

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
Town Administrator

Town of Warrenton

"Historically Great - Progressively Strong"

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Town of Warrenton Board of Commissioners Regular Meeting January 13, 2020

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

Robert Davie Town Administrator
Sgt Mark Oakley
Jennifer Harris – Warren Record
Meredith Valentine -Finance Officer
Mitch Styers, Attorney
William "Bill" Perkinson – Public Works
Annette Silver – Minute Taker

There were 2 guest present Rebecca Harris - CIBCO and April Adams -Cherry Bekaert

Call to Order/Pledge of Allegiance/ Moment of Silence

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order on Monday, January 13, 2020 at 7:00pm. The Pledge of Allegiance was led by Commissioner Hardy. A Moment of Silence was held for victims of the weather conditions throughout the world as well as those serving in the military.

Conflict of Interest Statement and Proposed Agenda

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

Public Comments

No Public Comments were voiced.

Minutes of Board Meeting from December 9, 2019

Minutes of the Board meeting of December 9, 2019 were presented. A motion was made by Commissioner Coffman with second by Commissioner Harding to approve the Minutes of December 9, 2019. The motion was approved by unanimous vote.

Consent Agenda

The Consent Agenda was presented.

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

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

Committee Reports

Finance and Administration

Commissioner Hunter had no additions other than liability insurance renewal and audit report outlined on the agenda. Ms. Rebecca Harris of CIBCO was present to answer questions regarding renewal of the Town's liability insurance policy. There was an increase of approximately \$3,000 from 2019 to 2020 due to the addition of two police patrol cars and the renovated Town Hall and its contents. A motion was made by Commissioner Blalock with second by Commissioner Hunter to approve the liability insurance renewal. The motion was approved by unanimous vote.

The Town Audit for year ending June 30, 2019 was presented by Ms. April Adams of Cherry Bekaert CPA's and Advisors of Raleigh. The auditor congratulated the Town for receiving all clean opinions. There was an extra audit process required due to the amount of grant expenditures. Mr. Davie and Mrs. Valentine were congratulated on outstanding work by Board of Commissioners. The available fund balance showed a substantial increase which pleased all commissioners.

Public Works

Commissioner Harding and Bill Perkinson had no report in addition to written report. Commissioner Harding stated that new water meters should eliminate water losses that two customers have experienced recently.

Public Safety

Commissioner Hardy and Sgt Oakley had nothing in addition to written submissions but stated there was a decrease in shoplifting incidents. All was quiet over the holidays. Mayor Gardner reported all was quiet in the fire department as well.

Human Resources/Information Technology

Commissioner Blalock reported the purchase of two new PCs for Administration offices. Mrs. Tracy Stevenson has joined the Town staff as a full-time Assistant Finance Clerk, effective January 2, 2020. Mrs. Stevenson is the daughter of former Police Chief Freddie Robinson. She is coming from Franklin County as a payroll specialist/finance specialist. It was found that the part-time position was not sufficient to address the workload in the finance department and is now replaced by a full-time position. Mrs. Bettie Davis and the Town were amenable to the change.

Revitalization/Historic District

There was no December meeting for the Revitalization Committee. Commissioner Coffman stated there were 3 COAs presented to the Historic District Commission in December. Mary Hehl (204 Church Street) was approved to replace a slate roof with asphalt shingles that look like slate. Valerie Beatty (207 Plummer Street) was approved to paint over exterior stucco. Walter Hurst (114 Wilcox Street) was approved to remove 3 trees which had damaged the house.

The Historic District Commission is recommending Preservation Warrenton's choice of Audrey Tippet to fill an open seat on the Commission. Mrs. Tippet has served on the Commission before. A motion was made by Commissioner Hunter with second by Commissioner Hardy to approve Audrey Tippet. The motion was approved by unanimous vote. Mayor Gardner thanked Mrs. Tippet for her willingness to serve.

Beautification/Facilities

Commissioner Britt stated all looked good in Town. For the third consecutive year, Bill Lynch of Norlina has voluntarily assisted in the set-up and removal of the Santa House from Main Street. Commissioner Britt suggested writing a thank you letter and including a gift card of appreciation. It was agreed upon to give Mr. Lynch a \$50.00 gift card. Town Administrator Davie mentioned that the new weight limitation signs throughout Warrenton streets appear to be working with little truck traffic in residential areas. Directional, way-finding signs for Hailey-Haywood Park will be ordered at the request of Commissioner Hardy. Street pavement dates will be known, hopefully, this week after a meeting with the USDA, stated the Town Administrator.

