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**TOWN OF WENTWORTH  
TOWN COUNCIL MEETING  
MINUTES  
OCTOBER 6, 2009  
7:00 P.M.**

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**The Wentworth Town Council** held their regular monthly meeting in the Town Hall Council Chambers, on **Tuesday, October 6, 2009**, at **7:00 p.m.**

**Council members present:** Mayor Pro Tem Evelyn Conner, Councilman James Belcher, Councilwoman Iris Powell and Councilman Robert Aswell

**Council members absent:** Mayor Dennis Paschal

**A quorum was present.**

**Staff Present:** Brenda Ward, Town Administrator - Town Clerk  
Fred Baggett, Town Attorney / Yvonne Russell, Finance Officer, and Deputy Clarence Cheshire

**Article I.** **Mayor Pro Tem Conner** called the October 6<sup>th</sup>, 2009, Wentworth Town Council Meeting to order.

**Article II.** **Councilwoman Iris Powell** gave the **Invocation.**

**Article III.** **Discussion / Revisions / Adoption of Agenda**

**A. Requests and Petitions of Citizens**

**Mayor Pro Tem Conner** noted, “We need to add to the Agenda, under Article VI., Item F—Presentation by AFLAC representatives, Grace Bounds and Phillip McHone. Do I have a motion to amend the Agenda?”

“So moved,” said **Councilman James Belcher**. **Councilman Robert Aswell** seconded the motion. There was no further discussion. All voted in favor and the motion carried.

**Article IV.** **Approval of Town Council Meeting Minutes**

**A. Town Council Meeting – September 1<sup>st</sup>, 2009**

**Councilwoman Powell** made a motion, “*That we accept them as they are.*”

**Councilman Belcher** seconded the motion. There was no discussion. All voted in favor and the motion carried.

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**Article V. OLD BUSINESS**

**A. Consideration of Proposals Received for Installation of Lawn Sprinkler System for the Town Hall.**

**1. Renn & Renn Construction Co., Inc.  
Joel M. Early, V.P. / Stokesdale, NC**

**Mayor Pro Tem Conner** noted that Town staff, “received only one submittal” for the lawn sprinkler system, and suggested tabling it until Spring.

**Councilman Belcher** said he would like to make a motion, “*To table this until the February, 2010, Council Meeting.*” He added, “This would give us time to get some additional proposals in.”

**Mayor Pro Tem Conner** seconded the motion. There was no further discussion. All voted in favor and the motion carried.

**Article VI. NEW BUSINESS**

**A. Presentation of Financial Statements and Audit Report for Fiscal Year 2008-2009**

- Rex Rouse, Rouse, Rouse, Penn & Rouse, LLP

**Mayor Pro Tem Conner** invited Mr. Rex Rouse to present the audit report.

**Mr. Rouse** referred Council to, “...the Opinion on Page 1...stating in the first paragraph, ‘We have audited the financial statements of the governmental activities, all the funds of the Town of Wentworth.’”

“In the second paragraph: ‘We have conducted our audit in accordance with generally accepted auditing standards;’ and in the third paragraph, ‘In our opinion, based on our audit, the financial statements referred to above present fairly, in all material respects, the financial position and results of operations of the Town of Wentworth for the year ending June 30, 2009, in conformity with generally accepted accounting principles.’”

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**Mr. Rouse** continued, asking Council to turn to Page 28—the Comparative Balance Sheets of the General Fund, comparing June 30, 2008 with June 30, 2009.

He advised, “The Cash and Investments in the General Fund was down from \$1,272,000 to \$810,000, and that’s the result of using so much of your money in the construction of the building here.”

“The Accounts Receivable was down just a little from \$111,000 to \$101,000.” The Accounts Payable was up from \$10,000 to \$16,000, and the Retirement Payable was in line with last year.”

“You had an invoice due to the Capital Projects Fund of \$72,415, so your total liabilities were up from \$14,000 to \$92,000, and the total Fund Balances in the General Fund were down from \$1,369,000 to \$819,000. The Undesignated Fund Balance was down from \$1,258 to \$717,000.”

**Mr. Rouse** explained, “Your cash position is not nearly as strong as it was last year, but I will get into the full accrual basis financial statements in a couple of minutes, and that is still very strong.”

