

Walter M. Gardner, Jr.  
Mayor

Robert F. Davie, Jr.  
Administrator

**TOWN OF WARRENTON**  
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**MINUTES OF REGULAR MEETING OF BOARD OF COMMISSIONERS  
SEPTEMBER 14, 2015**

Those attending were: Mayor Walter Gardner      Robert Davie, Town Administrator  
Commissioner Palmer "Woody" King      Goble Lane, Police Chief  
Commissioner Mary Hunter      Mitch Styers, Attorney  
Commissioner George "Al" Fleming      William "Bill" Perkinson, Public Works  
Commissioner Kimberly Harding      Jennifer Harris, Warren Record  
Commissioner Margaret Britt      Annette Silver, Minutes Taker  
Commissioner William "Tom" Hardy

Commissioner John Mooring was absent. There were 6 citizens present.

**Call to Order/Minutes/Agenda**

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order at 7:00PM. Those attending were asked to observe a moment of silence remembering the 14th anniversary of 9/11 and the family of Bill Neal (a former employee who served as Public Works Director and who recently passed). Commissioner King led the Pledge of Allegiance. The Proposed Agenda was presented with motion to approve made by Commissioner King and second by Commissioner Britt. The motion was approved by a unanimous vote.

**Conflict of Interest Statement and Citizen Comment Rules**

Mayor Gardner reviewed the Conflict of Interest statement. Mayor Gardner stated that he has interest in the building used as Town Hall, which is an item on the agenda, and will recuse himself at appropriate time. Mr. Davie reviewed Citizen Comment Rules.

**Public Comments**

None were voiced.

**Consent Agenda**

The Consent Agenda was presented.

- (a) Minutes of Board Meeting August 10, 2015
- (b) Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
- (c) Monthly Checks Report
- (d) Public Works Monthly Report
- (e) WWTP Monthly Report
- (f) Police Activity Report

Commissioner Fleming made motion to accept the Consent Agenda with second made by Commissioner King. The motion was approved unanimously.

## **COMMITTEE REPORTS**

### **FINANCE AND ADMINISTRATION**

Commissioner Hunter nothing in addition to written report.

### **PUBLIC WORKS**

Commissioner Harding reported in addition to the written report, there have been comments/complaints concerning garbage collection. There are some residents who bring garbage cans to the curb for pick-up while others leave garbage cans at backyard locations. When, for unavoidable circumstances or for lack of compliance, garbage is not picked up, comments/complaints are made. The Town specifies bagging and placing in receptacles but there is nothing in the Town Ordinances specifying details for garbage pickup. Mayor Gardner asked if bags were brought to the street. Commissioner King indicated that some households leave bags outside of closed receptacles at the street. Commissioner Britt asked about boxes. Bill Perkinson indicated that boxes are picked up if they are left on or near the receptacles. All agree there needs to be a complete policy in place. Commissioner Britt suggested the Public Works Committee plus Public Works Director to meet and craft a policy for presentation at the October meeting. Mayor Gardner then asked Public Works Director to prepare policy revisions to present to Commissioner Harding to be reviewed at the October BOC meeting. Commissioner Fleming suggested notification of drafted policy to citizens by mail.

### **PUBLIC SAFETY**

Commissioner Hardy and Chief Lane report in addition to written report, the COPS Program will be discussed later in meeting. Letters concerning junk vehicles have been mailed to five citizens with the time frame having passed for responses. Mayor Gardner indicated that he had received an appeal. One owner has offered to donate a vehicle to the Town. The BOC asked the Chief and Town Administrator to look into the donation further. The remaining two out of the five vehicles shall be towed.

Time Out Sports Bar on N Main Street has presented concerns to Police Department, as they are not operating under original, presented plan as a sports bar but operating instead as a private club. Problems have arisen which involved assistance from fire marshal and ALE officers. A recent situation on Labor Day weekend, involved a citizen being surrounded by bar patrons fighting in the street. Unable to move forward or backward, the citizen felt unsafe and called 911. Chief Lane has met with the bar owner, who feels that his responsibilities end at the door and any problems in the street or parking lots (loitering and littering outside) are not his responsibility. Chief Lane stated that an officer safety situation exists and he has had to double staff on Friday and Saturday nights because of the continuing disruptions at Time Out. The cost of continuing this extra staffing will be \$8000 for the balance of the fiscal year and will require a budget amendment to utilize fund balance. Commissioner Hardy indicated that pepper spray was used to disperse the crowd during the Labor Day weekend incident. Chief Lane stated that there were no issues with any other places in Warrenton that serve liquor. Commissioner Hardy stated that the owner of Pete Smith Lube and Tire, Inc has no objection to his lot being

used for parking as long as lot is kept clean and vandalism does not occur. Chief Lane stated Pete Smith Lube and Tire, Inc. has excellent security cameras that may assist the Town. Commissioner Hardy indicated that over the same weekend handgun had been retrieved from a bar patron. Commissioner Hunter asked if they were required by Alcohol Law Enforcement to have a membership list. Chief Lane indicated that ALE had checked the club's paperwork. Chief Lane suggested that ordinances be crafted to address the problems. Since there are no ordinances in place covering issues, Commissioner Fleming made a motion referring the Time Out Sports Bar concerns be turned over to the Public Safety Committee with assistance from Attorney Styers, Town Administrator and ALE officers in crafting ordinances for the safety of the Town. The motion was second by Commissioner Hunter. The motion was approved by a unanimous vote.

