



Walter M. Gardner, Jr. – Mayor
Meredith Valentine – Interim Town Administrator

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**BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING
DECEMBER 11, 2017**

Those attending were: Mayor Walter Gardner
Commissioner Mary Hunter
Commissioner Frank Holt
Commissioner John Blalock
Commissioner William “Tom” Hardy
William “Bill” Perkinson, Public Works Director
There were 4 citizens present.

Meredith Valentine, Interim Administrator
Commissioner Michael Coffman
Commissioner Kimberly Harding
Commissioner Margaret Britt
Police Chief Goble Lane
Jennifer Harris, Warren Record

Call to Order, Pledge of Allegiance and Moment of Silence

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order Monday December 11, 2017 at 7:00pm. Those attending were asked to observe a moment of silence, keeping the Tharrington family in thought. Commissioner Britt led the Pledge of Allegiance.

Conflict of Interest statement and Proposed Agenda

The Conflict of Interest Statement was reviewed by Mayor Gardner. The Proposed Agenda was presented. A change was requested by the Mayor to move item 7 to after item 2 and before item 3 and Commissioner Harding corrected item 7. to add 13 to the date of the board minutes. A motion to approve proposed agenda with modification was made by Commissioner Coffman with a second by Commissioner Hardy. The motion was approved by unanimous vote.

Minutes

Minutes of the Board meeting November 13, 2017 and Special Called meeting November 20, 2017 were presented. A motion to approve the minutes was made by Commissioner Coffman with a second by Commissioner Britt. The motion was approved by unanimous vote.

Swearing in of Mayor and Commissioners

Lisa Blalock, Warren County Clerk of Superior Court, was present to swear in Mayor Walter M. Gardner, Jr. and re-elected Board members Tom Hardy, Mary Hunter and Kimberly Harding.

Elect Mayor Pro Tem and Mayor’s Committee Appointments

Commissioner Blalock made a motion to elect Commissioner Hunter Mayor Pro Tempore, with a second by Commissioner Hardy. The motion was approved by unanimous vote.

Mayor's Committee Appointments remain the same and were approved unanimously by motion by Commissioner Coffman and second by Commissioner Hunter. The mayor also re-affirmed the appointments of Meredith Valentine as Interim Town Administrator, Finance Officer and Clerk to the Board, Bill Perkinson as Public Works Director and Goble Lane as Police Chief. A motion to approve the Mayor's re-appointments was made by Commissioner Blalock with a second by Commissioner Hardy. The motion was approved by unanimous vote.

Public Comment

There were no public comments.

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 Coffman with a second by Commissioner Hardy to approve the Consent Agenda. The motion was approved by unanimous vote.

Committee Reports

- a. Finance and Administration (Ms. Hunter) Commissioner Hunter stated that the audit was reviewed by the LGC and initial review was positive. We expect the auditor to present the audit at the January 9, 2018 BOC meeting.
- b. Public Works (Ms. Harding) Commissioner Harding had nothing to add to reports in the packet. Bill Perkinson advised that the new trucks were now in service and the public works department appreciates receiving the trucks.
- c. Public Safety (Mr. Hardy) Commissioner Hardy stated that the chief is working on a new hire possibly starting the first of January. After this position is filled, one full time spot is open, but part time workers are filling in now.
- d. Human Resources/Information Technology (Mr. Blalock) Commissioner Blalock stated that Herman Hargrove will retire at the end of December. There will be a combined party for Linda Bobbitt and Herman Hargrove at the WWTP on Tuesday, December 19th.
- e. Revitalization/Historical (Mr. Coffman) Commissioner Coffman hoped to get Mandolin Orange to perform again but their schedule does not allow. He asked the band Mipso who declined. Mandolin Orange management suggested a band called Town Mountain, they may come in May 2018.
Revitalization Committee participated in decorating for and putting on Prelude to Christmas. The parade went well considering the weather. They had a good number of volunteers. About half the entrants did not come due to the weather. Santa met with kids for about 2 hours after the parade. The Mayor thanked Revitalization, Rotary, and the Lions Club for their with the parade.
Commissioner Coffman met with Commissioners Holt and Harding, Richard Hunter and some of the HDC members to review the Historic District commission guidelines.
Commissioner Coffman contacted the State Historic Preservation Office (SHPO) who

said it was very appropriate to review the guidelines from time to time and that guidelines should be relative rather than absolute to allow for appropriate changes. He researched other cities' windows rules. Group discussed possibly updating the 1976 inventory and adding contributing and non-contributing categories.

