

Walter M. Gardner, Jr.  
Mayor

Meredith Valentine  
Interim Town Administrator

## Town of Warrenton

*"Historically Great - Progressively Strong"*

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### Board of Commissioners Regular Monthly Meeting January 8, 2018

Those attending were: Mayor Walter Gardner  
Commissioner Mary Hunter  
Commissioner Frank Holt  
Commissioner John Blalock  
Police Chief Goble Lane  
Annette Silver, Minute Taker

Meredith Valentine, Interim Administrator  
Commissioner Michael Coffman  
Commissioner Kimberly Harding  
Commissioner William "Tom" Hardy  
Jennifer Harris, Warren Record

Commissioner Margaret Britt was absent. There were 3 citizens present.

#### **Call to Order - Pledge of Allegiance - Moment of Silence**

The regular monthly meeting of the Town of Warrenton was called to order Monday, January 8, 2018 by Mayor Gardner. The Pledge of Allegiance was led by Commissioner John Blalock. A moment of silence was held for family of Mrs. Anna Perkinson, a very active citizen in Town that passed.

#### **Conflict of Interest and Proposed Agenda**

The Conflict of Interest statement was reviewed. The Proposed Agenda was presented. A motion was made by Commissioner Hardy with second by Commissioner Hunter to approve the Proposed Agenda. The motion was approved by unanimous vote.

#### **Public Comments**

No public comments were voiced.

#### **Minutes of Board Meeting December 11, 2017**

The Minutes of Town of Warrenton meeting of December 11, 2017 were presented. A motion was made by Commissioner Coffman with second by Commissioner Hunter to approve the Minutes of December 11, 2017. 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

Sewer Adjustment Request: **Nikki Brate** 122 Bute St., Leak was between meter box and house. Normal usage 2,000. Request is for sewer adjustment of 78,000 gallons at \$13.65/1000. Total \$1,064.70 Adjustment recommended by staff.

- (e) Police Activity Report

A motion to approve the consent agenda was made by Michael Coffman with a second by Tom Hardy. The motion was approved by unanimous vote.

## **Committee Reports**

**Finance and Administration** - Commissioner Hunter had no report in addition to written submission. The audit will be presented at the February meeting.

**Public Works** - Commissioner Harding reported in addition to written report, Public Works staff was still working on Hazelwood Road leak and are presently in the health department area.

**Public Safety** - Commissioner Hardy and Chief Lane report nothing in addition to written report. Mayor reported a fire door has to be replaced.

**Human Resources/Information Technology** - Commissioner Blalock reports nothing in addition to contracts to be presented.

**Revitalization/Historical** - Commissioner Coffman reports Mandolin Orange, Town Mountain nor Mipso will be able to participate in concert series. He will attempt to get in contact with Brooke Simpson, a contestant originally from Hollister, NC, that participated on The Voice.

A COA was approved for 202 W. Ridgeway Street (Melvin Paschall), concerning cutting/removing trees that are on boundary line of Social Service property.

A motion was made by Commissioner Hardy with second by Commissioner Hunter to approve re-appointment of Bob Shingler to the Historic District Commission. The motion was approved by unanimous vote. Mayor thanked Mr. Shingler for his continued service.

Commissioner Harding suggested the Town of Warrenton request a joint meeting with the State Historic Preservation Office (SHPO) for direction and guidance. It was agreed it would be helpful to all for such a meeting to ask questions before updating HDC Guidelines. It was suggested that the Guidelines Subcommittee meet, then Commissioners and Historic District Commission meet before meeting with SHPO. Commissioner Harding was thanked for suggestion.

**Beautification/Facilities** - In absence of Commissioner Britt, it was reported that Citizens Advisory Board met November 8, 2017 concerning a Jeep located at 221 Graham Street and JR's Paint and Body Shop at corner of Front and Franklin Streets. It was the recommendations of CAB for Chief Lane to secure status of vehicle at 221 Graham St and to identify status of vehicles with contingency vote to have owner remove necessary vehicles per Town Ordinance at Franklin and Front St. A motion was made by Commissioner Coffman with second by Commissioner Hunter in agreement with CAB for Chief Lane to proceed. The motion was approved by unanimous vote. The Board requested Chief Lane check several other vehicles that are possibly in violation of Town Ordinance.

**Planning/Zoning/Annexation** - Commissioner Holt had no business to report at this time. There is a tethering meeting set for January 18, 2018.

## **Old Business**

### **Grant Status**

**Fund 48 - NC Parks & Recreation Trust Fund** - Waiting for quote for lighting being done by Rick Edwards

**Fund 51 - USDA Rural Development** - Town is on the agenda for the LGC meeting January 9th

**Fund 53 - NC Commerce Main Street Downtown Redevelopment** - Next step is lead paint and asbestos removal

**FEMA** - WWTP Berm - Awaiting information on grant award

**Art's Council Quilter's Lane** - Received funds from Art's Council

### **New Business**

Southern Software support contracts were presented for Citi-Pak/FMS and Police Pak. the annual increase is \$81.00 (\$45.00 Citi-Pak and \$36.00 Police Pak) A motion was made by Commissioner Blalock with second by Commissioner Holt to approve both Southern Software support contracts. The motion was approved by unanimous vote.

A resolution of the BOC of Town of Warrenton, NC providing for the issuance of a \$2,615,000 water and sewer system revenue bond anticipation note of the Town of Warrenton was presented. A

motion to approve the authorization of signatures was made by Commissioner Blalock with second by Commissioner Hunter. The motion was approved by unanimous vote. A resolution assigning the 2.03% interest rate for the \$2,615,000 Bond was presented assigned by BB&T. A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve resolution. The motion was approved by unanimous vote.

The Grant awarded to Quilt Lizzy from the Warrenton Downtown Redevelopment Incentive Grant for 132 S. Main Street and 215 E. Market Street were presented in the amount of \$527.23. A motion to approve was made by Commissioner Hardy with second by Commissioner Blalock.

The Mayor reminded the newly elected officials that they must take the ethics class.

With no further business, meeting adjourned.