



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

P.O. Box 281
Warrenton, NC 27589-0281
(252) 257-1122 Fax (252) 257-9219
www.warrenton.nc.gov

BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING

October 9, 2023

7:00 P.M.

Minutes

Those in attendance were:

Commissioner Mary Hunter
Commissioner Al Fleming
Commissioner Michael Coffman
Town Administrator, Robert Davie
Chief Goble Lane, Police Department
Bill Perkinson, Public Works Director
Jennifer Harris, Media
Citizens: Steve Milligan, Bobby Tippet

Commissioner Margaret Britt
Commissioner Jason Young

Call to Order – Pledge of Allegiance and Moment of Silence

Mayor Pro Tem Hunter called the regular monthly meeting of the Town of Warrenton Board of Commissioners to order on Monday, October 9, 2023 at 7:00 p.m. A Moment of Silence was held in remembrance for those in Israel and Gaza and for the families of Susan Brown and Tracy Stevenson. The Pledge of Allegiance was led by Commissioner Ayscue.

Conflict of Interest Statement and Proposed Agenda

The Conflict-of-Interest statement was reviewed. Commissioner Coffman will refrain from voting on the Consent Agenda due to his water bill under consideration. The Proposed Agenda was presented. Commissioner Fleming made a motion to approve the proposed agenda, with a second by Commissioner Britt. The motion was approved by unanimous vote.

Public Comments

There were none.

Minutes

The minutes of the September 11, 2023, meeting were presented. Commissioner Coffman made a motion to approve the minutes as presented, with a second by Commissioner Young. 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 Young made a motion to approve the Consent Agenda, with a second by Commissioner Ayscue. 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 stated that all is in good and working order at the Public Works department.
- (c) Public Safety – Commissioner Ayscue stated that the Police Department has a list of five vehicles to surplus: 2010 Ford Crown Victoria, 2008 Ford Crown Victoria, 2007 Chevy Impala, 2000 Mitsubishi Montero Sport, 1993 Chevy Blazer. Commissioner Fleming motioned to surplus the vehicles with a second from Commissioner Young. The motion was approved by unanimous vote.
- (d) Human Resources – Information Technology – In the absence of Commissioner Blalock Town Administrator, Robert Davie, stated that Rachael Short has been hired to take the place of Annette Silver, retiring in December 2023, and will begin on October 16, 2023. The Town still has vacancies for one full-time position and one part-time position in the Public Works department.
- (e) Revitalization/Historic District Commission – Commissioner Coffman stated that the recent movie night had fewer attendees than usual due to weather and reminded the Board of the upcoming FallFest on Saturday, October 14. Commissioner Coffman stated that the Historic District Commission met and had several applications to consider. A COA application for 210 S. Bragg Street to replace windows with wood clad windows was approved. A COA application for 507 Eaton Avenue to remove a deteriorated picket fence was approved. A COA application for 104 W. Macon Street to construct a commercial and residential brick building was approved. A COA for 117/117 W. Market Street to construct a two-story brick building for both commercial and upstairs residential use was approved. A COA for 416 S Main Street was tabled as applicants were not present to answer questions. Commissioner Coffman informed the Board that Quilter's Lane had completed all four of the painted crosswalks along East and West Market Street in quilt patterns.
- (f) Beautification/Facilities – Commissioner Britt thanked the Public Works department for the chrysanthemums along Main Street and for the Town Administrator for contacting the Colonial Lodge regarding a dead tree which has been removed.
- (g) Planning/Zoning/Annexation – Commissioner Young stated that the Planning Board had approved two special use permits to allow two breweries to become a bar serving liquor under the new ABC guidelines. As a next step a Public Hearing is to be scheduled to receive public comments.

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.
- Second house installed with finishing to go. 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. Paperwork submitted to NC Commerce. Two repayments due six months apart.

(Fund 71) Brownfield Grant

- This \$300,000 grant to analyze environmental issues on 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.
- Phase 2's still underway at Southern States, Peck and old cotton gin. Asbestos analysis is underway at All Saints.

Golden Leaf Storm Water Grant

- Golden Leaf Foundation – has awarded the Town \$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

(b) Timing of Cross Connection Ordinance - for information - Town Administrator Robert

Davie explained the timeline for implementing the state-mandated cross connection ordinance, giving utility users the maximum of six months to become compliant. He further explained that staff had considered three commonly used software applications before deciding on AquaResource, which was the least costly to both the town and residents. Installation and inspection fees will be over and above the software fee of \$12.50.

(c) Agreement with AquaResource – for discussion - Town Administrator Robert Davie informed the Board that Town Attorney Mitch Styers has already reviewed and blessed the agreement. Commissioner Coffman made a motion to approve the AquaResource software agreement at an initial cost of \$250 to the Town. Commissioner Fleming seconded the motion, which was subsequently approved by unanimous vote.

(d) Public Restrooms – for discussion – Town Administrator Robert Davie updated the Board on the reduced price from Sunbrella for the mobile restroom facility from \$35,000 to \$15,000. He stated that the Mayor was in support of acquiring the mobile restrooms at the new price with their placement to be decided in the future. Mayor Pro Tem Hunter stated that the facility could be used initially for special events only and with a possible

fee associated to offset cleaning costs. Commissioner Britt asked how many persons it would accommodate at one time. Robert Davie stated eight, four men and four women. Commissioner Ayscue stated that it was a nice facility which he had seen while at Sunbrella. Commissioner Fleming stated if there was any way to get it to go ahead. Commissioner Hunter inquired if the Town had sufficient funding to purchase it. Robert Davie stated that funding would come from General Fund, Fund Balance that currently in the range of \$800,000. Commissioner Young stated that a better deal could not be found. A motion to purchase at a price of \$15,000 was made by Commissioner Fleming and seconded by Commissioner Young. The motion was approved by unanimous vote.

(e) **HR Policy Update – for consideration** – Town Administrator Robert Davie explained that wording for the update of the HR Policy had been received from HR Essentials, the Town's consultant and initial creator of the current HR Policy. Commissioner Coffman motioned to re-word the HR Policy with the provided language with Commissioner Britt seconding the motion. The motion was approved by unanimous vote.

(f) **Budget Amendment #6, #7 – for consideration** - Town Administrator Robert Davie explained that Budget Amendment #6 was a transfer of \$2235 from General Fund, Fund Balance into the budget which had been donations in honor of Mary and Karl Hehl to be used for the purchase of a bench with plaque. Commissioner Coffman motioned to approve Budget Amendment #6 with a second from Commissioner Ayscue. The motion was approved by unanimous vote. Robert Davie explained that Budget Amendment #7 was a transfer of funds from General Fund, Fund Balance and ARP funds into the budget for unexpected expenses in constructing the public parking lot. Commissioner Young motioned to approve Budget Amendment #7 with Commissioner Fleming seconding the motion. The motion was approved by unanimous vote.

New Business

(a) **Schedule Special Use Public Hearing** – A public hearing to receive input for two Special Use applications was set for 6:45 PM November 13, 2023 prior to the regular board meeting.

Announcements – none

With no further business or actions, the meeting was adjourned.