

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

**Jeffery W. Parrott**  
**Administrator**

## **TOWN OF WARRENTON**

*"Historically Great - Progressively Strong"*

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### **The December 12, 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 Tippet

Commissioner Robert Davie

Jeff Parrott, Town Administrator

Jennifer Harris, Warren Record

Goble Lane, Interim Police Chief

Mitch Styers, Town Attorney

Bill Perkinson, Public Works Director

Richard Hunter, Clerk of Courts

Margaret Britt

George (Al) Fleming

There were approximately 12 citizens in attendance.

Mayor Gardner called the meeting to order at 7:00 PM. The Minutes of the November 14, 2011, meeting was presented to the Board for approval. Commissioner King noted that a correction was needed to the minutes. He indicated that under the Revitalization Committee, two of the members presented for approval Jereann Johnson and Rose Shingler have terms that do not expire at this time and that their names need to be taken from the list. Commissioner Hunter also noted that a correction needed to be made under the Revitalization Committee, in reference to a date change requested by the vendors. The correction should be a change of date to the first of the month of 2012 not 2011. A motion was then made by Commissioner Mooring and seconded by Commissioner Blalock to accept the minutes with noted corrections. The vote was unanimously.

Mayor Gardner thanked Mrs. Tippet and Mr. Blalock for the years they served on the board and the efforts they made for improvements in Town. Both Tippet and Blalock thanked everyone for the privilege to serve and expressed that they both enjoyed being on the Board.

Commissioners Margaret Britt, George (Al) Fleming, John Mooring, and Palmer (Woody) King were sworn in as board members by Richard Hunter the Clerk of Courts.

The Mayor then presented his 2012 - 2013 Committee, Town, and COG representatives which are listed below.

**Mayor's Committee Appointments:**

<b>Finance/Facilities</b>	Mary Hunter, Chairperson Al Fleming Robert Davie
<b>Public Safety</b>	Julius Banzet, Chairperson Al Fleming Margaret Britt
<b>Beautification/Museum</b>	Margaret Britt, Chairperson Woody King Julius Banzet
<b>Public Works</b>	Robert Davie, Chairperson Woody King Margaret Britt
<b>Human Resources/ Information Technology</b>	Al Fleming, Chairperson Robert Davie John Mooring
<b>Planning/Zoning/Cemetery</b>	John Mooring, Chairperson Julius Banzet Mary Hunter
<b>Revitalization/Historical</b>	Woody King, Chairperson Mary Hunter John Mooring

A motion was made by Commissioner King and seconded by Commissioner Hunter to accept the Mayor's Committee appointments. The vote passed unanimously.

**Town Appointments:**

Town Administrator/Clerk	Jeff Parrott
Director of Public Works	Bill Perkinson
Interim Chief of Police	Goble Lane
Tax Collector	Bettie Davis
Asst. Tax Collector	Greg Beyrent
Asst. Tax Collector	Annette Silver
Asst. Tax Collector	Adrienne Boyd
Town Attorney	Mitch Styers

A motion was made by Commissioner King and seconded by Commissioner Davie to accept the town appointments. The vote passed unanimous

**Kerr Tar Regional Council (COG) of Government Appointments:**

COG Board Representative	Mayor Walter Gardner
Alternate Representative	Robert Davie

A motion was then made by Commissioner Mooring and seconded by Commissioner Banzet for Commissioner King to remain as Mayor Pro-Tem. The vote passed unanimously.

The proposed agenda was presented with Unfinished Business being presented before the consent agenda. The motion was made by Commissioner Davie, and seconded by Commissioner Hunter. The vote passed unanimously.

**Public Comment**

No one signed up for public comments for the meeting.

**Unfinished Business**

Commissioner Davie reported that updates to the Town Hall Renovations had been reviewed by committee members and staff. Joe Fitzsimons (with Belk Architecture) and department heads from the Town met since the November BOC meeting for feedback on renovations. Eddie Belk was present and informed the Board that some revisions were done to the second and third floor but no major changes were planned. Mr. Belk also reported that an updated blue print will be received in a few days for review.

Commissioners Fleming and Mooring had questions concerning funding and pre-approval from the Local Government Commission (LGC). A question was asked of Mr. Belk if any grant information had been acquired and the answer was that most grants are museum affiliated. The Town has not heard from Mr. Ammons in response to the grants he was checking in to. Commissioner Fleming asked questions concerning LGC and legalities mentioned by Commissioner Mooring. Mayor Gardner stated Attorney Styers has been totally involved for two years with this project and everything has been done legally. Commissioner Mooring requested that the town administrator ask the Local Government Commission about General Statute 160A, 160A-2, and 160A-3 and report back at the next BOC meeting.

**Consent Agenda**

The below consent agenda was presented by Mayor Gardner for consideration.