“Moving on to the Comparative Income Statement, Pages 29-31, the Revenues are on Page 29. The Sales Tax was down from \$511,000 to \$486,000, down a little as the economy is facing some tough times. Franchise Tax was down from \$102,000 to \$95,000, down also as a result of the decline in the economy. The Interest Income was way down, partly because of the withdrawal of funds to build your building and partly due to extremely low interest rates we had this last year.”

**Mr. Rouse** added, “The only thing that kind of held its own is the Beer and Wine Tax which held its own in spite of the weak economy. It’s only down from \$13,311 to \$13,057. The Total Revenues were down from \$675,000 to \$612, 582.”

“Going on to the Expenditures on Page 30, the total operating expenditures were up from \$184,000 to \$205,000 and most of those expenses are in line with inflation. Last year we had Architectural and Engineering (expense) of \$90,038 which we didn’t have this year, but we bought \$29,969 worth of furniture. All of the Architectural and Engineering expenses were run through the Capital Projects Fund rather than the General Fund this year, and that’s why the Architectural / Engineering expense is showing zero in the General Fund.”

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**Mr. Rouse** continued, “On Page 31, the Paving (expense) was up from \$55,500 to \$163,194; the donation to the Rockingham County Partnership-Tourism remains stable at \$6,000; you had Celebration Ten expenses this year that were \$10,498, and that should be a non-recurring expense. Last year you had spent \$3,926 on that.”

“Under Public Safety, the allocation to ReDirections was reduced from \$15,000 to \$10,000, other than that, it is relatively stable.”

“For Planning and Zoning, you reduced your costs there from \$65,311 to \$54,818, and your Total Expenditures were up from \$496,164 to \$552,861, mostly as a result of the expenditures for Paving.”

“You transferred to the Capital Projects Fund, \$611,000, and your net reduction in your Fund Balance in the General Fund was \$550,000. So your Fund Balance was reduced from \$1,369,000 to \$819,000.”

**Mr. Rouse**, in discussing the full accruals statements, asked Council to turn to Page 7. He noted that Capital Assets increased from \$458,711 to \$1,650,664 explaining, “That was due to construction on the new building.”

“As for the Long Term Liabilities...on June 30<sup>th</sup> you had borrowed \$339,000 out of the \$500,000 that you were approved for. It doesn't look like you will have to borrow the full \$500,000 to complete the construction. You had actually moved into the building right before June 30<sup>th</sup>, about June 20<sup>th</sup> is when you placed the building in service.”

**Mr. Rouse** moved to Page 25 for discussion of the changes in Capital Assets. “You can see that during this past year, we moved the \$103,433 for Architectural Engineering Support and the Building Construction line item of \$1,164,159 to Completed Construction and the total cost of the building through June 30<sup>th</sup> was \$1,267,592. You also bought Office Furniture (\$14,516) and Office Equipment at \$15,980.

He added, “You moved into the building so late last year in June that we did not claim any depreciation for last year. We will start depreciating the building as of July 1, 2009.”

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“I think that is the highlights of the Financial Statements,” **Mr. Rouse** said, unless any of you have questions.” There were no questions from Council.

**Mr. Rouse** directed Council to the Management Letter, “SAS-112, (Standard Auditing Standards-112). Here again, this year, I only have one comment and it is the same comment we have had every year. We have it in all the governmental units and not-for-profits where there is only a small number of people working for them, so it is an inherent weakness in internal control when you have a small number of people.”

He read from the letter, “Because of the limited number of personnel employed by the Town, it is not practical to have an adequate separation of duties. The same employee makes the deposits, posts cash receipts and disbursements to the general ledger, and reconciles the bank accounts. Although this is a material weakness in internal control, the internal controls for the disbursements are somewhat stronger because of budgetary controls and the independent dual signature check-signing requirement. Also, the mayor pro-tem reviews the bank statements and bank reconciliations. The weakness in internal control relative to receipts is greatly mitigated by the fact that nearly all of the receipts of the Town are directly deposited by the NC Department of Revenue.”

“For most towns this size, the last two or three years,” **Mr. Rouse** said, we have three comments. You just had one. A lot of towns have several adjusting entries, but we just don’t have to make many adjusting entries here. The other is that they do not have an Internal Control Policy that adequately addresses internal control.”

**Mr. Rouse** asked the Town Administrator if Wentworth’s policy has been adopted yet. **Mrs. Ward** replied, “It just so happens, it is on tonight’s Agenda.”

