

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

**John Freeman**  
Administrator

**TOWN OF WARRENTON**  
*“Historically Great - Progressively Strong”*  
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**December 13, 2010 Board of Commissioners Minutes**

The December 13, 2010 meeting of the Town of Warrenton Board of Commissioners was held at Town Hall.

Those present were:

|                                |                                      |
|--------------------------------|--------------------------------------|
| Mayor Walter M. Gardner, Jr.   | John Freeman, Town Administrator     |
| Commissioner Woody King (7:20) | Town Attorney Mitch Styers           |
| Commissioner Jules Banzet      | Police Chief John Younts             |
| Commissioner Robert Davie      | Public Works Director Bill Perkinson |
| Commissioner Mary Hunter       | Jennifer Harris, Warren Record       |
| Commissioner Audrey Tippet     |                                      |
| Commissioner John Blalock      |                                      |

Absent: Commissioner John Mooring

Mayor Gardner called the meeting to order at 7:00pm. He then presented the proposed agenda for approval. Commissioner Banzet moved to approve the proposed agenda; Commissioner Tippet seconded the motion which passed unanimously.

Mayor Gardner then presented the consent agenda that included:

- A. Minutes of Public Hearing November 8, 2010
- B. Minutes of Board meeting November 8, 2010
- C. Y-T-D Cash Flow Report
- D. Y-T-D Tax Revenue Report
- E. Y-T-D State Shared Revenue Report
- F. Checks in excess of \$10,000
- G. Sewer Adjustment Request—James E. West
- H. Public Works Monthly Report
- I. WWTP Monthly Report
- J. Police Activity Report

Commissioner Banzet moved that the consent agenda be approved; Commissioner Blalock seconded the motion which passed unanimously.

**Public Comments**

No members of the public signed up for the opportunity to make a public comment.

**Committee Reports**

**Finance and Administration** Commissioner Hunter reported that the three checks exceeding \$10,000 appeared appropriate:

|                     |             |   |
|---------------------|-------------|---|
| MIT                 | \$12,861.98 | Monthly employee health insurance             |
| Warren county       | \$16,695.74 | Water purchase                                |
| Lanier Construction | \$54,557.35 | Reimbursable expense for Ridgeway ST sidewalk |

Other reports were included in the consent agenda. Mr. Freeman referred to the End-of-Month cash flow report to say that revenue from water and sewer were on target with the goals of the restructured rates. Water revenue had increased 5.2% to keep pace with the increased cost from the county, which was the budgeted target. The goal of the restructuring was increased sewer revenue, and that had increased \$46,145 or 16% Year-to-Date. Mr. Freeman noted the Sales and Use Tax revenue exceeded the previous year for the second month in a row. He also noted that tax revenues appear to be lagging, but Tax Collector Eddie Mitchum had explained that mortgage payments had been received a month later than last year, so the apparent discrepancy should be resolved in the December end-of-month report.

**Human Resources/Information Technology**

Commissioner Banzet reported that he had spoken with Maintenance Lead Worker Eddie Long who has been out of work since August due to a Worker’s Comp injury to his shoulder. He told Mr. Banzet that he was taking intensive physical therapy twice a week and still has a long way to go before returning to work.

Commissioner Davie asked Mr. Freeman about the status of the website, and he responded that the final design was awaiting approval. He said that the Police Department had developed good content but administration and public works have a lot of work to do. Mayor Gardner asked if a template was available as the fire department has a good deal of material ready; Mr. Freeman said a template or format for submitting the material should be available.

Mayor Gardner asked the Board at large if the recent change in method of distribution of meeting packets from hard copy to .pdf files was acceptable, and there was a consensus that it was.

**Public Safety**

Commissioner Blalock asked if there were any questions for Chief Younts. There were none about the monthly Activity Report but Commissioner Davie asked about the reported home invasion of the previous week. Chief Younts said it was not a home invasion but a burglary by individuals who had a key to the house and no weapons. He said the homeowner was familiar with the voice of one of the burglars and he was following up on two leads.

Mr. Davie asked the status of parking tickets and Younts answered that they were up and down, mostly weather related. Mr. Freeman reported that most of the new parking limit signs approved by the Board had been installed. Some had taken more effort as concrete sidewalks had to be core drilled.

Mayor Gardner said that the Warren County Director of Animal Control was on the agenda of the county commissioners at their work session the following Wednesday morning to ask for more support because of increased calls from the three municipalities. Chief Younts said he had just been made aware of the statistics quoted by Director Greene and was shocked at her claim of an 80% increase in calls. Even if direct calls were made by citizens the Police Department was to be notified, and he noted only one incident report for an Animal Control in November. He had asked her for clarification but had not yet received any. Mayor Gardner observed that her letter included some statements that implied that the county may not be responsible for calls in the municipalities, but when she addressed the Town Board at the public hearing on October 11 she had said Animal Control was in fact responsible for enforcing the county ordinance throughout the county, including municipalities. The county ordinance mirrors the state statutes that Animal Control would be responsible for regardless of

ordinance. He said she was requesting \$72,000 for a combination of vehicles and personnel in order to meet the demands of the claimed increased calls from municipalities.

