

Walter M. Gardner, Jr.  
Mayor

Robert F. Davie, Jr.  
Administrator

## TOWN OF WARRENTON

*Historically Great - Progressively Strong*

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### BOARD OF COMMISSIONERS REGULAR MEETING DECEMBER 12, 2016

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

Robert Davie, Town Administrator  
Mitch Styers, Town Attorney  
Goble Lane, Police Chief  
William "Bill" Perkinson, Public Works  
Jennifer Harris, Warren Record  
Annette Silver, Minute Taker

Commissioners Britt and Coffman were absent. There were 4 citizens present.

#### CALL to ORDER/AGENDA

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order at 7:00PM. Those attending were asked to observe a moment of silence for travelers during this busy holiday season. The Pledge of Allegiance was led by Commissioner Hardy. The Proposed Agenda was presented. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve the Proposed Agenda. The motion was approved by unanimous vote. The Mayor reviewed the Conflict of Interest Statement.

#### PUBLIC COMMENTS

No public comments were voiced.

#### MINUTES for NOVEMBER 14, 2016 BOARD MEETING

The Minutes for November 14, 2016 board meeting were presented. A motion was made by Commissioner Hunter with second by Commissioner Blalock to approve the Minutes of November 14, 2016. 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 Hardy with second by Commissioner Blalock to approve the Consent Agenda. The motion was approved by unanimous vote.

#### COMMITTEE REPORTS

##### Finance and Administration

In addition to written report, Commissioner Hunter introduced Jessica Murphy of Petway, Mills and Pearson, PA to present audit report. Warrenton received a complimentary report showing a continuing upward spiral in fund balance. There were no findings by the auditor and a 97% tax collection was noted. Mayor and Board thanked Ms. Murphy and Meredith Valentine for outstanding work done on audit.

## **Public Works**

In addition to written report, Administrator Davie thanked Commissioner Harding for her efforts in spearheading the Historic Sign Topper project. Harding thanked Public Works Director and staff for installing the sign toppers in a timely manner. She also thanked Preservation Warrenton for partnering in project.

## **Public Safety**

In addition to written report, Commissioner Hardy and Chief Lane noted a position is open for a fulltime officer. In comparison with prior year, criminal activity in 2016 is significantly lower. The Christmas Parade was deemed a success. Surveillance cameras are installed and working well in the downtown district. WRAL is interested in utilizing video feeds from the new cameras. Mayor reported fire calls are down and that Thanksgiving Breakfast was successful and served over 600 people.

## **Human Resources/Information Technology**

Commissioner Blalock and Town Administrator reported that the computer server must be replaced and quotes are being gathered. The replacement cost will approximate \$1,500.

## **Revitalization/Historical**

In absence of Commissioner Coffman, Mayor Gardner reported that no COA's were issued from Historic Committee in past month. There is interest in renovating the former Hercules Gym (119 W. Market Street) for shops at ground level and apartments on the second level. Commissioner Coffman and Richard Hunter are to meet with interested person to discuss historic features and replacement options for the windows in the building. Prelude to Christmas and Parade were deemed successful. Thanks were expressed to all who were involved in making it successful. Travis Packer (427 Eaton Avenue) and Victoria Lehman (214 N. Bragg Street) were recommended by Revitalization Committee as new directors. A motion was made by Commissioner Blalock with second by Commissioner Hunter to accept recommendation of Committee. The motion was approved by a unanimous vote. The Mandolin Orange tickets go on sale Friday for March 3, 2017 concert. The expected attendance is 480. Commissioner Holt has been in touch with several food truck vendors for the event.

## **Beautification/Facilities**

In absence of Commissioner Britt, it was reported potholes have been filled, street signs installed, Christmas lights put up and DOT contacted in regard to curbing in front of First Citizen bank. DOT has agreed to repair curbing at some future date. Public Works Director stated leaf gathering was going well.

## **Planning/Zoning/Annexation**

Commissioner Holt stated the Zoning Committee met on November 29th concerning AirBnBs. The Committee has submitted language to Attorney Styers for a possible update of Town Ordinance Chapter 151 concerning dwelling units. AirBnBs will be defined as a "short term rental". Short term rental further defined as a private, resident-occupied dwelling or guest house on the same property, with up to two guest rooms where overnight lodging accommodations are provided to transients for compensation and where the use is subordinate and incidental to the main residential use of the building. A public hearing regarding the ordinance change was scheduled for 6:45 PM Monday, January 9, 2017 prior to regular BOC meeting.