“I thought it would be,” said **Mr. Rouse**, “so I didn’t put that in the SAS-112 letter. I knew she had been working on it.”

**Mrs. Ward** commented, “We actually already had an Internal Control Policy, but we are adding a section addressing Risk Assessment.”

**Mr. Rouse** thanked Mrs. Ward and the Town Council, and said he appreciated the cooperation given to him, “...by Brenda and Yvonne on this audit. They were Johnny on the spot with every question I asked.”

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There were no questions from Council concerning the audit, and they thanked **Mr. Rouse** for his report.

**Article VI. NEW BUSINESS – Continued**

**B. Subdivision Plat Approval for Phillip & Patricia Smith on NC 87 North, per Survey Map**

**- Frankie Legaux, Assistant Planning Director for Rockingham County**

**Mayor Pro-Tem Conner** asked **Ms. Frankie Legaux** to address Council concerning the subdivision plat.

**Ms. Legaux** advised, “You have before you a survey plat that is cutting two acres out of a large parcel. The remaining acreage will be greater than ten acres. In the mid-nineties (1990’s), the owners of this property, the larger tract, applied for a Special Use Permit for a rural family occupation to run a crafts and flower shop, which you know as Cabin Crafts. They came to us several months ago and have decided that they do not want to run the business anymore, but want to renovate the building as a residential structure for one of the children.”

“The first thing that we had to do, which we did last month, was to have the Planning Board consider a Voluntary Revocation of a Special Use Permit. That is where the owners come in and request that the Special Use Permit be revoked. The second thing they have to do is to cut out this lot so there is only one principle use per lot. The third thing they will have to do is to bring this structure, built to commercial code, to residential code—North Carolina Building Code...our building inspectors are working with them on that so they can be issued a Certificate of Occupancy in order to occupy this structure as a residence.”

**Councilman Belcher** made a motion, *“That we approve the Subdivision Plat for Phillip and Patricia Smith.”*

**Mayor Pro-Tem Conner** seconded the motion. There was no additional discussion. All voted in favor and the motion carried.

**Article VI. NEW BUSINESS – Continued**

**C. Museum Committee Presentation  
- Dr. Lindley Butler, Chairman**

**Mayor Pro-Tem Conner** invited **Dr. Lindley Butler** to come forward for the museum presentation.

**Dr. Butler** commented, “It has taken us a while to get back to you all on this, but we have been very busy with this museum project. We have been working for over a year on this, and of course, last year you helped fund a feasibility study.”

**Dr. Butler** noted that each Council member has a copy of the feasibility study, as well as the slides he would be showing.

Commenting on the first slide, **Dr. Butler** explained, “I wanted to mention that the Steering Committee has been working for over a year, but in the last month, we organized as the Rockingham County Museum and Archives. We have a board now of about 20 people. We have officers and by-laws, we are applying for designation as a non-profit corporation for North Carolina, and also have in works a 501C-3 application with the Internal Revenue Service, so we are moving ahead to get organized.”

“About ten days ago or so, we talked to the County Commissioners, and this is essentially the same program we presented to them.”

**Dr. Butler** related the Mission Statement as follows: “The Rockingham County Museum is a public museum, archives, and educational center dedicated to preserving, promoting, and exhibiting the history and culture of Rockingham County for the benefit of present and future generations.”

**Dr. Butler** continued with the slide presentation (*Note: Copy attached—Attachment A—as part of these Minutes*), with highlights as follows:

**Dr. Butler** discussed the historical assets in Wentworth, particularly the old Rockingham County Courthouse, soon to be replaced with a new judicial center currently under construction. The committee’s plans involve using the old courthouse and jail for the Rockingham County Museum.

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**Dr. Butler** referred to “Old Wentworth,” as the area around the courthouse that has privately owned homes, stores, and churches—“a 19<sup>th</sup> century village atmosphere.”

He noted that the Wright Tavern complex is, “...certainly a historical asset and the only thing in the county that serves as a museum, although it is not a county history museum.” He noted that although there is currently no county museum, there are three (3) privately owned museums within Rockingham County—Wright Tavern, Eden Historical Museum, and Chinqua-Penn.

