



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

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BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING

May 12, 2025

7:00 P.M.

Minutes

Those in attendance were:

Mayor Walter Gardner	Commissioner Nat White
Commissioner Jason Young	Commissioner Dian Sourelis
Commissioner Michael Coffman	Commissioner Aaron Ayscue
Robert Davie, Town Administrator	
Bill Perkinson, Public Works Director	
David Elliott, Chief of Police	
Meredith Valentine, Finance Officer	
Tracy Stevenson, Minute Taker	

Call to Order – Pledge of Allegiance and Moment of Silence

Mayor Walter Gardner called the regular monthly meeting of the Town of Warrenton Board of Commissioners to order Monday, May 12, 2025, at 7:00 p.m. A Moment of Silence was held for all who are sick, suffering, and in need. The Pledge of Allegiance was led by Commissioner Coffman.

Conflict of Interest Statement and Proposed Agenda

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

Public Comments

There were none.

Minutes

The minutes of the Public Hearing and Board Meeting April 14, 2025, and called meeting April 29, 2025, 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) Mission and Goals
- (b) Year-to-date Revenue and Expenditure Reports (Budget vs. Actual)
- (c) Monthly Check Report
- (d) Public Works Monthly Report
- (e) WWTP Monthly Report
- (f) Police Activity Report
- (g) Action Items from Prior BOC Meeting

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

Committee Reports

- (a) Finance and Administration – Commissioner Hunter was not in attendance. Town Administrator, Robert Davie presented the proposed FY 2025/2026 Budget. The General Fund budget is proposed to be \$1,671,520 which represents an increase of \$99,191 or 6% from the FY 2024-2025 budget. Mr. Davie stated that the budget reflects an attempt to control costs while taking into account the rise in operating costs due to inflation and the increased cost of operating the police department. For the third year in a row, but after fourteen years of no tax increases, there is a planned increase in ad valorem taxes of twelve cents. In Enterprise Fund 38, an increase in the water access fee of \$3.00 per customer and a rate increase of forty cents per thousand gallons of water used are both planned. Tax increase only covers expenses and will not contribute to any fund balances. The Town maintains an Unrestricted Fund Balance of \$766,000, down \$28,000 from \$794,000 and represents 49.39% of General Fund expenditures and less than our adopted 58.85% threshold.
- (b) Public Works – Commissioner Blalock was not in attendance. Public Works Director, Bill Perkinson had no additional report other than agenda items.
- (c) Public Safety – Commissioner Ayscue had no additional report other than agenda items. Chief of Police, David Elliott presented the incident summary for the month of April 2025. Chief Elliott announced that Crimestoppers next meeting will be Tuesday, May 13, 2025.
- (d) Human Resources – Information Technology – Commissioner White had no additional report other than agenda items.
- (e) Revitalization/Historic District Commission – Commissioner Coffman stated that the Historic District Commission approved one Certificate of Appropriateness to replace the roof at 312 S. Main Street.
- (f) Beautification/Facilities – Commissioner Sourelis stated that Ride Divine was a success, and they will continue to come to Warrenton.
- (g) Planning/Zoning/Annexation – Commissioner Young stated that the Zoning Board approved a variance for 495 and 501 Warren Street to divide the lot into two parcels had no additional report other than agenda items.

Old Business

- (a) **Status of Grants –for information**

NC DEQ Wastewater – Town awarded \$1,000,000 for improvements to the town’s sewer lines.

NC DEQ WWTP - \$2,000,000 awarded. Project to replace 44-year-old rotors and clean out oxidation ditch #1, which are currently the most critical issues at the WWTP and bring the oxidation ditch #2 online.

NC DEQ Water Infrastructure Rehab – Town-wide Water System Improvements: \$1,564,600 (Received award notice.) Resolution to accept award is in Board Packet for April 2025.

NC DEQ Water AIA Stormwater Planning – Town awarded \$400,000 for stormwater planning. Town has adopted resolution accepting award.

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. Received additional funding from NC Commerce. Arranging for final work on final property.

Golden Leaf Storm Water Grant – Town awarded \$196,447.50 for stormwater repairs to Brehon Street. Survey of affected area is complete. Bid awarded. Construction began on 5/5/2025. budget.

