

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

**Robert F. Davie**  
Town Administrator

## **TOWN OF WARRENTON**

*"Historically Great - Progressively Strong"*

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### **December 10, 2012 Minutes** **Board of Commissioners Regular Meeting**

Those attending were:

Mayor Walter Gardner

Commissioner Palmer "Woody" King

Commissioner Mary Hunter

Commissioner Kimberly Harding

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

Mitch Styers, Town Attorney

Jennifer Harris, Warren Record

Annette Silver, Minute Taker

Commissioner George "Al" Fleming was absent.  
There were 5 citizens in attendance.

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

Mayor Gardner called meeting to order at 7:00PM followed by a moment of silence and the Pledge of Allegiance. The Proposed Agenda was presented and accepted by motion of Commissioner Mooring with second by Commissioner Britt. The vote was approved unanimously.

#### **Public Comments**

Public comments were heard by Deborah Speer asking Board to consider planting a live tree on the courthouse lawn for Christmas 2013.

#### **Consent Agenda**

- A. Minutes of Board meeting November 12, 2012
- 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

In the November 12, 2012 Minutes the following corrections should be made. Commissioner Mooring made the motion to name Travis Pulley as Commissioner to replace Robert Davie with the second by Commissioner Fleming. The vote was 3 yea by Commissioners Britt, Mooring and Fleming for Travis Pulley with Commissioners Hunter, Banzet and King voting nay. The consent agenda was accepted with corrections by motion of Commissioner Banzet with second by Commissioner Mooring. The vote was unanimously approved.

#### **Committee Reports**

##### **Public Works**

Commissioner Harding wanted to thank Bill Perkinson for the tour of the treatment plant and recommended other Commissioners tour the plant as well. Mr. Perkinson reported no additional

information to written report. Mr. Perkinson was asked about the annual leaf pick-up, which he explained to satisfaction of Board.

### **Public Safety**

In addition to written report Commissioner Banzet and Chief Lane reminded the Board of the Christmas Parade scheduled for Saturday, November 15, 2012 at 5:00PM. Town Administrator reported mobile units on VGCC campus have been reviewed by Fire Marshal and require sprinklers. Superintendent Spain will be informed of requirements.

### **Finance and Administration**

Commissioner Hunter had no additional information to written report.

### **Human Resource/Information Technology**

In absence of Commissioner Fleming Mayor stated there was no report.

### **Revitalization/Historical**

Commissioner King reported Revitalization Committee will meet Tuesday, December 11, 2012 at 7:30PM at Town Hall conference room. The Prelude to Christmas and Christmas Parade are scheduled for Saturday, December 15, 2012 beginning at 4:00PM. There will be one vendor present, with most activity being located on W. Macon Street attempting not to interfere with courthouse reseeding project. An artificial Christmas tree was donated this year for decorating with a live tree hopefully to be planted for 2013. There will be no Small Town Main Street December meeting because of holidays.

### **Beautification/Facilities**

Commissioner Britt reported 5 tree stumps were removed with top soil planted at a total cost of \$200.00. Crepe myrtles are to be planted hopefully before Christmas in their places.

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

Commissioner Mooring had no report at this time.

### **Administrator's Report**

Administrator Davie reported great success in the recruiting process for downtown Warrenton businesses. He will meet with the drug store representative this week and the Printing business is on schedule for January. There is an applicant for the revolving loan grant for a dry cleaning service to be located in building on S. Main Street owned by Craig Allen. Mr. Davie has looked into a grant for sidewalks on Hall Street and that is progressing well. The USDA/RBEG beautification grant with Preservation Warrenton, the upgrade to water meters through the Rural Center, and the wireless upgrade are all proceeding well. The NC Catalyst grant is a 100% grant that the Town can use in restoring Town Hall. There is a survey being conducted to get incomes of residents in the extended water district which will assist in percentage used for process. It is believed Warrenton has a good possibility of receiving grant. The Awning Match Fund is a grant suggested by Small Town Main Street that will assist merchants in creating a "face lift" and improving Town appearance. Mr. Davie and Mrs. Davis have found \$2000 that can be transferred to establish a 25% match fund for a cloth awning for downtown merchants. The funds will come from Budget line item Administration Technology Upgrade 37-400-214 and will become 37-400-215. Commissioner Mooring made the motion with second by Commissioner King for Town to establish a fund to be used as an Awning Grant with money being transferred from Administration Technology Upgrade line. The vote was unanimously approved.

### **New Business**

The Clean Water Management Trust Fund support resolution was presented and approved unanimously by motion of Commissioner King with second by Commissioner Banzet. The vote was approved unanimously. The following appointment recommendations were made to the Planning Board: Wally Hurst (chair) term expiring 2013; Jeff Harty, William Cox, Robert Schuerch and Ret. Col. John Jenkins terms expiring 2014. Those with terms expiring 2015 are John Blalock,

Charles Grady and Bill Overby. The following appointment recommendations were made to the Zoning Board with terms expiring 2013 Robert V. Alston and James Solomon; with terms expiring 2014 David Spence (chair), Claude Burrows and Deborah Speer; with terms expiring 2015 Bill Neal and Bob Neal, Jr. Commissioner Mooring made the motion with second by Commissioner Banzet to accept the appointment recommendations to the Zoning and Planning Boards. The vote was unanimously approved. A motion to accept Document Systems of Henderson's five-year copier contract was made by Commissioner Mooring with second by Commissioner Banzet. The vote was unanimously approved. The insurance renewal contract was presented for renewal January 1, 2013. Rebecca Harris was complimented on work done in finding an agency to cover vacant Town Hall building for 90 days. The motion was made by Commissioner Banzet with second by Commissioner King to accept insurance renewal contract. The vote was approved unanimously. Commissioner Banzet made a motion with second by Commissioner King to declare surplus a gator from water department to be placed on GovDeals for sale. The vote was unanimously approved.

### **Announcements**

The Employee Christmas Lunch is scheduled Wednesday, December 12, 2012 and Prelude to Christmas followed by Christmas Parade is scheduled for Saturday, December 15, 2012. Congratulations were given to Commissioner Banzet on his retirement.

Motion to go into closed session was made by Commissioner Banzet with second by Commissioner King at 7:55PM. The vote was unanimous and Board went into closed session.

Motion to adjourn was made by Commissioner Banzet with a second by Commissioner Mooring followed by a unanimous vote of approval.

