

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 NOVEMBER 13, 2017

Those attending were: Mayor Walter Gardner  
Commissioner Mary Hunter  
Commissioner Frank Holt  
Commissioner John Blalock  
Commissioner William "Tom" Hardy  
William "Bill" Perkinson, Public Works Director  
Meredith Valentine, Interim Administrator  
Commissioner Michael Coffman  
Commissioner Kimberly Harding  
Commissioner Margaret Britt  
Police Chief Goble Lane  
Annette Silver, Minute Taker

There were 2 citizens present.

#### **Call to Order, Pledge of Allegiance and Moment of Silence**

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order Monday, November 13, 2017 at 7:00pm. Those attending were asked to observe a moment of silence, keeping Veterans, as well as, Commissioner Blalock and family in thought following the death of his cousin, Coleman Perkinson. Commissioner Hardy led the Pledge of Allegiance.

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

The Conflict of Interest Statement was reviewed by Mayor Gardner. The Proposed Agenda was presented. A request was made to include item 8i (Minutes of September 11, 2017 Public Hearing) under New Business with Item 4 Minutes of Board Meeting from October 9, 2017 in order to approve Minutes together. A motion was made by Commissioner Coffman with second by Commissioner Blalock to approve Proposed Agenda with modification. The motion was approved by unanimous vote.

#### **Public Comments**

There were no public comments voiced.

#### **Minutes**

Minutes of Board meeting October 9, 2017 and Public Hearing September 11, 2017 were presented. A motion was made by Commissioner Hardy with second by Commissioner Britt to approve the Minutes of October 9, 2017 and September 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
- (e) Police Activity Report

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

## **Committee Reports**

### **Finance and Administration**

Commissioner Hunter had no report in addition to written. It was stated the error previously reported on Water-Sewer audit as a loss was incorrect. The auditor is in process of correcting and hopefully the audit will be presented at the December 2017 meeting.

### **Public Works**

Commissioner Harding had no report in addition to written.

### **Public Safety**

Commissioner Hardy and Chief Lane informed Board of the loss of an officer due to salary issue which is not equal starting salary of surrounding area. Chief Lane would like to amend the officer salaries in current budget to be at the mid-point of the Warrenton pay scale. Commissioner Blalock asked if current budget could handle such an amendment. Chief Lane stated the adjustment would be only \$743 which his budget can handle for full-time officers. Commissioner Blalock made a motion with second by Commissioner Hardy to approve the salary increase for full-time employees. The motion was approved by unanimous vote.

Chief Lane, also, requested an increase to the penalty attached to parking violations (the citation is \$15 with late fee \$25). If the late fee is increased to \$35, the total will become \$50 allowing individuals unpaid tickets to be sent to debt setoff. (Debt setoff provides a coordinated effort to garnish state income tax refunds for the purpose of collecting a variety of delinquent debts).

Commissioner Holt inquired concerning impounding vehicles as an alternative. Chief stated this cannot be done easily. The Mayor stated to change fees a Public Hearing must be held. The fee change was tabled until Attorney Styers can review.

In view of recent church shootings, Chief Lane would like to meet with church leaders and fire marshal to assist in making area churches safer. The Board agreed idea was good and fully supported it.

The Thanksgiving Day Breakfast sponsored by the Warrenton Rural Volunteer Fire Department is scheduled for Thursday, November 23rd from 5am until 10am at the fire station 236 S. Main Street.

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

Commissioner Blalock reported Teresa Harris has been hired and was doing a nice job and Nick Norris has left WWTP to go to Durham County so we will need to fill that position.

### **Revitalization/Historical**

Commissioner Coffman reported there is a possibility of getting Mandolin Orange back for a Spring concert.

A representative of Stone Square Lodge attended the Revitalization Committee and discussed doing a Kansas City BBQ Festival June 2, 2018 (tentatively). Such festivals are done in surrounding areas and are quite popular and successful.

Harvest Market was deemed a success. Futrell Pharmacy and Friends Too tied as winners in the fall window decorating contest - each receiving \$25.00.

The family movie Rango was not as well attended as first movie night but fun just the same. The next movie will be presented in the Spring.

Fright Night event was successful and the ghost walk had around 200 participants.

Prelude to Christmas is scheduled December 9, 2017, beginning at 4:00pm with music furnished by VGCC with Parade at 5:00pm featuring Santa. The Rotary Club has taken over for the Jaycee's to coordinate the Christmas Parade.

