



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

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BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING

November 13, 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 Margaret Britt
Commissioner Jason Young	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, November 13, 2023, at 7:00 p.m. A Moment of Silence was held for all who are sick, suffering, and in need. Mayor Gardner asked that we remember the family of former district attorney, David Waters, who recently lost his battle with cancer. The Pledge of Allegiance was led by Commissioner Fleming.

Conflict of Interest Statement and Proposed Agenda

The Conflict-of-Interest statement was reviewed. The Proposed Agenda was presented. Commissioner Blalock made a motion to approve the proposed agenda, with a second by Commissioner Fleming. The motion was approved by unanimous vote.

Public Comments

There were none.

Minutes

The minutes of the October 9, 2023, were presented. Commissioner Jason Young requested that the minutes be corrected to reflect that Mayor Gardner was not in attendance. Commissioner Coffman 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.

Mayor Gardner and Chief Lane presented Officer E. Tharrington with the Life-Saving Certificate and Commendation Bar in recognition for his quick action in rendering aid to a juvenile.

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 Young made a motion to approve the Consent Agenda, with a second by Commissioner Blalock. Commissioner Coffman abstained from the vote and the motion was approved by unanimous vote of the remaining board members.

Committee Reports

- (a) Finance and Administration –Commissioner Hunter had no additional report other than agenda items. Shelton Ennis presented the audit findings for the fiscal year ending June 30, 2023. He informed the board of a clean audit finding for the Town.
- (b) Public Works – Commissioner Fleming had no additional report other than agenda items. In his last board meeting Mr. Fleming praised the entire Public Works department and Bill Perkinson for their ongoing stupendous efforts.
- (c) Public Safety – Commissioner Ayscue had no additional report other than agenda items.
- (d) Human Resources – Information Technology – Commissioner Blalock stated that we currently have a vacancy for one permanent position with Public Works.
- (e) Revitalization/Historic District Commission – Commissioner Coffman stated that the Historic District Commission had two applications for a Certificate of Appropriateness in October. A COA application for 102 College Street was approved for removal of a tree and a COA application for 217 N. Main Street was approved for replacement of windows. He further stated that the Revitalization Committee along with the Rotary Club, Chief Lane, and Sgt. Oakley had met to discuss the Christmas Parade.
- (f) Beautification/Facilities – Commissioner Britt stated this would be her last meeting after 20+ years serving on the Town Board. She expressed her gratitude to Mayor Gardner and Town Administrator, Robert Davie for their hard work for the Town of Warrenton. She questioned the status of several trees that needed removal around town. Bill Perkinson, Public Works Director stated they were coordinating with another company, but that the trees should be removed shortly.
- (g) Planning/Zoning/Annexation – Commissioner Young stated that the Zoning Board approved a variance for lot width for the property at 522 King Street.

Old Business

- (a) Status of Grants

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

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. All three houses now installed on foundations with two receiving certificates of occupancy. Moving into second phase which are repairs for houses on S. Bragg and Bute Streets. Bids are being solicited.

Fund 68 – Building Reused Grant – Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic. NC Commerce sent paperwork for claw back of approximately \$20,000. Paperwork submitted to NC Commerce. Two repayments due six months apart.

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. Phase 2 at Southern States, Peck, and old cotton gin are complete. Asbestos analysis is underway at All Saints.

Golden Leaf Storm Water Grant – Town awarded \$196,447.50 for stormwater repairs to Brehon Street.

Outstanding/In Progress Grant Applications:

- Town-wide Water System Improvements: \$1,564,600
- Sanitary Sewer Rehabilitation: \$1,576,040
- WWTP Improvements: \$1,755,000
- Stormwater Planning Grant: \$400,000

Southern Crescent Regional Commission

- The Town has been invited to submit a full application for the State Economic and Infrastructure Development (SEID) Grant Program. This grant is designed to “Foster Entrepreneurial and Business Development Activities.”

