



Walter M. Gardner, Jr. – Mayor
Robert F. Davie, Jr. – Town Administrator

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BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING

August 14, 2023

7:00 P.M.

Minutes

Those in attendance were:

Mayor Walter Gardner	Commissioner Mary Hunter
Commissioner John Blalock	Commissioner Al Fleming
Commissioner Michael Coffman	Commissioner Aaron Ayscue
Town Administrator, Robert Davie	
Chief Goble Lane, Police Department	
Bill Perkinson, Public Works Director	
Tracy Stevenson, Minute Taker	
Jennifer Harris, Media	

Call to Order – Pledge of Allegiance and Moment of Silence

Mayor Gardner called the regular monthly meeting of the Town of Warrenton Board of Commissioners to order on Monday, August 14, 2023 at 7:00 p.m. A Moment of Silence was held for those impacted by the tragic wildfires in Hawaii and for Commissioner Britt who is out sick and for Commissioner Young's father having surgery. The Pledge of Allegiance was led by Commissioner Ayscue.

Conflict of Interest Statement and Proposed Agenda

The Conflict-of-Interest statement was reviewed. The Proposed Agenda was presented. Mayor Gardner requested that the following be added to the agenda:

New Business –
(f) Budget Amendment #2 – for consideration

Commissioner Coffman made a motion to approve the proposed agenda with the requested addition, with a second by Commissioner Fleming. The motion was approved by unanimous vote.

Public Comments

Cliff Jackson of 120 S. Main Street addressed the board with concerns of the loud noise from cars along Main Street. He stated a need for more police visibility downtown and the addition

of speed limit signs along Main Street. He further requested extending the 20-mph speed zone to include the area of Dollar General on Macon Street. Mr. Jackson asked the Board to make efforts to protect the corners of the streets along Main Street to possibly include signs warning drivers of wide turns.

Minutes

The minutes of the July 10, 2023, meeting and July 10, 2023 Public Hearing were presented. Town Administrator, Robert Davie requested that Committee Reports, item E, "Revitalization Committee" be corrected to state "Quilter's Lane". Commissioner Blalock made a motion to approve the minutes with the correction as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

Consent Agenda

- (a) Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
- (b) Monthly Check Report
- (c) Public Works Monthly Report
- (d) WWTP Monthly Report
- (e) Police Activity Report
- (f) Action Items from April BOC meeting

Commissioner Coffman made a motion to approve the Consent Agenda, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

Committee Reports

- (a) Finance and Administration –Commissioner Hunter had no additional report other than agenda items.
- (b) Public Works – Commissioner Fleming had no additional report other than agenda items. Mr. Fleming praised the entire Public Works department for doing such a great job for the Town.
- (c) Public Safety – Commissioner Ayscue had no additional report other than agenda items. Mr. Ayscue stated that the Public Safety Committee had met in reference to parades in the Town and would present their recommendations at the next meeting.
- (d) Human Resources – Information Technology – Commissioner Blalock had no additional report other than agenda items. Mr. Blalock questioned the status of the new server for Town Hall. Town Administrator, Robert Davie stated VC3 was in the process of switching everything over. He further questioned the status of the generator at Town Hall. Town Administrator, Robert Davie stated that it was working properly.
- (e) Revitalization/Historic District Commission – Commissioner Coffman stated that the Historic District Commission had six applications for Certificate of Appropriateness in July. A COA application for 117 W. Market Street was tabled for the property owner to be present, a COA application for Williams Court to repair/replace siding on five houses was approved, a COA application for 112 N. Hall Street to replace porch and repair sills and floors was approved, a COA application for 105 E. Franklin Street for replacing door and windows was approved, a COA application for 211 N. Main Street to install a driveway was approved, and a COA application for 305 Halifax Street to install a gazebo at the pool in the rear of the property was approved. He further stated that the Revitalization Committee had Movie Night on the Courthouse Square

on August 12, 2023, with 50 to 60 people in attendance. Commissioner Coffman informed the Board that Quilter's Lane would continue the crosswalk painting on Labor Day weekend. He further stated that the new banners have arrived and will be installed shortly.

- (f) Beautification/Facilities – Commissioner Britt was not in attendance. There was no additional report other than agenda items.
- (g) Planning/Zoning/Annexation – Commissioner Young was not in attendance. There was no additional report other than agenda items.

Old Business

(a) Status of Grants

NC DEQ Water Infrastructure WWTP – \$750,000 awarded. To replace 44-year-old rotors and clean out oxidation ditch #1, which are currently the most critical issues at the WWTP.

Fund 72 NC Main Street Solutions Warrenton Brewery Grant – \$100,000 grant with 2 to 1 match. This grant is to help renovate 120 S. Main Street for a Brewery and Meadery. Final annual report submitted on July 14, 2023 for closeout.

Fund 67 – NC Neighborhood Revitalization Program – CDBG funds to assist in repairing houses owned by citizens of low or moderate incomes. NC Commerce has granted an additional \$200,000 in funding due to inflation. Second house footings in place, awaiting delivery of house. Third house delivered to fairgrounds, awaiting septic system construction.

Fund 68 – Building Reuse Grant – Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic. NC Commerce sent paperwork for claw back of approximately \$20,000. Awaiting legal paperwork from Mitch Styers to provide to veterinary clinic.

