

Walter M. Gardner, Jr.  
Mayor

Robert F. Davie  
Town Administrator

## TOWN OF WARRENTON

*"Historically Great - Progressively Strong"*

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### MINUTES OF REGULAR MEETING OF BOARD OF COMMISSIONERS August 10, 2015

Those attending were: Mayor Walter Gardner  
Commissioner Palmer "Woody" King  
Commissioner Mary Hunter  
Commissioner Kimberly Harding  
Commissioner William "Tom" Hardy  
Commissioner George "Al" Fleming  
Commissioner Margaret Britt.

Robert Davie, Town Administrator  
Goble Lane, Police Chief  
Jennifer Harris, Warren Record  
Annette Silver, Minute Taker  
Mitch Styers, Attorney  
Bill Perkinson, PW Director

Absent was Commissioner John Mooring. There were 4 citizens present.

#### **Call to Order/Minutes/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 remembering the less fortunate. Commissioner Britt led the Pledge of Allegiance. The Proposed Agenda was presented with motion to approve made by Commissioner Fleming and second by Commissioner King. The motion was approved by a unanimous vote.

#### **Conflict of Interest Statement and Citizen Comment Rules**

Mayor reviewed Conflict of Interest Statement, Robert Davie read Citizen Comment Statement.

#### **Public Comments**

Public Comments were voiced by Michael Coffman. Mr. Coffman was before the Board representing the Revitalization Committee and provided information on the upcoming Town Café scheduled for Tuesday, November 17, 2015. Mr. Coffman explained that the Café is occurring at the 5-year anniversary of the prior World Café and will solicit suggestions and goals from a wide variety of citizens and stakeholders regarding the future of Warrenton. A budget of \$1500 has been allotted for the event.

#### **Consent Agenda**

The Consent Agenda was presented.

- (a) Minutes of Board Meeting July 13, 2015, Minutes of Public Hearing July 13, 2015
- (b) Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
- (c) Monthly Checks Report
- (d) Public Works Monthly report
- (e) WWTP Monthly Report
- (f) Police Activity Report

Commissioner Hunter made a motion to approve Consent Agenda with second by Commissioner Fleming. The motion was approved by a unanimous vote.

## **Committee Reports**

### **Finance and Administration**

Commissioner Hunter reported, in addition to the written report, there would be financial information the Town Administrator would discuss. The Town Administrator informed BOC that the Local Government Commission (LGC) had required the Town to begin encumbering funds in the budget based on recurring annual commitments. The Budget versus Actual column for Encumbrances will be used going forward.

### **Public Works**

Commissioner Harding and Public Works Director had no report in addition to written report.

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

Commissioner Fleming stated things were going well.

### **Revitalization/Historical**

Commissioner King thanked Michael Coffman for the report on Town Café and noted a vacancy on the Revitalization Committee. Commissioner King stated that the committee recommends to the BOC that Craig Hahn of 109 Ridgeway Street be appointed to complete the unexpired term of Selena Mooring. A motion was made by Commissioner King with second by Commissioner Hardy to accept the nomination. The motion was approved by a unanimous vote. Commissioner King reminded all of upcoming events: Harvest Market October 10, 2015, Fright Night October 24, 2015, Town Cafe' November 17, 2015 and the Prelude to Christmas and Christmas Parade on December 12, 2015. He also reported that the Historic District Commission had received and approved several Certificate of Appropriateness (COA) applications that were approved.

### **Public Safety**

Commissioner Hardy and Police Chief Lane report that ALE officers and Town police officers had successfully conducted traffic checks. Chief Lane presented information on Leads Online (a statewide and national system to assist in recovery of stolen property), a tool which he would like to test and adopt if successfully tested. At the present, the Police Department is doing a 30-day trial. The annual cost of Leads Online is \$1600 and surrounding police departments use it and are having success with the system. Based on available funds and upon successful testing and with approval by attorney Styers, Commissioner Hardy made a motion with second by Commissioner King to preapprove an agreement to purchase Leads Online for the current fiscal year if Chief and Town Administrator are satisfied with its performance. The motion was approved by a unanimous vote.