**Dr. Butler** said the committee has had discussions with the Rockingham County Historical Society about the possibility of it joining the county museum as one of the pieces of the museum. He said they have had discussions with Rockingham Community College about the historical village on their campus, as well as the other historical artifacts that are currently located at the college. He also mentioned that the old jail, built in 1910, should also be preserved as part of a county museum.

**Dr. Butler** advised that the proposed Rockingham County Museum was given a collection of museum display cases by the Greensboro Historical Museum. “These are cases that were built about 50 years ago, solid wood—oak, walnut, and cherry. You could not duplicate these cases, and all we had to do was pay to move them here where they are in storage,” **Dr. Butler** said.

It was noted that Rockingham County has had many things lost because there is no county museum—collections people owned with the only alternative being to sell items or throw them away.

**Dr. Butler** explained that many people come from all over the country to view the historical and genealogical records owned by the Rockingham Community College Foundation—250 visitors from 11 states in 2008.

“We presented to the County, the space needs for a museum, as we see them,” said **Dr. Butler**, “and that is all in the report.” He reviewed the diagrams of various floors in the old courthouse and noted how each area would be used. He explained that part of the building could still be used by the County for county offices.

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He suggested the old jail, about 2100 square feet of space, be used for emergency services exhibits. There would be exhibits of police, fire, sheriff, and emergency services with their history and the contributions to the county. An early 20<sup>th</sup> century jail cell could be set up to show how much change has occurred since that era.

**Dr. Butler** reviewed the consultant's Museum Operations Recommendations related to organization, education, community outreach, and marketing. He discussed possible revenue sources and showed slides of comparative data related to demographics, other county museum budgets, and the economic impact of tourism.

**Dr. Butler** noted that staffing with volunteers would be an important aspect of the organization.

**Dr. Butler** suggested placing museum cases in various areas of the county, such as schools and libraries, with items that would be of interest to each venue.

One of the slides **Dr. Butler** showed, noted the following: "Rockingham County can create from *existing* structures and archives one of the finest historical museums in the state. Over 1,000,000 people live within an hour's drive of the county, and we are just beginning to realize our tourism potential."

**Dr. Butler** said that a museum bringing in several thousand visitors a year will make an impact on tourism revenue, county and local taxes, and employment. He added, "When combined with Chinqua-Penn, the increased use of our rivers, two state parks, and the Horse Park that is in the works, the addition of a museum is going to be a major factor in our economy and our future here in Rockingham County...and this museum will be in Wentworth."

**Dr. Butler** summarized the space needs noting that the County would retain somewhere between 15,000 and 18,000 square feet for office space if they so desire, along with an additional 2100 square feet of shared space (courtroom).

**Dr. Butler** asked Council if they had any questions concerning the feasibility study.

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**Mayor Pro Tem Conner** asked Dr. Butler if they have a proposed or target date for making the museum a reality.

**Dr. Butler** replied, “What we would try to do is be ready, and as soon as they (old courthouse offices) move, we would like to be ready to move, if everything is a go, whether it is the courthouse or jail or whichever it is. We figure we have about a year to raise the money—that is a major concern right now, raising money; and then, thinking about what we are going to put in that space if in fact we can use 9,000 square feet or whatever they will agree to. As we have said to them, we don’t have to build a museum, all the pieces are sitting there under-utilized for the most part.”

“What we wanted to determine through the study is, ‘Is the building sound...are there any issues with heating and cooling, mold, mildew, air, moisture...we don’t see that anywhere. The roof—all that is sound. But, if the building is vacant, it is going to go down hill. That’s why we would like to be ready to move in when they move out, if all this comes in to play.”

“We are going to have further discussion with the County Commissioners...they still don’t know what they are going to need after the move to the new courthouse. But we are hoping they can give us at least some of what we’re hoping for. If we are going to go for grants, we need a letter saying that we have ‘x’ number of square feet in the old courthouse once it becomes vacant. That tells them we have a place for the museum.”

The **Town Administrator** commented that she hopes the Museum Committee has better luck with the Commissioners than the Town Board has had in trying to get them to make a decision about the old Wentworth School.

**Dr. Butler** replied, “The old Wentworth School is a prime example of a building that has been neglected and left vacant.”

**Dr. Butler** thanked the Council for their time and said that once the museum is organized he hopes the Town will join.

