

Walter M. Gardner, Jr.
Mayor

Meredith Valentine
Interim Town Administrator

Town of Warrenton

"Historically Great - Progressively Strong"

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**BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
MONDAY, FEBRUARY 12, 2018**

Those attending were: Mayor Walter Gardner
Commissioner Mary Hunter
Commissioner Michael Coffman
Commissioner Frank Holt
Commissioner Kimberly Harding
Commissioner John Blalock
Commissioner Margaret Britt
Meredith Valentine, Interim Administrator
Sgt David Ward
Mitch Styers, Attorney
Jennifer Harris, Warren Record
William "Bill" Perkinson, Public Works
Annette Silver, Minute Taker
Commissioner William "Tom" Hardy

Phyllis Pearson of Petway, Mills & Pearson PA certified public accountants, also, was present.

Call to Order - Pledge of Allegiance - Moment of Silence

The regular monthly meeting of the Town of Warrenton was called to order by Mayor Gardner on Monday, February 12, 2018. The Pledge of Allegiance was led by Commissioner Hunter. A moment of silence was held. It was requested we keep Frank Newell and his family in our thoughts during this difficult time.

Conflict of Interest Statement and Proposed Agenda

The Conflict of Interest Statement was reviewed. The Proposed Agenda was presented. Mayor requested addition of item 9f to new business, renewal of audit contract. A motion was made by Commissioner Hunter with second by Commissioner Hardy to approve proposed agenda with addition of item f.

The motion was approved unanimously.

Public Comments

No public comments were voiced.

Minutes of Board Meeting from January 8, 2018

The Minutes of Board meeting of January 8, 2018 were presented. A motion was made by Commissioner Coffman with second by Commissioner Hunter to approve Minutes of January 8, 2018.

The motion was approved unanimously.

Ms Phyllis Pearson of Petway, Mills, and Pearson ,PA made the audit presentation. The financial highlights stated the Town exceeded its liabilities and deferred inflows of resources at the close of the fiscal year positively. The total net position decreased by \$56,169 primarily due to increases in the governmental activities capital grants and contributions and increases in water and sewer expenses. At the close of the current fiscal year, governmental funds reported combined ending fund balances of \$853,339 with a positive net change of \$62,702 in fund balance. this total amount is reserved. At the end of the current fiscal year, unassigned fund balance for the Town is at 98.37% of

total levy collection. Mayor thanked Ms Pearson for her report. A motion to approve the audit report was made by Commissioner Blalock with a second Commissioner Hunter. The motion was Unanimously approved.

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 Report

A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve Consent Agenda. The motion was approved unanimously.

COMMITTEE REPORTS

Finance and Administration

Commissioner Hunter had no report in addition to written reports and audit presentation.

Public Works

In addition to written report, Commissioner Harding extended an invitation to town employees and elected officials to a lunchtime cook-out Tuesday, March 27th at the Plant, more details will follow.

Public Safety

In addition to written report, Commissioner Hardy and Sgt Ward report the new officer hired is Mark Oakley. It is reported that March 16th is a planned multi-jurisdictional DWI checkpoint, which Warrenton is participating in. Mayor reports firehouse door has been replaced.

Human Resources/Information Technology

Commissioner Blalock reports no problems in either area. Commissioner Blalock is the Town representative in the upcoming Broadband internet services meeting with the county.

Revitalization/Historic District Commission

Commissioner Coffman presented Alexander Borst - 543 W. Ridgeway Street- as nominee to replace Woody King on Revitalization Committee. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve the nomination of Borst. The motion was approved unanimously. Spring Fest 2018 scheduled April 28, 2018, plans are falling in place with 5K run beginning at 9:00 am. The two bands scheduled to play are Grass Street and Two Steps Back. Several sponsorships and vendor applications have been received.

The Historic Commission (HDC) met and approved a COA for windows at future site of Milano's, 107 N. Main Street. A recommendation was made by the HDC to renew appointments of members Joan Arbuthnot and Audrey Tippett. A motion to accept the renewal was made by Commissioner Hardy with second by Commissioner Holt. The motion was approved unanimously.

Commissioner Coffman is to meet with members of the National Park Service, Wednesday, February 21, 2018 at 10:00am to establish a work plan. Commissioner Coffman suggested the following names as a steering committee for the Park Service: Robert Davie, Meredith Valentine, Ken Krulik, Dave Blodgett, Mike Kelly, Carla Norwood, Craig Hahn and Michael Coffman. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve the National Park Service Steering Committee. The motion was approved unanimously.

A collaboration between Warren County and Town of Warrenton Public Works staff has been suggested by Robert Davie (County Manager) to work together on the Buck Spring Park walking trails.

Beautification/Facilities

Commissioner Britt had no report; however, continues to compliment staff on keeping Town clean. Commissioner Hunter brought up trash on roadsides on all entrances to Warrenton. Mayor suggested making calls to DOT concerning roads.

Planning/Zoning/Annexation

Commissioner Holt had no report at this time. The tethering ordinance proposal is in final stages with attorney.

Old Business

Status of Active Grants;

Fund 48 NC Parks & Recreation Trust Fund - A location has been identified for the handicapped parking space, with an estimated cost of \$1980 to complete.

Fund 51 USDA Rural Development - LGC approved bond. Pre-construction hearing is scheduled at end of February when a definite timeline will be set.

TAP Grant - ADA handicapped sidewalk access There have been several delays in Raleigh but work is anticipated to begin in March or April.

Duke Energy - Electric Vehicle Charging Stations - Have received the final component of charging station. Joey Andrews hopefully will install the week of February 19th weather permitting.

NC DOT Bicycle and Pedestrian Planning Grant - Notification due in March

A motion was made by Commissioner Coffman with second by Commissioner Blalock to approve sending nuisance letters for two properties on corner of Front and W. Franklin St prepared by the Chief after the January 8th meeting. The motion was approved unanimously.

New Business

A budget amendment was presented to increase 37-400-296 and 37-341-500. The purpose of the amendment is to increase WDRI Grant expense line to fund the first Grant reimbursement to Quilt Lizzy. A motion was made by Commissioner Coffman with second by Commissioner Hunter. The motion was approved unanimously.

A resolution was presented in opposition to unfair judicial redistricting. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve the resolution. The motion was approved unanimously.

Commissioner Hardy and Quilters Lane request the Board to declare the 1st Saturday in June as Public Art Day in Warrenton. The item was tabled until March meeting when a resolution will be presented. Quilters Lane is starting a fund raiser to fund the underground railroad quilt squares on the Quilters Corner on the courthouse square.

Board was made aware of nominations needed for the Board of Adjustments (1 in-town and 1 ETJ).

Town Board will request Main Street, NC Commerce, to come and update the Town Business and Development Plan. Our last plan was completed 2012 which included several of the visions materializing. A new vision statement and plan needs to be worked on. Hoping for May or June.

The renewal contract for Petway, Mills and Pearson, PA was presented. An increase of \$500 is included, making total fee \$11,100. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve the renewal of contract for Petway, Mills and Pearson, PA

With no further business, meeting adjourned.

