



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

September 11, 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	
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, September 11, 2023 at 7:00 p.m. A Moment of Silence was held in remembrance for those who gave their lives during the 9/11 tragedy, on this the 22nd anniversary. The Pledge of Allegiance was led by Commissioner Blalock.

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:

Old Business –

(c) Parking Lot – Additional Cost – for consideration

He further requested that the following be removed from the agenda:

New Business –

(f) Update zoning map with changes to Holland Bland Road from C-2 to R-20 – for consideration.

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

Public Comments

There were none.

Minutes

The minutes of the August 14, 2023, meeting and August 28, 2023 Called Meeting were presented. Commissioner Jason Young requested that New Business, item b, Planning Board scheduled meeting be corrected to October 4, 2023. 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 Young made a motion to approve the Consent Agenda, with a second by Commissioner Britt. The motion was approved by unanimous vote.

Committee Reports

- (a) Finance and Administration –Commissioner Hunter had no additional report other than agenda items. Town Administrator Robert Davie informed the board that the audit was on track to be submitted by the required date at the end of October.
- (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 was not in attendance. Chief Lane informed the board that the new, stationary radar signs had some problems with reading the same vehicle several times, but Sgt. Oakley has been working to correct the problem. Commissioner Britt asked that the portable radar sign be placed on Bragg Street as there are numerous speeders through this area. Chief Lane stated that officers were giving verbal warnings to motorists who fail to stop at the new four way stop at Franklin and Market Streets. Mayor Gardner requested that stop bars be painted at the intersection to give drivers another heads up to the different traffic pattern.
- (d) Human Resources – Information Technology – Commissioner Blalock stated that we currently have vacancies for one full-time position and one part-time position with Public Works.
- (e) Revitalization/Historic District Commission – Commissioner Coffman stated that the Historic District Commission had one application for a Certificate of Appropriateness in August. A COA application for 117 W. Market Street was approved after the fact

for the demolition of the building owned by Chris Privette. He further stated that the Revitalization Committee cancelled Movie Night on the Courthouse Square on September 9, 2023 due to weather conditions. The Committee rescheduled the two prior, cancelled Movie Nights for October 7th and October 21st respectively. Commissioner Coffman informed the Board that Quilter's Lane would continue the crosswalk painting next Sunday and plan to finish up on October 3rd. He further stated that the Harvest Fest will be held on October 14, 2023 and they are in need of sponsors for the event.

- (f) Beautification/Facilities – Commissioner Britt requested that something be done about the pothole between the Post Office and First Citizens Bank. Mrs. Britt informed the board that a request has been made to use the Mary Hehl Beautification memorial donations to place a bench and plaque in memory of Mrs. Hehl, on the sidewalk in front of the Post Office. The Hehl family has agreed to pay the approximately \$700 dollars needed to cover costs over the \$2235 received in donations. Commissioner Britt made a motion to transfer the appropriated funds from the Mary Hehl Beautification donations into the budget to be used for the purchase of the bench and plaque, with a second by Commissioner Blalock. The motion was approved by unanimous vote.
- (g) Planning/Zoning/Annexation – Commissioner Young stated that the Zoning Board approved a variance for lot width for the property at 719 N. Main 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. 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 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 1s completed include: Old Jail, Peck Mill, Southern States, Working Landscapes, All Saints Church, etc. Phase 2s underway at Southern States and Peck. Asbestos analysis is underway at All Saints.

Golden Leaf Storm Water Grant – Golden Leaf Foundation – funding of stormwater issue along N. Main, N. Front and Brehon Street up to \$250,000. Representatives from Golden Leaf will visit Warrenton on September 21st to view the location, a positive step towards an unexpected award.

Outstanding/In Progress Grant Applications:

- FEMA Hazard Mitigation grant – for berm to prevent flooding at WWTP. Application withdrawn.

