

Walter M. Gardner, Jr.
Mayor

Robert F. Davie, Jr.
Administrator

TOWN OF WARRENTON
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**MINUTES OF REGULAR MEETING OF BOARD OF COMMISSIONERS
OCTOBER 12, 2015**

Those attending were: Mayor Walter Gardner Robert Davie, Town Administrator
Commissioner Palmer "Woody" King Goble Lane, Police Chief
Commissioner Mary Hunter Mitch Styers, Attorney
Commissioner George "Al" Fleming William "Bill" Perkinson, Public Works
Commissioner John Mooring Jennifer Harris, Warren Record
Commissioner Margaret Britt Annette Silver, Minutes Taker
Commissioner William "Tom" Hardy

Commissioner Kimberly Harding was absent. A number of citizens were present.

Call to Order/Minutes/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 remembering flood victims in neighboring South Carolina as well as the less fortunate. Commissioner Mooring led the Pledge of Allegiance. The Proposed Agenda was presented and an Item G under New Business was added by the Mayor for Business Registration. A motion to approve the agenda was made by Commissioner Mooring and second by Commissioner Britt. The motion was approved by a unanimous vote.

Conflict of Interest Statement and Citizen Comment Rules

Mayor Gardner reviewed the Conflict of Interest statement. Mr. Davie stated Citizen Comment Rules.

Public Comments

Mr. Lawrence Pulley stated that he was present to hear what ordinance changes might be occurring that would affect his newly leased building. He indicated that he had spent money already on the building hoping to receive an ABC license. Mayor Gardner indicated that a decision would not be made at the meeting, tonight, but that staff would keep him informed.

Consent Agenda

The Consent Agenda was presented.

- (a) Minutes of Board Meeting August 10, 2015
- (b) Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
- (c) Monthly Checks Report

(d) Public Works Monthly Report

(e) WWTP Monthly Report

(f) Police Activity Report

Commissioner Mooring made motion to accept the Consent Agenda with second made by Commissioner Fleming. The motion was approved by a unanimous vote.

COMMITTEE REPORTS

FINANCE AND ADMINISTRATION

Commissioner Hunter indicated that a large check for \$30,000 was paid to Municipal Engineering for creating the Environmental Report for the USDA Search grant. USDA had paid funds in the same amount to the Town.

PUBLIC WORKS

In the absence of Commissioner Harding, Mayor Gardner asked Public Works Director, Bill Perkinson, for any information additional to the submitted reports. There were none.

PUBLIC SAFETY

Commissioner Hardy noted the Capital Improvement Plan submitted by the Chief of Police outlining the rotation and purchase of new police patrol vehicles. He indicated that he was in full support of the CIP and of the purchase of a new vehicle, the first payment which would come due in the next fiscal year. He also indicated that he was in full support of the \$8000 request from fund balance to support additional officer staffing due to recent events at the sports bar. Mayor Gardner asked for separate votes on the two items. Commissioner Hardy motioned to approve the \$8000 transfer from fund balance into the police budget and Commissioner Mooring seconded. Commissioner Hunter asked if the responsibility for extra security could be placed on the business. Commissioner Hardy indicated that laws did not permit it. Commissioner Hunter asked if arrests had been made at the sports bar. Commissioner Hardy stated yes. Chief Lane stated there were no other options but to increase police presence and staffing. He further stated that a single officer could not manage a crowd outside along with issues inside the bar. Mayor Gardner called for a vote on the motion. The motion passed by a unanimous vote.

Commissioner King asked if the Board was approving the entire CIP or just the purchase of the initial vehicle. Robert Davie replied just the first vehicle. Commissioner Mooring stated his approval of the proposed rotation of police vehicles. Commissioner Hardy stated that one third of the required payments of the new vehicle could be made with savings in repair bills from the existing vehicle. Commissioner Fleming recounted a time when vehicles were inoperable and that the rotation was prudent and in good judgement. Commissioner King motioned to approve the CIP plan. Commissioner Hardy wished to reserve the right to review future vehicle purchases by the Board. Commissioner King revised his motion to include BOC review of future vehicle purchases and Commissioner Mooring seconded the motion. The motion was approved by a unanimous vote.

Mayor Gardner indicated that much training was happening at the fire department.

HUMAN RESOURCES/INFORMATION TECHNOLOGY

Commissioner Fleming reported no updates for HR or technology. Mayor Gardner announced that Joel Bartholomew has been promoted to Battalion Chief in the Henderson Fire Department and would need to resign his duties as fire inspector in Warrenton. The Town Administrator and Mayor have met with the former Fire Chief in Henderson, Danny Wilkerson, who is a Level 3 certified fire inspector. He will be coming on board and taking over the fire inspection duties in Warrenton.

REVITALIZATION/HISTORICAL

Commissioner King reported the Historical District Commission had no meeting in the prior month. The Revitalization Committee had raised \$2379 of their \$5000 already and spent only \$60 out of their budget. Harvest Market was deemed a success for multiple reasons: 1) over \$2000 in sponsorships, 2) 53 vendors and only 7 no-shows, 3) mostly rain free day, 4) great food and good live music. The Revitalization Committee will meet Tuesday, October 24, 2015 at 6:00PM at fire station. Upcoming events are Fright Night - October 24; Town Cafe' November 17th - Prelude to Christmas and Christmas Parade December 12, 2015. Invitations will be sent out shortly for the World Café. Results from the prior World Café will be reviewed and discussed and public opinion will be sought for future direction. Mayor Gardner indicated that the County had waived the fees at the Armory for the event. He thanked the committee for all their hard work.

BEAUTIFICATION/FACILITIES

Commissioner Britt had no report but inquired about the Cannon House and when it would be taken down. Town Administrator Robert Davie indicated it would be demolished on Wednesday of the current week.

