

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 December 9, 2019

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

There were 7 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 on Monday, December 9, 2019 at 7:00pm. The Pledge of Allegiance was led by Commissioner Holt. A Moment of Silence was held for the Christmas season and the family of Robert (Bobby) Fleming (a relative of Mayor Gardner and Commissioner Blalock).

Conflict of Interest Statement & Proposed Agenda

The Conflict of Interest Statement was reviewed. Mayor requested a flip flop of Item 3, Public Comments, and Item 5, Minutes of Board Meeting from November 12, 2019, also flip flop Item 10, Closed Session, and Item 11, Announcements. In addition he added Item F, Service Contract Elevator, to New Business. A motion was made by Commissioner Coffman with second by Commissioner Harding to approve Proposed Agenda with changes. The motion was approved by unanimous vote.

Minutes of Board Meeting from November 12, 2019

The Minutes of Board Meeting from November 12, 2019 were presented. A motion was made by Commissioner Coffman with second by Commissioner Hunter to approve Minutes of November 12, 2019. The motion was approved by unanimous vote.

Swearing in Ceremony for New Board Members

Mayor Gardner thanked Commissioner Holt for his contributions to the Town and Board as a commissioner and hoped he would continue attending meetings and being involved in the Town of Warrenton. Mr. Holt thanked the Board for accepting him and his creative ideas. Mayor then congratulated Travis Packer as the newly elected Commissioner replacing Commissioner Holt. Mrs. Lisa Blalock, Clerk of Court, came forward and swore in Commissioners Michael Coffman, John Blalock, Margaret Britt and Travis Packer.

Ex-Officio: Town Administrator Robert Davie, Cheryl Bell, Mark Wethington, Bob Shingler, Adam Foreman, Victoria Lehman, Zayne Taber, Jonte Hawkins, Vacant, Luke McCullough Jereann King, Mike Kelley, Rose Derring

Plummer Hook & Ladder Co. Museum Committee

Sylvia Juanita Ransom Fletcher, Anne A. Harris, Jennifer Harris Franks, Sherman Johnson, Walter Gardner, W. Hermenia Salmon, Annette Silver, Don Stith

Beautification Committee

Richard Hunter – Chair, Fern Boyd, Hermenia Salmon, Margaret Britt

Quilter’s Lane Committee

Commissioner Tom Hardy – Chair

Representative from Revitalization Committee – Charla Duncan

Representative from Preservation Warrenton – Victoria Lehman

Representative from Quilt Lizzy – Susan Harris

Representative from Heritage Quilters – Jereann King

A citizen in town – Betty Rollinson

A citizen out of town – (appointed by County Commissioners) Magnolia Clanton

A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve all other Town appointments. The motion was approved by unanimous vote.

Public Comments

None were voiced.

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 Reports

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

Committee Reports

Finance and Administration In addition to written report, information will be presented by Administrator. Commissioner Hunter congratulated Town Administrator and Finance Department for preliminary audit report and for having zero findings.

Public Works Commissioner Harding and Bill Perkinson had no additional reports.

Public Safety Commissioner Hardy and Chief Lane had no additional reports.

Commissioner Hardy complimented Mayor on Thanksgiving Breakfast. There were approximately 600 participants.

Human Resources /Information Technology Commissioner Blalock had no report

Revitalization/Historic District Commission Commissioner Coffman advised Board that Crystal Smith submitted her resignation from Revitalization Committee due to schedule conflicts. The Revitalization Committee submitted the name of Georgiana Weddington as a replacement. A motion was made by Commissioner Hardy with second by Commissioner Harding to approve Georgiana Weddington as replacement to Revitalization Committee. The motion was approved by unanimous vote. Coffman discussed three COA’s on behalf of the Historic District Commission: Cynthia Jenkins (534 Eaton Ave) requested removal of dead trees from her property and was approved; Roanoke Tar Forestry & Realty Co. (106

W. Macon St) requested a change of window frame from wood to vinyl which was denied; and Mary Hehl (204 Church Street) requested change of roofing which was tabled.