Fund 71 – Brownfield Grant – This \$300,000 grant will be used to analyze the environmental issues with multiple properties in Warrenton. EPA approved funding for a Landmark status application to the National Parks Service for All Saints Episcopal Church. Heather Slane, currently conducting the Town's Historic District update, will be conducting the Landmark application for All Saints. List of Phase 1's completed include: Old Jail, Peck Mill, Southern States, Working Landscapes, All Saints Church, etc. Phase 2's underway at Southern States and Peck. Asbestos analysis is underway at All Saints.

Outstanding/In Progress Grant Applications:

- FEMA Hazard Mitigation grant – for berm to prevent flooding at WWTP.
- NCDEQ Stormwater AIA – not awarded, will apply in Fall 2023 round of funding.
- NCDEQ Water Line Replacement - not awarded, will apply in Fall 2023 round.
- NCDEQ Sewer Line Replacement – not awarded, will apply in Fall 2023 round.
- Golden Leaf Foundation – funding of stormwater issue along N. Main, N. Front and Brehon Street up to \$250,000.

- (b) Parking Lot Update – for information** - Town Administrator, Robert Davie informed the Board that the LGC approved the Town and its borrowing of \$125,000 to finance the parking lot. Two bids have been received in the amounts of \$125,000 and \$212,807 from KPH Paving and Harris Equipment respectively. A quit claim has been filed on the alley between the proposed lot and other properties in order to begin construction and in order not to infringe on the property to the south during construction. Awaiting quit claim paperwork from Mitch Styers.

- (c) **Town Hall Repairs to Eaves Complete** - Town Administrator, Robert Davie informed the Board that the repairs to the eaves at Town Hall have been completed and they found no leaks around the gutters. There was a window broken due to a falling board, but repairs were made quickly and without further incident.
- (d) **Approval of Low Bid for Parking Lot – for consideration** Town Administrator, Robert Davie presented the proposal from KPH Paving, the low bidder for the parking lot project in the amount of \$125,000. Commissioner Blalock made a motion to approve the proposal, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

New Business

- (a) **Resolution – Frank Newell and Eastern Bluebird Rescue Group** – Town Administrator, Robert Davie presented a resolution acknowledging the achievements of Mr. Frank Newell and the Eastern Bluebird Rescue Group by designating Warrenton, North Carolina the national and worldwide capital of the Eastern Bluebird. Mr. Davie further stated that the Revitalization Committee was re-branding the fall festival as the Bluebird Festival. Commissioner Blalock made a motion to approve the resolution as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.
- (b) **Special Use Permit Application – for referral to Planning Board** – Town Administrator, Robert Davie presented a Special Use Permit Application from Bragging Rooster Brewery requesting to provide other alcoholic beverages to enhance what they are able to offer to customers. Mr. Davie requested this application be referred to the Planning Board for their next scheduled meeting on October 4, 2023. Commissioner Ayscue made a motion to approve referral of the Special Use Permit Application to the Planning Board, with a second by Commissioner Blalock. The motion was approved by unanimous vote.
- (c) **Amplified Noise from Automobiles – for discussion** – Town Administrator, Robert Davie presented the Town Ordinance Chapter 94: Nuisances – Noises for discussion by the Board. Chief of Police, Goble Lane informed the Board that his department is aware of the issue and has been issuing ordinance tickets for the violations.
- (d) **Additional Two Stop Signs at E. Franklin and S. Bragg – for discussion and consideration** – Town Administrator, Robert Davie informed the Board of multiple requests for speed bumps on S. Bragg Street. He proposed an easy alternative to speed bumps would be for the Town to install a four-way stop at S. Bragg and E. Franklin Street. The Town has ordered and received the signs already, that would include flags on the new stop signs, demonstrating a clear change at the intersection. Chief Lane requested new traffic pattern signs be placed before the intersection to warn drivers before they reach the stop signs. Commissioner Blalock made a motion to approve the four-way stop at E. Franklin and S. Bragg with the effective date to be as soon as possible to allow time for the Warren Record to publish the intended change, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.
- (e) **Sewer Collection System CIP and Adopting Resolution – for consideration** – Town Administrator, Robert Davie presented a Resolution by the Town Council of Warrenton, North Carolina – Adopting the Updated Town of Warrenton's 10-Year Wastewater Capital Improvements Plan. Bill Perkinson, Public Works Director, informed the Board that an updated resolution was required to renew the WWTP permit. Commissioner Blalock made a motion to approve the resolution as presented, with a second by Commissioner Coffman. The motion was approved by unanimous vote.

- (f) **Budget Amendment #2 – Replacement of 7 broken body cameras – for consideration -**
Town Administrator, Robert Davie presented Budget Amendment #2 for replacement of seven broken body cameras for the Police Department. Chief Lane briefly discussed the need and justification. Commissioner Blalock made a motion to approve the Budget Amendment as presented, with a second by Commissioner Fleming. The motion was approved by unanimous vote.

Announcements - Mayor Gardner informed the Board of the Kerr-Tar Banquet and Awards Ceremony to be held on September 28, 2023 at 6:30 PM at Carlee Farm in Oxford. He further stated to let the Town Administration, Robert Davie, know if you would like to pre-register.

With no further business, the meeting was adjourned.