Mayor Gardner reported that Fireman's Day is scheduled for 9/26/2015 and that Warrenton fire truces will be in a parade and convention in Raleigh this upcoming weekend.

### **Beautification/Facilities**

Commissioner Britt thanked all involved in the tree removal in front of the Colonial Lodge. Public Works plans to start pot hole and sidewalk repairs soon.

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

In absence of Commissioner Mooring no report was given.

### **Old Business**

Will Brooks, a planner working with the Kerr-Tar Council of Governments presented updates to the Town's zoning ordinances. Mr. Brooks explained that changes were needed to bring the ordinances into compliance with recent laws enacted at the state level. Mr. Brooks went through the proposed changes with the BOC, answering questions. It was noted that the Planning Board

met and reviewed the changes and recommends to the BOC approval of the updates. A motion was made by Commissioner Fleming with second by Commissioner Hunter to approve the updates to the zoning ordinances. The motion was approved by a unanimous vote.

Town Administrator Davie noted that the Planning Board submitted a second recommendation to the BOC, changing the zoning of existing or approved solar farms from R-12 (residential) to I (industrial). Going forward solar farms will only be allowed in Industrial areas with a Special Use permit. A motion was made by Commissioner Hardy with second by Commissioner Fleming to approve the change in zoning classification. The motion was approved by a unanimous vote.

Town Administrator Davie updated the Board on grant applications, stating that the USDA Rural Development grant engineering portion had been approved. Funding will be provided in the upcoming federal fiscal year in October. Town Administrator Davie reported that the NC Museum of Art will support the NEA grant application in the form of a support letter and also provide images of their permanent collection for use in the Mainstreet Illumination project. Notification of the NCDENR grant application is dependent on State budget approval which is expected by October 2015.

Regarding the use of Inmate Labor, the mayor is awaiting a response from the Sheriff and County Manager on possible transportation.

### **New Business**

Town Administrator Davie told the Board that following a notification to Michael Layne that he was in violation of the Town's General Nuisance ordinance because of broken windows in his house located at 438 S. Main Street. Mr. Layne submitted a written request for an extension of 90 days, allowing him the time to repair the remaining windows. He has already repaired 20 of the 46 windows. A motion to approve the extension was made by Commissioner King with second by Commissioner Harding. The motion was approved by a unanimous vote.

Mr. Davie presented the Powell Bill priority list for the current fiscal year, noting that to accomplish all proposed sidewalk and street repairs an additional \$8057 was needed from Powell Bill reserve funds. A motion to transfer funds from Powell Bill reserve funds into the current budget in the amount of \$8057 was made by Commissioner King with second by Commissioner Britt. The motion was approved by a unanimous vote.

The impact of proposed sales tax changes by the NC Senate was discussed. Mayor Gardner, Robert Davie and Commissioner Harding plan to attend a rally at the legislature on Wednesday, August 12<sup>th</sup> to show support for the changes. Senator Angela Bryant is hopeful for a positive outcome of the Senate proposal.

Town Administrator presented a new Purchasing Policy to the BOC, supplied and reviewed by the LGC and bringing the Town into compliance with NC General Statutes. Meredith Valentine has worked diligently on this policy and is commended by the Town Administrator. A motion was made by Commissioner Hunter with second by Commissioner King to approve the Purchasing Policy. The motion was approved with a unanimous vote.

Contract renewals for Southern Software Support and DSI copier services were presented. A slight increase of \$60 was noted for the support agreement. A motion to approve the contract renewals was made by Commissioner Hunter with second by Commissioner Fleming. The motion was approved by a unanimous vote.

### **Announcements**

None

With no further business, meeting adjourned.

