

Walter M. Gardner, Jr.  
Mayor

Meredith Valentine  
Town Administrator

## Town of Warrenton

*"Historically Great - Progressively Strong"*

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### BOARD OF COMMISSIONERS REGULAR MEETING MONDAY, JUNE 11, 2018

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

There was 1 citizens 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, Monday, June 11, 2018. The Pledge of Allegiance was led by Commissioner Hardy. A Moment of Silence was held for the recent deaths of several Town residents.

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

The Conflict of Interest Statement was reviewed. The Proposed Agenda was presented. Mayor requested adding item (8e) to New Business - Resolution of Mapping Grant of NCDEQ Sewer AIA Grant Project. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve Proposed Agenda with addition. The motion was approved unanimously.

#### **Public Comments**

There were no public comments voiced.

#### **Minutes of May 14, 2018**

Minutes of the May 14, 2018 were presented. A motion was made by Commissioner Coffman with second by Commissioner Britt to approve the Minutes of May 14, 2018. The motion was carried unanimously.

#### **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 the Consent Agenda. The motion was approved unanimously.

### **Committee Reports**

#### **Human Resources./Information Technology**

Commissioner Blalock welcomed Chief Lane back, noting that the board is glad he is doing well.

There are still some problems with the email provider at Town hall but work is continuing. In regard to Human Resources, effective August 6th, Meredith Valentine will return to the position as Finance Director at a salary of \$42,000. A motion was made to approve the HR decision by Commissioner Blalock with second by Commissioner Hardy. The motion carried unanimously.

Effective August 6th, Robert Davie will return to Town as Administrator at a salary of \$68,000. A motion was made by Commissioner Blalock with second by Commissioner Britt. The motion carried unanimously. Mayor stated it was Ms. Valentine's decision to approach the Board with Mr. Davies desire to return as Administrator. This is a monumental step for the Town of Warrenton. Mayor Gardner thanked Ms. Valentine for her service to Town. Ms. Valentine thanked Board and all town staff for the support given her in the past year.

#### **Beautification/Facilities**

Commissioner Britt stated that she believes the appearance of Main Street cannot be topped. Hayley-Haywood Park looks great. The constant rain caused a few problems in areas but they have been corrected. Citizens have commented to her about how good the town looks.

#### **Public Safety**

Commissioner Hardy reported that the Police Department is fully staffed. The major problem currently is shoplifting. Mayor Gardner reported that the fire department has seen little activity lately.

June 2nd was Public Arts Day with the dedication and installation of "The Garden Whisper" sculpture. A good crowd was present for the event.

#### **Public Works**

Commissioner Harding stated that she had nothing to report in addition to the written report. The water project will begin on Brehon Street with LR West Hardware parking area being the drop-off for new materials.

#### **Planning/Zoning/Annexation**

Commissioner Holt made a motion to approve the addition of the Tethering Ordinance to the town ordinance's Chapter 90: Nuisance- Animals, with second by Commissioner Hardy. The motion was approved unanimously. Commissioner Holt asked if any more trees will be planted at Park. Commissioner Coffman stated there will be a professional disc golf technician will visit and help perfect the design of the course. WRAL grant will be applied for by Michael Coffman for azaleas.

Special Use Permit 130 N. Main St. to renovate second floor for use as 2 apartments. A motion to approve was made by Commissioner Coffman and a second was made by Commissioner Hardy. The motion carried unanimously.

#### **Revitalization/Historic District Commission**

Commissioner Coffman stated that the Hayley-Haywood Park dedication was held Saturday, May 19th. In spite of weather, a nice crowd was present. Commissioner Coffman is planning to order a plaque for the Park using funds from the current

Revitalization fund. The Historic District Commission approved a COA for a 5 foot gate blocking the alleyway adjoining Warrenton Insurance (front and back) and Nonna's Street Café as long a height was approved by variance. Meredith Valentine stated that a variance was not necessary due to the zoning ordinance. Commissioner Blalock asked why this was being done. Mr. & Mrs. Speer cited security as reason for the gate. Chief Lane stated that to his knowledge there has been **no** criminal activity reported in this location. It was asked if BOC could do anything about the fence. Mayor suggested the commissioners voice their opinions to the Speers and that the BOC cannot change an HDC decision.

Due to weather conditions, "Big Hero 6" was cancelled. It may be re-scheduled for September or October. Our next movie is Moana on July 7<sup>th</sup>.

The BBQ Cook-off has been re-scheduled for July 7th.

