

## **Board of Commissioners Regular Meeting August 14, 2017**

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

Interim Administrator, Meredith Valentine  
Goble Lane, Police Chief  
William "Bill" Perkinson, Public Works  
Jennifer Harris, Warren Record  
Mitch Styers, Attorney  
Annette Silver, Minute Taker

There were 2 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 in respect to all the turmoil in our United States and throughout the world. Commissioner Holt led the Pledge of Allegiance. The Proposed Agenda was presented. Quilter's Lane was asked to be added as a New Business item. A motion was made by Commissioner Coffman with second by Commissioner Hunter to approve Agenda with addition. The motion was approved by unanimous vote. Mayor reviewed the Conflict of Interest Statement. Commissioner Harding stated an item in New Business refers to her and she will abstain from voting.

### **Public Comments**

Public comments were voiced by Charla Duncan asking town officials to prioritize East and West Market Street and Quilter's Lane as we begin implementation of the USDA Rural Development Grant.

### **Minutes of Board Meeting from July 10, 2017 and Special Called meeting August 4, 2017**

The Minutes of meetings of July 10, 2017 and August 4, 2017 were presented for approval.

Commissioner Coffman noted spelling of new Revitalization members name should be Tim Ennis not Innes.

A motion was made by Commissioner Hardy with second by Commissioner Coffman to approve Minutes of July 10, 2017 with correction and August 4, 2017 called meeting. 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 Reviewed
- (c) Public Works Monthly Report
- (d) WWTP Monthly Report
- (e) Police Activity

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

### **Committee Reports**

#### **Finance and Administration**

Commissioner Hunter stated in addition to written report, the USDA Grant official paperwork has not been received for the Town trucks. Meredith Valentine indicated that her priority was the audit and fiscal year end this month. Commissioner Hunter thanked the Interim Administrator for having Town business proceeding smoothly.

#### **Public Works**

Commissioner Harding stated in addition to written report, it is recommended that the Town continue the loose leaf pick-up year round. All agreed this is working out well. All patch paving has been completed throughout Town. Commissioner Holt inquired on excess volume pick-up fees. At present, it was agreed to consider at budget time.

### **Public Safety**

Commissioner Hardy & Chief Lane reported an increase in activity from last month. Also, noted a female firefighter has joined.

### **Human Resources/Information Technology**

Commissioner Blalock had no report at this time.

### **Revitalization/Historical**

Commissioner Coffman reported the Historic District Committee approved a COA for a garage on Halifax Street. July Revitalization meeting was cancelled due to vacation. Harvest Market, scheduled for October 14th, has received 3 sponsorships (Century Link, First Citizens Bank and United Healthcare Insurance) and approximately 12 vendor applications so far. The movie dates have changed from August 23rd and September 26th to September 23rd (Jungle Book) and October 21st (Vertigo) will be at the Courthouse Square.

### **Beautification/Facilities**

Commissioner Britt again praised Town staff for keeping Town so clean and attractive. Also, she is glad potholes have been done.

### **Planning/Zoning/Annexation**

Commissioner Holt has no report at this time, but anticipates having a report at September meeting concerning dog tethering.

### **Old Business**

Grant Status

Please refer to Status of Grants report as of August 2017

**NC Parks and Recreation Trust Fund** waiting for electrical quote from Andrews Electric.

**USDA Rural Development** opening bids for Town Hall August 22nd Mayor explained bid process.

**NC Commerce Main Street Downtown Redevelopment** bid opening date is August 25th **Duke Energy Electric Vehicle Charging Stations** awaiting electrician

**Covington Foundation Reynolds Tavern Renovation** re-submitted **NC DENR** sewer Town has received official award notification. All other Grants awaiting more information

### **New Business**

The Planning Board met August 4, 2017 concerning 2 Special Use Permits and a Zoning Change request from C2 to C1. The Board approved the requests and now are being presented for Town Board approval. The Special Use Permit for Kimberly Harding to make a second floor apartment at 102 S. Main Street was presented. A motion was made by Commission Coffman with second by Commissioner Hardy to approve. Commissioner Harding abstained from voting. The motion was approved by unanimous vote. The Special Use Permit for Victoria Lehman to operate an Air BnB in her guest house located at rear of property at 214 N Bragg Street was presented. A motion was made by Commissioner Blalock with second by Commissioner Hunter to approve. The motion was approved by unanimous vote. The Zoning Change Permit from C2 to C1 for Working Landscapes property located at 221 W. Franklin Street was presented. Mayor noted the procedure was reversed and the Public Hearing should have been before Planning Board meeting. Therefore a Public Hearing will be held at 6:45pm on Monday, September 11th with vote at September meeting.

The Police Department would like to surplus the 2008 white Dodge Charger, sale of the vehicle and apply funds to current vehicle loan. Commissioner Hardy stated most of the emergency equipment would be removed first. A motion was made by Commissioner Blalock with second by Commissioner Coffman to approve. The motion was approved by unanimous vote.

A Warren County Community Foundation grant request for \$1500.00 has been prepared by the Quilters Lane Committee and Town of Warrenton staff would administer the grant. Grant funds would be used for handicap seating at the proposed Quilters Lane corner behind the county tax office. Quilters Lane committee requested that the town board approve this grant request to be submitted. Deadline to submit is August 15, 2017. Motion to approve submittal of the grant was made by Commissioner Coffman and seconded by Commissioner Blalock, it was approved unanimously.

Tom Hardy presented a Quilters Lane proposal, with documents distributed at the meeting, for a temporary lawn art installation at the corner of Front and Market Street at the back of the Courthouse Square during the upcoming Harvest Market on October 14, 2017. It would be a "kick off" to the partnership between the Town of Warrenton and Warren County. This will be presented to the County in the coming week.

Tom Hardy reviewed a number of grants that the Quilters Lane committee has found including some that require no match. There was a discussion regarding the requirement that some proposals would need to go before the Historic District Commission for approval in addition to being brought before the Town Board. It was decided that all grant application possibilities for Quilters Lane committee must be discussed with the Warrenton Board of Commissioners before submitting even if there is no match required. Motion was made by Commissioner Coffman with a second by John Blalock, motion approved unanimously. The Mayor suggested a master plan be created by the Quilters Lane Committee.

With no further business, the meeting was adjourned.