Beautification/Facilities Commissioner Britt had no report.

Planning/Zoning/Annexation There was no report given.

Old Business

Grant Status

Fund 51&61 USDA Rural Development The Town is expecting funding approval for final additions to the project any day. A question regarding recent paving was addressed, indicating that it was included in the sewer project and did not represent the additional resurfacing to Town Streets to be done later.

Fund 53 NC Commerce Main Street Downtown Redevelopment – Bids came in higher than expected. Only two bids were received and because the minimum requirement is three bidders, the project will be rebid soon.

Fund 55 NC DEQ Water Infrastructure WWTP After reducing the scope of the project and consulting with WWTP partners Norlina and Warren County, an additional loan in the amount of \$472,132 at zero percent interest will be sought from NC DEQ. Details to be addressed in New Business.

NC Main Street Solutions Warrenton Brewery Grant – The building owners have changed the internal layout of the building and must submit those changes to Main Street for approval. Owners expect a target completion date in the Spring of 2020.

Building Reuse Grant Awaiting notification

EPA Brownfield Grant Application submitted. Award notification will be May 2020.

Volkswagen Grant Commissioner Blalock asked for an update on the Volkswagen Settlement Grant as he was absent from November meeting. On-road vehicles were submitted with no match required. The off-road vehicles were dropped from the grant application due to match requirement.

New Business

Town Administrator Davie gave an explanation of WWTP Phase 2 Rehabilitation Grant/Loan (Fund 55). To cover the cost of increased bids a loan is needed in addition the grant. The estimated cost of the loan to Norlina is \$520.60 monthly, Town of Warrenton \$931.30 monthly and Warren County \$657.50 monthly for 240 months or 20 years at zero percent interest. A motion was made by Commissioner Blalock with second by Commissioner Hunter to adopt the resolution for the WWTP Rehab Phase 2 additional loan in the amount \$472,132. The motion was approved by unanimous vote.

The MiFleet agreement represents the terms and conditions of software use for new devices that will track and transmit data regarding Town vehicles, both trucks and patrol cars. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve the terms and conditions. The motion was approved by unanimous vote.

An Absentee Voting Resolution was presented for discussion purposes only. After speaking with the Board of Elections office to identify cost savings in the election process, the Town Administrator was offered an example resolution adopted by the Town of Macon, NC which eliminated One Stop Early Voting. After much discussion, a motion was made by Commissioner Britt with second by Commissioner Packer to decline the Resolution. The vote was 6 yea (Commissioners Hunter, Coffman, Packer, Harding, Britt and Hardy) and 1 nay (Commissioner Blalock). It was suggested that the Town continue to investigate and identify potential savings.

A proposed Budget Amendment increase sales tax revenue by \$12,000. Commissioner Blalock made a motion with second by Commissioner Hardy to approve Budget Amendment. The motion was approved by unanimous vote.

The Preliminary Audit Report for 2018-2019 shows “**zero**” findings, which means that the Town of Warrenton’s financial operations are in excellent order. The General Fund’s fund balance shows a total of \$1,022,136 representing an increase of over \$144,000 over the prior year. Commissioners Britt and Blalock stated this was excellent news as both had been on the Board when news regarding fund balance was quite the opposite. Audit report will be presented at the January meeting.

The Platinum Service Agreement for the elevator in Town Hall, from Thyssen Krupp, was presented at a cost of \$360 per month. Given the recent incidents where individuals were stuck in the elevator, a motion was made by Commissioner Blalock with second by Commissioner Hardy to approve the Platinum Service Agreement. The motion was approved by unanimous vote. It was noted that the service level and same agreement are currently in effect at Warren County.

Announcement

Mayor Gardner reminded the Board that the Employee Appreciation Luncheon is scheduled for Wednesday, December 11, 2019 at noon at the Fire Station.

Regular meeting adjourned to enter into closed session with a motion by Mary Hunter and a second by Tom Hardy with unanimous approval.

A motion was made to return to open session. With no further business the meeting was adjourned.