**Article VI. New Business – Continued**

**D. Consideration of Application for Membership on the Town of  
Wentworth Recreation Committee**

**- Ms. Bonnie Dickens, 838 NC Highway 65 (Wentworth)**

**Mayor Pro Tem Conner** referenced an application from Bonnie Dickens for membership on the Town of Wentworth Recreation Committee.

**Councilman Aswell** made a motion, *“That we approve the application for her to serve on the Recreation Committee.”*

**Mayor Pro Tem Conner** seconded the motion. There was no discussion. All voted in favor and the motion carried.

**Article VI. E. Consideration of Amendment to Internal Control Policy to Delete  
Item under Article VIII. - Specific Controls; and to add Article  
XII. Risk Assessment**

**Mayor Pro Tem Conner** asked the Town Administrator for her comments.

**Mrs. Ward** advised that the first change to the Internal Control Policy is on Page 6, “where we are deleting the item that reads, ‘The Finance Officer will *not* key journal entries.’”

“When we first began working with Mr. Rouse about ten years ago, he made the journal entry adjustments in conjunction with the audit. But with the changes that have been made concerning what auditors should and should not do, Mr. Rouse has been working with Yvonne (Russell) and she *is* now making the journal entries, so we need to delete that first item under Specific Controls.”

“On Page 8, under Roman Numeral XII, we have added Risk Assessment, and we have given you some information on what may cause or entice individuals to commit fraud, or the many different ways fraud can occur. We also have controls listed to prevent fraud from happening, and at the bottom of Page 9, you see the ‘fraud triangle,’ but there is an additional page that gives you the third part of the triangle—in addition to *opportunity* and *incentive*, there is the *rationalization* that may occur when one contemplates fraud.”

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**Mrs. Ward** explained, “The table in Section 3 reveals the areas of risk, the potential risk and the control procedures in place that should prevent the occurrence.”

She concluded, “When **Mr. Rouse** was conducting our audit, I gave him a rough draft, but after reviewing this final version, if he has any changes he wishes to make, I am sure he will let me know and we will bring it back to you at that time.”

**Mayor Pro Tem Conner** made a motion to, “*Make the changes to the Internal Control Policy.*”

**Councilman Belcher** seconded the motion. There was no further discussion. All voted in favor and the motion carried.

**Article VI. F. Presentation by AFLAC Representatives, Grace Bounds and Phillip McHone**

**Mayor Pro Tem Conner** invited the AFLAC representatives to address the Board.

**Ms. Grace Bounds** introduced herself and her District Sales Manager, **Phillip McHone**.

**Ms. Bounds** advised that AFLAC now offers, in addition to the cancer policy, 12 different policies. She shared her personal story regarding her experience with cancer and how her AFLAC insurance came through in a crucial time of need.

Council asked questions and exchanged information regarding various aspects of AFLAC policies, particularly the cancer policy. **Ms. Bounds** left information for everyone and noted that the office employees have policies through the Town, which they pay for themselves. She noted that any of the AFLAC policies would be available to Council and the Planning Board.

**Mayor Pro Tem Conner** and others thanked Ms. Bounds for the information.

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**Article VII. Town Administrator's Update – Brenda Ward**

**Mayor Pro Tem Conner** asked the Town Administrator for her update on various issues.

The following items were discussed and/or acted upon.

- **Judy Wall's term on the Wentworth Planning Board** expires at the end of the year and she does not wish to be reappointed as a regular member but *may* consider serving as an alternate member. She will let Town Staff know in the next few days.

**Ms. Ward** advised that **Alternate member James Talley** has agreed to serve as a regular member of the Planning Board if Council should appoint him.

**Mayor Pro Tem Conner** made a motion, "*That we appoint James Talley as a regular member of the Wentworth Planning Board.*" (Ms. Ward noted that Mr. Talley would serve a three-year term, beginning January 2010.)

**Councilman Aswell** seconded the motion. There was no further discussion. All voted in favor and the motion carried.

**Ms. Ward** said there will be at least one other vacancy on the Planning Board and noted that she plans to put a notice in the newspaper regarding vacancies on the Planning Board and other committees as well.

- **Christmas Parade – Ms. Ward** asked Council to be thinking about Judges for the Christmas Parade and for someone to serve as the Grand Marshal. She noted that these things probably need to be settled at the next Town Council Meeting.

**Mayor Pro Tem Conner** asked **County Historian, Bob Carter**, who was present at the meeting, to be thinking about serving as a Judge for the Christmas Parade.

