissioner seat. The due date for the applications is October 22, 2012 by 4:30PM. The candidates will then meet with the Board Monday, November 5, 2012 at 6:30PM to present themselves and their qualifications. The Board will make a decision at regular November 12, 2012 meeting of new commissioner. Mr. Davie gave update of Division of Parks and Recreation Grant as going well. The Park Oversight Committee and Steve Mohler met with positive feedback. Ms. Stephanie Richardson prepared a drawing of the area involved attempting to strategically place parking spaces and garbage bins.

New Business

Robert Davie thanked the Board for allowing him this opportunity to serve as town administrator. He, also, gave the Board an update on debt set-off classes taken, updating of the website, reviewing ordinances, possible new businesses coming into Town and available grants. A contract renewal was presented to Board for uniforms used by water department from Unifirst Uniforms with a 3% increase added through September 2015. Commissioner Britt made motion to accept with second by Commissioner Banzet. The motion was unanimously approved.

With no further business, Commissioner Mooring made motion to adjourn with second by Commissioner Britt.

