

Walter M. Gardner, Jr.
Mayor

Robert F. Davie, Jr.
Administrator

TOWN OF WARRENTON
Historically Great - Progressively Strong
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REGULAR MEETING OF THE TOWN OF WARRENTON
MONDAY, JULY 10, 2017

Those attending were Mayor Walter Gardner
Commissioner Michael Coffman
Commissioner Frank Holt
Commissioner Kimberly Harding
Commissioner John Blalock
Commissioner Margaret Britt
Commissioner William "Tom" Hardy

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

Commissioner Hunter was absent due to husband having surgery. There were 16 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 the unfortunate and for Richard Hunter after having knee surgery. Commissioner Harding led the Pledge of Allegiance. The Proposed Agenda was presented. A motion was made by Commissioner Coffman with second by Commissioner Holt to accept Proposed Agenda. Motion was approved by unanimous vote. Mayor read the Conflict Disclaimer. Town Administrator reviewed the Citizen Comment rules.

Public Comments

Public Comments were voiced by Brooke Holt, Carlos Verdaguer, Michael Ring and Craig Hahn. Mrs. Holt spoke in regard to Christmas decorations and fundraising idea. A benefit dinner has been discussed to raise \$2100 needed to purchase holiday 20 banners. A brief description of the meeting held on 6-28-17 by the Beautification Committee followed. The committee decided to put this on hold for now due to additional man hour expenses. Carlos Verdaguer spoke on friendliness of Town which was one of the reasons he and his wife chose Warrenton as their home. He supports the idea of Christmas banners but questioned the manpower hours quoted. Mayor explained the project is contracted out, thus the additional hours. He also believes the Brunch Beverage Bill would be positive for Town of Warrenton. Michael Ring spoke as representative for Robinson Ferry Restaurant. He acknowledged pros and cons of the Brunch Beverage Bill but thought overall adopting the ordinance would be positive for Warrenton. He indicated the bill would help the restaurant better serve customers from in NC and those from out of state more efficiently starting at 10:00am. Craig Hahn spoke on parking downtown over the designated two hour limit. He is against "booting". He is in favor of the Brunch Beverage Bill.

Minutes of June 12, 2017

The Minutes of June 12, 2017 meeting were presented. Commissioner Coffman noted a correction to statement by John Mooring. Mooring (add: suggested) a notice be added to water bills concerning keeping small animals inside at night. A motion was made by Commissioner Coffman with second by Commissioner Harding to approve Minutes with correction. The vote was approved unanimously.

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 Coffman with second by Commissioner Britt to approve Consent Agenda. The motion was approved unanimously.

COMMITTEE REPORTS

FINANCE and ADMINISTRATION

In absence of Commissioner Hunter, Town Administrator stated the end of the year financial statement shows a positive balance of \$38,747.06 in the General Fund Revenues.

PUBLIC WORKS

Commissioner Harding had nothing in addition to written report. Bill Perkinson discussed the leak on Ridgeway Street and efforts to find and fix it.

PUBLIC SAFETY

Commissioner Hardy and Chief Lane reported a few larcenies in Town in addition to written report. The letter concerning parking violations was reviewed. A new fee schedule will be created and brought to the board in the future with increased parking and late fees. This will allow unpaid tickets to be put into debt setoff as a way to stop parking policy abuse. Mayor reported a fire last week on Bute Street that gutted the dwelling of the home of Mrs. Exum's family. No one resided in house. Fire Department will be featured in promotion of LGFCU.

HUMAN RESOURCES/INFORMATION TECHNOLOGY

Town was infected by a ransom ware virus found by Bridget Marlin. Luckily IT personnel was on site and resolved problem.

REVITALIZATION/HISTORICAL

Commissioner Coffman reported four (4) applications have been presented and approved by Historical District Commission. Revitalization Committee requested approval of a new member, as Patricia Allen resigned from Board. The new member recommendation is Timothy Innes. A motion was made by Commissioner Blalock with second by Commissioner Hardy to accept Innes. The motion was approved by unanimous vote. Harvest Market is scheduled for October 14th. Committee has reached out for sponsorship. Movie night will possibly be moved from Market Street to Hayley-Haywood Park upon discussion with the Revitalization Committee. Scheduled so far are "Jungle Book" for August 23rd and "Vertigo" for September 26th. Town Administrator and Public Works Director are looking into power source availability. Commissioner Blalock inquired about concerts planned for the near future. Commissioner Coffman plans to look into future concerts.

BEAUTIFICATION/FACILITIES

Commissioner Britt thanked Bill Perkinson and staff for keeping Town clean and beautiful. A request was made for a replacement mirror at the corner of Ridgeway and Brehon Street. Commissioner Hardy gave a summary of the Beautification Committee meeting concerning fundraiser for Christmas banners for Main Street. In discussion by the Board, it was suggested to possibly place additional banners at entrances to Warrenton instead of Main Street when funds permit.

