



Walter M. Gardner, Jr. – Mayor
Robert F. Davie, Jr. – Town Administrator

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BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING

July 10, 2023

7:00 P.M.

Minutes

Those in attendance were:

Mayor Walter Gardner	Commissioner Mary Hunter
Commissioner John Blalock	Commissioner Jason Young
Commissioner Michael Coffman	Commissioner Aaron Ayscue
Town Administrator, Robert Davie	
Chief Goble Lane, Police Department	
Bill Perkinson, Public Works Director	
Tracy Stevenson, Minute Taker	
Jennifer Harris, Media	

Call to Order – Pledge of Allegiance and Moment of Silence

Mayor Gardner called the regular monthly meeting of the Town of Warrenton Board of Commissioners to order on Monday, July 10, 2023 at 7:00 p.m. A Moment of Silence was held for all who are sick, suffering, and in need. The Pledge of Allegiance was led by Commissioner Coffman.

Conflict of Interest Statement and Proposed Agenda

The Conflict-of-Interest statement was reviewed. The Proposed Agenda was presented. Commissioner Blalock made a motion to approve the proposed agenda as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

Public Comments

There were none.

Minutes

The minutes of the June 15, 2023, meeting and June 15, 2023 Public Hearing were presented. Commissioner Coffman made a motion to approve the minutes as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

Consent Agenda

- (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
- (f) Action Items from April BOC meeting

Commissioner Young made a motion to approve the Consent Agenda, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.

Committee Reports

- (a) Finance and Administration – Commissioner Hunter had no additional report other than agenda items. Town Administrator, Robert Davie presented the End of Year Financial Report to the Board. He stated that FY 2022-2023 has been a very tough year on the revenue side of the ledger. Anticipated revenues did not materialize due to an ad valorem shortage of approximately \$20,000, T-Mobile Antenna shortage of approximately \$32,000, and the use of fund balance in the amount of \$128,704. Interest income of an estimated \$19,500 and sales tax revenue of an estimated \$20,000 offset some of the shortages listed above. He further stated that future years will have to be rebuilding years for fund balance.
- (b) Public Works – Commissioner Fleming was not in attendance. Public Works Director, Bill Perkinson, had no additional report other than agenda items.
- (c) Public Safety – Commissioner Ayscue had no additional report other than agenda items.
- (d) Human Resources – Information Technology – Commissioner Blalock had no additional report other than agenda items. Mr. Blalock questioned the status of the new server for Town Hall. Town Administrator, Robert Davie stated the hopeful date for installation of the server would be in the next thirty days.
- (e) Revitalization/Historic District Commission – Commissioner Coffman stated that the Historic District Commission had no applications for Certificate of Appropriateness in June. He further stated that the Revitalization Committee had Movie Night on the Courthouse Square on July 8, 2023, but due to low turnout the event was cancelled. The Committee hopes to reschedule with a more kid-friendly movie in the future. Commissioner Coffman informed the Board that Quilter’s Lane would start the sidewalk painting at E. Market Street on July 23rd. He further stated that the Revitalization Committee has approved the new banners to be placed on E. Market Street and would like the Board’s approval for same and possible funding for some of the project which is set to cost \$3,300. Town Administrator, Robert Davie stated that funding could be split between Revitalization, Miscellaneous, Contingency and Beautification lines. Commissioner Blalock made a motion to approve the banner design as presented, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.
- (f) Beautification/Facilities – Commissioner Britt was not in attendance. There was no additional report other than agenda items.
- (g) Planning/Zoning/Annexation – Commissioner Young stated that the Zoning Board had approved a Zoning Variance for 211 N. Main and 210 N. Front Street to be

divided into two separate lots instead of one lot, with the house to be one separate lot and the mobile home to be one separate lot. He had no additional report other than agenda items.

Old Business

(a) Status of Grants

Fund 55 – NC DEQ Water Infrastructure WWTP – \$2,100,000 to rehab most severe area of WWTP. Grant being closed out.

Fund 72 – NC Main Street Solutions Warrenton Brewery Grant – \$100,000 grant with 2 to 1 match. This grant is to help renovate 120 S. Main Street for a Brewery and Meadery. Final annual report to be submitted by July 31, 2023.

Fund 67 – NC Neighborhood Revitalization Program – CDBG funds to assist in repairing houses owned by citizens of low or moderate incomes. NC Commerce has granted an additional \$200,000 in funding due to inflation. Second house delivery scheduled, footings in. Third house being constructed offsite.

Fund 68 – Building Reuse Grant – Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic. Job reporting to Commerce and closeout documentation is pending. Six out of ten required jobs were created. NC Commerce sending sample paperwork for claw back of approximately \$20,000.