Mayor Gardner indicated that fire training is scheduled for a proposed controlled burn on West Ridgeway Street, the old Baptist parsonage. The controlled burn is scheduled for April 24, 2016.

#### **HUMAN RESOURCES/INFORMATION TECHNOLOGY**

Commissioner Fleming reported employees all appear to be happy and pleased as no concerns have been sent to him. Town Administrator will discuss a web site update in New Business portion of agenda.

#### **REVITALIZATION/HISTORICAL**

Commissioner King reported there 3 COA's have been approved by Historical Commission (roofs on tax office and clerk office, as well as the Rotary clock for Courthouse Square). The Revitalization Committee will meet Tuesday, September 15, 2015 at 6:00PM at fire station. Upcoming events are Harvest Market - October 10; Fright Night - October 24; Town Cafe' November 17th - Prelude to Christmas and Christmas Parade December 12, 2015. There are sponsors, music, and kiddie entertainment secured; however, vendors are signing up slowly for upcoming Harvest Market.

#### **BEAUTIFICATION/FACILITIES**

Commissioner Britt had no report; however, was concerned about the pace of pothole paving. Public Works Director reported there had been some equipment problems which have been corrected.

#### **PLANNING/ZONING/ANNEXATION**

In absence of Commissioner Mooring, no report was heard.

#### **OLD BUSINESS**

Mayor Gardner has received no response from County in reference to inmate labor transportation assistance. Mr. Davie stated a former resident, wants to donate a minivan to Town; however, the condition is unknown. A motion was made by Commissioner King with second by Commissioner Fleming to accept the van for Town business and if it is found to be unfixable to take to salvage yard. The motion was approved unanimously.

George Vital - USDA Rural Development Area Director, was present to give Board a detailed update of water/sewer grant and loan application. The engineering grant has already been approved and engineering services completed. Funding for the construction phase is contingent upon funds available in the upcoming federal fiscal year, beginning October 1, 2015. Warrenton is near the top of the list for grant funds and Mr. Vital expects up to 45% grant funding for Warrenton and a loan for the balance at the expected interest rate of 2.88%. Mr. Vital requested a draft of the Town's 2015 audit as soon as it is available. He believes a Letter of Conditions can be provided to the Town by the USDA prior to Thanksgiving.

## **NEW BUSINESS**

Richard Hunter, as a Rotary Club representative, discussed the donation of a clock which is to be placed on courthouse square at the corner of W. Market and S. Main Street. With dual clock faces and approximately ten feet tall, it is self-setting and will automatically change during daylight savings time. Warren County will be responsible for the electricity. Town employees will assist in the installation in the sidewalk area. Hopefully, the clock will be in place by Thanksgiving. Mayor Gardner asked about fundraising. Richard Hunter indicated that sufficient donations had been received, many at the request of recently deceased Rotary member, Mike Thacker, from the Farrington Foundation (Nick Bagshawe), and from a matching grant from Rotary District 7710.

Mr. Davie brought the Board up to date on debt set-off, highlighting increases in funds owed to the Town from delinquent water and sewer accounts primarily.

Mayor Gardner recused himself as chair for consideration of the lease extension on Town Hall, as he has ownership interest. Mayor Pro-Tem King explained a revised lease agreement extension was being presented and that the Town would like to adjust the lease to an additional 2 year term instead of a 3 year term at the previously agreed to amount. A motion was made by Commissioner Hardy with second by Commissioner Fleming to accept the lease agreement changes. The motion was approved by a unanimous vote. The meeting was turned back over to Mayor Gardner.

Chief Lane presented a book promotion program - The Little People's Guide to The Big World - Parent/Child Edition. Chief Lane is in favor of Book Program because it encourages family reading together. The Program has been totally funded through the police department calendar donations. A motion was made by Commissioner Hardy with second by Commissioner Britt to approve the Program. The motion was approved by a unanimous vote.

Mr. Davie recommends a web site update as the Town's current web site has not been updated since created approximately 6 years ago. In converting to a new company and content management platform hosted by EZtask, there will be approximately \$250 required out of the Miscellaneous line in addition to the regularly budgeted web site funds. Going forward, the cost will be the same as current web site costs. A motion was made by Commissioner King with second by Commissioner Fleming to approve update. The motion was approved by a unanimous vote.

A Public Hearing was scheduled for October 12, 2015 at 6:45PM prior to the regular meeting to review and update zoning status of properties per adopted Minutes.

### **ANNOUNCEMENTS**

COG Annual Awards Banquet will be held Thursday, September 24, 2015 at Boondocks in Youngsville

Brodie's Buddies' Superhero 5k Run Saturday October 3, 2015 downtown Warrenton

### **CLOSED SESSION**

Adjournment to closed session for purpose of discussing matters relating to the location or expansion of industries or other businesses in the area (citation 143-318.11 section (a)(4)).

With no action taken after closed session, a motion to adjourn was made by Commissioner Fleming and seconded by Commissioner Hunter. The motion carried with a unanimous vote.