

Walter M. Gardner, Jr.
Mayor

Robert F. Davie, Jr.
Administrator

TOWN OF WARRENTON
Historically Great - Progressively Strong
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BOARD OF COMMISSIONERS REGULAR MEETING
APRIL 11, 2016

Those attending were: Mayor Walter Gardner
Commissioner Mary Hunter
Commissioner Michael Coffman
Commissioner Frank Holt
Commissioner Kimberly Harding
Commissioner John Blalock
Commissioner Margaret Britt
Commissioner William "Tom" Hardy

Robert Davie, Town Administrator
Mitch Styer, Attorney
Goble Lane, Police Chief
William "Bill" Perkinson, Public Works
Jennifer Harris, Warren Record
Annette Silver, Minute Taker
Meredith Valentine, Finance Dept

There were 2 citizens present.

CALL TO ORDER/MINUTES/AGENDA

Mayor Gardner called the regular meeting of the Town of Warrenton to order at 7:00PM. Those attending were asked to observe a moment of silence. Commissioner Hunter led the Pledge of Allegiance. The Conflict of Interest statement was reviewed. Commissioner Coffman stated he would have a conflict with the CAB recommendations and refrain from voting. The Proposed Agenda was presented. A motion to approve was made by Commissioner Blalock with second by Commissioner Britt. The motion was approved by unanimous vote. Mayor Gardner welcomed County Commissioner elect Walter Powell to meeting.

PUBLIC COMMENTS

No public comments were voiced.

CONSENT AGENDA

The Consent agenda was presented.

- (a) Minutes of Public Hearing, Board meeting March 14, 2016
- (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

Motion was made by Commissioner Blalock with second by Commissioner Harding to accept Consent Agenda. Motion was unanimously approved.

COMMITTEE REPORTS

FINANCE and ADMINISTRATION

Commissioner Hunter stated in addition to written report 2016-2017 Budget would be presented.

PUBLIC WORKS

Commissioner Harding stated in addition to written report she would present an item in new business.

PUBLIC SAFETY

Commissioner Hardy and Chief Lane had no report in addition to written. Mayor Gardner reported a training fire scheduled Sunday, April 24, 2016 at 214 W. Ridgeway Street and letters have been sent to surrounding property owners informing them of such. West Ridgeway Street will be closed from Front Street to Spring Street on date. There is a scheduled hotdog Fundraiser for Saturday, April 16 at the fire station. A fire rescue truck has been certified.

HUMAN RESOURCES/INFORMATION TECHNOLOGY

Commissioner Blalock had no concerns in HR. Commissioner Blalock and Town Administrator have discussed a possible purchase of a new server in the next 12 to 15 months for Town costing approximately \$3000. The current server is approximately 6-8 years old. All server data is being backed up to the cloud.

REVITALIZATION/HISTORICAL

Commissioner Coffman reported that there was no Historic District Commission meeting held in March and nothing to report. Commissioner Coffman reported Town Cafe' was successful with approximately 25 attending. Spring Fest is scheduled April 23, 2016. Due to an unforeseen event TranZition Band had to cancel participation as headliner and BreakTime Band is the replacement. The Revitalization budget is presently showing a profit. The Music Fest plans for December are proceeding. Mandolin Orange Band will review the Armory and if it cannot be used Cast Stone has volunteered their building (paying insurance fees). The Revitalization Committee recommends Palmer "Woody" King to fill vacancy of Michael Coffman on Board. A motion was made by Commissioner Harding with second by Commissioner Britt to accept the recommendation of the Committee. The motion was approved by a unanimous vote.

BEAUTIFICATION/FACILITIES

Commissioner Britt had no report but complimented Public Works staff on the Town and Hall Street clean-up. She did note Town banners are beginning to show some wear.

PLANNING/ZONING/ANNEXATION

Commissioner Holt has planned a meeting for Tuesday, April 19, 2016 at 7:30PM to discuss the Minimum Housing Standard for Town of Warrenton.

OLD BUSINESS

Administrator Davie made Board aware that Warrenton was **not** awarded a grant for the \$50,000 Main Street Illumination Project from the National Endowment for the Arts. He also gave update of remaining Grant projects. At the March meeting Town approved applying to USDA for a Community Facilities Grant (\$50,000- \$70,000) on behalf of Warren County Community Center. In speaking with George Vital at USDA, Mr. Davie was made aware of an additional planning grant that would include architectural fees for the Community Center project. There is no required match from the Town. The USDA will need Board of Commissioners approval for pre-application. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve pre-application. The motion was approved by a unanimous vote. Belk Architecture will be retained. Mr. Davie presented a Demolition Grant Program Resolution. The North Carolina Rural Infrastructure Authority awards grants for appropriated funds to aid eligible units of government in financing the cost of building demolition activities needed to create jobs. Warrenton intends to request Grant assistance for Tar Heel Tire - 209 E. Macon Street demolition. The Grant is a match Grant and the property owner is aware and will provide matching funds. A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve Demolition Grant Program Resolution. The motion was approved by a unanimous vote.

