

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
Town Administrator

Town of Warrenton

"Historically Great - Progressively Strong"

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TOWN OF WARRENTON BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

RESCHEDULED TO APRIL 20, 2020

Those attending were: Mayor Walter Gardner Robert Davie – Town Administrator
Commissioner Mary Hunter Goble Lane – Police Chief
Commissioner Michael Coffman William “Bill” Perkinson – Public Works
Commissioner Travis Packer
Commissioner Margaret Britt
Commissioner John Blalock
Commissioner Kimberly Harding (by conference call)
Commissioner Tom Hardy (by conference call)

There were a number of citizens involved in a Zoom meeting listening and participating by computer video and/or phone. The Zoom meeting was set up to allow for public participation and remain compliant with Governor’s Executive order requiring meetings to have less than ten (10) persons gathering together.

Call to Order/Pledge of Allegiance/Moment of Silence

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order Monday, April 20, 2020 at 7:00pm. A Moment of Silence was held for Charles Meadows and also for families involved in a recent logging accident in Arcola resulting in a loss of life. The Pledge of Allegiance was led by Commissioner Coffman.

Conflict of Interest Statement and Proposed Agenda

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

Public Comments

Mayor Gardner asked for public comments from those participating by Zoom conference. Anne Harris spoke against Item E. of Old Business. Her opposition to the PARTF grant application was based on several reasons: the location for the park is far from ideal, the area is blighted at best, the cost to the town was too much especially during this COVID-19 time, the project would result in a loss of tax revenue and more prudent uses of tax revenue were possible. No additional comments were voiced.

Minutes of Board Meeting from March 9, 2020 and other Meetings

The Minutes of the Board Meeting from April 13th, 2020 meeting were presented. A motion to approve the minutes was made by Commissioner Coffman with second by Commissioner Hunter. The motion was approved by unanimous vote.

Consent Agenda

Mayor Gardner asked Commissioner Harding for a prior referenced correction in the committee reports. Commissioner Harding would like inserted in the Water Sewer repair report a total cost of \$3831.16 for external maintenance.

- (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 Reports

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

COMMITTEE REPORTS

Finance and Administration – Commissioner Hunter had no report in addition to agenda items that would be addressed later in the meeting.

Public Works – Commissioner Harding and Bill Perkinson had no report in addition to agenda items. Commissioner Hardy commended public works for continuing a full work schedule during the COVID-19 pandemic.

Public Safety – Commissioner Hardy outlined no changes in the police reports and commended the police for informing the public about the curfew and enforcing it.

Human Resources/Information Technology – Commissioner Blalock had no report.

Revitalization/Historic District Commissioner Coffman had no report as meetings were cancelled due to COVID-19 pandemic.

Beautification/Facilities – Commissioner Britt thanked public works for their beautification efforts.

Planning/Zoning/Annexation Commissioner Packer had no report.

OLD BUSINESS

Grant Status

Fund 51 & 61 USDA Rural Development - A January meeting led to finalization of additional costs. Engineer is forwarding to USDA. Upon approval by USDA, the USDA will release funds for paving and ADA access. Paperwork is all signed.

Fund 53 NC Commerce Main Street Downtown Redevelopment - Phase 2 plans have been revised and rebid or else project could continue as Phase 1, since cost estimates are like initial estimates.

Fund 55 NC DEQ Water Infrastructure WWTP – With reduced scope of project, additional loan is still required. Norlina and Warren County boards have approved the additional loan which will go before the LGC at their May meeting for approval.

Fund 64 & 65 NC DEQ – Sewer Rehab – Battle Ave/Unity & Bute – Right of ways are being cleared. Erosion control set up. Materials being delivered. Completion expected in sixty to ninety days.

NC Main Street Solutions Warrenton Brewery Grant Design changes have caused the slow up in project; however, a Spring/Summer opening is still planned. New target date is October, 2020.

NC Neighborhood Revitalization program paperwork will be presented later in the agenda, tonight.

Frontier Warren Update

Town Administrator indicated that five tenants were located in the building which was covering the costs of rent and utilities. A new ribbon cutting date is scheduled for May 28, 2020.

Mayor Gardner summarized the project for Neighborhood Revitalization and the agreement provided by NC Commerce to proceed with the \$750,000 grant project. Commissioner Blalock motioned approve and adopt the agreement. Commissioner Packer seconded the motion and the motion was approved by unanimous vote.

Mayor Gardner summarized the Building Reuse agreement from NC Commerce and the related project, renovating a building in Town for use by a veterinarian clinic. Commissioner Britt motioned to approve the agreement. Commissioner Hunter seconded the motion and the motion was approved by unanimous vote.

