

Walter M. Gardner, Jr.
Mayor

Robert F. Davie, Jr.
Town Administrator

Town of Warrenton

"Historically Great - Progressively Strong"

Post Office Box 281
Warrenton, NC 27589-0281
PHONE (252) 257-1122 FAX (252)257-9219

WARRENTON BOARD OF COMMISSIONERS REGULAR MEETING JUNE 10, 2019

Those attending were: Mayor Walter Gardner Robert Davie, Administrator
Commissioner William "Tom" Hardy Police Chief Goble Lane
Commissioner Michael Coffman Finance Director Meredith Valentine
Commissioner Kimberly Harding Public Works Director William "Bill" Perkinson
Commissioner John Blalock Jennifer Harris, Warren Record
Commissioner Margaret Britt
Commissioner Hunter and Holt were not present.

There were two citizens present, County Commissioner Jennifer Jordan Pierce and her husband.

Call to Order - Pledge of Allegiance - Moment of Silence

Mayor Gardner called to order the regular meeting of the Board of Commissioners Monday, June 10, 2019. The Pledge of Allegiance was led by Commissioner Harding. A Moment of Silence was held for Henry Hilliard who recently lost his wife, Lynn Stemle who is in hospice, Alan Norwood who passed away and Graham Grissom who passed away at 100 years old.

Conflict of Interest and Proposed Agenda

The Conflict of Interest Statement was reviewed. The Proposed Agenda was presented. Commissioner Coffman made a motion to approve the Proposed Agenda with second by Commissioner Britt. The motion was approved by unanimous vote.

Public Comments

No public comments were voiced.

Minutes of Board Meeting of May 13, 2019

Minutes of the Board meeting of May 13, 2019 were presented along with the CDBG Grant Public Hearing and Ordinance Changes Public Hearing. Commissioner Coffman made a motion with second by Commissioner Hardy to approve the Minutes of May 13, 2019. The motion was approved by unanimous vote.

Consent Agenda

- (a) Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
- (b) Monthly Checks
- (c) Public Works Monthly Report
- (d) WWTP Monthly Report
- (e) Police Activity Report

The Consent Agenda was presented. Commissioner Hardy made a motion with second by Commissioner Blalock to approve the Consent Agenda. The motion was approved by unanimous vote.

COMMITTEE REPORTS

FINANCE AND ADMINISTRATION- No items for Finance and Administration

PUBLIC WORKS Commissioner Harding had no items in addition to written report.

PUBLIC SAFETY Commissioner Hardy reported an uptick in reported shoplifting which was being addressed by the police department. Mayor Gardner stated that the Civic Credit Union had been in town to take photos and video of the Warrenton Rural Fire Department for an advertising campaign. Commissioner Hardy noted the excellent television coverage on WRAL's Out and About segment. There was no activity from Quilters Lane Committee.

HUMAN RESOURCES/INFORMATION TECHNOLOGY Commissioner Blalock had no report.

REVITALIZATION/HISTORIC DISTRICT COMMISSION - Commissioner Coffman reported that there was no Historic District Commission meeting for the month of May. Also the scheduled movie for prior Saturday evening was cancelled due to weather but will be rescheduled.

BEAUTIFICATION/FACILITIES Commissioner Britt stated that she had met with tree experts and arborists from Duke Energy to address the severe tree trimming away from power lines. Duke Energy has agreed to address concerns from two home owners. Commissioner Britt inquired about street paving. Robert Davie noted that the contractor was having difficulty obtaining asphalt. Commissioner Britt noted the beautiful planters and flowers. Commissioner Britt noted rough condition of several banners and would look to order new ones in the upcoming FY.

PLANNING/ZONING/ANNEXATION – No new items for Planning/Zoning. Older item for later in meeting agenda.