There are still concerns involving historic guidelines. Commissioner Coffman suggested that he, Commissioner Holt and Commissioner Harding and the HDC meet to begin to look at the HDC guidelines. The Mayor asked the group to proceed.

### **Beautification/Facilities**

Commissioner Britt reports Christmas wreaths will be hung this weekend in preparation for holiday festivities. Johnny Talley pruned and trimmed the "Christmas tree" on the courthouse square. The

Rotary Club has contacted Board to donate trees to the Town. The preferred area is the Hayley Park. Mrs. Valentine is to contact the landscape architect concerning tree donation. Commissioner Britt inquired to progress at Hayley Park, Mrs. Valentine stated Joey Andrews is not responding to her e-mails. Mrs. Valentine was advised to contact other electricians for quotes for lights at Park.

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

Commissioner Holt had no new report. Dog tethering originally discussed Oct 30 is still being reviewed by the committee and the attorney.

### **Old Business**

#### **Grant Status**

Fund 44 NC DEQ AIA Water - No Changes  
Fund 48 NC Parks & Recreation Trust Fund - Waiting for light and electrical quotes  
Fund 51 USDA Rural Development - USDA will be visiting in November at a special called meeting.  
Fund 53 NC Commerce Main Street Downtown Redevelopment - No Change  
Fund 55 NC DEQ Water Infrastructure WWTP - signing of funding offer and acceptance letter and resolution tonight  
Fund 57 N C Commerce Demolition Grant - invoices submitted  
Fund 58 USDA Community Facilities - Trucks delivered  
TAP Grant - Change anticipated start date to November 22  
Duke Energy - Charging station ordered. Installing on double station on Market Street  
Covington Foundation - Grant awarded \$5,00 for a rehabilitation plan  
NC DEQ - Sewer Rehab - Battle Avenue/Unity Dr & Bute St received award Nothing since September meeting  
FEMA - No change  
Main Street Solutions Fund No change  
NC DEQ AIA Sewer information submitted  
Art's Council Quilter's Lane - sign resolution to accept funds  
National Park Service Grant-Professional service grant, Commissioner Coffman scheduling a site visit  
NC DOT Bicycle and Pedestrian Planning Grant-submitted application

#### **New Business**

A motion to accept the NCDEQ Grant of \$1,600,000 for WWTP improvements and sign NCDEQ Funding Offer and Acceptance letter for WWTP improvements was made by Commissioner Blalock with second by Commissioner Coffman. The motion was approved by unanimous vote.  
A motion to receive matching grant funds from Warren County Arts Council for Quilter's Lane in the amount of \$1175, with the town contributing \$1500, was made by Commissioner Coffman with second by Commissioner Hardy. The motion was approved by unanimous vote.  
A motion to accept the resolution to approve low bidder and execute contract to renovate 107 N. Main Street Phase I was made by Commissioner Hardy with second by Commissioner Hunter. Discussion was held on the Covington Foundation Grant as the Board received a letter from Preservation Warrenton rescinding their donation of \$12,500 to aid in the purchase of the Reynolds Tavern and requested further discussion. A joint meeting of Town Board and Preservation Warrenton is to be scheduled. Items 8e and 8f were tabled.  
A citizen is interested in purchasing the police department Charger for \$1500. After discussion a motion was made by Commissioner Blalock with a second by Commissioner Britt to approve the sale of the vehicle. The motion was approved by unanimous vote.  
A motion to accept appropriation of \$9,942 from Powell Bill reserve fund to pay for additional sidewalk, curb and gutter and handicap ramp repair.was made by Commissioner Blalock with second by Commissioner Hunter. The motion was approved by unanimous vote.  
A motion to increase tap fees amount budgeted to reflect the amount received from Dollar General and Saint Joseph's Church construction was made by Commissioner Hardy with second by Commissioner Harding. The original amount budgeted was \$4,000. The increase is \$29750 to Tap

Fees Revenue and increase of \$29750 to External contract expense. The motion was approved by unanimous vote.

A motion was made by Commissioner Blalock with second by Commissioner Hardy to accept a budget amendment for \$1263.20 received as an insurance payment for repairs on the 2010 Ford Crown Victoria allowing the Town to accept an insurance payment. The motion was approved by unanimous vote.

**Announcement**

Warren County Farm-City Celebration is scheduled November 21, 2017 at Armory 6:30pm - 8:30pm.  
Please join farmers celebrating a hot dinner featuring local ingredients.  
Preservation Warrenton Christmas Tour December 2 and 3

With no further business the meeting was adjourned.