

**Walter M. Gardner, Jr.**  
Mayor

**Jeffery W. Parrott**  
Administrator

## **TOWN OF WARRENTON**

*"Historically Great - Progressively Strong"*

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### **The November 14, 2011 Minutes Board of Commissioners Regular Meeting**

Those present were:

Mayor Walter Gardner, Jr.

Commissioner Woody King

Commissioner John Mooring

Commissioner Mary Hunter

Commissioner John Blalock

Commissioner Julius Banzet

Commissioner Audrey Tippett

Commissioner Robert Davie

There were 10 citizens in attendance.

Jeff Parrott, Town Administrator

Jennifer Harris, Warren Record

Goble Lane, Interim Police Chief

Mitch Styers, Town Attorney

Bill Perkinson, Public Works Director

James Winston, CPA

Annette Silver, Recorded Minutes

Mayor Gardner called the meeting to order at 7:00 PM. The proposed agenda was presented with the addition of two items to New Business by Commissioner Blalock (Police Chief Position) and Commissioner Mooring (Town Cemetery). Commissioner Blalock moved the agenda be approved with noted changes. The motion was seconded by Commissioner Hunter. Public comments were heard from Ernie Fleming and Deborah Speer. Fleming stated he believed the renovation of Town Hall was important and hoped Board would ascertain sufficient facts and figures for grant applications. Speer stated she would like a flag present at meetings, possible Pledge of Allegiance spoken at meetings and had a complaint of a wood-burning stove on Battle Avenue that she considered a health nuisance.

#### **New Business**

Mayor Gardner presented consent agenda for consideration. Commissioner Davie requested statement concerning 3<sup>rd</sup> floor renovation of Town Hall be stricken from Minutes of October 10, 2011 and correction to Budget meeting November 1, 2011 to show \$65,000 in Proposal 1 and \$67,000 in Proposal 2. Consent Item 4 (checks in excess of \$10,000) should show 4 instead of none. With these corrections noted, Commissioner Blalock moved consent agenda be accepted. The motion was seconded by Commissioner Mooring.

#### **Consent Agenda**

- A. Minutes of Board meeting October 10, 2011
- B. Minutes of Board work session November 1, 2011
- C. Year-to-Date cash flow report
- D. Y-T-D Tax Revenue Report

- E. Y-T-D State Shared Revenue report
- F. Checks in excess of \$10,000
- G. Sewer adjustment requests – None
- H. Public Works Monthly Report
- I. WWTP Monthly Report
- J. Police Activity Report

The Audit report of 2011 was presented to Board by James Winston, II CPA. Winston began his presentation stating Warrenton did receive a seal of approval. Warrenton has improved financially (highlights show tax rate is 92.64% tax collection rate, net assets increase, and fund balance increase). Board agreed to Budget being put on website.

## **Committee Reports**

### **Public Works**

Commissioner Davie and Public Works Director Bill Perkinson reported potholes had been repaired and sidewalks had been fixed in conjunction with gas lines. The Treatment Plant had inspection and was in compliance. The moss on S. Main St. and Marshall St. had been pressure washed.

### **Public Safety**

Commissioner Blalock and Interim Police Chief Lane reported no major crime had taken place since last meeting. Board has received favorable comments concerning Interim Chief Lane and the department. Town Administrator stated inventory of all equipment had been done with sign off procedures in place. The Fire Department had no report. Everyone is invited to the Thanksgiving Breakfast at Fire House.

### **Finance and Administration**

Commissioner Hunter and Town Administrator had met and he requested guidance in several areas. Administrator requested changing town procedure in paying employees from weekly to every 2 weeks, thus saving 16 man hours monthly. Those employees with checking accounts would have direct deposits and others could receive either a paper check or a debit card. He would be willing to work with them. Board wanted to know if this would present a hardship to any employees. Have employees been polled? A motion was made by Commissioner Blalock to move Town pay date to every 2 weeks effective January 1, 2012, motion was seconded by Commissioner King. Voting aye were Commissioners King, Hunter, Blalock, Davie, Banzet with Commissioners Mooring and Tippett voting nay. (Commissioners Mooring and Tippett wanted employee input before vote). Administrator informed Board insurance policies were up for renewal effective January 1, 2012 and wanted to know if he was to automatically use same company or shop around for possible better rates. Commissioners Mooring and King wanted to renew with same companies after discussion. Commissioner Mooring made a motion with Commissioner Tippett seconding for Town to shop around. Vote was unanimous to shop around. Next, Parrot had concerns on vehicles. The 1993 Chevy Blazer used by Administration office has questionable use to Town (needs to be jump started if it is not used daily/weekly). There was discussion concerning the Ford Crown Victoria and Chevrolet Impala in police department as well. Commissioner Mooring made two motions concerning vehicles that were not seconded

which involved more discussion. More discussion ended with Commissioner Mooring making a motion for Town Administrator office to have access to the unmarked vehicle until 2012 Budget time. This motion was seconded by Commissioner King and passed unanimously.