Michael Coffman met with partners about the warren county trail. Stacy Woodhouse, Economic Development Director, is investigating the possibility of incorporating the acreage owned by State of North Carolina and currently designated for hunting, behind the Warren County Extension Service office into the trail development. The first trail is planned from the recreation center on US 158 Bypass to Airport Road to Warrenton.

### **Finance and Administration**

In absence of Commissioner Hunter, Town Administrator and Mayor presented the 2018-2019 Town of Warrenton Budget. Through May 2018, sales tax distributions were ahead of approximately 6% of FY 16-17. In the past year, grant awards totaling \$1,995,594 were received for Town Hall renovation, bicycle and pedestrian planning, two water-sewer trucks, downtown building redevelopment (brewery), sewer asset management planning, sewer rehabilitation on Battle Avenue and Unity Drive all of which are underway at this time. There are no planned increases in the Ad Valorem tax rate of \$.65/100 for Fiscal Year 2018-2019. This is the tenth year in a row with no increase in property taxes. The current year budget is meeting expectations with no contributions from fund balance. There is no across-the-board wage increase planned; however, the Finance Committee has recommended a \$500 bonus for all full-time employees and a \$300 bonus for permanent part-time employees to be issued around the beginning of December.

The Police Department budget remains constant with the exception of a slight increase in liability insurance, loan payments and mandated increases in state retirement contributions. Administration achievements are numerous including receiving NC Main Street Solution Fund, completed work on Hayley-Haywood Park, EV charging station on Market Street, community service labor program of litter pickup and updated town website including news and special events. Financial improvements include improved overall financial standing of Town, improved collections related to fire inspections and debt setoff and improved knowledge skillset through continuing education at NC Main Street. The Street Department has focused on the flexibility of the public works department assisting street personnel, repairing sidewalks, curbs and gutters, continuing edging process, and making leaf pickup a year-round service. While the cost of water to the Town has increased by 5%, the Town is maintaining current rates with the exception of large volume users. The USDA grant project replacing water mains and installing meters is underway. The Grant funding of \$150,000 has been obtained from the NCDEQ to create a sewer asset map. A grant of \$1,600,000 has been obtained from NCDEQ, Division of Water Infrastructure for improvements at the Waste Water Treatment Plant. A motion was made by Commissioner Blalock with second by Commissioner Harding to adopt 2018-2019 Town of Warrenton Budget. The motion was approved unanimously.

## **Old Business**

### **Status of Grants**

Fund 44 - NC DEQ AIA Water GIS survey is progressing.

Fund 51 - USDA Rural Development will start on Brehon St in very near future

Fund 53 - NC Commerce Main Street Downtown Redevelopment is on hold pending review of NC Commerce

Fund 55 - NC DEQ Water Infrastructure WWTP no change in status

Tap Grant - ADA sidewalk access delayed in towns with historic districts.

NC DEQ - Sewer Rehab Battle Ave/ Unity & Bute no change in status

NC DEQ AIA SEWER – Engineering contract for approval 6-11-18.no change in status

Art's Council Quilter's Lane - Sculpture installed

National Park Service Grant - Progressing

NC DOT Bicycle and Pedestrian Planning Grant - resolution and agreement to be presented.

NC Main Street Solutions Warrenton Brewery Grant - Architect has to create drawings to be submitted to NC Commerce department.

## **New Business**

A Budget amendment was presented to increase the Revitalization line by \$750 which is the donation to Achilles International for the 5K Run. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve the amendment. The motion carried unanimously.

A Budget amendment was presented to appropriate \$3294 from the Powell Bill reserve to pay for storm water facility repair on Hazelwood Road as well as sink holes on Fairview Street and E Franklin Street/S. Bragg Street. A motion was made by Commissioner Blalock with second by Commissioner Coffman to approve the amendment. The motion carried unanimously.

A MESCO contract from engineer who will oversee the grant project was presented for Sewer Mapping Grant, the Grant is in the amount of \$150,000 for engineer services. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve the 2 year contract. The motion carried unanimously.

The NC DOT BikePed Agreement and Resolution were presented in the amount of \$40,000. A motion was made by Commissioner Coffman with second by Commissioner Britt to approve the NC DOT BikePed Agreement and Resolution. The motion carried unanimously.

The NCDEQ Sewer AIA Grant resolution was presented with motion by Commissioner Coffman and second by Commissioner Blalock to approve. The motion carried unanimously.

With no further business, meeting was adjourned.