PLANNING/ZONING/ANNEXATION

Commissioner Holt reported he, Commissioner Hardy and Chief Lane met concerning the dog issue. There is an ordinance in place with enforcement through Warren County Animal Control that needs to be reviewed for enforcement. A formal recommendation will be presented to the Board at the August meeting.

OLD BUSINESS

STATUS OF GRANTS

Fund 48 NC Parks & Recreation Trust Fund \$28,500 to develop park on donated property. Property is being prepared for walking path and picnic table. Checking into power source.

Fund 49 Main Street Solutions Fund \$150,000 for renovation of two buildings for Quilt Lizzy. In process of filing final reimbursement paperwork for 132 S. Main Street building.

Fund 51 USDA Rural Development \$4.5 million total project cost to include Town Hall renovation, water main, water line repairs, radio-frequency water meter installation. Received approval from architect and engineer agreements. August 22 bids are submitted.

Fund 53 NC Commerce Main Street Downtown Redevelopment \$500,000 to redevelop 107 N Main St. The agreement between Town and Milan of Warrenton is being developed. Next step is to gut building.

NC DENR \$100,000 to develop as Asset Management Plan for Water Department. Town awarded \$100,000 with \$5,000 required match and 1.5% processing fee. Approval at this meeting.

NC DENR \$1,600,000 with 100% grant and Town to pay 1.5% processing fee

NC Commerce Demolition Grant \$41,250 grant plus \$13,750 match from property owner to demolish old Tar Heel Tire building along E. Macon Street. The building is down.

USDA RDBG \$100,000 for ADA accessibility and window and bathroom renovations at historic community center application submitted; however, we no longer expect approval of grant.

TAP GRANT ADA or handicapped sidewalk access . Inspection of sidewalks planned for September.

Duke Energy Electric Vehicle Charging Station Warren County approved library location other planned for Market Street.

Covington Foundation Reynolds Tavern Renovation reapplying March 2018

USDA Community Facilities Water Sewer Trucks Town application submitted with funding in November

USDA Community Facilities Police cars arriving July 18, 2017

NCDEQ Sewer Grant for Battle Street and Unity Drive/Bute St applied for

FEMA WWTP BERM Application submitted to FEMA for emergency funding **NOT A GRANT**

USDA FMPP Farmers Market Application submitted.

Commissioner Coffman has received positive input concerning Park Service Grant.

Water Asset Mapping Grant presented. A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve. The motion was approved by unanimous vote.

NEW BUSINESS

The NC Department of Commerce Demolition Grant Capital Project Ordinance for old Tar Heel Tire building was presented. This ordinance will allow receipt of funds and tracking of project. A motion to approve was made by Commissioner Blalock with second by Commissioner Hardy. The motion was approved by unanimous vote.

An ordinance to amend the Town of Warrenton code for the purpose of allowing alcohol sales to begin on Sunday morning at 10:00AM was presented. After a brief discussion, a motion was made by Commissioner Blalock with second by Commissioner Holt to approve the Town Ordinance. The motion was approved by unanimous vote. This allows the Brunch Beverage Bill to begin Sunday, July 16, 2017. The next Town of Warrenton Main Street Solutions Fund Grant application request is for 123 N. Main Street. Selena Mooring will apply as the new owner of The Warrenton Supply Company. The business will open as is with remodeling to follow. A motion was made to approve the grant application resolution by Commissioner Coffman with second by Commissioner Hardy. Motion approved unanimously.

Announcement

Mayor Gardner stated as many are aware, Town Administrator, Robert Davie, is leaving the Town to become Warren County Manager. He presented a token of appreciation to Mr. Davie from the Board and the citizens of Warrenton. It was with a heavy heart that I accepted his resignation he stated. He has been town administrator since October 1, 2012 and before that a town commissioner. The accomplishments are too numerous to mention under his guidance. He is leaving the Town in the best financial shape it has been in and with a capable staff. The downtown revitalization efforts have his signature on them which seals his legacy to Warrenton. Davie's leaving does leave Town without an administrator, in the past the Mayor has filled in; however, with so many projects ongoing he believes an interim is necessary. Davie recommends Meredith Valentine as interim. Mrs. Valentine currently serves as finance director and is knowledgeable of grants in pipeline, budget process and existing duties of town administrator. Commissioner Britt made a motion to accept recommendation of Mr. Davie. Commissioner Harding indicated there is more to be discussed first before we accept his recommendation. Commissioner Blalock stated this should go into closed session as it not only involves Mrs. Valentine but also the administration staff. Commissioner Britt withdrew her motion. A motion was made by Commissioner Blalock with second by Commissioner Coffman to adjourn into closed session. Vote was unanimous. Commissioner Blalock made motion with second by Commissioner Hardy to re-open meeting after closed session. Vote was unanimous. Commissioner Coffman made motion with second by

Commissioner Hardy to approve Meredith Valentine as interim Town Administrator at a salary of \$55,000 beginning July 17, 2017. Bridget Marlin's salary will increase to \$37,000. The motion was approved by unanimous vote.

With no further business, meeting adjourned.