

Walter M. Gardner, Jr.
Mayor

Meredith Valentine
Town Administrator

Town of Warrenton

"Historically Great - Progressively Strong"

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BOARD OF COMMISSIONERS REGULAR MEETING MONDAY, JULY 9, 2018

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

Call to Order - Pledge of Allegiance - Moment of Silence

The regular monthly meeting of the Town of Warrenton was called to order by Mayor, Monday, July 9, 2018. The Pledge was led by Commissioner Britt. A moment of silence was held for Gid Tharrington, who passed earlier today, the resident of Brehon Street who lost all in a fire earlier, for the leader and children in Thailand during the rescue from the cave and for our veterans.

Conflict of Interest and Proposed Agenda

The Conflict of Interest Statement was reviewed. The Proposed Agenda was presented. A motion was made by Commissioner Coffman with second by Commissioner Blalock to approve the agenda. The motion was approved unanimously.

Public Comments

No public comments were voiced.

Minutes of Board Meeting June 11, 2018 & 3 Public Hearings

The Minutes of the Board meeting of June 11, 2018 were presented. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve the Board Minutes of June 11th. The motion was approved unanimously. The Minutes of the 3 Public Hearings (Tethering Ordinance - Special Use Permit for 130 N. Main Street and the 2018-2019 Proposed Budget) of June 11th were presented. A motion was made by Commissioner Coffman with second by Commissioner Britt to approve the minutes of the 3 Public Hearings of June 11th. The motion was approved unanimously.

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 Hardy with second by Commissioner Blalock to approve the consent agenda. The motion was approved unanimously.

Committee Reports

Finance and Administration- Commissioner Hunter informed Board that Finance Committee met earlier today concerning the NC Commerce Main Street Downtown Redevelopment Project (Milano's 107 N Main Street). HUD has required environmental studies on all current projects, inspecting primarily for underground tanks. The study temporarily halts any money transfer. Warrenton is not the only project being affected by this study. The contractor needs to be paid \$56,000 before he orders \$30,000 worth of beams. The Town can pay the contractor the \$56,000 now in order to keep the project moving forward and be reimbursed after the study is completed. If payment is not made now, it will cause a domino effect of delays. Commissioner Hardy made a motion with second by Commissioner Blalock to approve the payment of \$56,000 to contractor to keep project on schedule. Commissioner Britt asked Attorney Styers if this was proper. Attorney Styers advised this could be done because the project Budget has been approved and no motion is really needed .

Public Works - Commissioner Harding stated in addition to written report, new radio water meters will start being installed July 18th. This replacement does require an individual visit to the residence. Bill will set up a reverse call notification to all water customers regarding contractor visits. The newspaper will also be contacted. E911 will be informed of what is happening, robo calls made, door hangars used and information in local paper.

Public Safety - Commissioner Hardy and Chief Lane report police department is fully staffed. Chief Lane is requesting permission to apply for a USDA grant to purchase 2 new police cars. Recently over \$4000 was spent on car repairs to older vehicle (2008 car), this would be the equivalent of 2 car payments through grant. Commissioner Coffman made a motion with second by Commissioner Hunter for Chief Lane to apply for grant police cars. The motion was approved unanimously. Commissioner Hardy advised that Quilter's Lane is working on signage on quilt squares and will set up an installation date soon.

Human Resources/Information Technology - Commissioner Blalock and Mrs. Valentine reported there are still problems with the server and e-mails.

Revitalization/Historic District Commission -Commissioner Coffman had no report from Historic Commission. Revitalization reported Moana movie night had a smaller crowd than in past possibly due to holiday. Next movie scheduled for September 1st is A Wrinkle in Time. The BBQ cook off was moved to combine with Norlina due to lack of competitors. He is still trying to accomplish this here in Warrenton.

Beautification/Facilities -Commissioner Britt complimented street staff for continuing to keep Warrenton clean. Commissioner Britt discussed Colonial Lodge over grown and unkept planting bed on Bragg Street. Mrs. Valentine stated a grass letter is in process of being mailed to them. Also, Commissioner Britt suggested that the tallest crepe myrtles be pruned before Asplundh makes its annual trip to town on behalf of the power company.

Planning/Zoning/Annexation - Commissioner Holt had no report. Mayor Gardner suggested that the committee begin steps to annex Hayley-Haywood Park based on landowner's request. The street address will be changed to Hawkins Campus Drive.

Old Business

Status of Grants -

Fund 51 USDA Rural Development -meters will start being installed July 18th.

A COA was recommended for removal of holly tree at property of Town Hall to fix downspouts at gutter area between Quilt Lizzy and Town Hall buildings. An independent inspector is ready to come in to inspect building before footings are poured.

Fund 53 NC Commerce Main Street Downtown Redevelopment - Grant on hold as HUD is requiring additional environment review

Fund 55 NC DEQ - preliminary design is underway Project Engineer and Mr. Perkinson have met. NCDEQ - Sewer Rehab - Battle Avenue/Unity & Bute - received intent to fund letter for 75% of total cost which is a grant of \$878,594, and loan amount of \$299,531.00 in both areas and additional forms have been submitted to the Local Government Commission to approve the \$299,531.00 obligation. NCDOT Bicycle and Pedestrian Planning Grant anticipate to start around September or October. NC Main Street Solutions Warrenton Brewery Grant - have received grant award letter and submitted requested drawings.

Items 8b and 8c were for information only and handed out at this meeting.

New Business

The NC Department of Environmental Quality Division of Water Infrastructure Funding Offer and Acceptance letter was presented to be signed again due to addition of item # 11. A motion was made by Commissioner Coffman with second by Commissioner Blalock to accept. The motion was approved unanimously.

A resolution was presented for NC DEQ WWTP (Fund 55) \$1,600,000 Project. A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve resolution. The motion was approved unanimously.

An engagement letter was presented from Greg Isley, CPA,PA confirming terms of preparing Town's 6-30-2018 year-end audit. His fee will be \$7,500 for his contract. There is second contact from Cherry Baekert for \$10,000, who is also part of the audit team. A motion was made by Coffman with second by Commissioner Hunter to approve the engagement letter of Greg Isley. The motion was approved unanimously.

A discussion was held concerning the signs to be placed identifying the Duke Energy EVC station . A motion was made by Commissioner Hardy with second by Commissioner Blalock. The parking ordinance will be updated to reflect the EVC usage.

Announcement

Mayor Gardner received and read most gracious letter from Dr. L. Julian Haywood thanking Town for all work involved in getting Hayley-Haywood Park constructed and for the dedication ceremony.

With no further business, meeting adjourned.