

**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 October 14, 2013**

Those attending were:

Mayor Walter Gardner  
Commissioner Palmer "Woody" King  
Commissioner Mary Hunter  
Commissioner Kimberly Harding  
Commissioner John Mooring  
Commissioner Margaret Britt  
Commissioner Julius "Jules" Banzet

Goble Lane, Police Chief  
Robert Davie, Town Administrator  
Bill Perkinson, Public Works Director  
Jennifer Harris, Warren Record  
Annette Silver, Minute Taker

Commissioner Fleming was absent. There were 23 citizens present.

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

Mayor Gardner called the meeting to order at 7:00 PM. Those attending observed a moment of silence and recited the Pledge of Allegiance. The Proposed Agenda was presented for acceptance. A motion was made by Commissioner Banzet to accept the night's agenda, and it was seconded by Commissioner Mooring. The motion was unanimously approved.

#### **Public Comments**

Mrs. Deborah Speer wanted to thank the Town and the Revitalization Committee for the successful Harvest Market Festival on Saturday, October 12.

#### **Consent Agenda**

- A. Minutes of Board meeting September 2013
- 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
- G. Local Firefighters Relief Fund Board Appointments

The Consent Agenda was presented. In the September 2013 Minutes under Public Works, it was requested that the following statement be removed: "Commissioner Mooring voiced concerns in the Norlina water situation, the Town presently does not plan to bill Norlina for their assistance." It should be replaced with: "Commissioner Mooring voiced concerns about expense to the Town because a contractor hit a water line that the Town did not know existed at the convenience store across from AAA Gas on Warren Plains Road. The Town will not bill the contractor since they did ask the Town to identify any water lines at the location of the underground fuel tanks they were removing." Also, under New Business a request was made to add... "Robert Davie recommended that the full BOC visit the Holt property for a tour. Commissioner Mooring would like the Revitalization Committee to have a chance to discuss plans for the Holt Property before

the BOC makes a decision on how to proceed. Two Citizens Advisory Board recommendations were reviewed and approved with correction. The Board reviewed compliance reports and discussed the need to determine what can legally be done with the Cannon House. The Board approved a Resolution of Support for water quality outreach programming through 205j grant funding for Kerr-Tar Regional Council of Governments. Commissioners were asked to complete the required questionnaire for auditors." In the October Agenda, "Item G.- Local fire fighters relief fund board appointments" should be eliminated. A motion to accept Consent Agenda with corrections was made by Commissioner Mooring with second by Commissioner Banzet. The motion was unanimously approved.

The Warren County Middle School Spanish Class made a presentation concerning their international project. The "Pulsera Project" (pulsera means bracelet) assists students in Nicaragua with education and sales of their crafts. Warren County students made 100 bracelets at a cost of \$5.00 each for a total donation of \$500.00 to Nicaragua. The meeting was temporarily suspended for purchases to be made by those attending. The Board congratulated the students on their interest and a job well done.

## **Committee Reports**

### **Finance and Administration**

Commissioner Hunter had no report in addition to the Finance matters that will be presented by the Town Administrator.

### **Public Works**

Commissioner Harding gave a review of recent Public Works Committee meetings. The Committee's recommendation is to "table" the proposed Inactive Water Account fee and review it as necessary for future budgets. The loss of predicted revenue from implementing and enforcing the ordinance was addressed with the following areas identified for recouping revenue: (a) contingency expenses in current budget that may or may not have to be used (b) potential savings in water purchase (c) reserve account for water/sewer budget overages. The word "table" was questioned. Commissioner Mooring asked if amendments would be needed and if the ordinance needed to be corrected. Attorney Styers will be contacted to review the language of the ordinance before the November meeting. If needed, an amendment to the budget will be presented to reflect the changes in revenue. Commissioner Banzet made the motion with second by Commissioner King to table the recommendation until the November meeting at which time Attorney Styers will have reviewed the ordinance and staff will have presented necessary budget amendments. Mayor Gardner thanked Commissioner Harding and the Public Works Committee for their diligence in tackling the situation and presenting a recommendation. Additional business from Public Works is covered in a written report included in the agenda packet.

### **Public Safety**

Commissioner Banzet and Chief Lane informed the Board that the Warrenton Police Department has officially been awarded a grant from the Governors Highway Safety Program in the amount of \$7000 to purchase a light tower. The grant requires no match. The light tower will be useful in conducting activities such as nighttime checkpoints and other safety events. Chief Lane requested a budget amendment to line # 37-500-406. A motion was made by Commissioner Mooring, with a second by Commissioner Banzet, to amend budget line item number 37-500-406. The motion was unanimously approved.

