

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
Town Administrator

TOWN OF WARRENTON

"Historically Great - Progressively Strong"

P. O. Box 281

Warrenton, NC 27589-0281

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

BOARD OF COMMISSIONERS REGULAR MEETING

MAY 12, 2014

Those attending were:

Mayor Walter Gardner

Commissioner Palmer "Woody" King

Commissioner George "Al" Fleming

Commissioner Mary Hunter

Commissioner Kimberly Harding

Commissioner Margaret Britt

Commissioner William "Tom" Hardy

Robert Davie, Town Administrator

Goble Lane, Police Chief

William Perkinson, Public Works Director

Mitch Styers, Town Attorney

Jennifer Harris, Warren Record

Annette Silver, Minute Taker

Commissioner John Mooring was absent. There were no other 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 Arcola family that lost their home by fire this evening and for Theodore Smiley - former town administrator. The Pledge of Allegiance was led by Commissioner Hunter. The Proposed Agenda was presented with motion to accept by Commissioner Fleming and second by Commissioner King. The vote to approve was unanimous.

Public Comments

No public comments were voiced.

Consent Agenda

The Consent Agenda was presented.

A. Minutes of Board Meeting April 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 Fleming with second by Commissioner King. The vote to approve was unanimous.

Committee Reports

Planning/Zoning/Annexation/Cemetery

In the absence of Commissioner Mooring no report was heard.

Beautification/Facilities

Commissioner Britt requested a review of the stop signs in Town limits due to age, mildew and some locations where they are not visible to traffic. Mayor informed Board that he, Police Chief Lane and Public Works Director have completed an inventory of signs and will begin replacing signs as funds are available. The street crew was complimented on doing a great job in Town with regular duties and additional jobs thrown their way (tree replacements and Spring Fest). Mr. Davie reported 27 crepe myrtles are planned for arrival and planting in the next 2 weeks as well the re-bid process for the benches.

Revitalization/Historical

Commissioner King had no report from the Historical Commission. The Spring Fest was a huge success, the best ever with 57 vendors. The kid court with the bouncy house, slide and live animals were highly praised. The current revenue figure for Revitalization is \$4600 (132% over budget revenue allotment) while expenses remain slightly over their budget allotment. Harvest Market is scheduled October 11, 2014 with applications already requested from vendors. The next Revitalization meeting will be Tuesday, May 20, 2014. Public safety and public works were given a thank you and applause for all the work they did on various Town projects.

Human Resources/Information Technology

Commissioner Fleming and HR Committee met with David Hall and Shelia Freeman of HR Essentials to review the new policy which is still in its preliminary stages. Attorney Styers reviewed the policy and provided his comments/changes. It is also suggested that the HR policy be reviewed every 4 to 5 years if not sooner to stay up with changes. There was no report for Information Technology.

Public Safety

Commissioner Hardy reported in addition to the written report that the county overflow problems have caused some concern to the Town. Mayor Gardner informed the Board of a fire inspection to be completed by August. The 1987 Ford truck will be refurbished to expand the use by the end of the year.

Public Works

In addition to the written report from Public Works, Commissioner Harding noted that the sewer system rehabilitation project is near completion on Crockett Street. Considerable erosion to the Crockett-Harris Street properties resulting in more detailed corrections and unplanned expenditures. Consulting with the engineer and the contractor for the project, it was determined that correcting the concerns now would be the most financially beneficial to the Town. The cost of \$22,500 will be paid out of Powell Bill funds received for the FY 2014-15. As a result of the work being done at this time, the savings to the Town will be approximately \$10,000. Approximately \$70000 of Powell Bill funds remain in reserve.

Finance and Administration

Commissioner Hunter indicated that a budget report will be presented by the Town Administrator on 2014-2015 Budget later in the meeting.

