

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
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

Town of Warrenton Board of Commissioners
Regular Monthly Meeting
September 9, 2019

Those attending were: Mayor Walter Gardner
Commissioner Mary Hunter
Commissioner Michael Coffman
Commissioner Frank Holt
Commissioner Kimberly Harding
Commissioner John Blalock
Commissioner Margaret Britt
Commissioner William "Tom" Hardy

Robert Davie, Town Administrator
Goble Lane, Police Chief
Jennifer Harris, Warren Record
William "Bill" Perkinson, Public Works
Annette Silver, Minute Taker

There were 4 citizens present.

Call to Order - Pledge of Allegiance-Moment of Silence

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order Monday, September 9, 2019 at 7:00pm. The Pledge of Allegiance was led by Commissioner Coffman. A Moment of Silence was held for all hurricane victims.

The 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 Coffman with second by Commissioner Britt to approve the Proposed Agenda. The motion was approved by unanimous vote.

Public Comments

Mrs. Anne Harris asked if Commissioners would speak louder so attendees could understand better. Mayor stated that microphones would be in place for the next meeting in the new Town Hall.

Minutes of August 12, 2019 Meeting

Minutes of August 12, 2019 meeting were presented. A motion was made by Commissioner Coffman with second by Commissioner Hunter. The motion was approved by unanimous vote.

Consent Agenda

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

Committee Reports

Finance and Administration - Commissioner Hunter stated in addition to written report several items would be addressed under New Business.

Public Works - Commissioner Harding stated in addition to written report several items would be addressed in old and new business. Mayor reminded commissioners and the public that the Town is **not** responsible for notifying residents of construction activities of other utility companies.

Public Safety - Commissioner Hardy and Chief Lane had in addition to written report items to be address in New Business.

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

Revitalization/Historic District Commission - Commissioner Coffman stated Revitalization is vamping up for Fall movies (A Dog's Way Home - September 14th and Goosebumps 2 - October 19th) Harvest Market October 12th and Fright Night – October 26th. There were 4 COAs approved since last meeting.

Beautification/Facilities - Commissioner Britt complimented Public Works staff on all efforts made in keeping Town clean. Commissioner Britt was glad for patching done in Town and looking forward to possible resurfacing of affected streets.

Planning/Zoning/Annexation - Commissioner Holt had no report.

OLD BUSINESS

Gary Flowers of Municipal Engineering Services Company reported completion of the NC DEQ AIA Water mapping grant project (Fund 44). Copies of maps have been presented to Bill Perkinson and the Town, although additional changes will be made to them. The GIS Mapping shows location of water valves, hydrants and tanks. Completed mapping will be made available as a layer on the Warren County GIS website. Mr. Flowers recommended a resolution be adopted approving the 2019 Water Asset Management Plan as well as a 10-year Capital Improvement Plan. Mayor Gardner suggested an annual review of the Capital Improvement Plan during the regular annual budget process. Commissioner Blalock recommended and motioned that a resolution be created and signed adopting the 10-year Capital Improvement Plan and Water Asset Management Plan, with annual review during the budget preparation process. Commissioner Hunter seconded the motion. The motion was approved by unanimous vote. Mr. Flowers was thanked for his diligent efforts on behalf of the Town.

GRANT STATUS

Fund 44 NC DEQ AIA WATER has been completed and closed

Fund 53 NC Commerce Main Street Downtown Redevelopment- The building owner is seeking a new general contractor to oversee new bids. Town will advertise for new general contractor when owner is ready.

Fund 55 NC DEQ Water Infrastructure WWTP - Ben Clawson is soliciting construction bids. Bid opening is scheduled for Thursday, September 12 at 2:00pm.

National Park Service and NC DOT Bicycle and Pedestrian Grant - a fourth and final Steering Committee meeting will be scheduled in September to conclude the study and present results.

NC Neighborhood Revitalization Program -awaiting notification from NC Commerce
All other Grants have no update at present time.

Planning Board meeting was held on August 30, 2019 on the Special Use Application for AirBnB permits on 3 lots (1-6-7) at 401 Church Street. The Planning Board voted to unanimously approve this use to the Board of Commissioners. Then, a motion was made by Commissioner Hardy with second by Commissioner Britt to approve the Special Use permits for lots 1, 6 and 7. The motion was approved by unanimous vote.

NEW BUSINESS

A Resolution was presented to apply for a Grant through the Volkswagen Settlement Grant of North Carolina. The Settlement is a federal settlement by which the state is offering \$3 million in the form of grants to municipalities and counties to retire older diesel and polluting vehicles. The Grant funds will pay up to 100% of replacement cost of new vehicle and require no match. Warrenton has multiple vehicles that would qualify (garbage truck, dump truck, tractor and backhoe) with the garbage truck being greatest need. A motion was made by Commissioner Hardy with second by Commissioner Britt to approve a resolution to apply for grant funding from the Volkswagen Settlement. The motion was approved by unanimous vote.

A motion was made to appoint Robert Davie, Town Administrator as Deputy Finance Officer during any absence of Meredith Valentine. Commissioner Blalock motioned to approve the appointment and Commissioner Hunter seconded the motion. The motion was approved by unanimous vote.

An Audit Services Agreement for financial statement preparation and other services from Greg W. Isley, CPA was presented. A motion was made by Commissioner Blalock with second by Commissioner Hunter to approve Audit Services Agreement. The motion was approved by unanimous vote.

A Fire Alarm Monitoring Agreement, covering the sprinkler system for (new) Town Hall, was presented. The annual cost is \$540. A motion was made by Commissioner Harding with second by Commissioner Blalock to approve Fire Alarm Monitoring Agreement. The motion was approved by unanimous vote.

Mayor informed Board a tornado warning alarm will be added to the existing fire siren system.

ANNOUNCEMENTS

Mayor Gardner will become treasurer on the Board of the Kerr Tar Council of Government, to start a three-year term on that board. Mayor Gardner also noted that the Colonial Lodge is having Open House to celebrate the renovation from 10 am to 1:00 pm on October 9, 2019.

A motion to adjourn into closed session was made Commissioner Blalock with second by Commissioner Hunter. The motion was approved by unanimous vote.

Commissioner Blalock motioned to return to open session and Commissioner Hunter seconded the motion. The motion was approved by unanimous vote. Commissioner Blalock motioned to adjourn the public meeting and Commissioner Hardy seconded the motion. The motion was approved by unanimous vote.