Fund 69 – Volkswagen Settlement Grant – Grant being closed out.

Fund 71 – Brownfield Grant – This \$300,000 grant will be used to analyze the environmental issues with multiple properties in Warrenton. Phase I and Phase II are being conducted for several properties.

Outstanding/In Progress Grant Applications:

- FEMA Hazard Mitigation grant – for berm to prevent flooding at WWTP.
- NCDEQ Stormwater AIA – for evaluating stormwater issues.
- NCDEQ – for up to \$500,000 in grant funding for WWTP.
- Golden Leaf Foundation – funding of stormwater issue along N. Main, N. Front and Brehon Street up to \$250,000.

(b) Resolution for Proposed Parking Lot – for consideration – Town Administrator, Robert Davie, presented the Resolution Authorizing the Filing of an Application for Approval of a Financing Agreement Authorized by North Carolina General Statute 160A-20 to construct a municipal parking lot along S. Front Street. Commissioner Blalock made a motion to approve the resolution for application of approval for a financing agreement as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

(c) Resolution for Installment Purchase Agreement – for discussion and consideration – Town Administrator, Robert Davie, presented two loan options for the Municipal Parking Lot Project for a loan amount of \$125,000. The loan options are as follows:

***Option 1: First Citizens Bank 5 or 7-year term at 5% interest rate
Monthly payments for a 7-year term would be \$1766.74 per month***

***Option 2: Truist Bank 10-year term at 5.27% interest rate Monthly
payments for a 10-year term would be \$1342.48 per month.***

Mr. Davie recommended Option 2 with Truist Bank at a 10-year term at 5.27%. Commissioner Blalock made a motion to approve the Truist Bank loan option for a 10-year term at 5.27% interest rate with monthly payments of \$1766.74. Commissioner Ayscue seconded the motion, and the motion was approved by unanimous vote.

- (d) **Parking Lot Project Fund Appropriation – for discussion and consideration** – Town Administrator, Robert Davie, presented the parking lot project fund appropriation to the Board. Commissioner Hunter made a motion to approve the financing terms, with a second by Commissioner Young. The motion was approved by unanimous vote.

New Business

- (a) **Police Department Fees for Parades** – Mayor Gardner addressed the board in reference to the fees for parades and events that were approved in the FY 2023-2024 budget. He stated that the parades in town are all sponsored by non-profit or educational organizations, and he feels that there should be no fee for these parades. Robert Davie stated that due to staffing issues in the Police Department and in order to attract adequate coverage during any parade or event, part-time officers would have to be paid overtime and the fees were designed to cover this extra cost. The Board discussed requiring the sponsoring entity to provide volunteers for an event/parade. Commissioner Hunter expressed her concern for the safety of scheduling a parade at night. The board further discussed sending the issue to the Public Safety Committee for further consideration and research. Commissioner Ayscue made a motion to send the issue to the Public Safety Committee and to suspend all parade fees until a final decision is made as requested by Mayor Gardner. The motion was seconded by Commissioner Hunter, and the motion was approved by unanimous vote.
- (b) **HVAC Maintenance Agreement – for consideration** – Town Administrator, Robert Davie, presented an HVAC Maintenance Agreement with Gupton Services for quarterly service of systems at Town Hall, and semi-annual service of systems at King Street and the WWTP for a cost of \$1560 per year, saving approximately 50% over the current vender. Commissioner Blalock made a motion to approve the Maintenance Agreement as presented with a second by Commissioner Ayscue. The motion was approved by unanimous vote.
- (c) **Local Water Supply Plan – for discussion and consideration** – Town Administrator, Robert Davie presented the resolution for approving a Local Water Supply Plan. Bill Perkinson, Public Works Director stated that the resolution must be approved by the Board of Commissioners every fifth year. Commissioner Young made a motion to approve the resolution as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.
- (d) **Budget Amendment #1 Closing Out Police Equipment Grant – for consideration** – Town Administrator, Robert Davie presented Budget Amendment #1 to reduce Fund 76 budget to actual cost in order to close out the GCC Radio Grant. Commissioner Blalock made a motion to approve the budget amendment as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

Announcements Town Administrator, Robert Davie, informed the Board that after completing all projects except for the remaining soffit repairs at Town Hall, \$13,827.65 remains in the ARP Grant Fund. The board agreed to hold the remaining funds as contingency for the new fiscal year. Mayor Gardner announced that the filing period for the four board seats up for election has opened for anyone interested in filing and that filing closes next Friday. He further stated that Tom Hardy has requested that meetings again be covered via Zoom.

With no further business, the meeting was adjourned.