

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
Town Administrator

Town of Warrenton

"Historically Great - Progressively Strong"

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Board of Commissioners Regular Meeting
March 11, 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

Meredith Valentine, Finance Director
Police Chief Goble Lane
Jennifer Harris, Warren Record
William "Bill" Perkinson, Public Works
Annette Silver, Minute Taker

Town Administrator Davie and Commissioner Hardy were absent.

Call to Order / Pledge of Allegiance/Moment of Silence

Mayor Gardner called to order the meeting of March 11, 2019. The Pledge of Allegiance was led by Commissioner Britt. A Moment of Silence was held for our community, Grace Clayton and the Atlantic Beach fire chief Adam Snyder.

Conflict of Interest and Proposed Agenda

The Conflict of Interest statement was reviewed. The Proposed Agenda was presented. Mayor Gardner requested the addition of Item 8d to New Business.- service agreement from Neptune Technology Group, Inc. Commissioner Coffman made a motion with second by Commissioner Blalock to approve the Proposed Agenda with addition. The motion was approved by unanimous vote.

Public Comments

There were no public comments.

The Minutes of February 11, 2019 Board Meeting and Public Hearing

The Minutes of the Regular February 11, 2019 meeting and the Public Hearing of February 11, 2019 were presented. Commissioner Coffman made a motion with second by Commissioner Britt to approve the Minutes of February 11, 2019 regular meeting and public hearing. The motion was approved by unanimous vote.

Consent Agenda

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

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

Committee Reports

Finance and Administration - Commissioner Hunter had nothing in addition to items to be discussed later. The audit will be presented at April meeting.

Public Works - Commissioner Harding had nothing in addition to written report. Public Works staff was thanked for work done on Brehon Street during water main break of last week.

Public Safety - In absence of Commissioner Hardy, Chief Lane reports the Grant for 2 cars and 2 cameras has been approved. Citizens have been very helpful with assisting in crime prevention thus far in 2019. The parking situation is receiving attention with the strongest arguer complying. This weekend (St Patrick's) begins the Booze It or Lose It campaign. The Game Rooms have kept traffic down at the Time Out Bar.

Human Resources/Information Technology - Commissioner Blalock had no report from IT, but reported the resignation of Bridgette Marlin from finance department. A question was asked as to whether it will be filled as full-time or part-time hire. Mrs. Valentine stated we will fill it as a part time.

Revitalization/Historic District Commission - Commissioner Coffman reported that Tim Ennis is leaving the Revitalization Committee. The HDC board recommends Luke McCollough as replacement. Commissioner Blalock made a motion to approve Luke McCollough as replacement to Revitalization Committee with second by Commissioner Hunter. The motion was approved by unanimous vote. The Revitalization Committee has received \$1000 from Duke Energy for sponsorship for Spring Fest. The 1st movie of Movie Night will be Creed II on April 13th. The Historic Commission approved the following COAs; Michael Coffman, removal of trees from yard; Elton and Susan Brown, reconstruction of retaining wall at driveway; Victoria Lehman, construction of privacy fence; Arts Council, adding signage describing the mural inside the Post Office; and Marc Allen, construction of fence.

Beautification/Facilities - Commissioner Britt stated that we are almost ready for Spring planting. With Oscar gone, Teresa will be doing the plants on Main Street.

Planning/Zoning/Annexation - Commissioner Holt read the Zoning Committee recommendations which edit truck routes (changing 2 axles to 3 axels and adds Plummer Street from Halifax Street to South Main Street). Parking Fees for time limited parking was reviewed. Commissioner Harding asked if signs would be adjusted. The answer was yes, corrections to signs would be made. Commissioner Blalock questioned the fee for handicap violation/fine. Chief Lane explained the penalty for handicap violation will be regulated according to state law, (\$250). Urinating in Public and Special Use Languages have word changes that need be reviewed. Zoning Committee will meet again before April 8th meeting for changes. A public hearing will be held on April 8 at 6:30 PM before regular meeting.

Old Business

Grant Status

Fund 51 USDA Rural Development - Plummer Street is complete and W. Ridgeway and Brehon nearly complete.

Fund 53 NC Commerce Main Street - Double Eagle Construction has finished roof. Front windows were installed mid-December, side windows are installed, side entrance door is being installed along with associated masonry work. Next to do is plumbing and electrical followed by new cement floor.

Fund 55 NC DEQ Water Infrastructure WWTP - Close to getting permits and authority to construct.
NC DOT Bicycle and Pedestrian Planning Grant - 2nd Steering Committee meeting scheduled April 25th at Fire Station

NC Main Street Solutions Warrenton Brewery Grant - Continue interior demolition and renovation
No changes to other projects.

New Business

PMSI contract was presented. PMSI is a contracted service that designs, creates, prints and mail the monthly water bill/statements and inserts using Town data. The estimated annual cost for 1025 pieces mailed per month is \$6192 which is less than current cost. Commissioner Blalock made a

motion to approve PMSI contract with second by Commissioner Hunter. The motion was approved by unanimous vote.

A letter was presented by Chief Lane from Gina Phillips of the District Attorney's office requesting a crosswalk on Front Street from the courthouse to the parking area. The Board suggested painting a crosswalk and waiting until Streetscape plans are reviewed before initiating other methods of correction.

SITECH Consulting Agreement was presented. A letter was submitted by SITECH with a proposal and cost for consulting services and soil sampling for \$1450 at Town Hall site. Commissioner Blalock made a motion to approve the environmental services by SITECH with second by Commissioner Hunter. The motion was approved by unanimous vote.

Addition to the Neptune Technology Group software agreement was presented. (Copies were given to the board at the meeting) Public Works Director explained the software is a service agreement. Commissioner Blalock made a motion to approve Neptune agreement with second by Commissioner Coffman. The motion was approved by unanimous vote.

Announcement

Mayor Gardner thanked Bridgette Marlin for her service to the Town. A group of 9 members of Town officials, staff and Revitalization Committee members would be traveling to Salisbury for the Main Street Conference.

Adjournment

Meeting adjourned.