

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, MAY 14, 2018

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

Commissioner Margaret Britt was absent due to surgery. There were three citizens present.

Call to Order, Pledge of Allegiance and Moment of Silence

The regular monthly meeting of the Town of Warrenton was called to order by Mayor Gardner Monday, May 14, 2018. The pledge of Allegiance was led by Commissioner Coffman. A Moment of Silence was held for the recent deaths of several Warrenton residents.

Conflict of Interest Statement and Proposed Agenda

The Conflict of Interest Statement was reviewed. Commissioners Blalock and Hunter state a possible conflict of interest for each involving New Business Items 8 e.on Proposed Agenda. The Proposed Agenda was presented. A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve the Proposed Agenda. The motion was approved unanimously.

Public Comments

No public comments were voiced.

Minutes of Board Meeting of April 9, 2018

The Minutes of the April 9, 2018 meeting were presented. Mayor Gardner requested a change to move (regular meeting adjourned) to the end of the minutes report. Commissioner Coffman made motion with second by Commissioner Hunter to approve Minutes of April 9, 2018 with correction. The motion was approved 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 : WRSP & LWSP
- (d) WWTP Monthly Report
- (e) Police Activity Report

Included in the Public Works Monthly Report is the WRSP and LWSP Criteria Reports. In each report, all required information is complete and the Warrenton system meets minimum criteria established in North Carolina General Statute 143-355(l), 143-355.2(a) and 15A NCACO2E.0607.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, Town Administrator Valentine stated 2018- 2019 budget will be presented at June 11th meeting. A called meeting is scheduled for Thursday, May 24th, 6:30pm at firehouse for initial budget presentation and review.

Public Works Commissioner Harding had nothing in addition to written report.

Public Safety Commissioner Hardy and Chief Lane report in addition to written report, the police has one new employee and is working on another new possibility. Mayor reported fire department quiet except for wrecks. On Saturday, June 2nd, Public Art Day, from 10 to 12 o'clock "The Garden Whispers" dedication and installation will take place. A separate dedication will be held for the quilt squares. The new mural located at 221 W. Franklin Street. Working Landscape building will be presented by artist Napoleon Hill from 1 to 3 o'clock on the same day.

Human Resources/Information Technology Commissioner Blalock reports Human Resources is progressing steadily. No finance officer has been hired. There have been a few e-mail problems in the last few days but problem is being corrected.

Revitalization/Historic District Commission Commissioner Coffman reports 2 COA's were approved since April meeting (Colonial Lodge 144 N. Main Street and Kimberly Harding 102 S. Main Street). The 5K Race was enjoyed by all and successful with 120 participants raising \$750 for Achilles International which help injured veterans. Spring Fest was also successful, additional spaces were created and most food vendors sold out. Family Movie Night with COCO was successful with approximately 110 people in attendance. "Big Hero 6" is scheduled for June 2nd after the First Annual Warren County BBQ Cook-off. Commissioner Coffman said Revitalization had \$10,000 in Revenue and \$5,500 in expenses.

Beautification/Facilities In absence of Commissioner Britt, Mr. Perkinson reports street maintenance is continuing.

