

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
Town Administrator

Town of Warrenton

"Historically Great - Progressively Strong"

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WARRENTON BOARD OF COMMISSIONERS REGULAR MEETING MAY 13, 2019

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

Robert Davie, Administrator
Police Chief Goble Lane
Attorney Mitch Styles
Finance Director Meredith Valentine
Public Works Director William "Bill" Perkinson
Jennifer Harris, Warren Record
Annette Silver, Minute Taker

There were no citizens present.

Call to Order - Pledge of Allegiance - Moment of Silence

Mayor Gardner called to order the regular meeting of the Board of Commissioners Monday, May 13, 2019. The Pledge of Allegiance was led by Commissioner Britt. A Moment of Silence was held for mothers and general safety.

Conflict of Interest and Proposed Agenda

The Conflict of Interest Statement was reviewed. The Proposed Agenda was presented. Commissioner Coffman made a motion to approve the Proposed Agenda with second by Commissioner Blalock. The motion was approved by unanimous vote.

Public Comments

No public comments were voiced.

Minutes of Board Meeting of April 8, 2019

Minutes of the Board meeting of April 8, 2019 were presented. Commissioner Coffman made a motion with second by Commissioner Blalock to approve the Minutes of April 8, 2019. The motion was approved by unanimous vote.

Consent Agenda

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

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

COMMITTEE REPORTS

FINANCE AND ADMINISTRATION- Town Administrator Robert Davie presented the 2019-2020 Budget to Town Board. The General Fund Budget (37) proposed totals \$1,181,030 Water/Sewer Fund (38) proposed totals \$1,279,256 and WWTP Fund (39) proposed totals \$690,354. The ad valorem tax rate is based on a total projected valuation of \$72,417,087 with an estimated 98.47% collection rate. This Budget includes compensation increases for administration with the Town Administrator salary increasing by 5% and a sizeable merit increase for the Finance Director. A 5% across the board increase in police department salaries is included in Budget. In Public Works the budget includes merit raises for four individuals and a 5% pay raise for the balance of employees. Salary increases are funded totally through a reduction in staff in water/sewer department. Water "Super Users" will experience a 5% increase in water charges due to a 5% increase charged to the Town by the Kerr Tar Regional Water System (KTRWS). All other water rates will remain the same even though the Town incurs the 5% increase from KTRWS. Commissioner Hardy congratulated staff on a job well done in preparing the 2019-2020 Budget. A motion was made by Commissioner Hardy with second by Commissioner Hunter to schedule a Public Hearing for the 2019-2020 budget on Monday, June 10, 2019 at 6:45pm. The motion was approved by unanimous vote.

PUBLIC WORKS Commissioner Harding had nothing in addition to written report.

PUBLIC SAFETY Commissioner Hardy and Chief Lane had nothing in addition to written report.

HUMAN RESOURCES/INFORMATION TECHNOLOGY Commissioner Blalock had no report; however, inquired if job changes and additional responsibilities in Public Works was working out. Perkinson stated that changes were very effective.

REVITALIZATION/HISTORIC DISTRICT COMMISSION - Commissioner Coffman reported that SpringFest was very successful. Mary Poppins Returns is the scheduled movie for Saturday, May 18th and Creed II for May 25th. The Historic Commission approved three COA's (Warren County Community Center on E. Franklin Street - Thomas & Ann Satterwhite at 218 E. Franklin St and Mary McAuslan Estate at 326 N. Main Street)

BEAUTIFICATION/FACILITIES Commissioner Britt stated how healthy crape myrtles were looking enhancing beauty of Town. She also questioned when street paving would begin. The Mayor indicated paving would begin in June if not sooner. Commissioner Britt requested that the Town contact the owner of the property on the corner of Rogers and Wilcox Street regarding yard debris. Administrator reported this property is an ongoing issue for the Town.

PLANNING/ZONING/ANNEXATION - Commissioner Holt has upcoming items in Old Business.