## **Old Business**

Mayor Gardner suggested creation of a committee to be responsible for overseeing development of Quilters Lane on Market Street. As a member of the Beautification Committee and in place of Commissioner Britt, Commissioner Hardy will chair the committee with representatives from the Revitalization Committee, Preservation Warrenton, Quilt Lizzy, Heritage Quilters, an in-town as well as out-of-town resident. The Mayor suggested possibly using the underutilized portion of the courthouse square in back of tax office and allowing the County Board of Commissioners to appoint the out-of-town resident. Including County input and support was deemed important since the courthouse square borders such a large portion of the proposed Quilters Lane area. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve Quilters Lane Committee and development process. The motion was approved by unanimous vote.

## **GRANT UPDATE**

**(Fund 51) USDA Rural Development:** Grant is on track for Town Hall and Water Sewer rehab

**(Fund 49) Main St Solutions Fund:** Quilt Lizzy is finishing work on second building

**(Fund 50) NC Commerce ULRC:** Final Stewart Inc. drawings and report scheduled for January 9 BOC meeting

**(Fund 48) NC Parks & Recreation Trust Fund:** Grubbing of stumps being done

**NC DENR:** Second application has been submitted, awaiting decision from state in January

**NC Commerce Main Street Downtown Redevelopment:** Awaiting approval from SHPO

**NC Commerce Demolition Grant:** Application may be resurrected by potential buyer of property

**USDA Community Facilities:** Application has been submitted to USDA

**TAP Grant:** Awaiting decision from NC Department of Transportation

**Duke Energy Electric Vehicle Charging Stations:** Grant has been awarded for three charging stations.

## **NEW BUSINESS**

The budget amendment to recognize revenue and expensed for insurance and repairs for Police patrol car 600 was presented. A motion was made to approve budget amendment by Commissioner Blalock and seconded by Commissioner Hardy. The motion was approved by unanimous vote.

The liability insurance annual renewal was presented. Commissioner Blalock motioned to approve renewal of liability policy and Commissioner Hardy seconded the motion. The motion was approved by unanimous vote.

Duke Energy Carolina Electric Vehicle Grant agreement was presented. Attorney Styers voiced concerns over agreement regarding ADA accessibility and public property ownership requirements. Concerns are to be addressed with Duke Energy by Town Administrator and reviewed by attorney.

Town Administrator submitted a proposal to Board involving the Reynolds Tavern located N. Bragg Street and a grant through the Covington Foundation. (The Marion Stedman Covington Foundation promotes the field of historic preservation in North Carolina through financial support and leadership). Grant deadline is March 1, 2017. Acquiring the Reynolds tavern would involve a donation from the owner as well as from Preservation Warrenton and made contingent upon receipt of the Covington Foundation grant. The cost to the Town would be negligible. A motion was made by Commissioner Hardy with second by Commissioner Hunter for Administrator to proceed with project and grant application. The motion was approved by unanimous vote.

During a recent meeting with George Vital and Monica Thornton from the USDA Town staff was informed of an opportunity to receive grant funding for vehicle purchases. Chief Lane pursued information discovering Town could receive a 55% grant, in effect purchasing a patrol car and getting one for free. On November 15, 2016, the USDA indicated grant and loan funding available for two police vehicles. The annual payment of the loan portion would approximate \$4300 per year for seven years with the loan payments beginning in FY 2017-18. Town Administrator also recommended applying for two Ford F250 trucks for Water/Sewer department, in addition to the patrol cars, if funding from USDA is available. The loan payment for the two trucks would be approximately \$4800 annually for seven years. It was noted that the last loan payment has been made on the most recently acquired F250, freeing up \$10,000 in the Water/Sewer budget. Commissioner Hardy noted the combined cost of all four vehicles was less than the last loan payment for one vehicle. A motion was made by Commissioner Hardy with second by Commissioner Harding to proceed with grant/loan package for four vehicles, two patrol cars and two trucks. The motion was approved by unanimous vote.

With no further business, meeting adjourned.