PLANNING/ZONING/ANNEXATION

Commissioner Mooring had no report.

OLD BUSINESS

Commissioner Hardy asked to schedule a meeting of the Public Safety Committee. The meeting was set for Thursday, October 15th at 6:00 PM at Town Hall.

Town Administrator Robert Davie explained the proposed corrections to the official zoning map, saying several anomalies existed that needed to be fixed. He further stated that proposed changes to the zoning map addressed non-conforming properties, turning them into conforming properties. Mayor Gardner entertained a motion to refer the proposed corrections to the Planning Board. Commissioner Mooring motioned to accept and Commissioner Hardy seconded. The motion was passed by a unanimous vote. Mayor Gardner entertained a motion to refer proposed changes to the Planning Board. Commissioner Mooring motioned and Commissioner King seconded. The motion was passed by a unanimous vote.

Mayor Gardner outlined the work done on the trash pickup letter and policy. Commissioner Britt asked if curbside pickup had been discontinued. Robert Davie stated that for aesthetic reasons and personnel reasons it was better to pick up all trash at the rear or side of

residences. Commissioner Mooring indicated that he did not approve of this portion of the policy due to incidents occurring at his residence. Robert Davie indicated that an exception could be made. Commissioner Mooring expressed opposition to exceptions, but stated he would continue to place his trash cans at the street. Bill Perkinson spoke to the desires of staff. Due to problems of bags being left on the street and animals getting in them, rear pickup in trash cans is preferred by staff. Attorney Styers stated ordinances that other towns use typically include curbside pickup. Commissioner King asked that a change to the wording in the letter reflect that all trash must be bagged and put into sealed trash cans. Commissioner Mooring motioned to approve the letter with changes suggested by Commissioner King. The motion was approved by a vote of five to one with Commissioner Mooring voting in the negative.

NEW BUSINESS

Robert Davie described an opportunity to pursue grant funding from the Golden Leaf Foundation to renovate a building on Main Street for a potential brewery. Two businesses including an existing brewery are interested in opening in Warrenton. Davie outlined that the Town would need to acquire a building in order to receive up to \$200,000 in grant funds for renovation. The cost of the building would be recouped from staggered lease/purchase payments, with the Town being repaid back first and before grant funds are repaid. Repaid grant funds would need to be deposited into the Town's existing revolving loan account. Davie recommended a maximum authorized purchase price of \$50,000. Commissioner Hunter asked if the Taylor building could be purchased for that amount. Davie stated he would not recommend going higher than \$50,000. Commissioner Britt asked if the proposed site was sufficiently far away from Emmanuel Episcopal Church. Davie indicated that he and the Chief of Police had measured the distance and that it complied with ABC requirements of 50 feet. Commissioner Mooring motioned to approve the purchase of a building, up to a maximum of \$50,000 and contingent upon receiving the grant and lease from a brewer. Commissioner King seconded the motion which was passed by a unanimous vote.

Mayor Gardner introduced items to be designated as surplus. Davie indicated the Town would use Govdeals.com to sell the items. Commissioner King motioned to declare the identified items as surplus with Commissioner Hardy seconding. The motion was passed by a unanimous vote.

Mayor Gardner introduced the appointment of Bridget Marlin as Deputy Finance Officer to fill in for Meredith Valentine and approve purchase orders in her occasional absence. Commissioner Mooring motioned to approve the appointment/designation with second by Commissioner Fleming. The motion was passed by a unanimous vote.

Mayor Gardner explained a need for a separate bank account at First Citizens Bank for Powell Bill funds, to avoid co-mingling of funds with the general checking account. Davie stated that this separate account was a recommendation by the Local Government Commission (LGC). Commissioner Mooring motioned to approve the account with Commissioner King seconding. The motion was passed by a unanimous vote, Commissioners Hunter and Fleming abstaining due to positions on the local bank board of First Citizens.

Mayor Gardner offered the proposed Petty Cash policy for approval. Robert Davie stated that this policy was another recommendation by the LGC. Commissioner King motioned to approve the policy with second by Commissioner Fleming. The motion was approved by a unanimous vote.

Mayor Gardner asked about the proposed Peddler ordinance. Robert Davie indicated that Peddler ordinances and fees were allowed under state statute even though privilege licenses were no longer permitted. A Peddler would be defined as a salesman selling items from a non-permanent location. Commissioner Fleming asked about vegetables sold on Main Street. Mayor Gardner indicated that produce is exempt from a peddler's ordinance. Commissioner Britt asked if yard sales would be affected. Davie indicated that they are not affected. Commissioner Hunter motioned to authorize Town Administrator to draft a proposed ordinance with assistance from Town Attorney Styers to be presented at the November BOC meeting. Commissioner Fleming seconded and the motion was passed by a unanimous vote.

Mayor Gardner discussed the need for a business registration in the Town for informative purposes. The new fire inspector could be utilized in gathering the registration information. The information is needed for zoning compliance issues. For example, a recent installation of a pool table in a Main Street business was identified as not compliant and removed. Robert Davie indicated that a nominal registration fee is permitted under NC general statutes as well. Commissioner Mooring motioned to begin investigation of a business registration ordinance and nominal fee. Commissioner King seconded and the motion was passed by a unanimous vote.

ANNOUNCEMENTS

Warrenton has been selected by the NC Rural Center to be a host city for Disaster Training. Warrenton will receive a \$5000 stipend as host. Mayor Gardner reminded those in attendance of the beginning of early voting on Thursday, October 22 and that election-day is November 3rd. Mayor Gardner endorsed current board members running for re-election.

With no further business the meeting was adjourned.