OLD BUSINESS

Grant Status May 2019

- Fund 44 NC DEQ AIA Water mapping nearing completion
- Fund 51 & 61 USDA Rural Development nearing completion
- Fund 53 NC Commerce Main Street Downtown Redevelopment soliciting revised bids to lower costs
- Fund 55 - NC DEQ Water Infrastructure WWTP soliciting bids in May/June
- TAP Grant - Project is in historic review
- Fund 64 & 65 NC DEQ Sewer Rehab Battle Ave/Unity and Bute Streets readying for bids
- Fund 63 - DEQ AIA Sewer mapping project is 75% complete

- National Park Service Grant and NC DOT Bicycle and Pedestrian Grant combined - A survey for public input is available until the end of May 2019
- NC Main Street Solutions Warrenton Brewery Grant plan revisions under review of NPS and NC SHPO. Owner has applied for historic tax credits to help cover additional costs.
- AARP Parks Grant application has been submitted for additional amenities to Hayley-Haywood Park.

Town Administrator submitted a cost estimate of \$328,411 for 2-inch asphalt overlay to have street areas resurfaced and which could possibly be added to the existing USDA grant. These areas are scheduled to only be patched using already approved USDA Grant funds. A motion was made by Commissioner Harding with second by Commissioner Blalock to pursue grant/loan funding with USDA for the 2-inch asphalt overlay. The motion was approved by unanimous vote.

The recent South Main Street paving by DOT has crumbled. Local DOT representatives are reviewing the damage and will seek to repair and repave.

Ordinances changes and updates for Truck routes, Parking Fees, Urinating in Public, Existing Warrenton Special Use Language and Diagonal Parking and One-way Parking were all presented for approval. A motion was made by Commissioner Hardy with second by Commissioner Britt to approve changes to Truck Routes, Parking Fees, Urinating in Public, existing Warrenton Special Use Language, Diagonal Parking and One-way Parking. The motion was approved by unanimous vote. Potential New Language for Game Rooms will be reviewed by Attorney Styers with updates provided at the June 10th meeting.

Administrator Davie requested approval for a grant application to Triangle North Health Foundation. Triangle North Health Foundation grant will be used to purchase bicycles with geo-positioning and tracking capabilities and pay for overtime for police officers in performing grant functions. Grant is \$18,000 and there is no required Town match. The project will establish sustained programming and support for children susceptible to Adverse Childhood Experiences (ACEs). Bikes will be accessible to children and adults after the project has ended. A motion to approve was made by Commissioner Blalock and seconded by Commissioner Coffman. The motion was approved by unanimous vote.

NEW BUSINESS

A NC Neighborhood Revitalization Program grant was presented. This grant is a Community Development Block Grant to assist in repairing houses owned by citizens of low or moderate incomes. A motion was made by Commissioner Coffman with second by Commissioner Hardy to apply for the CDBG-NR Grant. The motion was approved by unanimous vote.

The 2019-2020 NC Small Town Main Street annual agreement, to remain active in NC Small Town Main Street program, was presented. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve the Annual Agreement. The motion was approved by unanimous vote.

Budget amendment #9 is an increase to expense line and offsetting revenue line for sales taxes, due to grant related purchases. A motion was made by Commissioner Blalock with second by Commissioner Hunter to approve. The motion was approved by unanimous vote. Budget amendment #10 is to receive a donation from Preservation Warrenton and Mrs. Lelia Lattimore to repair fencing at Plummer Cemetery was presented. A motion was made by Commissioner Coffman with second by Commissioner Hunter to approve the amendment. The motion was approved by unanimous vote. Budget amendment

#11 is for partial repayment of \$32,000 for the long-outstanding WWTP loan to General Fund, leaving balance of \$32,496.23. A motion was made by Commissioner Hunter with second by Commissioner Harding to approve. The motion was approved by unanimous vote. Budget amendment #12 is for the transfer from General Fund Loan Reserve to USDA Loan Reserve, an amount required as retention for outstanding USDA loans. A motion was made by Commissioner Blalock with second by Commissioner Hunter to approve. The motion was approved by unanimous vote.

The regular meeting was closed with Board going into closed session. The Board returned to open session and no further business was conducted. The meeting was adjourned.