

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
Town Administrator

TOWN OF WARRENTON

"Historically Great - Progressively Strong"

P. O. Box 281

Warrenton, NC 27589-0281

PHONE (252) 257-3315 FAX (252) 257-9219

BOARD OF COMMISSIONERS REGULAR MEETING

September 8, 2014

Those attending were:

Mayor Walter Gardner

Commissioner Palmer "Woody" King

Commissioner Mary Hunter

Commissioner Kimberly Harding

Commissioner John Mooring

Commissioner William "Tom" Hardy

Commissioner Margaret Britt

Commissioner Al Fleming

Robert Davie, Town Administrator

Goble Lane, Police Chief

William "Bill" Perkinson, Public Works Director

Jennifer Harris, Warren Record

Mitch Styers, Town Attorney

T. Davis, Warren County Commissioner

Call to Order/Minutes/Agenda

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order at 7:00PM. The Pledge of Allegiance was led by Commissioner Hunter. Those attending were asked to observe a moment of silence and remember Meredith Valentine, a town employee, whose mother recently passed away. The Proposed Agenda was presented with suggested changes to the minutes by Commissioner Harding. A motion to accept the amended agenda was made by Commissioner Mooring and seconded by Commissioner King. The vote approving the motion was unanimous.

Public Comments

There were no public comments.

Consent Agenda

The Consent Agenda was presented.

- (a) Minutes of Board Meeting August 2014
- (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

A motion to accept the Consent Agenda was made by Commissioner Mooring with second by Commissioner Hunter. The vote approving the motion was unanimous.

Committee Reports

Finance and Administration

Commissioner Hunter highlighted unanticipated collections in privilege license revenue. Budgeted are \$12,000 for privilege licenses and current receipts are \$24,000 with another \$6000 expected. Hunter indicated that auditors will be reviewing Town financials this week and noted that expenses for the auditor are \$11,000 less than prior years, saving the town \$11,000 annually. Hunter outlined other savings and revenue increases from wireless antenna, replacement street lights

and other areas totaling \$44,000 in recurring savings or new revenue. If an additional wireless antenna is placed on the Town's water tower an additional \$8000 in recurring revenue would bring the total to \$52,000 in recurring revenue or savings. Hunter indicated that the UNC School of Government was expected to report their findings and financial recommendations for the renovation of old Town Hall by the next BOC meeting in October.

Public Works

Commissioner Harding asked Public Works Director, Bill Perkinson, for additional comments to his reports. Perkinson commented on the severe rainfall occurring and noted that three employees would be working at night to monitor high water flows at two lift stations and the treatment plant. Commissioner Hardy asked if Perkinson was considering LED lights for replacements at the treatment plant. Perkinson indicated they were under consideration.

Public Safety

Commissioner Hardy reported that progress had been made at the sports bar in terms of self-policing. There were no incidents since the last BOC meeting. Hardy indicated that the Ford Bronco, used by police, had been tuned up and that other patrol cars were operating well. Hardy showed a thank you note from student volunteers, to whom the police department donated six trash receptacles with liners for their recycling program. Hardy asked the Mayor for a report on the Fire Department inspection. Mayor Gardner reported that the inspection went very well and as planned. He expected an improvement in the Town's rating that would result in lower insurance rates especially for commercial building owners. A full report is expected in 90 days and will be reported back to the BOC once received. Gardner also indicated that a fire truck was being refurbished and its progress was being tracked on Facebook for those interested. Commissioner Britt inquired about large semi-trucks parking on residential streets, specifically one parked on Wilcox Street which made passing traffic very difficult. Chief Lane indicated that the specific truck on Wilcox did not exceed a foot and a half more than a typical truck into the street. Britt indicated that two cars could not pass at the same time. Mooring indicated that the truck owner had difficulty accessing his driveway. Chief Lane also noted that parking across the street was not feasible given the conditions of the curbing. Left of curb parking is permitted in the residential area according to Chief Lane. Davie indicated that ordinances on the books address the truck issue and that it had been considered at various Citizen Advisory Board meetings. Weight of the truck on residential streets was also a concern of Commissioner Hunter.