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

In the absence of Commissioner Fleming, Mayor stated there were no concerns that he was aware of.

### **Revitalization/Historical**

Commissioner King reported that a representative from the Jacob Holt House Foundation will be recommended to the Board of Commissioners for appointment to the Historic District Commission at the November meeting. Commissioner King reported that the October 12 Harvest Market was a successful event in spite of the weather. It was believed that approximately 500 people attended the festival. The \$1000 sponsorship from CenturyLink, solicited by Commissioner Mooring, was a boost in securing the headliner band and resulted in a profit for the event. According to budget figures 54% of the anticipated revenue for 2013-2014 has been acquired, and revenues are ahead of expenses. The next events scheduled through revitalization are Fright Night, October 26, and Prelude to Christmas, December 14. Commissioner King thanked the Public Works staff for its efficient work done before and after the festival.

### **Beautification/Facilities**

Commissioner Britt also congratulated the Public Works staff on all the primping done in preparation for Harvest Market. Commissioner Britt informed the Board that Frank Carpenter of DOT told her that a meeting is scheduled for Tuesday, November 5, 2013, to discuss the South Main Street paving issue. Mr. Carpenter believes the street correction will be approved. Commissioner Britt plans to attend, and the Mayor is reviewing his schedule for his availability.

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

Commissioner Mooring had no report.

### **Old Business**

Board members toured the Holt property located at 209 Fairview Street on September 23, 2013. It is the consensus of those that toured the property that it would be to the Town's advantage to sell the property and use the proceeds to provide matches for upcoming grant opportunities. Commissioner Mooring made a motion, with second by Commissioner Banzet, to list the property at 209 Fairview Street as surplus. The motion was unanimously approved. Mr. Davie will contact the School of Government and research the proper procedure for proceeding. The construction on the old town hall roof is scheduled to start this week, weather permitting. A quote for exterior window glazing, scraping and painting has been received for \$3700. Mayor Gardner, Robert Davie and Commissioner Harding met with Sharon Decker, North Carolina Secretary of Commerce, on October 9 at the Armory while attending a multi-county meeting. Secretary Decker spoke at the meeting on the needs and strengths unique to rural areas and small towns as it applies to economic development. It was reported that the group spoke with Secretary Decker regarding two grants that are on hold, the Catalyst Grant and a grant for funding the replacement of Town water meters. Mayor Gardner and Robert Davie have been contacted and told that discussions are being held regarding Warrenton's grants, and we should be getting additional information soon.

### **New Business**

The Sewer Capital Project is concluding. The Board thanked the Public Works staff for work done and budget savings. A Revised Capital Project Ordinance appropriating additional funds to the final stage of the sewer project was presented for adoption. Commissioner King made a motion, with second by Commissioner Banzet, to adopt the capital project ordinance. The motion was unanimously approved. Commissioner Mooring discussed Harris Street and Crockett Street water runoff concerns and asked that they be addressed in the 2014-2015 budget or through the Powell Bill Fund. The Town Administrator has contacted Duke Energy concerning changing streetlights from mercury vapor fixtures to LED fixtures. Warrenton has 200 streetlights of which 160 would be converted for free, with the other 40 being converted at \$50 per light. There are some lights that have already been replaced, resulting in improved, brighter lighting in those areas. The \$2000 needed to complete the LED switch can be covered in the budget through expected savings and without a budget amendment. A motion was made by Commissioner King, with a second by Commissioner Britt, to implement the streetlight update. The motion was unanimously approved. The Umbrella Branding Project, a cooperative project including the Towns of Edenton, Halifax, Hillsborough, Murfreesboro and Warrenton, is designed to drive

additional tourism and business to the respective towns. The participating towns will share the cost of the project. The slogan or brand to be registered at the US Patent Office is *History Worth Repeating*. Each town is asked to appropriate \$2000 for the startup costs of the project. Robert Davie was congratulated on the initiating the project and getting it launched. A possible source for the money is a miscellaneous line item for \$1500.00 and a potential \$1000 match from the Warren County Economic Development Commission. Commissioner Mooring made a motion, with a second by Commissioner King, to approve the appropriation of \$2000 as Warrenton's portion of startup funding for the Umbrella Branding Project. The motion was approved unanimously.

**Announcements**

None

Commissioner Mooring made a motion to adjourn, and it was seconded by Commissioner Banzet. The motion was approved unanimously.