

Walter M. Gardner, Jr.
Mayor

Robert F. Davie, Jr.
Administrator

TOWN OF WARRENTON
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**BOARD OF COMMISSIONERS REGULAR MEETING
NOVEMBER 14, 2016**

Those attending were: Mayor Walter Gardner
Commissioner Michael Coffman
Commissioner Frank Holt
Commissioner Kimberly Harding
Commissioner John Blalock
Commissioner Margaret Britt
Commissioner William "Tom" Hardy

Robert Davie, Town Administrator
Mitch Styers, Town Attorney
Goble Lane, Police Chief
William "Bill" Perkinson, Public Works
Jennifer Harris, Warren Record
Annette Silver, Minute Taker

Commissioner Mary Hunter was absent. There were 4 citizens present.

CALL TO ORDER/AGENDA

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order at 7:00PM. Those attending were asked to observe a moment of silence honoring and remember Veterans Day, Thanksgiving Day, and the 27 counties of our state enduring forest fires. The Pledge of Allegiance was led by Commissioner Blalock. The Proposed Agenda was presented. A motion was made by Commissioner Hardy with second by Commissioner Britt to approve the Proposed Agenda. The motion was approved by unanimous vote. Mayor reviewed the Conflict of Interest Statement. Administrator Davie reviewed the Rules for Citizen Comments.

PUBLIC COMMENTS

Public Comments were voiced by Charla Duncan and Victoria Lehman. Ms. Duncan presented to Board a project that she has taken on that may be incorporated in with Streetscape. The proposed project (Quilters Lane) has support from Heritage Quilters, Quilt Lizzy and Preservation Warrenton making West Market Street at the courthouse square a sort of meeting place for the public that includes the Ellis lot. Ms. Duncan and Heritage Quilters have been in contact with the owners of the Ellis lot receiving positive feedback. Ms. Lehman and her son were before the Board concerning the use of 214 N. Bragg Street as an "overnight stay" or "AirBnB". Warrenton zoning does not currently permit such lodging; however, Ms. Lehman requested that it be considered.

MINUTES FOR BOARD MEETING AND PUBLIC HEARINGS OF OCTOBER 10, 2016

Minutes of regular Board meeting and Public Hearings of October 10, 2016 were reviewed. Commissioner Coffman requested Minutes of Revitalization Committees be corrected in last sentence to reflect Mandolin Orange Committee instead of Revitalization Committee and Mandolin Orange. A motion was made by Commissioner Blalock with second by Commissioner Coffman to approve Minutes of Board meeting and public hearings of October 10, 2016 with correction. The motion was approved by unanimous vote.

CONSENT AGENDA

The Consent Agenda was presented.

- (a) Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
- (b) Monthly Checks Report
- (c) Public Works Monthly Report
- (d) WWTP Monthly report
- (e) Police Activity Report

A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve the Consent Agenda. The motion was approved by unanimous vote.

COMMITTEE REPORTS

Finance and Administration

In absence of Commissioner Hunter, Administrator Davie reported in addition to written report, there will be an audit presentation at December meeting.

Public Works

In addition to written report, Commissioner Harding and Public Works Director Perkinson report that work is being done to stone wall and waterline near Vance Granville Community College property on Spring Street.

Public Safety

In addition to written report, Commissioner Hardy and Chief Lane report that surveillance cameras are being installed and will be online in December. An officer has also resigned from the police department to take a job in Henderson. Mayor Gardner reported that the annual Thanksgiving Breakfast will be held at the fire station and all are invited.

Human Resources/Information Technology

Commissioner Blalock recommended that all "fly over Warrenton" by viewing the new drone video footage uploaded to the Town's website.

Revitalization/Historical

Commissioner Coffman informed Board of four COA approvals since last meeting by the Historic District Commission. At present, the Revitalization Committee has two openings on its board. Fright Night and the Ghost Walk were deemed successful with approximately 250 people in attendance. The Prelude to Christmas and Christmas Parade are scheduled for December 10, 2016 starting at 4:00PM. Vance Granville Community College and DJ Lee Burrows Solid Sound Production will be featured music attractions. Plans for Mandolin Orange Concert on March 3, 2017 are progressing.

Beautification/Facilities

Commissioner Britt made Board aware of a near injury Sunday across from First Citizens Bank by a pedestrian because of curbing issue. Public Works will review area.

Planning/Zoning/Annexation

Commissioner Holt had no report.

OLD BUSINESS

Administrator Davie showed Board the Historic District, brown sign topper that will be placed over green street signs within the historic district. Also presented was a request for budget amendment to pay for the sign toppers (expense 37-650-001 and revenue 37-331-323). Preservation Warrenton has agreed to pay for the signs while Public Works staff has agreed to install them. There will be no financial impact to the budget. A motion was made by Commissioner Holt with second by Commissioner Blalock to approve budget amendment in the amount of \$1943.37. The motion was approved by unanimous vote. The Capital Project Ordinance - USDA Rural Development loan/Grant Update was motioned for approval by Commissioner Hardy with second by Commissioner Blalock. The motion passed by unanimous vote. A motion to approve the Municipal Records Retention Schedule Amendment was made by Commissioner Coffman with second by Commissioner Harding. The motion was approved by unanimous vote. Warren County Department of Planning- Zoning and Code Enforcement letter condemning property located at 208 Hayley Street was presented. Administrator will take steps to start demolishing building as done with the Cannon House on Macon Street. Administrator updated the status of grants.

NEW BUSINESS

Due to recent hurricane rains, storm water caused damage on Spring Street resulting in a broken retaining wall. The retaining wall actually supports the road making it top repair priority. The cost is not to

exceed \$9,140.00 which will use up allotted Powell Bill funds for the current fiscal year. (The storm water repairs on Hazelwood, Harris, Dameron, and Hall Street as well as paving pot holes make up the balance of Powell Bill expenditures for the fiscal year.) Town is trying to address sidewalk hazards and has engaged Precision Safe Sidewalks to survey sidewalk hazards (at no cost). Because of potential Town liability staff are making efforts to fix sidewalks, utilizing the sidewalk grinding services of Precision Safe Sidewalks. There are estimated to be 5.22 miles in sidewalks within Town. At a cost of \$12,902 the "most severe" areas would be addressed. The expenditure amount would be taken from Powell Bill Fund Balance. After discussion by Board, a motion was made by Commissioner Blalock and second by Commissioner Britt to proceed. The motion was approved by unanimous vote. A contract extension from UniFirst (uniforms provider) with a 4% increase was presented. A motion to approve contract was made by Commissioner Britt with second by Commissioner Blalock. The motion was approved by unanimous vote. A budget amendment for line changes and additions in General Fund 37 for Police Department and Street Department were presented. A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve budget amendments. The motion was approved by unanimous vote. Since Town is selling more branded merchandise a budget amendment was requested in General Fund 37. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve. The motion was approved by unanimous vote.

The Board discussed Ms. Lehman's proposal. It was suggested that the Planning/Zoning/Annexation Committee meet and make a recommendation to the full Board at December meeting. Also, the Board discussed the possibility of incorporating Ms. Duncan's proposal into the Streetscape project.

With no further business, the meeting was adjourned.