OLD BUSINESS

Grant Status May 2019

- Fund 44 NC DEQ AIA Water mapping nearing completion
- Fund 51 & 61 USDA Rural Development nearing completion
- Fund 53 NC Commerce Main Street Downtown Redevelopment soliciting revised bids to lower costs
- Fund 55 - NC DEQ Water Infrastructure WWTP soliciting bids. Bid open date June 27, 2019.
- TAP Grant – Mayor Gardner described a 3-hour meeting with officials from NC DOT and engineers to review in detail the intersections for handicapped ramps.
- Fund 64 & 65 NC DEQ Sewer Rehab Battle Ave/Unity and Bute Streets soliciting bids. Bid open date June 27, 2019.
- Fund 63 - DEQ AIA Sewer mapping project is 75% complete.
- National Park Service Grant and NC DOT Bicycle and Pedestrian Grant combined – Follow on meetings are scheduled.
- NC Main Street Solutions Warrenton Brewery Grant plan revisions were approved by NC SHPO and are awaiting approval by National Park Service. Owner has applied for historic tax credits to help cover additional costs.
- AARP Parks Grant application has been submitted for additional amenities to Hayley-Haywood Park.
- Triangle North Health Foundation grant Letter of Interest has been submitted.
- NC Neighborhood Revitalization preparation for application is underway, full application to be approved at a later date by BOC.

Soil removal Agreement. An agreement from EVO Corporation to remove contaminated soil as part of the Town Hall renovation project was presented by Administrator Davie at an estimated cost of \$1200. Costs will be incurred under the grant project. A motion to approve agreement was made by Commissioner Coffman with second by Commissioner Blalock. The motion was approved by unanimous vote.

Mayor Gardner stated that the Planning Board had met to consider several items for rezoning and change to the Table of Permitted Uses. The Planning Board recommended approval for changing the parcel at 505 Pluto Road from Industrial to Residential (R-12) and the parcel at 112 Madison Street from Residential (R-12) to Industrial. The Planning Board also recommended approval of allowing restaurants as a permitted use in areas zoned Industrial. Commissioner Blalock motioned to approve the recommendations made by the Planning Board. Commissioner Hardy seconded and the motion was approved by unanimous vote.

Commissioner Blalock motioned to table consideration of ordinances changes for gaming until Attorney Styers is able to review and provide advice and comment to the BOC. The motion was seconded by Commissioner Hardy and the motion was approved by unanimous vote.

Town Administrator Davie presented the FY 2019-2020 budget with no material changes from the previous board meeting. Minor changes included the addition of rarely used water rates at the recommendation of the auditor. A motion to approve was made by Commissioner Blalock and seconded by Commissioner Hardy. The motion was approved by unanimous vote.

NEW BUSINESS

Town Administrator outlined an unexpected reduction in collections and revenue from water and sewer billings as well as unexpected expenses for the year due to water main breaks and a large number of other repairs, in the approximate amount of 6% or \$60,000. The result is that restricted fund balance will be used to meet the unexpected loss of revenues. After contacting the UNC School of Government and Warren County Finance Director, Davie stated that no Budget Amendment is needed but rather a formal informing to the Board. Davie stated that one positive will be a \$30,000 plus contribution to restricted fund balance due to sales tax reimbursements involving the USDA grant.

Davie presented Budget Amendment number 12, explaining that it is needed in order to provide flexibility in the event the budget for Fund 39 (WWTP) is exceeded. This fund is set up to share expenses with Norlina and Warren County and while Bill Perkinson does not expect to exceed its budget, the flexibility in contingency is needed to avoid any issues with the audit. Commissioner Blalock motioned to approve the budget amendment. The motion was seconded by Commissioner Harding and approved by unanimous vote. This item should have been Item 10-B in New Business, in lieu of the stated item which was already approved at the May Board of Commissioner's meeting.

The 2019-2020 auditor agreement was presented with a 3% increase. A motion was made by Commissioner Hardy with second by Commissioner Britt to approve the auditing agreement. The motion was approved by unanimous vote.

Mayor Gardner noted the attendance of County Commissioner Jennifer Jordan Pierce and her husband, who stated they were present to support their classmate Daymon Mylam and his proposed game business. Mylam was not in attendance.

The regular meeting was closed with Board going into closed session. A motion to go into closed session was made by Commissioner Blalock and seconded by Commissioner Hardy. The motion was approved by unanimous vote. The Board returned to open session and no further business was conducted. The meeting was adjourned.