

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 MEETING MONDAY, MARCH 19, 2018

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

There were 2 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, March 19, 2018 due to inclement weather on regular meeting date. The Pledge of Allegiance was led by Commissioner Harding. A moment of silence was held, Mayor asked to keep in our thoughts 3 individuals who lost their lives recently in house fire in Soul City area.

Conflict of Interest Statement and Proposed Agenda

The Conflict of Interest Statement was reviewed. The Proposed Agenda was presented. Mayor requested the addition of item 8g to New Business (Town Hall security contract). A motion was made by Commissioner Coffman with second by Commissioner Blalock to approve Proposed Agenda with addition of item 8g. The motion was approved unanimously.

Public Comments

There were no public comment voiced. Mayor Gardner congratulated Robert (Bob) Shingler on seeking the Republican nomination for North Carolina House of Representatives -District 32.

Minutes of Board Meeting from February 12, 2018

The Minutes of Board meeting Monday, February 12, 2018 were presented. A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve the Minutes of February 12.

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 Hunter to approve the consent agenda. The motion was approved unanimously.

Committee Reports

Finance and Administration. In addition to written report, Commissioner Hunter will have further financial items in New Business section of meeting.

Public Works. In addition to the written report, Commissioner Harding mentioned the beautiful job done by the Public Works Department on the recent clearing at the Hayley-Haywood Park. The Park is progressing nicely.

Public Safety. Commissioner Hardy and Chief Lane report a joint task force traffic stop with Norlina proved very successful. Sgt David Ward is leaving the police department as a full-time officer to go to Henderson. He was offered a substantial increase in salary; however, he will assist Warrenton as much as possible as a part-time officer. Chief Lane is working on filling 2 open positions and has 3 applicants. Mayor reports Warrenton is considered an emergency shelter for the coastal area. We are hosting a military team looking at emergency shelters currently in the county to help WRFD.

Human Resources/ Information Technology. Commissioner Blalock had no report at the present time.

Historic District Commission. Commissioner Coffman reported a COA was granted for 205 Warren Street to have the house demolished.

Revitalization. It was requested by the Revitalization Committee that Jonte Hawkins replace Travis Packer as a member on the committee. A motion was made by Commissioner Blalock with second by Commissioner Britt to appoint Jonte Hawkins to the Revitalization Committee. The motion was approved unanimously.

April 28, 2018 Events

- Spring Fest is Saturday, April 28, 2018 from 10 'til 4 with a 5K Run beginning at 8 o'clock. TranZition Band and Grass Street Bluegrass Band will furnish the music.
- A Jacob Holt Foundation tour of vacant commercial properties plus the Polk house at 326 N. Main Street is also scheduled.
- Archaeology Day at the Library and Inez fire department dinner and auction are also scheduled that Saturday.
- Warren County Farmers' Market will be open.
- Junior Firefighters Competition will be held at the Warren County Recreation Complex.

The outdoor movies are planned for the 1st Saturday of months May, June and July with the possibility of September and October being added for a 20% discount on town costs. Sponsors are being solicited to cover per movie cost (range \$360.00 to \$475.00).

Beautification/Facilities. Commissioner Britt also congratulated the public works staff on great job done on Main Street, as well as, Hayley-Haywood Park. The replacement of signs throughout Town is greatly appreciated. Commissioner Coffman questioned the ownership of property at the entrance to the Hawkins campus in hopes of the cleaning the area.

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

Old Business

Status of Grants

Fund 44 - NC DEQ AIA Water - no change

Fund 48 - NC Parks & Recreation Trust Fund Update has been done in identifying location for handicapped parking space and pad has been poured. Duke will install 6 poles and lights for \$62.03 per month. Also, received an estimate from Chris King for \$650 for a power box.

Fund 51 USDA Rural Development - The project will begin around April 16th. Everything needs to be removed from the old Town Hall by the end of March.

Fund 53 NC Commerce Main Street Downtown Redevelopment - Lead paint and asbestos removal in process.

Fund 55 NC DEQ Water Infrastructure WWTP - No change

TAP Grant - Kenny Baird of Youngsville office is handling project. There are some delays in Raleigh but anticipate work to begin in March or April.

Duke Energy - Electric Vehicle Charging Stations - Joey Andrews received the final component of charging station February 7th, should install charging station this week.

NCDEQ - Sewer Rehab - Battle Avenue/Unity Drive/Bute St - no change

FEMA - WWTP Berm – This item will be remove from list as there is no way to contact anyone for information as to funding.

NC DEQ AIA SEWER - Engineer states project is funded, no official notice has been made, yet.

Art's Council Quilter's Lane - Project artist has moved and Michael Lane has taken over the welding part of the project.

National Park Service Grant - Stacey Woodhouse is working on a map for all government-owned property in the county.

NC DOT Bicycle and Pedestrian Planning Grant - Grant received.

Main Street Solutions Fund – Warrenton Brewery. Commissioner Harding ask about the status of the brewery. We will re-add to the “Status of Grants” list. The grant, for the brewery only, was re-submitted to NC Dept. of Commerce in February.

New Business

Change Town Ordinance 93.07 Determination of Violation - The Ordinance was presented to Board to remove Citizens Advisory Board (CAB) from ordinance and replace with Town Administrator; therefore, dissolving CAB. A motion was made by Commissioner Blalock with second by Commissioner Hardy to change the existing ordinance and to dissolve CAB. The motion was approved unanimously.

A presentation was made to purchase 2 storage containers (40ft long, \$2,750 each =\$5,500) to be used to permanently store old records. This purchase was prompted by the upcoming Town Hall renovation. The units will be placed on King Street property. A motion was made by Commissioner Blalock with second by Commissioner Coffman to approve purchase of units. The motion was approved unanimously.

Zoning Board of Adjustments presented Calvin Alston and George "Al" Fleming for appointment to the open positions on Board. A motion was made by Commissioner Blalock with second by Commissioner Hunter to approve Calvin Alston and George "Al" Fleming to Zoning Board of Adjustments. The motion was approved unanimously.

Commissioner Hardy presented a resolution for the 1st Saturday in June to be known as Warrenton's Public Arts Day. The motion was approved unanimously. Commissioner Hardy will ask Warren County Commissioners for a resolution as well.

A budget amendment in the amount of \$1000 was presented to create an expense line and a revenue line for Quilters Lane to accept and expend donations. The amendment will decrease the administrator salary line by \$1000. A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve the Quilter's Lane budget amendment. The motion was approved unanimously.

A budget amendment in the amount of \$2630 was presented to create an expense line to maintain the Hayley-Haywood Park. The budget line will become a part of the budget going forward. The amendment will decrease the administrator salary line by \$2630. A motion was made by Commissioner Hunter with second by Commissioner Britt. The motion was approved unanimously.

A commercial security system agreement was presented for Town Hall - Market Street by Chief Lane. After questions concerning the monthly cost, fire alarm system, litigations, etc., this item was tabled until the clarifications are made.

Announcement was made of luncheon to be held for Board and staff at WWTP Tuesday, March 27.

With no further business, meeting adjourned.