Planning/Zoning/Annexation Commissioner Holt presented the Tethering Ordinance draft correction and additions for Town Ordinances Chapter 90. It is recommended to add to 90.01(a) to read **(A) LEASH** It shall be unlawful for dogs to run unrestrained within the Town Limits. They must be confined to their guardian's property or walked on a leash. **(B) TETHERING** The Town of Warrenton's dog tethering ordinance regulates the unattended restraint or tethering of dogs. It shall be unlawful to tether a dog outside in such a manner that endangers the dog and creates 1) the likelihood of choking, 2) subjects the dog to periods of exposure to extreme elements without access to shelter, whether heat or cold, and 3) prevents access to water and/or adequate food, PENALTY Violation of the dog tethering ordinance would be subject to a civil penalty of \$50 per day for each day of violation. There are no changes to 90.02, 90.03, 90.05, 90.06, 90.07, 90.08, 90.09 or 90.99. A violation of this section shall be subject to penalties as set out in Chapter 94 - Nuisance-Noise is added to 90.04. New Sub-Section (90.10) is to be added: 90.10 Animal Control The Town of Warrenton formally adopts the Warren County Animal Control Ordinance. All enforcement of said Ordinance shall be exclusive jurisdiction of Warren County Animal Control Officers and personnel and any revisions made hereafter. It was suggested that in 90.01 B. Tethering, second paragraph have a 1) in front of "creates" instead of "the". Commissioner Coffman made a motion with second by Commissioner Hardy to accept the draft with change and move forward with a Public Hearing to be held June 11th at 6:30 prior to the regular Board of Commissioners meeting. The motion was approved unanimously. Mayor thanked the committee for their efforts.

Old Business

Grant Status

Fund 48- NC Parks & Recreation Trust Fund Maintenance is complete with dedication to be held Saturday, May 19, 2018 11:00am

Fund 51 USDA Rural Development renovation to town hall has begun. On May 15th the water/sewer part will begin on Ridgeway Street.

Fund 53 MS Downtown Redevelopment Grant, on hold pending paperwork review.

TAP GRANT awaiting return phone call

NC DEQ AIA SEWER - GIS Survey and Mapping is scheduled to begin in September 2018

Art's Council Quilter's Lane footing has been dug for sculpture

NC Main Street Solutions Warrenton Brewery Grant Received Grant award April 27, 2018

The EV Charging Station is in place in front of 117 W. Market Street and has been used. The charge fee is free, first car charged Friday May 11th. Additional signs were reviewed, parking space will be painted. Commissioner Harding suggested including a telephone number on the charging station.

Commissioner Harding asked if there would be a fee or fine for any none charging car to park in the space. Chief Lane said there would not be.

NEW BUSINESS

Mrs. Melinda Andrews, consulting CPA, suggested Town use a budget amendment form to assist in tracking of adjustments. An amendment was requested to move the \$5000 grant match budgeted in Water/Sewer to the AIA Water Asset Mapping Grant. A motion was made by Commissioner Blalock with second by Commissioner Hardy. The motion was approved unanimously.

Chief Lane presented a LeadsOnline LLC contract. LeadsOnline operates and maintains an electronic criminal investigation system to share stolen property data for the use of law enforcement officials. The cost of the contract annually is \$1188 with a 3 year commitment. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve the Town of Warrenton joining LeadsOnline. The motion was approved unanimously. A Sonitrol Security contract was presented for approval to Town Hall (115 E. Market Street). Changes requested at the April meeting that were addressed and corrected. The price for the system is \$20,486 with a monthly payment of \$287 to be paid quarterly. A motion was made by Commissioner Hunter with second by Commissioner Hardy to approve acquiring Sonitrol Security. The motion was approved unanimously.

Mrs. Lisa Blalock - Clerk of Superior Court - requested an additional reserved parking space beside courthouse on E. Macon Street for the District Court Judge. Commissioners Blalock and Hunter recused themselves from the vote. A motion was made by Commissioner Hardy with second by Commissioner Harding to approve request for additional parking space. The motion was approved unanimously. An email from Jeanne Bolton was sent to Chief Lane concerning parking on both sides of Front Street. The Mayor said he thought it was in the ordinance that there was no parking on the east side of Front St. Chief Lane will review ordinance and if that is the case public works will paint the curb to indicate no parking. A motion was made by Commissioner Coffman with second by Commissioner Hardy. The motion was approved unanimously. The Hayley-Haywood Park dedication is scheduled for Saturday, May 19, 2018 at 11:00am

Announcements

Commissioner Coffman announced that Tuesday 5-15-18 is the Revitalization meeting.

Meeting adjourned