Human Resources/ Information Technology

Commissioner Fleming thanked personnel and commissioners involved in efforts to revamp the Town's HR Manual. Fleming indicated that final changes had been made to the manual at a prior HR Committee meeting and recommended that the BOC approve the HR Manual with changes. Changes in the form of inserts were provided to commissioners by Robert Davie. Mayor Gardner indicated that the salary data collected would also be used in the future for salary adjustments. Commissioner Mooring motioned to accept the HR Manual as presented. Commissioner Hunter seconded the motion and the motion passed by a unanimous vote. Fleming commented that it was a very good yardstick for future use and Mooring commented it would be beneficial to all employees.

Revitalization/Historical

Commissioner King reported on progress and planning for Harvest Market on October 11, 2014. King highlighted three performers and twelve vendor applications for Harvest Market, noting that one vendor, T. Davis, was present at the meeting. King indicated he would be out of town for Harvest Market but that Mike Coffman would be a point man among other volunteers taking his place. King had no report from the Historical District Committee but announced that the next regularly scheduled Committee meeting would be September 16, 2014.

Beautification/Facilities

Commissioner Britt highlighted proposed streetscape additions including crape myrtles and iron railing. Davie outlined the Streetscape Committee decisions with regard to the balance of grant

funds, which include an additional four benches, trash receptacles and planters, as well as eight crape myrtles, tree removal and iron railing. Mooring asked if iron railing would be installed on private property. Davie replied that all railing would be installed on Town sidewalk and right of way.

Planning/Zoning/Annexation/Cemetery

Commissioner Mooring reported that the Zoning Committee of the BOC had met with regard to changes in residential living in C-1 and C-2, sidewalk dining and noxious weed ordinances. For residential living in C-1 and C-2, the committee proposed to allow it based on a special use permit and to change wording in the zoning matrix adding "single family" to "multi-family". Mayor Gardner asked if the limit of 40% was considered (limit of 40% of total commercial space for residential). Mooring indicated that the special use permit allowed flexibility with the BOC on a case by case basis. Fleming asked if the special use permit applied to upstairs and downstairs residential living and Mooring replied that it did. Tom Hardy motioned to accept the proposed changes for upstairs and downstairs residential living as suggested by the Zoning Committee. Woody King seconded the motion and it was passed by a unanimous vote.

Mooring discussed the Zoning Committee's recommendation to accept the sidewalk dining ordinance as constructed by the Town's attorney and in compliance with NC State statutes, highlighting the fact that the application fee will be set at zero dollars. Al Fleming motioned to approve the sidewalk dining ordinance with no fees at the present. Tom Hardy seconded and the motion was approved with a unanimous vote.

Mooring discussed the proposed changes to the noxious weeds ordinance, suggesting changes recommended by the Zoning committee. Several ways of collecting expenses, when the Town is forced to cut down weeds/grass, were discussed by Town attorney, Mitch Styers. Debt Setoff and Collection Agencies were considered. John Mooring suggested tabling the discussion until details could be finalized. Al Fleming asked what could be done to mitigate weeds in the curbing along Ridgway Street, specifically using Roundup weed killer. Mr. Davie said the problem was already a concern and options were being considered at a staff level.

Old Business

Mr. Davie explained that the Town had received two proposals for engineering services relative to the proposed Water/Sewer rehab and grant project with the USDA. Proposals were submitted by B&B Consultants, Inc. out of South Hill, VA and MESCO, out of Garner, NC. Davie explained that no pricing is offered at this point and that MESCO has been the Town's engineer on prior projects. Commissioner Mooring motioned to select and approve MESCO as the engineer for the Water/Sewer project. Commissioner King seconded and the motion was approved by a unanimous vote.

New Business

Changes to the loitering portion of the Town ordinances will be reviewed by attorney Mitch Styers and discussed at the October BOC meeting.

Announcements

Mr. Davie announced that 1000 cyclists would be coming to Warrenton on October 1 as part of Cycle North Carolina. The Town was preparing to welcome the visitors in a gracious manner.

With no further business the meeting was called to adjournment.