Southern Crescent Regional Commission

This grant is designed to “Foster Entrepreneurial and Business Development Activities.” Budget is \$100,000 of which \$20,000 is in-kind match provided by Research Triangle Foundation, Kerr-Tar COG, Lake Gaston Chamber of Commerce, and Town of Warrenton. Cohort underway. Eight of eight slots filled. One-on-one and group training.

NCLM Assistance Grant

Funded by ARP through NCLM, the League engaged the legal firm of Parker Poe to assist the Town in making changes, at no cost to the Town:

- Compliance of zoning code with any updated requirements from state
- Review of sign ordinances
- Recommendations for driveway sizes

Estimate items to be presented to Board by May of 2025.

FEMA Cybersecurity Grant:

- State and Local Cybersecurity Grant awarded to the Town of Warrenton in the amount of \$48,982. Sequentially implementing parts of grant project.

In Progress Grant Applications:

- NC Dept of Air Quality grant application for replacement of EV Charging Station in amount of approximately \$145,000. Received email indicating possible approval and forwarding to selection committee.

(b) Update on Unaccounted for Water – for information –Town Administrator, Robert Davie informed the Board that leak detection is still underway. Commissioner White stated that the Town needs to continue to track the unaccounted-for water.

(c) IT Support Agreement (Katalyst) – for consideration - Town Administrator, Robert Davie presented the Board with a service agreement from Katalyst to switch from VC3 as of June 1, 2025, for consideration. Commissioner Coffman made a motion to approve the service agreement as presented, with a second by Commissioner Sourelis. The motion was approved by unanimous vote.

(d) Engineering Agreement for Wastewater Grant (MESCO) – for consideration – Town Administrator, Robert Davie presented a Short Form of Agreement Between Owner and

Engineer for Professional Services with MESCO for WWTP Sewer Rehabilitation for consideration. Commissioner Ayscue made a motion to approve the agreement as presented, with a second by Commissioner Coffman. The motion was approved by unanimous vote.

- (e) **Update of Grant Project Ordinance for CDBG Grant – for consideration** – Town Administrator, Robert Davie presented the updated Grant Project Ordinance for 2018 CDBG-Neighborhood Revitalization Project amending the ordinance adopted on May 12, 2025, for consideration. Commissioner Young made a motion to approve the Grant Project Ordinance as presented, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.
- (f) **Budget Amendment for CDBG Grant – for consideration** – Town Administrator, Robert Davie presented the Budget Amendment #10 to increase the CDBG Neighborhood Revitalization award amount from \$950,000 to \$970,000 for consideration.
Commissioner White made a motion to approve the budget amendment as presented, with a second by Commissioner Coffman. The motion was approved by unanimous vote.
- (g) **Budget Amendment for Fund 38 – for consideration** – Town Administrator, Robert Davie presented Budget Amendment #11 to increase expense lines in the Water Department to meet anticipated expenses for the remainder of the fiscal year for consideration. 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.

New Business

- (a) **Removal of Green SUV from Truist Parking Lot - for consideration** - Town Administrator, Robert Davie presented removal of a green SUV from the Truist parking lot for consideration. Chief Elliott stated he had reached out to the owner of the vehicle, but he had not heard back for the owner. Town Administrator, Robert Davie informed the Board that the vehicle is not licensed. Commissioner Sourelis made a motion to approve the removal of the SUV from the Truist parking lot, with a second by Commissioner Young. The motion was approved by a 4-1 majority vote, with Commissioner Ayscue casting the dissenting vote.
- (b) **W/S Billing Services Agreement – for consideration, subject to legal review** – Town Administrator, Robert Davie presented the Output Services Group Service Agreement for Water Department billing. He informed the Board that he received an email stating that our current billing provider, PMSI, was no longer in business. He further stated that the invoices have not been sent out for the billing cycle and that extra time would be given if needed to customers. Mr. Davie stated that other counties and municipalities had experienced this same problem with PMSI. Commissioner Coffman made a motion to approve the service agreement with OSG pending legal review, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.

Announcements – Mayor Gardner informed the Board that NC DOT's improvements to the corner of Macon Street and Main Street have been authorized and are set to begin June 2025 and should be completed by February 2026. He further stated that two properties, All Saint's Church and Warren Community Center, in the Town of Warrenton have been added to the National Historic Register.

With no further business, the meeting was adjourned.