(b) Special Use Permits - for consideration - Town Administrator, Robert Davie presented two Special Use Permit applications for consideration from Hillmon Poythress/Grain Hustle at 112 Madison Street and Rickey Branning and Kim Catron of the Bragging Rooster at 120 S. Main Street to allow liquor to be served at these locations. Commissioner Young stated that the Special Use application had been reviewed and recommended for approval by the Planning Board. Commission Blalock made a motion to approve both Special Use Permits, with a second by Commissioner Young. The motion was approved by unanimous vote.

(c) Budget Amendment, Bathrooms – for consideration - Town Administrator, Robert Davie presented Budget Amendment #8 to appropriate funds to purchase a portable toilet for Town events. The board approved the expense at the October 9, 2023, meeting. Commissioner Coffman made a motion to approve the budget amendment as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.

(d) Golden Leaf Grant Agreement – for consideration (legal reviewed already) – Town Administrator, Robert Davie presented the Golden Leaf Grant Agreement for the Brehon Street Stormwater Improvements in the amount of \$196,447.50. Commissioner Blalock

made a motion to approve the agreement as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

- (e) **Grant Project Ordinance for Golden Leaf – for consideration** – Town Administrator, Robert Davie presented the Grant Project Ordinance for the Brehon Street Stormwater Improvements for consideration. Commissioner Blalock made a motion to approve the ordinance as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.
- (f) **MESCO Agreement – for consideration (authorize Town Administrator to sign, legal reviewed already)** – Town Administrator, Robert Davie presented the agreement between the Town of Warrenton and Municipal Engineering, Inc. for the Front Street/Brehon Street Stormwater System Improvements. Commissioner Coffman made a motion to approve the agreement as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.
- (g) **National Register Historic District Map update – for information** – Town Administrator, Robert Davie presented the updated National Register Historic District Map. He informed the board that the updated map would be presented to the Town of Warrenton Historic District Commission at their January 22, 2024 meeting. The local Historic District map will remain the same.
- (h) **Ordinances for Cross Connections – for consideration** – Town Administrator, Robert Davie presented the Cross Connection Ordinance Summary. He informed the board that the software system was ready to launch and requested a December 1, 2023, adoption date. Commissioner Young asked if the town would notify businesses affected by the change. Mr. Davie stated that they will be notified by a letter and given a six- month window to become compliant. Commissioner Coffman made a motion to approve the ordinance as presented with a second by Commissioner Britt. The motion was approved by unanimous vote.
- (i) **Christmas Parade Resolution – for consideration** – Town Administrator, Robert Davie presented the Christmas Parade Resolution for the 2023 Christmas Parade to be held on Saturday, December 9, 2023, at 5:00 PM. Mr. Davie informed the board that the Warrenton Rotary Club, who usually sponsors the parade, did not get the required application turned in on time and hence the resolution was needed. Commissioner Blalock made a motion to approve the resolution as presented, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.
- (j) **Christmas Parade Ordinance Change, Application – for discussion** – Town Administrator, Robert Davie presented for discussion the possible changes to the Christmas Parade Ordinance as follows:
- Change “45 days” to “90 days”
 - Update (A)(1) with requirements added to the new Applications (both sponsor and participant applications).
- Town Administrator, Davie, will work with Commissioner Coffman and a representative from the fire departments on revisions to the proposed parade application.

New Business

- (a) **Noise Ordinance Change – for discussion –** Town Administrator, Robert Davie presented the proposed ordinance change. After some discussion, the board agreed to table the discussion for exact wording to be presented at the December meeting.
- (b) **Schedule Public Hearing, Refer to Planning Board, Urban Farm – for consideration**
Town Administrator, Robert Davie and Mayor Gardner informed the board the Robert Steverson has leased 20,000 of the 30,000 sq. feet of the old Just Save property to Blue Green Marketplace for an urban farming operation that includes hydroponics and aquaponics.

Announcements - Mayor Gardner informed the Board of the US 401 Improvement Project Ribbon Cutting, scheduled for Tuesday, November 14, 2023, at 1:00 PM at 3822 US 401, Louisburg, NC. Town Administrator, Robert Davie informed the Board of the Employee Appreciation Luncheon to be held on December 12, 2023, at 12:00 PM at the Warrenton Rural Fire Department.

With no further business, the meeting was adjourned.