Planning/Zoning/Annexation Commissioner Packer had no report.

Old Business

Fund 51 & 61 USDA Rural Development A pre-final inspection of the water/sewer project on January 15th will determine if any contingency funds can reduce amount of additional grant/loan needed. Upon determination the USDA will release funds for paving and ADA access.

Fund 53 NC Commerce Main Street Downtown redevelopment Project might not go to Phase 2 but instead continue as part of Phase 1, thereby eliminating any rebidding requirements.

Fund 55 NC DEQ Water Infrastructure WWTP With reduced scope of project, additional loan is still required. Norlina and Warren County have been provided information on additional financial commitments. Warren County approved and we are still awaiting a reply from Norlina.

NC Main Street Solutions Warrenton Brewery Grant Expect to start construction shortly with target completion date of Spring 2020

NC Neighborhood Revitalization Program Awaiting notification from NC Commerce on CDBG funds for repair of approximately eight houses.

Volkswagen Settlement Grant Awards to be announced in the winter 2020.

Building Reuse Grant Warrenton awarded \$50,000 from NC Commerce for the Warrenton Animal Clinic.

EPA Brownfield Grant Application submitted Award notification will be May 2020.

The Town of Oxford Historic District Ordinances Penalty Section was presented as an example of possible penalties for non-compliance as currently being reviewed by the Warrenton Historic District Commission. After thorough review of all COAs submitted in the prior year, the Historic District Commission will recommend potential changes to the ordinances for Commissioners' review. Commissioner Packer asked about the situations when penalties had been applied in the past. Town Administrator outlined only two instances. Commissioner Harding suggested adding a compliance detail to the existing COA request form.

The house on the corner of Spring Street and W. Ridgeway Street was discussed at length because of falling down buildings in rear of lot. Town Administrator Davie will look into the situation for possible nuisance violations.

New Business

A new usage agreement with US Cellular was presented. A motion was made by Commissioner Blalock with second by Commissioner Coffman to approve the US Cellular Agreement. Commissioner Hardy brought attention to a needed address change on page 10 of Agreement. Mr. Davie will be sure it is corrected. The motion was approved by unanimous vote.

Commissioner Hunter brought up visibility issues and accident risks at the intersection of S. Bragg Street and Plummer Street, where bushes block the views. F. D. Blaylock, the owner of the bushes, is complying with the ordinance as requested. After much discussion, the item will be revisited at the February 10th meeting after Commissioner Britt and the Town Administrator (Beautification and Facilities) have had time to investigate ordinance language to resolve the issue.

Claude O'Hagen – owner of Skill Zone located at 305 E. Macon Street -- has requested a temporary waiver of security requirements as part of his Special Use permit, due to no problems and high expense. Sgt. Oakley stated that no reports of trouble at the gaming establishment had been made. A motion was made by Commissioner Hardy with second by Commissioner Blalock to temporarily waive the security requirement from January 13th until February 10th when the Board meets again. The vote is five yea

(Commissioners Coffman, Packer, Harding, Blalock, and Hardy) and two nay (Commissioners Hunter and Britt)

The establishment at 222 S Main Street will be issued another hand delivered letter that they are not in compliance with requirements as ownership has changed.

A recent event at the truffle farm, located just outside the town limits, was discussed by Town Administrator Davie as having economic development potential.

Commissioner Britt asked about the RTP partnership and how it would benefit Warrenton. Davie replied that the CIO of Chapel Hill had read a recent article in the Warren Record about the partnership and wanted to be involved. He offered to refer companies from Chapel Hill to the Frontier Warren space. Davie stated that the partnership will generate significant publicity, share the expertise of RTP, and establish a firm foundation for entrepreneurial development in the Town. Because of the branded Frontier Warren space a small software company has expressed interest in leasing space for a potential five employees.

Announcements

- The Secretary of the Department of Environmental Quality, Michael Reagan, will be in Warrenton on Wednesday, January 15, 2020 to discuss economic development.
- Monday, January 27, 2020 Tour of Frontier RTP by Town commissioners
- COG Thursday February 20, 2020 Small Town Regional Economic Summit in Henderson
- Main Street Conference Registration is open (conference dates are March 10-12)

Motion by Commissioner Blalock with second by Commissioner Hunter to go into closed session to discuss contract negotiations. The motion was approved by unanimous vote. Commissioner Blalock motioned to return to open session with second by Commissioner Hunter. The motion was approved by unanimous vote. No further action was taken in open session. Commissioner Blalock motioned to adjourn with second from Commissioner Hardy. Upon a unanimous vote the meeting was adjourned.