- (b) **NCDEQ Grant Project Ordinance Accepting \$750,000 Grant - for consideration -** Town Administrator Robert Davie presented the Grant Project Ordinance for the NC Department of Environmental Quality. NCDEQ has offered the Town of Warrenton a State Grant in the amount of \$750,000 for Wastewater Treatment Plant Improvements. Commissioner Fleming made a motion to approve the project ordinance as presented, with a second by Commissioner Blalock. The motion was approved by unanimous vote.
- (c) **Parking Lot – Additional Cost – for consideration -** Town Administrator Robert Davie informed the Board that during excavation on the property for the municipal parking lot, the area under the old foundation of the demolished building will require seven to ten inches of crush and run at an extra cost of \$3500 to make sure the area is stable. Commissioner Blalock made a motion to appropriate the \$3500 additional cost from fund balance, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

New Business

- (a) **Fall Round Grant Applications with NCDEQ – for information –** Town Administrator Robert Davie informed the board that the strategy for seeking grant funding from NCDEQ is now to break down the projects into smaller segments to capture limited grant dollars and improve the Town's chances for awards. For the Fall round of funding the Town will apply for the reduced-scope projects below:

WWTP

- Construction of a berm to surround the headworks and prevent future spillages during creek floods (\$500,000)
- Replacement of the influent pumps (\$750,000)
- Extend the building structure to allow for a meeting room, which is currently located in a high-voltage area (\$250,000)
- Engineering Fees (\$270,000)

Total: \$1,770,000

Expect to score 67 points where previously scored 53 points. This should put our application in the top 10 or top 5 of all applications.

Water

- Item 1 – Rodwell St., (Wilcox to Hazelwood) (\$121,500)
- No Item No. – Wilcox St., Replace 6-inch CIP with 6-inch PVC (from N. Main to Spring St. – 884 linear feet) (\$119,340)
- No Item No. – Wilcox St., Replace 2-inch PVC with 6-inch PVC (from Spring St. to Rodwell St. – 530 linear feet) (\$71,550)
- Item 5 – Fairview St. (N. Front St. to Brehon St.) (\$87,750)
- Item 6 – Fairview St. East end (Brehon St. to curve before creek) (\$81,000)
- Item 7 – Brehon St. (Graham St. to Dead End) (\$54,000)
- Item 9 – Church St. (Near eastern end to E. Macon St.) (\$67,500)
- Item 10 – Highway 158 Business East (From Highway 58 to Red Hill Loop Road) (\$229,500)

- Item 11 – Hwy 158 Business East (Red Hill Loop Rd. to end 1st lane on right) (\$202,500)
- Item 16 – King St. Complex to Hwy 401 South (\$183,760)
- Item 18 – Fairgrounds Tank Vault (\$75,000) • Engineering – (\$194,400)

Total: \$1,487,410

Expect to score 60 points where previously scored 50 points.

Sewer

- Map 3 – Hight St. to Fairlane Dr. (\$191,250)
- Map 4 – N. Main St. (\$146,880)
- Map 5 – Cast Stone Outfall (\$182,070)
- Map 6 – Church St./E. Macon/Hwy 58 (\$821,865) • Engineering / Observation (\$201,310)

Total: \$1,543,375

Expect to score 60 points where previously scored 50 points.

