

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 Meeting July 8, 2019

Those attending were Mayor Walter Gardner	Robert Davie Town Administrator
Commissioner Mary Hunter	Mitch Syters, Attorney
Commissioner Michael Coffman	Jennifer Harris, Warren Record
Commissioner Frank Holt	Goble Lane, Police Chief
Commissioner Kimberly Harding	William "Bill" Perkinson, Public Works
Commissioner John Blalock	Kenny Champion, Public Works
Commissioner Margaret Britt	Annette Silver, Minute Taker
Commissioner William "Tom" Hardy	

There were 5 citizens present.

#### **Call to Order/ Pledge/Moment of Silence**

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order. The Pledge of Allegiance was led by Commissioner Hunter. A Moment of Silence was held for recent shooting victims in the Manson area.

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

Mayor reviewed Conflict of Interest Statement. The Proposed Agenda was presented. Commissioner Harding noted Tap Grant Map and Action Items from May item 8(A) should be removed. Commissioner Coffman made motion with second by Commissioner Hunter to approve Proposed Agenda with corrections. The motion was approved by unanimous vote.

#### **Public Comments**

No public comments were voiced.

#### **Minutes of Regular Meeting and Public Hearing of June 10, 2019**

The Minutes of the Regular Meeting and the Public Hearing of June 10, 2019 were presented. A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve both Minutes of June 10, 2019. The motion was approved by unanimous vote.

#### **Consent Agenda**

The Consent Agenda was presented.

- (a) Year-to-date Revenue and Expenditure Report (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 Hardy to approve the Consent Agenda. The motion was approved by unanimous vote.

## COMMITTEE REPORTS

**Finance and Administration** - Commissioner Hunter turned to Administrator Davie for a financial report. Davie reported an increase in income at end of year due to increased sales and utility franchise taxes. It was noted that General Fund would have a large surplus of \$137,000 including the \$32,000 transfer from Water and Sewer Restricted Fund Balance. A Resolution for Town of Warrenton to make application for CDBG funding for Neighborhood Revitalization was presented. Commissioner Hardy made a motion with second by Commissioner Britt to adopt the Resolution and allow Mayor and Town Administrator/Clerk to sign all related documents. The motion was approved by unanimous vote. The Citizen Participation Plan (CPP), which describes how Town of Warrenton will involve citizens in the planning, implementation and assessment of the CDBG project, was presented. Commissioner Coffman made a motion with second by Commissioner Hunter to adopt the CPP and Mayor and Town Administrator/Clerk to sign. The motion was approved by unanimous vote.

**Public Works** - Commissioner Harding had nothing in addition to written report. A question was asked if the Riggan Lift Station could be improved to better handle severe weather events. Mr. Davie stated he and Perkinson were looking into applying for a grant in the Fall to update equipment at the Riggan Lift Station.

**Public Safety** - Commissioner Hardy reports that police department is actively investigating shoplifting in town. Fire Department trucks are undergoing maintenance work.

**Human Resources/ Information Technology** - Commissioner Blalock stated the Human Resource Committee met and the issue will be discussed in closed session.

**Revitalization/Historic District Commission** - Commissioner Coffman reported Incredibles II, a movie, is scheduled for July 13th showing on courthouse square. The Revitalization Committee will meet Tuesday, July 16, 2019. A public outreach meeting regarding the bike and pedestrian plan will be held. The Historic District Commission (HDC) met in June. There was a Certificate of Appropriateness (COA) application presented to HDC for David Woodson (305 Halifax Street) concerning a shed on property; however, the shed was destroyed against the advice and warning of the Commission and before the Commission could properly consider the COA. The Commission did not approve the COA because of the willful destruction and then instructed the Town Administrator to apply appropriate fines and remedies. The current fine is a civil penalty of \$100. Commissioner Britt suggested an increase in fine amount for the future. Commissioner Coffman will present the fine increase suggestion at the next HDC meeting. Harvest Market is scheduled October 12, 2019.