NEW BUSINESS

Commissioner Harding brought to the attention of the Board a need for a pedestrian crosswalk at Macon and Main Street. A discussion centered around "bump outs" in sidewalks; removal of parking spaces, street markings and blinking lights. DOT proposed bump outs as a cheaper alternative to putting crosswalks at the corner. The Town would use Powell Bill Funds and DOT would paint the crosswalks. Attorney Styers offered to write a letter to DOT on behalf of a handicap individual who was almost injured in target area. Commissioner Harding was advised to have a committee meeting and get input from business owners and work to obtain preliminary costs for project and feasibility of this working with

current traffic patterns. The engineering firm planning the streetscape has already included these bump outs in their drawings.

Broken windows at 119 W. Market Street are a concern as the property is being sold. In 2012 James Sondgeroth, current property owner, was contacted regarding building violations of the Town's Ordinance. We received no response from him and unapproved, incorrect windows were installed. According to Mitch Styers, the Town has never issued any citations. If Town pursues legal remediation it could cost both Sondgeroth and Town significant legal fees. Attorney Styers suggested, since citations was not issued, that the Town make prospective buyer aware of all historic specifications.

Citizens Advisory Board has 6 recommendations to Board concerning junk/nuisance vehicles located within city limits. Chief Lane will send letters informing owners they are in violation of Town Ordinance Chapter 93. Board discussed the vehicles with the following motions:

- (a) Emily Ballinger- 230 N Bragg St- proceed with letters; motion by Commissioner Blalock with second by Commissioner Hardy. The motion was approved by unanimous vote.
- (b) Mr. & Mrs. Lewis-205 Hazelwood Rd- proceed with letters; motion by Commissioner Hunter with second by Commissioner Hardy. The motion was approved by unanimous vote.
- (c) Peggy Shearin- 201 Hazelwood Rd - proceed with letters; motion by Commissioner Blalock with second by Commissioner Hunter Commissioner Coffman abstained from voting because of conflict. The motion was approved by unanimous vote.
- (d) Thomas Rooker - 128 Battle Avenue- proceed with letters; motion by Commissioner Coffman with second by Commissioner Hunter. The motion was approved by unanimous vote.
- (e) Greythorn Estate-236 N Bragg St- proceed with letters; motion by Commissioner Hardy with second by Commissioner Blalock. The motion was approved by unanimous vote.
- (f) Walter Ivory- 532 Fairlane St- proceed with letters; motion by Commissioner Coffman with second by Commissioner Harding. The motion was approved by unanimous vote.

Updated towing charges as part of the Nuisance ordinance were presented. Motion to approve was made by Commissioner Hardy with second by Commissioner Blalock. The motion was approved by unanimous vote.

The Audit Contract renewal was presented. The fees for services by Petway Mills & Pearson PA will be \$7900. Mr. Davie explained a planned \$300 increase was included over the prior years expense. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve renewal audit contract of Petway Mills & Pearson, PA. The motion was approved by unanimous vote.

A Budget Amendment to Street Fund was requested. The amendment authorizes \$1000 from signs/light fund and \$4000 from Sanitation Fund to be transferred into current budget for Street Fund expenditures. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve Budget Amendment. The motion was approved by unanimous vote.

The 2016-2017 Town of Warrenton budget was presented. Mr. Davie stated the Fund Balance has more than doubled over the past three years. However, in the current FY a reduction in the ABC and Privilege License revenue, debris removal site preparation costs and additional police enforcement will probably generate a reduction to Fund Balance. For the eighth year in a row, there will be **NO** planned property tax increase. Also, there is **NO** across the board pay raise, but instead three merit-based increases - a 5% merit increase for Meredith Valentine and Bridget Marlin in the finance department and a .69/hour merit increase for Joe Barr in the streets department. The police department budget reflects a slight increase, primarily for the finance payment of recently purchased patrol car. There is an addition of a seasonal employee to the Streets Department at a cost of approximately \$7500 per year. The Water/Sewer Fund reflects an increase in water and sewer rates of 4.5% as recommended by the USDA. Rates were increased last year by 4.5%, and again this year at the suggestion of the USDA and in order to pay for the loan portion of the recently awarded grant/loan. Further increases are not anticipated unless water/sewer and town hall construction continues for a longer period than planned. There is appropriated \$10,500 for the craft beer and music event in December which will have no impact to the budget unless the anticipated revenues, to offset the expenses, do not materialize. The Streets Fund shows a slight expense increase for an annual loan payment for multi-purpose truck. There is an annual \$2,000 reduction in cost for yard waste facility after moving to new site. Water and Sewer Fund

Expenses contingency has increased from \$0.0 to \$32,463, which will likely end up in Restricted Fund Balance as recommended by the USDA. Health insurance costs continue to escalate and are a concern in budget preparation. The Town should expect significantly higher increases in health insurance cost in subsequent years.

Commissioner Hardy voiced concern about a lack of a Cost of Living Adjustment for employees. After discussion of ways to provide a cost of living increase, Commissioner Hunter suggested the Finance Committee meet to discuss possibilities. Mayor Gardner asked commissioners to contact Finance Office if they have further questions.

Commissioner Hardy brought up the recently passed NC State bill HB2 as a matter for Board to think about.

A motion to adjourn into closed session was made by Commissioner Blalock with second by Commissioner Hunter. The motion was approved by unanimous vote.

A motion was made by Commissioner Blalock with second by Commissioner Hardy to return to open session. No further action was taken. The meeting was called to adjourn.