

Walter M. Gardner, Jr.  
Mayor

Robert F. Davie, Jr.  
Administrator

**TOWN OF WARRENTON**  
*Historically Great - Progressively Strong*  
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**REGULAR MONTHLY MEETING OF BOARD OF COMMISSIONERS**  
**MARCH 14, 2016**

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

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

Commissioner Britt was absent due to death in family. There were 15 citizens present.

**CALL TO ORDER/MINUTES/ AGENDA**

Mayor Gardner called the regular meeting of the Town of Warrenton to order at 7:00PM. Those attending were asked to observe a moment of silence. Commissioner Harding led the Pledge of Allegiance. The Conflict of Interest Statement was reviewed. The Proposed Agenda was presented. Motion to accept Proposed Agenda was made by Commissioner Blalock with second by Commissioner Hardy. The motion was approved by unanimous vote.

**PUBLIC COMMENTS**

No public comments were voiced.

**CONSENT AGENDA**

The Consent Agenda was presented.

- (a) Minutes of Board meeting February 8, 2016
- (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

Motion was made by Commissioner Hunter with second by Commissioner Hardy to accept Consent Agenda. Commissioner Coffman inquired concerning the sewer adjustment for Harris Street. Explanation was given. The motion was approved by unanimous vote.

**COMMITTEE REPORTS**

**Finance and Administration**

Commissioner Hunter stated in addition to written report, most of old and new business involved the Finance Committee.

## **Public Works**

In addition to written report, Commissioner Harding referred to Public Works Committee meeting of March 4, 2016 requesting purchase of 2016 Ford F550 truck and 10,000lb Kaufman dump trailer. Public Works would like to order items in next 30 days taking delivery September 1, 2016 with payments commencing in 2016-2017 budget. The total price for truck and trailer is \$65,666.43. (truck \$58,080; trailer \$5,790; NC DMV fee \$1796.43) with estimated annual payment of \$11,925.00. The new truck will replace truck #11 (1996 Ford F350 with 131,193 miles and in need of repairs) and the trailer will free up vehicles when street sweeper is in use. The 1996 Ford will be placed on surplus list. Board agreed unanimously to Committee recommendation. Commissioner Harding, also, made Board aware of a Grant opportunity for an Asset Management Plan (AMP) for the Water/Sewer department. The Grant would inventory all assets of department to determine lifecycles and future replacement costs. The Town **does not** currently set aside replacement funds, although the LGC has regularly recommended that Town to do so. Administrator Davie stated it would cost approximately \$50,000 to generate the AMP with the Town being responsible for \$2,500. The AMP is funded through the State of NC. Board agreed unanimously for Administrator to apply for grant.

## **Public Safety**

Commissioner Hardy and Police Chief Lane had no report in addition to written submission. Mayor, as fire chief, stated continuous training is being done with department preparing for control burning on W. Ridgeway Street in April.

## **Human Resources/Information Technology**

Commissioner Blalock had no report. Administrator Davie expressed plans to do additional backup of Town records. Commissioner Hardy suggested doing possible updates to website to highlight upcoming Quilt Festival as well as other events.

## **Revitalization/Historical**

Commissioner Coffman had no report from Historical Committee. Town Cafe' update meeting is scheduled for March 22, 2016. Spring Fest April 23, 2016 is doing well with sponsorship funds and vendors. Revitalization Committee is looking into plans for a Music Festival in the Fall (possible same date as Prelude to Christmas). The requested funds to be added to the Revitalization Committee budget would be \$10,500 (Armory fee, entertainment, printing tickets, etc.) The event could potentially generate \$17,500 in ticket sales. Davie explained that the event would need to raise the \$10,500 in ticket sales so that the budget would not be impacted. In short, a revenue line of \$10,500 will balance out an expense line of \$10,500. Commissioner Holt suggested possibly teaming up with brewery coming to Town. Commissioner Hardy suggested Board look into entertainment insurance. Commissioner Coffman made motion with second by Commissioner Holt to proceed with Musical Festival plans. The motion passed by unanimous vote. Commissioner Hardy made motion with second by Commissioner Blalock to set aside \$10,500 in budget for Music Festival. The motion passed by unanimous vote.

## **Beautification/Facilities**

In absence of Commissioner Britt no report was given, however, Commissioner Hardy expressed how clean Hall Street appeared.

## **Planning/Zoning/Annexation**

Commissioner Holt has checked General Statutes on Minimum Housing. It was suggested he and his committee meet for later presentation to Board.

