

Walter M. Gardner, Jr.  
Mayor

Meredith Valentine  
Town Administrator

## Town of Warrenton

*"Historically Great - Progressively Strong"*

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BOARD OF COMMISSIONERS - REGULAR MONTHLY MEETING  
APRIL 9, 2018

Those attending were Mayor Walter Gardner	Meredith Valentine -Town Administrator
Commissioner Mary Hunter	Police Chief Goble Lane
Commissioner Michael Coffman	Mitch Styers, Attorney
Commissioner Frank Holt	William "Bill" Perkinson, Public Works
Commissioner Kimberly Harding	Jennifer Harris - Warren Record
Commissioner John Blalock	Commissioner Margaret Britt
Commissioner William "Tom" Hardy	Annette Silver - Minute Taker

There were 3 citizens present.

### **Call to order-Pledge of Allegiance- Moment of Silence**

The regular monthly meeting of the Town of Warrenton was called to order by Mayor Gardner, Monday, April 9, 2018. The Pledge of Allegiance was led by Commissioner Holt. A Moment of Silence was held for all with health concerns especially the Mayor's mother-in-law.

### **Conflict of Interest and Proposed Agenda**

The Conflict of Interest was reviewed. The Proposed Agenda was presented. A motion was made by Commissioner Hardy with second by Commissioner Coffman to approve the Proposed Agenda. The motion was unanimously approved.

### **Public Comments**

No public comments were voiced.

### **Minutes of March 19, 2018 Meeting**

The Minutes of the March 19, 2018 meeting were presented. Commissioner Coffman made motion with second by Commissioner Hunter to approve the Minutes. The motion was approved unanimously.

### **Consent Agenda**

The Consent Agenda was presented.

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

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

## COMMITTEE REPORTS

**Planning/Zoning/Annexation** Commissioner Holt presented a draft of the Tethering Ordinance. (The Ordinance was brought about by the disappearance of a citizen's cat and the concern for a dog at a W. Franklin Street business, discussed at June 12, 2017 meeting) It was explained this ordinance was written using Raleigh ordinances as a guideline. The corrected 90.01 Ordinance would refer to leash requirements and tethering resulting in a civil penalty of \$50.00 per day of violation. The draft gave restriction of tethering time that was questioned by Board. Ordinances 90.02 through 90.10 showed no change in status. Ordinance 90.11 referred to Animal Control which is primarily enforced through Warren County Animal Control. Commissioner Blalock questioned the reason for tethering ordinance in that the enforcement would not be easy. The inhumanity of tethering is understood but the policing is questionable. There were other questions asked concerning neighbors policing neighbors, questionable times eluded in ordinance, cable trolley system and access to food and water for animal. The draft was sent back to the Committee for further input. Mayor thanked the group for all of their work on this.

**Beautification/Facilities** Commissioner Britt stated how the tulips have really made downtown Warrenton beautiful and can hardly wait for everyone to see what is coming next. The Haywood-Hayley Park has lights and signs in place making ready for total use. Commissioner Britt requested Perkinson and staff review streets and check the high ridges in streets as USDA project proceeds.

**Human Resources/Information Technology** Commissioner Blalock stated the Board needed to go into closed session at end of meeting but no other business.

**Revitalization/Historic District** Commissioner Coffman informed Board a COA was approved for David Woodson - 305 E. Halifax Street - to install a pool and fence. Zayne Taber was presented as director to fill Ernie Fleming's unexpired term on Revitalization Board. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve Zayne Taber as a member for Warrenton Revitalization Committee. The motion was approved unanimously. The Board of Commissioners extended a thanks to Ernie Fleming for his service to the Revitalization Committee. Spring Fest - April 28th is proceeding with anticipation, vendors and sponsorship are still being heard from. There will be students from Vance and Warren County schools in the 5K Run. Family Movie Night is scheduled for the 1st Saturday of May, June, July, September and October with movies being provided by Warren County Memorial Library and sponsors. Wrinkle in Time and Jumanji and Hocus Pocus are some of the possible movies to be shown.