- **New Restaurant at the "Wentworth Shopping Center" – Ms. Ward** said she has been asked by several people if the new restaurant, thought to be "Elizabeth's Pizza," would be able to sell/serve beer and if so, what is required legally for them to be able to do so.

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**Ms. Ward** said she asked **Town Attorney, Fred Baggett**, for his opinion regarding this issue. **Mr. Baggett** advised through email that the State ABC Commission issues beer and wine permits and that there is no local government permit involved. He advised that Rockingham County has been a wet county for some time.

In his email, **Mr. Baggett** said that if the State ABC Commission receives an application from the restaurant, they would send a form to the Town. The Town then has 15 days to file any written objection to issuance of a permit. He advised further that the only real basis for a local government objection is if the establishment violates the zoning ordinance.

**Mayor Pro Tem Conner** said that she spoke with the restaurant manager and he indicated that he may not even sell beer the first year.

**Councilwoman Powell** said she has never heard of a pizza parlor that didn't sell beer.

**Ms. Ward** said it appears that if the restaurant does want to sell beer, the State ABC Commission handles the issuing of necessary permits.

- **Report to the People from the Cooperative Extension Service – Ms. Ward** referred to the report she provided Council and said that she attended the lunch meeting and wanted to share the information with them regarding what the Rockingham County Cooperative Extension Service has accomplished during the past year.
- **Plastic Bottle Ban – Ms. Ward** advised, “We have received several calls from citizens wanting to know what they need to do about the new law regarding the disposal of plastic bottles...and there were other items mentioned in that law as well. Yvonne (Russell) said that she talked with Joann Corum at the Environmental Engineering office and was told that Wentworth citizens can take their plastics to the County Landfill for free, or to the Reidsville recycling facility on Vance Street, or they may take them to any of Eden’s recycling sites. Eden and Reidsville have both said that this is okay. If anyone wants more information, we tell them they can call the county landfill office.

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**Ms. Ward** reminded Council that the Mayor asked her to look into the possibility of the Town providing a place for citizens to bring recyclable items. She said that she has been talking with different people but is not yet prepared to give a report.

**Councilman Aswell** said that he thought it would be good for the Town to try to provide a recycling center for the citizens. **Mayor Pro Tem Conner** agreed.

**Councilman Belcher** said that Waste Management Corporation does offer *single-strain recycling* to some residents, where they provide a separate container for recyclables—plastic, cardboard, packaging materials, etc. at a very reasonable cost.

**Mayor Pro Tem Conner** said she thought that may have been done as a trial and is not being offered to everyone.

**Ms. Ward** said she would continue to gather information.

- **N.C. Planning Conference** – **Ms. Ward** reported that she, along with Planning Board members Cindy Shannon and Judy Wall, attended the Planning Conference in Greensboro last week, and tried to select sessions that were most applicable to small towns.
- **N.C. Parks and Recreation Trust Fund (PARTF) Grant Workshop**  
**Ms. Ward** advised that she and Ms. Russell, and possibly members of the Recreation Committee, would be attending an upcoming PARTF Grant Workshop later in October, and that Alley, Williams, Carmen, & King staff have also expressed interest in attending.

She explained, “We are aware that we are not going to have an answer from the County regarding the old Wentworth School in time to apply for a grant during this cycle, but we still thought it would be helpful to see what will be required if we decide to apply later on.”

**Article VIII. Public Comments**

There were no public comments.

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**Article IX. Announcements**

**Mayor Pro Tem Conner** made the following announcements:

- The **Town of Wentworth Planning Board** will not be meeting in October. The next regularly scheduled meeting will be on **Tuesday, November 17**, at **7:00 p.m.** at the Town Hall.
- The next regular meeting of the **Wentworth Town Council** will be held at the Town Hall on **Thursday, November 5, 2009**, at **7:00 p.m.** *(Note change in date due to regular meeting date falling on Election Day.)*

**Article X. A D J O U R N**

**Mayor Pro Tem Conner** made a motion, “to adjourn.”  
**Councilwoman Powell** and **Councilman Aswell** seconded the motion.  
All were in favor and the meeting was adjourned.

**Respectfully Submitted By:** \_\_\_\_\_  
**Brenda Ward, Town Clerk**

**Approved By:** \_\_\_\_\_  
**Evelyn Conner, Mayor Pro Tem**