Old Business

A resolution rejecting all bids for benches, trash receptacles and bicycle racks received in Request for Pricing ending January 17, 2014 was presented. A motion was made by Commissioner King to accept the resolution cancelling all bids. With a second by Commissioner Fleming, the motion passed with a unanimous vote. Mr. Davie has received testing results from Childress Environmental Consultants, Inc. in reference to the possibility of asbestos and lead base paint in old Town Hall. A total of 16 samples were collected from old town hall and tested for lead and asbestos. **No asbestos materials were found inside the building.** (Paint is considered "lead base paint" if it contains lead equal to or greater than 0.5% lead by weight. Samples were collected of paint on plaster walls from first and second floors, wood ceiling of

second floor, stair rails, interior window sills and exterior painted doors and frames and exterior windows. The following are the painted surfaces found to be Lead Base Paint:

- (a) Red painted columns in the first floor back room or old truck bay (1.9% lead)
- (b) Interior stair rails connecting the first and second floors both the black paint (0.85% lead) and the light green (2.1% lead).
- (c) Exterior front entrance doors have been replaced over the years but the framing is the original. It had lead concentrations of 1.5% lead.
- (d) Exterior windows ranged 2.8-5.2% lead.
- (e) Exterior doors and garage door on side of the building that goes to the old truck bays were 4.5% lead.

All other painted surfaces had trace lead ranging from 0.002 - 0.44, which is below the 0.5% to be classified Lead Base Paint. If LBP is removed from a surface it has to be handled as a hazardous waste and disposed properly. If a LBP component, such as a window or door is removed as a complete unit it can be disposed of as construction waste. The general contractors must be made aware of LBP painted surfaces and must use the correct protective personal equipment and engineering controls as established by OSHA for LBP Standard. Mr. Davie was instructed to pursue estimates for removing the lead paint on the exterior of Town Hall as well as repainting.

New Business

A resolution was presented for continued participation in Small Town Main Street program. A motion was made by Commissioner King to approve the resolution with second by Commissioner Fleming. The motion carried by a unanimous vote.

Mr. Davie presented the renewal of First Citizens Bank Treasury Services Agreement. Attorney Styers has reviewed and approved the agreement. Commissioner Hardy asked if other institutions in area were considered for comparable services at a lower cost. Mr. Davie stated the fees have been negotiated down from \$3600 to \$1200 with First Citizens Bank and to change to another institution would involve extensive account disruption. A motion was made by Commissioner King with second by Commissioner Hunter to approve the renewal of the First Citizens Bank Treasury Services Agreement. Commissioner Fleming refrained from the vote as he is a member of the local First Citizens Board. The motion carried by a unanimous vote.

A proclamation, establishing May as Preservation Month, was presented with motion to support made by Commissioner Harding and second by Commissioner Fleming. The motion carried by a unanimous vote.

Mr. Davie presented information concerning a grant for pet waste receptacles from the Soil and Water Conservation department of the State. The grant is a 3-1 match with the cost to the Town being \$359. The receptacles are to be maintained in proper working order for 10 years. Mr. Davie suggested this as a good idea as the Town will install the stations and receive reimbursement for their time. A motion was made by Commissioner Hardy with second by Commissioner King to approve the grant for pet stations.

The budget amendments for reserves for WWTP loan closing and water/sewer rehab engineering were explained as an amendment to support prior approved expenditures. This amendment authorizes \$7710.34 from Water/Sewer reserve funds to be used for obligation of closing costs for the Phase 1 Rehab of the Waste Water Treatment Plant and \$10,000 to be used for engineering cost associated with the Phase 1 of the Water/Sewer Rehab. A balance of approximately \$250,000 remains in the Water/Sewer reserve account (Expense Accounts 45-810-008 and 45-810-010; Revenue Account 45-340-000 and Water Sewer Asset Reserve Account 45-200-000 are the accounts involved). Commissioner Hunter made motion to approve the budget amendment with second by Commissioner Hardy. The motion carried by a unanimous vote.

Budget

The Town Administrator presented the 2014-2015 Town of Warrenton Budget. He explained this budget year will be tight but manageable. There is no planned increase in the Ad Valorem tax

rate of \$.61/100 for 2014-2015. There is no planned across the board increase in water/sewer rates; however, the large volume user rate will increase by 5% to reflect the equal increase in the cost of water. A budget work session is scheduled for May 19th at 7:00PM at the Firehouse. Mayor Gardner asked commissioners to contact Mr. Davie ahead of the meeting, allowing time for research.

With no further business, meeting adjourned.