Commissioner Mooring, also, made a motion for license of 4 surplus vehicles to be turned into DMV office, motion was seconded by Commissioner Blalock. In completing insurance papers, Administrator questioned if he is to be considered an essential or non-essential employee. Board discussed this matter and a motion was made by Commissioner Davie and seconded by Commissioner Tippett for Town Administrator to be considered essential employee.

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

Commissioner Banzet stated no concerns in Human Resources. Commissioner King stated the Revolving Loan is on the website and can be downloaded.

### **Revitalization/Historical**

Commissioner King reported no concerns in Historical portion. The Harvest Festival was deemed a success. The vendors did ask that Committee consider changing date to first of month for 2011. The Prelude to Christmas is scheduled for December 10, 2011 with parade following (rain date is December 12). The Revitalization Committee members presented for approval are as follows:

Jereann Johnson	Cheryl Bell	Pat Draffin
Rose Shingler	Carla Norwood	Pam St. Louis
Ernie Fleming	Jerry Roth	Bob Shingler

Motion was made by Commissioner King with second by Commissioner Banzet, motion passed unanimously.

### **Beautification/Facilities**

Commissioner Tippett had no report.

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

Commissioner Mooring had no report.

### **Unfinished Business**

Commissioner Davie made a motion to adopt a Capital Project Ordinance to identify and authorize capital improvements to be made to Town Hall while identifying the revenues that will finance the project and making necessary appropriations. Included in the motion are the below stipulations as well as accompanying, supporting materials. (A) Utilize a 3-floor plan, provided by Belk Architecture, as a basis for soliciting construction quotations. Employ Belk Architecture to perform additional detailed plans as needed. (B) Utilize United Financial of North Carolina as the lending source and opting for a 25-year fixed-rate loan with principal payments beginning in 2014 and with interest expenses or carrying costs beginning sooner than 2014 as needed. Total principal financed shall not exceed \$975,000. An effort shall be made to reduce renovation costs as much as possible targeting a goal of \$70 per square foot. (C) Utilize current revenues that will be unencumbered by 2014 to satisfy the annual loan payment. Only as a last resort, only in an emergency situation and only upon approval by the Town Board should ad-velorem tax increases be used as a method of loan repayment. Useful sources of revenue may include: grants, rental income and reductions in other budget line items. (D) Pursue any and all pertinent and available

grant funds. As needed, Town Administration shall also assist the Plummer Hook and Ladder museum in sourcing grant funding for museum operations. Upon receipt of such grant funding for operations, Town Administration shall pursue a reasonable rental agreement with Plummer and Ladder. (Commissioner Davie referenced page 23 Warrenton 2011-2012 proposed and adopted Budget and Grant opportunities). After a discussion (including Town charter and Margaret Britt questioning rent to be paid by Plummer Hook and Ladder Museum) Commissioner Blalock seconded motion. The vote was 6 ayes and 1 nay by Commissioner Mooring.

### **New Business**

Commissioner Blalock asked Board how they were anticipating handling the hiring of the police chief. A discussion ensued with motion by Commissioner Banzet and seconded by Commissioner Mooring to table until 2012 meeting.

Commissioner Mooring made Board aware of violation concerns of Warrenton Cemetery on N. Main St. Mooring believes Town needs more control of situation. Attorney Styers was questioned on Town's authority in matter. Styers stated Budget item gives Board authority to act. If funeral homes are not in compliance with Town ordinance to get permit (\$100) prior to burials a \$200 fine should be issued. Administrator is to send letters to funeral directors in Warren County and surrounding counties, so they are informed.

Mayor on behalf of Town thanked Commissioners Blalock and Tippett for serving, also, told new commissioners attending the Board was looking forward to working with them. The Board received a thank you note for John Freeman. Mayor reminded members of COG Board of Directors meeting Thursday, November 17, 2011.

Board went into closed session until 9:50pm at which time Attorney Styers stated no actions were taken.

With no further business, meeting was adjourned by motion of Commissioner Blalock with second by Commissioner King.