- f. Beautification/Facilities (Ms. Britt) Commissioner Britt questioned why the lights on the tree were blue and where were the lights that have always been used. The response was that the lights are white LED which may look blue. The mayor thanked all the volunteers who decorated the tree.
- g. Planning/Zoning/Cemetery (Mr. Holt) Commissioner Holt said the group is getting closer to consensus on a draft of the Tethering ordinance. Commissioner Blalock asked if the draft would come before the board before a public hearing. Response was yes, it would.

Status of Grants

(Update date on Status of Grants from October to December)

Fund 44 NC DEQ AIA WATER – GIS survey of system is in process. The Engineer will meet with Bill Perkinson to assess leaks and condition.

Fund 48 NC Park & Rec – During the inspection by the Parks and Rec, we were informed that the park has to be ADA accessible and must have a paved parking spot. Bill Perkinson is obtaining a quote for paving the parking spot.

Fund 51 USDA Rural Development Town Hall, W/S – The town was awarded additional grant and loan funds to cover the bid overage. An application for approval of revenue bonds was submitted to the LGC. The BOC voted on the Bond Resolution.

Fund 53 MS Downtown Redevelopment – Double Eagle Construction has begun debris removal.

Fund 55 NC DEQ Water Infrastructure WWTP – Engineering report was approved 9-19-17. The next step will be to submit plans and specs to the state May 1, 2018. In January 2018 Bill Perkinson and the Project Engineer will meet to discuss options.

TAP Grant ADA sidewalk access – The state did not start in November as planned, the start date is unknown.

Duke Energy Electric Vehicle Charging Stations – No Change

Covington Foundation Reynolds Tavern Renovation – On Hold

NC DEQ Sewer Rehab – Battle Ave/Unity & Bute - Engineering report was submitted 12-1-17 for approval. Plans and specs will be submitted by November 1, 2018. Hope to have surveyors out by early spring to begin survey and hope to have plans and specs by mid to late summer.

FEMA WWTP Berm – No Change

Main Street Solutions Fund – Grant not awarded

NC DEQ AIA SEWER – Application was submitted in September. The state usually makes their funding recommendations in February 2018 with official awards in May 2018.

Quilters Lane Art Council - No change

National Park Service – There was a preliminary meeting November 17th with Joshua Moore.

NC DOT Bicycle and Peds Planning Grant – No Change

New Business

- a. Mayor Gardner presented the Bond Resolution that will go to the LGC. Parker Poe is “holding our hand” as we go forward with the project. In North Carolina municipalities must go before Local Government Commission to get approval before taking on debt. A

motion to approve the bond resolution was made by Commissioner Blalock with a second by Commissioner Coffman.

The motion was approved by unanimous vote.

- b. Mayor Gardner presented the two low bids for the Town Hall (CT Wilson) and the WS (Rivenbark) project to be awarded by the board subject to LGC approval of the debt. Commissioner Blalock made the observation that there is only \$40,000 difference in the two Town Hall bids and wanted to be sure that was not a factor in accepting the bid that was chosen. He wanted to be sure the architect and engineers had thoroughly vetted the bids and not only chosen the lowest, but the best. The mayor assured the board that the bids were thoroughly reviewed and these were the two recommendations made by the architect and the engineer.

A motion to award the bids to CT Wilson and Rivenbark was made by Commissioner Hardy with a second by Commissioner Blalock. The motion was approved by unanimous vote.

After the vote Commissioner Holt stated that he thought there was a big difference in the cost of meters. Bill Perkinson said there was a great deal of upfront work done to determine the best meters for the town. Commissioner Blalock asked Bill Perkinson if there would be any meters left in town that would need to be read manually after the project was complete. Mr. Perkinson stated there would be none.

The mayor thanked us all for our involvement in the project.

- c. There are two PW trucks to be surplus. Information about the two trucks value was included in the packet. The Mayor asked Mr. Perkinson if there was any other information to share, there was not. A motion to approve the sale of the two PW vehicles was made by Commissioner Blalock with a second by Commissioner Hunter and Hardy simultaneously. The motion was approved by unanimous vote.

The mayor pointed out that there was a list of recommended trees for the Haley Haywood Park. Perhaps the Rotary Club could choose from the list for its donation of trees to the town. Commissioner Coffman said the Mayor informed him of the WRAL Azalea Celebration azalea giveaway. The town may be able to get some azaleas for the park.

The mayor reminded the board of the employee appreciation lunch Wednesday, December 13, 2017 at noon at the Fire Station and the reception for Linda Bobbitt and Herman Hargrove on Tuesday, December 19, 2017 at the 10:00am at the WWTP.

The Chamber is accepting toys at many locations around town.

With no further business, the meeting was adjourned.