## **OLD BUSINESS**

Town Administrator gave update of Grants to Board:

(a) **USDA Rural Development** (water meters, lines, town hall) surveying currently being done; September through December 2016 complete plans and specification; submit to funding/regulatory agencies and advertise for bids; January 2017 open bids and award construction project; March 2017 thru March 2018 construction; June 1, 2018 completion and acceptance. Total project cost \$4.5 million (b) **Main Street Solutions Fund** received full reimbursement for first building from USDA plus additional \$25,000 approved for a total of \$50,000 grant in the second building. Work on second building started, and no Town Match needed. Total project \$150,000 (c) **NC Commerce Planning Grant** Landscape - engineers spent 3 days in Town. A follow-up meeting is scheduled for March 23, 2016. Total project \$37,500 (d) **NC Parks & Recreation Trust Fund** - develop park on donated property. Received property transfer deed. Total project \$28,500 (e) **Golden Leaf** - renovation/ construction of building for brewery. Requested deferral from Golden Leaf due to brewer status Project cost \$200,000 (f) **National Endowment for the Arts** Main Street Illumination project. Application pending with award notification April 2016 \$50,000 Town matching funds needed.

Davie also noted that the purchase of the building known as the Taylor building is progressing.

## **NEW BUSINESS**

Mrs. Shauna S. Williams, President of Board of Trustees for Warren County Community Center (WCCC) and Board members were present giving update to restoration of Community Center (111 W. Franklin Street). Over the past 8 years WCCC board members have restored interest and purpose to Center. In addition, floors have been restored to original hardwood surface and furniture has been donated. A website, telephone, WIFI, mentoring programs established, plus non-profit status have been established. The three greatest needs are: (a) vertical lift to make building ADA compliant (b) handicapped accessible restrooms and (c) window weatherization and restoration (some possible replacements). WCCC is asking Town to consider making application on their behalf for a \$50,000 USDA Community Facilities Grant and, also, consider matching the \$1,500 that their Board has agreed to appropriate towards capital projects. Preservation Warrenton's Board has verbally committed up to \$1,000 to WCCC in matching grant funds. Mrs. Williams and Mr. Davie have been in contact with George Vital at USDA and approval is very possible. Commissioner Blalock made a motion with second by Commissioner Hardy to assist WCCC in making application on their behalf for \$50,000 or more if needed. The motion was approved by unanimous vote. Commissioner Blalock made a motion with second by Commissioner Hunter to allocate \$1,500 from Town funds to the WCCC capital project. The motion was approved by unanimously vote. WCCC members thanked Board for assistance.

A NC Commerce CDBG Grant administered through Main Street Program was presented for \$500,000 to bring the building at 107 N Main Street up to code (the current owner is involved). A preliminary application was positively received by Commerce. There is no match required by Town; however, a cost of between \$2,500 and \$5,000 to administer CDBG requirements by Kerr-Tar COG is needed. (Cost can be paid for by Town or by building owner, all or partial).

A NC Commerce Demolition Grant was presented that will provide grants to local governments to support the demolition of vacant buildings to encourage site rehabilitation and site availability for economic development purposes. Matching funds of 25% of the grant award would be paid by property owners. Board gave Davie unanimous authorization to pursue demolition grant.

The Grant Project Ordinances for NC Parks and Recreation Trust Fund grant and NC Commerce ULRD grant were presented and motion to approve made by Commissioner Blalock with second by Commissioner Hunter. The motion was approved by unanimous vote.

Davie requested a budget amendment for funds amounting \$26.00 for narcotics proceeds to General Fund (37-341-306 PD Narc Tax Revenue and 37-500-210 PD Narc Tax Expense) Money was incorrectly deposited to PD Misc Revenue when should have gone into PD/Narc Tax Proceeds revenue account. Commissioner Hardy made motion with second by Commissioner Harding to approve new account. The motion was approved by unanimous vote.

Davie requested additional budget line numbers for Ad Valorem revenues in the upcoming five fiscal years. Motion was made by Commissioner Hunter with second by Commissioner Hardy to approve. Motion was approved by unanimous vote.

Fire Department Penalty Fees currently used during fire inspections but not included in the Town's ordinances were presented. Motion was made by Commissioner Blalock with second by Commissioner Hardy to include existing fees in the Town's Ordinances. Motion was approved by unanimous vote.

First Citizens Bank suggested a checking protection (ACH Monitoring, positive pay \$80 per month) on primary account to aid in fraud. Commissioner Hunter made motion with second by Commissioner Blalock to approve request. Motion was approved by unanimous vote.

Planning Board submitted Kristye Steed as recommended candidate for Board. Motion was in the form of a recommendation by Planning Board. A second was made by Commissioner Harding to approve Ms. Steed to Planning Board. The motion was approved by unanimous vote.

## **ANNOUNCEMENTS**

Budget presentation will be made during April BOC meeting. Several commissioners are attending Main Street Conference. Board shown new Town of Warrenton t-shirts that are for sale at Town Hall.

With no further business, meeting adjourned.