### **Beautification/Facilities**

Commissioner Tippet reported that Commissioner Davie had set up a meeting with historical developer Eddie Belk of Durham to discuss the potential for Warrenton. This follows a visit to Rocky Mount by Commissioners Tippet and Davie, and Mr. Freeman, to learn how that city was able to develop a block of vacant buildings. Mr. Davie said that Belk is the architect of the American Tobacco Warehouse development and president elect of Preservation North Carolina. The goal is something comprehensive that has not been done before, and that is what interests Belk. His commitment to a project is considered very meaningful.

Mr. Freeman reported that the Ridgeway Street sidewalk project had been delayed by two things. DOT has determined that a drainage pipe needs to be replaced at the corner of Harris and Ridgeway Streets; the contractor will need to install a drain catch basin and relay several sections of sidewalk. The inspector has a punch list of items that need to be addressed, with landscaping the most obvious. The sidewalk itself is substantially complete and well done.

Mr. Freeman reminded the Board of the special meeting scheduled for 2:00pm on Wednesday, December 15, at which the project architect for the Town Hall feasibility study would be gathering their input and vision for the building.

### **Public Works**

Commissioner Davie referred to Mr. Perkinson's reports included in the consent agenda, and there were no questions from the Board. He asked about the status of the new leaf truck and Mr. Perkinson said that it was nearly ready, and was at the company installing the leaf collection box. He was encouraging that company to finish before the Christmas holiday. Commissioner Tippet asked if the new truck would make leaf collection more efficient, and Mr. Perkinson said that the leaf machine would be the same but that the new truck would be more maneuverable and easier to empty. Commissioner Blalock asked how long it takes to collect leaves from all the streets, just moving from one end of town to the other, and Mr. Perkinson answered about one and a half weeks, with full staff and cooperative weather. There was some discussion about policies elsewhere, as Mr. Davie said that Cary collects twice a year, the same as Raleigh according to Mr. Freeman. Mayor Gardner pointed out that it would take longer if there were only two pickups in Warrenton because of the accumulated volume of leaves.

### **Revitalization/Historical**

Commissioner King reported on the Town Café event held at the Armory on November 16, saying it was a huge success in every sense. He said there was a great turnout and 15 pages of idea topics that were being consolidated into a master summary. He thanked the entire Board for its participation, saying that it demonstrated their commitment to the process. Commissioner Blalock expressed disappointment that some citizens who had voiced concerns about the Town business climate did not come. Mr. King said they would have more chances as there would be a follow-up to the event that would identify priorities and recommendations, and another Café event to help determine how to proceed. He said he was very conscious of the need to follow-up, and that the effort so well begun not be allowed to fade out. Mr. Davie asked if the result would be actionable and Mr. King said it would, but with the focus on achievable goals by the Revitalization Committee and the Board.

Mr. Freeman reported that the Historic District Commission had nominated resident Bob Shingler to fill the unexpired term of Mary Hehl that expires in 2012. Commissioner Blalock moved that Mr. Shingler be appointed to this position; Commissioner Davie seconded the motion which passed unanimously. Mayor Gardner said that it was customary for him to present his committee assignments at the December Board meeting, but he had not been able to contact everyone and asked that current appointments be extended a month. Commissioner Banzet moved

that current appointments be extended until such time as permanent appointments could be made; Commissioner King seconded the motion which passed unanimously.

Mr. King then reported that the Jaycees Christmas parade had been cancelled due to inclement weather the previous Saturday. The Revitalization Committee sponsors the Prelude to Christmas event which was planned immediately following the parade and was to include the tree lighting ceremony and the arrival of Santa. While the parade was not rescheduled, Santa would be at his house on courthouse square the following Saturday, December 18, from 2:00-4:00.

### **Planning, Zoning and Annexation**

There was no report.

### **Unfinished Business**

There was no Unfinished Business.

### **New Business**

Mr. Freeman said that the Board was required by state statute to adopt an Ethics Policy by January 1, 2011. A proposed policy had been included with the meeting preparation materials, and was based on the model developed by the School of Government as modified by the Town of Franklinton with input from Town Attorney Styers. Commissioner Blalock moved that the policy be adopted (with correction of section numbering); Commissioner Banzet seconded the motion which passed unanimously.

Mayor Gardner introduced the second item of New Business, that of cash bonuses for Town employees in recognition of the good job they had done during the past year. Commissioner Blalock moved that as in the past full time employees be award a bonus of \$50 and part time employees \$25; Commissioner Hunter seconded the motion which passed unanimously.

### **Resolutions**

Mayor Gardner reviewed the proposed resolution requested by Quality Growth Action Committee of the Research Triangle Regional Partnership in support of its goals for improved transit, vibrant town centers and sustained green space. With confirmation that this was a non-binding resolution of support, Commissioner King moved that Mayor Gardner be authorized to prepare such a resolution and sign it on behalf of the Board; Commissioner Banzet seconded the motion which passed unanimously.

### **Announcements**

Mayor Gardner announced that the annual holiday luncheon would be held on Friday, December 17 at Southern City Steak and Seafood Restaurant at 12:00 noon. He asked those Board members who could attend and celebrate another good year to confirm it with Mr. Freeman after the meeting and turn in their menu selections.

There being no additional business Commissioner Banzet moved that the meeting be adjourned; Commissioner Hunter seconded the motion and Mayor Gardner declared the meeting adjourned at 7:47pm.

Respectfully submitted,

John Freeman  
Town Administrator