**Public Safety** Commissioner Hardy and Chief Lane had in addition to written report, a 7 year old elementary student, Leah Anderson, presented to the Police Dept stuffed animals to be given to children in stressful situations. Mayor reported Fire department was quiet.

**Public Works** Commissioner Harding noted in addition to written report that Town Hall renovation would start around April 16th.

**Finance and Administration** Commissioner Hunter had nothing in addition to written report.

## OLD BUSINESS

### GRANT STATUS

**Fund 44 NC DEQ AIA WATER** - no change in status

**Fund 48 NC Parks & Recreation Trust Fund** - Everything is just about completed. Dedication tentatively scheduled for May 19th.

**Fund 51 USDA Rural Development** - A pre-construction meeting was held, establishing the project to begin on or around April 16th.

**Fund 53 NC Commerce Main Street Downtown Redevelopment** - The State Historic Preservation Office will not allow replacement windows on front of building; therefore, the contractor is scheduling window removal and refurbishing.

**Fund 55 NC DEQ Water Infrastructure WWTP** - no change

**Tap Grant** - no change

**Duke Energy** - Charging station installed

**NC DEQ** - no change

**NC DEQ AIA SEWER** - received letter of intent to fund dated March 14, 2018

**Art's Council Quilter's Lane** - Artist drawing of proposed project in packet for discussion

**National Park Service Grant** - maps of areas have been drawn. County Manager will present proposal of joint effort at the April County work session meeting. County needs tools and public works assistance and county will help town in areas of need in a joint effort per Robert Davie. Mayor suggested including forestry service if bull dozer is needed. There are 3 1/2 miles in Buck Spring area to be included in walking and mountain bike riding.

**NC DOT Bicycle and Pedestrian Planning Grant** - received notice of approval for approximately \$40,000 with a 10 percent match from the town.

**NC Main Street Solutions Warrenton Brewery Grant** - final revisions were mailed in March. Meredith should have an answer soon.

### **Audit Reporting Error**

When auditors gave report at February meeting, a deficit was reported in public safety for \$30,720. CPA and Administrator reviewed and found error not in Town calculations but audit calculation. Petway, Mills and Pearson, PA severed ties with Town of Warrenton when we informed them of the error.

### **New Business**

Tom Hardy announced now has a working agreement with the county on use of the lot behind the courthouse. Quilters Lane presented their design of Quilter's Lane sculpture from the WC Arts Council to be positioned on courthouse square. The design is by Michael Layne entitled "Garden Whispers" which will portray a dragonfly. Charla Duncan and Victoria Lehman explained the connection between dragonflies and quilting. A motion was made by Commissioner Blalock with second by Commissioner Britt to construct the "Garden Whispers" behind tax office on courthouse square. The motion was approved by unanimous vote.

Commissioner Hardy also advised the Quilt Squares Fund raiser is moving along. Ten squares will be created, 7 have been sold already.

A contract was presented to have Mrs. Melinda Andrews, CPA, provide advice and assistance to the Finance Officer and Town Administrator in a consulting capacity at \$50.00 per hour. A motion was made by Commissioner Blalock with second by Commissioner Hardy approving contract for Mrs. Andrews' services. The motion was approved unanimously.

Commissioner Hardy suggested the Town add public art guidelines to Historic District for future endeavors. The Mayor suggested Michael Coffman, Kimberly Harding and Tom Hardy meet to draw up such guidelines.

Commissioner Blalock called for closed session of Board. Regular meeting adjourned.

Meeting reconvened. Back in open session John Blalock made a motion to hire Meredith Valentine as Warrenton Town Administrator at a salary of 65,000 effective April 1, 2018 and post Finance Officer position effective immediately. This was seconded by Tom Hardy. The motion was approved by unanimous vote.