Mayor Gardner summarized the PARTF grant application and parks project on Church Street. Town Administrator Davie reviewed the costs and options and calculated the Town's potential matches at approximately and \$60,000 or \$49,000 depending on the option. Commissioner Blalock expressed his concern over the timing of the application. Commissioner Britt also expressed concern over the timing. Commissioner Hardy asked if a private party was also interested in purchasing the property designated for the park. Town Administrator Davie affirmed that other individuals had interest in purchasing some of the same parcels. Commissioner Harding asked about a deadline for the application. Mr. Davie confirmed a deadline of April 30. Commissioner Britt further asserted that she was totally against the project, it was the wrong time and the Town needed to tighten its belt. She stated that the public works department would be taken away from their regular duties. Commissioner Blalock stated that even with the second option, the Town would incur additional costs purchasing shrubs for example. Mayor Gardner indicated that he would prefer that funds be used for other projects, particularly the Plummer Hook and Ladder museum. Commissioner Blalock stated that the Opal Jones property would be better use of funds. Commissioner Coffman offered that the Town submit the application and reserve the right to decline the award if offered. Commissioner Blalock asked if that would hurt the Town's chances of future applications. Mr. Davie assumed it would hurt future chances. Commissioner Hunter asked if PARTF funds could be used for the Plummer Hook and Ladder museum. Davie stated no. Commissioner Coffman motioned to approve the application, reserving the right to turn down a grant award. Commissioner Packer seconded the motion, stating that economic conditions would likely improve while waiting on an award. Commissioner Britt further commented that citizens were expecting higher water bills and this was again not a good time. Commissioner Hardy was in favor of

pursuing the opportunity contingent on acceptance of the award. Mayor Gardner called for a roll call vote. Commissioners Hunter, Blalock, Coffman, Packer, Harding and Hardy voted to approve the motion, Commissioner Britt dissented. The motion was approved by a vote of six to one.

NEW BUSINESS

Commissioner Coffman motioned to adopt Warren County's parks and recreation plan in order to assist with the PARTF grant application. Commissioner Blalock seconded the motion and the motion was approved by unanimous vote.

Commissioner Blalock motioned to approve the Title VI Non-Discrimination policy to comply with the NC DOT Bi-Ped grant. Commissioner Hunter seconded the motion and the motion was approved by unanimous vote.

Mr. Davie described the occasional need for a Deputy Finance Officer in the absence of the Finance Director. Commissioner Blalock asked if this designation was in title only or if a pay raise was involved. Mr. Davie indicated that no pay raise was involved. Commissioner Hardy motioned to approve Tracy Stevenson as Deputy Finance Officer. Commissioner Blalock seconded the motion and the motion was approved by unanimous vote.

Mayor Gardner described the proposed Remote Participation Policy for the Board of Commissioners. Commissioner Hunter motioned to approve the policy. Commissioner Hardy seconded the motion and the motion was approved by unanimous vote.

Mayor Gardner described the Statement of Interest to Serve on the Plummer Hook and Ladder Museum Committee. Anne Harris stated that it came as a recommendation from the Committee. Tom Hardy motioned to approve the recommendation. Commissioner Harding seconded the motion and the motion was approved by unanimous vote.

Mayor Gardner described the proposed re-striping of West Ridgeway Street as part of the recently established and adopted Bi-Ped plan. Commissioner Blalock stated that the Board had heard from two persons opposed to the plan last week: Joshua Terry of JR Diesel Repair and Sears Bugg who both expressed concerns about the amount of traffic in the area and the ability of trucks to navigate two lanes and a turn lane versus the current four lanes. A discussion among commissioners ensued. Several commissioners believed that the turn lane would be more beneficial to turning trucks. Commissioner Hunter noted that the traffic pattern had been the same since the 1960s and a change might result in slow adoption and also in citizens using the bicycle or turn lanes to pass slower traffic. Chief Lane indicated that the area would be patrolled and watched carefully. Mayor Gardner stated that the area was noted for rear end collisions and that the turn lane would improve the situation. Mayor Gardner called for a motion. Commissioner Hardy motioned to approve the proposed road diet and Commissioner Coffman seconded the motion. The motion was approved by unanimous vote.

Two special use applications for W. Franklin and Hall Streets were considered, representing two locations owned by the Satterwhites and to be used as AirBnBs. A motion to approve was made by Commissioner Hardy with second by Commissioner Hunter. The motion was approved by unanimous vote.

The Board entered into closed session upon a motion by Commissioner Blalock and second by Commissioner Packer. The motion was approved by unanimous vote. Note, that Commissioners Hardy and Harding did not participate in the closed session as they were not physically present.

Upon returning from closed session and with no further business a motion to adjourn was made by Commissioner Hunter and seconded by Commissioner Blalock. The motion was approved by unanimous vote and the meeting was adjourned.