**Beautification/Facilities** - Commissioner Britt had no report.

**Planning/Zoning/Annexation** - Commissioner Holt had no report in addition to old business.

## OLD BUSINESS

### Status of Grants

**Fund 44 - NC DEQ AIA Water** - mapping nearly complete

**Fund 51 & 61 - USDA Rural Development** - The elevator has been installed and waiting for inspection. Major additions are being considered to the original project cost. These additions include street paving of Hazelwood, Brehon, Graham Front, Plummer, and Marshall Streets, also extending water lines along Highway 158 past the armory and Ridgeway Street past L R West and streetscape plan around town hall. Meeting is scheduled for Thursday, July 11, 2019 to set timeline for repaving streets.

**Fund 53 NC Commerce Main Street Downtown Redevelopment** - Have received lower bids for work to begin again soon

**Fund 55 - NC DEQ Water Infrastructure WWTP** - Ben Clawson, Project Engineer will be soliciting bids and advertising project beginning July 15, 2019, and opening bids in August 2019

**TAP Grant** - meeting with DOT determined style of handicapped ramps for each designated intersection

**Fund 64 & 65** - NC DEQ Sewer Rehab -Battle Ave/Unity & Bute Bids opened with H G Reynolds awarded combined construction contract of \$862,119

**Fund 63 NC DEQ AIA SEWER Mapping** 75% complete

**National Park Service Grant** – coordinating activities with NC DOT bi-ped grant project

**NC DOT Bicycle and Pedestrian Planning Grant** – Commissioner Coffman noted a combined Revitalization and bi-ped meeting for public input is scheduled for Tuesday, July 16

**NC Main Street Solutions Warrenton Brewery Grant** - Final drawings have been received from architect, both NC and Federal tax credits have been approved

**AARP Parks Grant** Warrenton did not receive funding for additional amenities at Haley-Haywood Park

**Triangle North Health Foundation** - Letter of Interest resulted in Town being selected by grantor to submit full application submission

**NC Neighborhood Revitalization Program** required approval of Resolution and CPC Plan

Proposals provided by Mitch Styers regarding Gaming Ordinance Language - 151.05 definition and 151.046 regulations evoked much discussion. A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve the definition of “electronic gaming” operations but not the regulations for commercial and industrial districts. After discussions, the motion and second were withdrawn. A motion was made by Commissioner Coffman with second by Commissioner Blalock to approve the following Ordinances; Schedule IV Truck Routes, Parking fees Schedule III and 72.99, Urinating in Public, Diagonal Parking 72.10 and One-Way Streets 71.04 and new items 7 through 10 of proposed Special Use Language. This motion was approved by unanimous vote. \*(At May 13, 2019 meeting in Old Business Ordinance changes and updates for truck routes, parking fees, urinating in Public, Special Use Language and Diagonal parking and one-way parking were all presented and approved by motion of Commissioner Hardy with second by Commissioner Hunter.) A motion was made by Commissioner Hardy with second by Commissioner Harding to table potential new language for Game Rooms provided, to clarify and address later. The motion was approved by unanimous vote.

### **New Business**

Engineering agreement amendment with additions to USDA grant project was presented. A motion to approve was made by Commissioner Blalock with second by Commissioner Hunter. The motion was approved by unanimous vote.

Motion by Commissioner Blalock with second by Commissioner Hardy to change Town Clerk certification from Meredith Valentine to Robert Davie in the Rollover Note Resolution and supporting documents. The motion was approved by unanimous vote.

Resolution on Rollover Note Water and Sewer Revenue bond extending the maturity date was presented. A motion to approve was made by Commissioner Blalock with second by Commissioner Hunter. The motion was approved by unanimous vote.

UniFirst uniform agreement extension was presented. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve a 3 year extension. The motion was approved by unanimous vote.

Motion by Commissioner Blalock with second by Commissioner Coffman to enter into closed session. The motion was approved by unanimous vote.

After re-entering open session, a motion to adjourn was made by Commissioner Blalock and seconded by Commissioner Hardy. The motion was approved by unanimous vote.