- (b) **Resolution – NCDEQ Grants – for consideration** – Town Administrator Robert Davie presented the Resolution by the Town Board of Warrenton to request State loan and/or grant assistance. Commissioner Blalock made a motion to approve the resolution as presented, with a second by Commissioner Britt. The motion was approved by unanimous vote.
- (c) **AMP and CIP Water – for consideration** – Town Administrator Robert Davie presented the Resolution by the Town Council of Warrenton, North Carolina Adopting and Implementing the Updated Town of Warrenton’s Water System Asset Management Plan and the Water System 10-Year Capital Improvements Plan. Commissioner Blalock made a motion to approve the AMP and CIP for Water as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.
- (d) **AMP and CIP Waste Water – for consideration** – Town Administrator Robert Davie presented the Resolution by the Town Council of Warrenton, North Carolina Adopting and Implementing the Updated Town of Warrenton’s Waste Water Collection System Asset Management Plan and the Waste Water Collection System 10-Year Capital Improvements Plan. Commissioner Young made a motion to approve the AMP and CIP for Waste Water, with a second by Commissioner Hunter. The motion was approved by unanimous vote.
- (e) **AMP and CIP Waste Water Treatment – for consideration** – Town Administrator Robert Davie presented the Resolution by the Town Council of Warrenton, North Carolina Adopting and Implementing the Updated Town of Warrenton’s WWTP Asset Management Plan and the WWTP 10-year Capital Improvements Plan. Commissioner Hunter made a motion to approve the AMP and CIP for WWTP as presented, with a second by Commissioner Blalock. The motion was approved by unanimous vote.
- (f) **Update zoning map with changes to Holland Bland Road from C-2 to R-20 – for consideration - Removed from agenda.**
- (g) **Budget Amendments #3, #4, #5 – for consideration** – Town Administrator Robert Davie presented Budget Amendment #3 to move the parking lot purchase to Fund 32 as requested per the auditors. Commissioner Blalock made a motion to approve Budget Amendment #3 as presented, with a second by Commissioner Coffman. The motion

was approved by unanimous vote. Town Administrator, Robert Davie presented Budget Amendment #4 to reduce budget to match the actual cost in order to close the completed grant fund for Fund 55. Commissioner Coffman made a motion to approve Budget Amendment #4 as presented, with a second by Commissioner Young. The motion was approved by unanimous vote. Town Administrator, Robert Davie, presented Budget Amendment #5 to establish the budget for the Parking Lot project. Commissioner Hunter made a motion to approve the budget amendment as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.

(h) Special Use Referral to Planning Board (Mill Hill) – for consideration - Town

Administrator Robert Davie presented a Special Use Permit Application from Mill Hill 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 Coffman made a motion to approve referral of the Special Use Permit Application to the Planning Board, with a second by Commissioner Young. The motion was approved by unanimous vote.

(i) Cross Connection Ordinance – for information – Town

Administrator Robert Davie informed the board that the state's inspector of Warrenton's water distribution system has informed the Town that we must come into compliance with the State's Backflow Cross Connection rules. The Town is relying on NC Rural Water Association for guidance and recommendations to come into full compliance. A sample draft ordinance from Rural Water breaks down which users are required to have a device. Simply put, any type of commercial building, irrigation system, or fire suppression system must have a testable device. The Town is working on a comprehensive list of its water users and how they are impacted, most likely affecting 300 of the 900+ users on the Town's system, primarily non-residential users. Water users/customers are responsible for installation and related expenses, not the Town. Mr. Davie stated that the Ordinance would have to be adopted at some point. Approval of the ordinance was postponed until the September meeting of the Board.

(j) Public Bathrooms – for discussion – Town

Administrator Robert Davie informed the board that he, Mayor Gardner, and Bill Perkinson, Public Works Director, toured a mobile restroom offered for sale by Sunbrella. The unit was purchased new at \$80,000 and Sunbrella is asking \$35,000 but stated that the price is negotiable. The mobile unit consists of 4 women's stalls and 4 men's stalls. The unit is equipped with heat and A/C. Commissioner Britt expressed concern as to the location of the unit. Commissioner Blalock questioned where the funds would come from as we are currently working with a tight budget. Town Administrator, Robert Davie expressed concern for cleaning of the unit. The Board asked Mr. Davie to have a discussion with Todd Wemyss of Sunbrella concerning the price of the unit.

Announcements - Mayor Gardner reminded 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 noted that board members wishing to attend should contact Robert Davie to pre-register.

Commissioner Blalock made a motion to proceed to Closed Session – Pursuant to NC General Statute § 143-318.11 (a)(6) and (5), with a second by Commissioner Coffman. The motion was approved by unanimous vote.

The Board returned to open session. With no further business or actions, the meeting was adjourned.