Consent Agenda

- A. Minutes of Board Meeting October 10, 2011
- B. Year-to-Date Cash Flow Report
- C. Year-to Date Tax Revenue Report
- D. Year-t-Date State Shared Revenue Report

- E. Checks in excess of \$10,000
- F. Sewer adjustment requests – None
- G. Public Works Monthly Report
- H. Waste Water Treatment Plant Monthly Report
- I. Police Activity Report

The consent agenda was approved unanimously after a motion from Commissioner Mooring and a second by Commissioner King.

## **Committee Reports**

### **Finance/Facilities**

Commissioner Hunter and the Town Administrator reported a meeting concerning the insurance policies being renewed. Rebecca Harris of Citizens Insurance & Bonding Company was present at the meeting and stated she had submitted a detailed report to the committee and recommended that the town stay with her insurance company. Commissioner Mooring made the motion to keep the local agency and the motion was seconded by Commissioner King. The vote was unanimous.

### **Public Works**

Commissioner Davie reported no problems or issues at this time. The Board congratulated Bill Perkinson and staff on having the Town Waste Water Treatment Plant in full compliance during a state inspection. Mr. Parrott then advised the Board that there would be three vehicles placed in the surplus sale January 2012, not four vehicles as planned because the Police Department requested use of the blazer through the winter months and possibly longer.

### **Public Safety**

Commissioner Banzet and the Interim Police Chief stated that the Christmas parade was a success. The Mayor thanked everyone for making the Warrenton Rural VFD, Thanksgiving breakfast a success. He noted that the VFD served approximately 600 meals.

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

Commissioner Fleming and the Administrator reported things are well. The Town Administrator has talked with all employees concerning pay period change. The majority agreed to change and there are a few questions being reviewed for the remainder.

### **Revitalization/Historic**

Commissioner King had nothing to report for the Historic District Commission. In the Revitalization Committee report Commissioner King stated that the Christmas prelude and parade were a success. He also reported that the Spring Fest is scheduled for Saturday, May 5, 2012, and the Harvest Market is scheduled for Saturday, October 6, 2012. He reminded everyone that the Small Town Main Street meeting is Tuesday December 13, 2011, at 6:00PM with a 3:00PM Design Walk.

### **Beautification/Museum**

Commissioner Britt reports that courthouse square is very pretty but there are a few bulbs out in some Christmas wreaths. The Board was made aware that ten wreaths were donated to town.

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

Commissioner Mooring had nothing to report in Planning and Zoning. The Town Administrator reported that he had sent letters out to the four funeral homes (Blaylock, Boyd, Brown, and Green) in the area concerning cemetery violations, and explaining permits that were needed to use the town cemetery. The letter also addressed fines that would be charged for non-compliance. Mooring reported that he has planned a January meeting with the funeral home directors. Commissioner Mooring made a motion to have the Town Administrator place an ad in the paper for a cemetery gravedigger bid. The motion was seconded by Commissioner Banzet. The vote was unanimous. Mr. Parrott said that he would like to get specific information/requirements during the upcoming January meeting before he advertised the bid.

### **New Business**

The Citizens Advisory Board (CAB), submitted two recommendations for Board consideration. The first, a vehicle in front of 114 Wilcox Street, which has been unattended for longer than 21 days. It was then reported that the vehicle has been removed from street thus resolving issue. The second, a vehicle located at 107 Hall Street, which has several violations and CAB recommended the vehicle be removed based on violation of Town ordinances. A motion was made by Commissioner Fleming and seconded by Commissioner King to accept CAB recommendations. The vote passed unanimously.

Commissioner Banzet questioned vehicles on the lot owned by Fritz Vaughan on South Main Street. The Town Administrator stated owners had been notified and a follow-up letter would be sent. Commissioner Hunter asked if anyone had been notified concerning a vandalized car at the old Laundromat parking lot on South Main Street. Annette Silver (member of CAB board) stated she would make Board aware of vehicle.

Commissioner Mooring brought up a question of availability charges for water customers and asked the public works department if this had been implemented. (He noted that this was considered a couple of years ago but for some reason the BOC had not followed through on the recommendation). Mr. Perkinson stated his department had identified some locations and were updating their records, and they needed some time to coordinate and to work with town administration.

### **Announcements**

Mayor Gardner made the new Board members aware of the "Essentials of Municipal Government" class scheduled for February 17 & 18, 2012 in Chapel Hill. He also

mentioned that there were other dates and locations for the class that they may be interested in.

**Closed Session**

A motion was made by Commissioner Mooring and seconded by Commissioner Banzet for the Board to adjourn into closed session to discuss personnel matters and an audit report. The motion was unanimous. The board remained in closed session from 9:00 PM until 9:30 PM, at which time the meeting reconvened. Attorney Styers stated no action was taken.

**Adjournment**

After closed session adjournment was called.