

Walter M. Gardner, Jr.
Mayor

Jeffery Parrott
Administrator

TOWN OF WARRENTON

"Historically Great - Progressively Strong"

P. O. Box 281

Warrenton, NC 27589-0281

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

May 14, 2012 Minutes **Board of Commissioners Regular Meeting**

Those attending were:

Mayor Walter Gardner, Jr.	Commissioner John Mooring
Commissioner Woody King	Jeffrey Parrott, Town Administrator
Commissioner Robert Davie	Goble Lane, Interim Police Chief
Commissioner Mary Hunter	Mitchell Styers, Town Attorney
Commissioner Julius Banzet	Bill Perkinson, Public Works Director
Commissioner Margaret Britt	Annette Silver, Minute Taker

There were approximately 12 citizens in attendance.

Call to Order/Minutes/Agenda

Mayor Gardner called meeting to order at 7:00 PM followed by a moment of silence. Mrs. Deborah Speer was asked to lead the Pledge of Allegiance. The proposed agenda was presented with the addition of a resolution from Small Town Main Street extending the contract for another year. The agenda was approved unanimously following motion by Commissioner Banzet with second by Commissioner Mooring.

Public Comments

Public comments were heard from Eddie Mitchum, Jimmy Harris and Deborah Speer. Mr. Mitchum spoke on concerns of his request for sewer adjustment being denied. He explained watering his yard had caused an increase in the consumption but was refused an adjustment. Mr. Perkinson explained the procedure to the Board and will review customer concerns and get back to him. In the past, the procedure could be done over the telephone, but now a form is completed and signed by the town administrator when approved.

Jimmy Harris was before the Board to give an "at-a-boy" for a job well done in correcting curb and water/sewer concerns at Robinson Ferry Restaurant, Bragg Street. It was done professionally and in a timely manner, according to Mr. Harris.

Deborah Speer asked the Board for monetary assistance with billboard cost that 6 business owners anticipate using on I-85 welcoming people to Warrenton. Mrs. Speer thought it would be nice for the Town to assist in the cost. Mayor Gardner stated with this would be considered in the next Budget session.

Consent Agenda

- A. Minutes of Board meeting April 9, 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

- G. Proposed Budget Amendment
- H. Small Town Main Street Resolution

The consent agenda was approved unanimously following motion by Commissioner Mooring and second by Commissioner Britt.

Committee Reports

Planning/Zoning/Annexation

Commissioner Mooring reported the Committee met April 16, 2012 to discuss and clarify classification of zoning of property on US Highway 158 Business West and charges and fees for cemetery use of cemetery on N. Main Street. Commissioner Mooring made a motion to accept the recommendation to add a special use variance as a line item to the existing rules for zoning in regard to the Solar Farm. The motion was seconded by Commissioner Davie, and the motion carried unanimously. In regard to the funeral home and cemetery needs, Commissioner Mooring read the recommended schedule by Committee which, once adopted, will be mailed to funeral directors.

	Rates and Charges	
	In Town	Out of Town
Burial Plot	\$400.00	\$500.00
Digging of the grave	Contractors cost + \$200.00	Contractors cost \$300.00
Permit of Burial	\$100.00 (administration cost)	\$200.00
Penalty for not acquiring permit	\$200.00 plus all fees above	\$300.00 plus all fees above

Commissioner Mooring made the motion to accept the recommendation of the committee for rates and charges with second by Commissioner Banzet. Commissioner Mooring requested that the Town Administrator place an ad in the paper advertising for a gravedigger to open and close graves for the Town Cemetery. Commissioner Mooring made the motion with second by Commissioner Davie to change property on Westside Drive owned by Marie Martin from commercial to residential use. The motion carried unanimously.

Beautification/Facilities

Commissioner Britt commented that the Town was clean and neat for the Preservation Tour and Spring Fest and she greatly appreciated the work done. With some help, most of the tarp on the Cannon House was removed, and telephone calls were received from Dr. Williams' family expressing thanks. The family did state they would like to restore the house as a museum to honor Dr. Williams. Commissioner Britt referred the family to Noel Robertson, president of Preservation Warrenton. Commissioner Britt said that she and Bill Perkinson will be discussing the trimming of some trees on Main Street.

Revitalization/Historic

Commissioner King had no report from Historical Committee. Spring Fest was considered a success, even though the weather was not good. Forty-seven vendors participated. The 2011-2012 Budget showed \$1500 set aside in revenue. The Committee is proud to show to date \$2940, almost double intake. In expenditures, the 2011-2012 budget projected \$1400, and to date, \$1186 has been used.

Human Resources/Information Technology

In absence of Commissioner Fleming, Commissioner Davie had no report.

Finance and Administration

Commissioner Hunter reported no business other than that included in the Board agenda packet. Town Administrator Parrott passed out a copy of the proposed budget for 2012-2013. At present there are no planned increases in rates. Line item 37-400-011, assistant clerk is explained as an administrative assistant, who will do work at Town Hall as well as with Mr. Perkinson at Water Plant. The Finance Committee will meet within a week or so and review the budget. Mayor Gardner scheduled a budget workshop for the full Board for Tuesday, June 5, 2012 at 7:00PM with plans in mind for adopting the budget at the June 11, 2012 Board meeting.

Public Safety

Commissioner Banzet and Interim Police Chief Lane reported things are going well in Police Department. Lane stated that expenditures in the Police Department are about 10% under budget. He has met with DOT engineers concerning truck routes in view of traffic concerns at the Main and Macon Street intersection. To avoid hardship to the Town and truck companies, DOT recommended eliminating 3 parking spaces on Main Street rather than re-routing truck traffic. Attorney Styers recommended an ordinance amendment to eliminate right turns on red. Commissioner Banzet and Mayor Gardner complimented the fire companies and police on the job done in response to Saturday's fire on Halifax.

Public Works

Commissioner Davie and Bill Perkinson reported public works had bids for construction and rehabilitation work open through May 31, 2012. The Sewer Collection System Annual Compliance Inspection by NC Department of Water Quality was done March 28, 2012 and Town was found compliant in all points.

Unfinished Business

Mayor Gardner reported Town Hall Renovation Survey Committee met May 8, 2012 and constructed a survey that was mailed to 350 property owners.

New Business

A Game Room license application for an Internet Sweepstakes business was presented to the Board for approval. The business will be housed at 109 S. Hall Street. The current zoning for building is C-1 Commercial. The Board had questions as to hours open, age restriction, music, and alcoholic beverages. Attorney Styers stated business must follow all Town ordinances already in place. Commissioners Britt and Mooring made a motion and a second for a Public Hearing for citizens to discuss Gaming Room. Attorney Styers suggested that the Board go into closed session at end of regular meeting tonight to a legal matter regarding zoning.

The Small Town Main Street resolution was presented to Board. Commissioner King made motion with second by Commissioner Mooring for Town to accept the resolution to extend the contract another year, and the motion carried unanimously.

Commissioner Banzet made the motion to go into closed session to discuss a legal matter and Commissioner Davie seconded the motion. The motion carried unanimously.

Closed Session

Meeting reopened at 8:20 PM. Commissioner Mooring and Commissioner Britt withdrew the motion and second concerning a Public Hearing. Motion was then made by Commissioner Mooring with second by Commissioner Banzet giving Pareshkumar Patel approval to open Internet Sweepstakes at 109 S. Hall Street subject to fees. The motion carried with Commissioner Mooring offering the only dissenting vote.

Meeting adjourned.