

Walter M. Gardner, Jr.
Mayor

Robert F. Davie, Jr.
Administrator

TOWN OF WARRENTON

Historically Great - Progressively Strong

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REGULAR MEETING OF THE TOWN OF WARRENTON MONDAY, JUNE 12, 2017

Those attending were: Mayor Walter Gardner
Commissioner Michael Coffman
Commissioner Frank Holt
Commissioner Kimberly Harding
Commissioner William "Tom" Hardy
Mitch Styers, Attorney

Robert Davie, Town Administrator
Commissioner John Blalock
Commissioner Margaret Britt
Goble Lane, Police Chief
Jennifer Harris, Warren Record
Annette Silver, Minute Taker

Commissioner Mary Hunter and William "Bill" Perkinson were absent. There were four citizens present.

Call to Order/Agenda

Mayor Gardner called the regular meeting of the Town of Warrenton to order at 7:00pm. Those attending were asked to observe a moment of silence. Commissioner Blalock led the Pledge of Allegiance. The Proposed Agenda was presented. A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve the Proposed Agenda. The motion was approved by unanimous vote.

Conflict of Interest

Mayor Gardner reviewed the Conflict of Interest Statement. Commissioner Harding stated she had a conflict with item (a) in New Business, as it pertains to her and would abstain from vote.

Public Comments

Public comments were voiced by John Mooring and Kathleen Derring (Rose). Mr. Mooring reported that his cat was attacked and killed in his yard by "something," which could possibly have been one or more coyotes. The following night his dog rescued a small opossum from another predator. Mooring stated that other citizens have reported to him that their small animals have "disappeared" recently. John Mooring adding a notice in the next water bill about wild animals loose and about keeping small pets inside at night. Mrs. Derring addressed the subject of dogs being chained and tied irresponsibly and laws regarding animal abuse. Commissioner Hardy stated there are state ordinances that may assist in addressing violations in reference to chained animals. He will review the ordinances. Mrs. Derring also indicated that she has seen wild dogs at night and spotted an unknown creature near her residence. As a separate issue, Derring complained to the Board that businesses at the corner of W. Franklin Street and S. Front Street are an eyesore for those entering town. Finally, she reported that there is a puppy at the business at 202 W. Franklin Street she felt is being abused. Margaret Britt stated she heard distressed howling when visiting the library and heard about cats missing.

Minutes from May 8, 2017 meeting

The Minutes of May 8, 2017 were presented. A motion was made by Commissioner Coffman with second by Commissioner Harding to approve minutes. The motion was approved by unanimous vote.

Consent Agenda

The Consent Agenda was presented.

- (a) Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
- (b) Monthly Checks Report
- (c) Public Works Monthly Report
- (d) WWTP Monthly Report
- (e) Police Activity Report

A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve the Consent Agenda.

COMMITTEE REPORTS

Planning/Zoning/Annexation

Commissioner Holt had no report but stated that he will review ordinances of surrounding Towns concerning the treatment of animals.

Beautification/Facilities

Commissioner Britt had no report; but indicated loose leaf pick-up will continue with updates on a month-to-month basis and that planters on Main Street have been replanted and look good.

Revitalization/Historic

Commissioner Coffman stated that Revitalization Committee hopes to begin showing movies near the Courthouse Square late in July or early August with planning in the process. He also indicated that Revitalization will have a new member recommendation in July. The bicycle trail grant application to the National Park Service is continuing.

Human Resource/Information Technology

Commissioner Blalock had no report.

Public Safety

Commissioner Hardy stated that a letter to be sent to business owners addressing parking violations is being reviewed. Quilters Lane Committee is working on a presentation to the County regarding a Memorandum of Understanding.

Public Works

Commissioner Harding had nothing to report in addition to the written reports.

Finance and Administration

In the absence of Commissioner Hunter, Administrator Davie reported that the budget will show a small surplus at the end of FY 2016-2017.

Old Business

In the absence of Commissioner Hunter, Mayor Gardner presented the 2017-2018 Town of Warrenton Budget (General Fund 37 Total Revenues/Expenses \$1,124,872.27 Water/Sewer Fund 38 Revenues/Expenses \$1,134,243.00 WWTP Revenues/Expenses \$652,448.00). The ad valorem tax rate will be \$0.65 per \$100 valuation of taxable property and is a revenue neutral rate. The tax rate is based on a total projected valuation of \$70,931,094 and an estimated

collection rate of 97.4%. Commissioner Hardy asked if additional funds could be found before adoption of the 2017-2018 Budget to increase the Town Administrator's salary to the recommended midpoint Salary Study figure (additional increase of \$8000 plus benefits). After discussion, a motion was made by Commissioner Hardy with a second by Commissioner Britt to increase the Town Administrator's salary using money from the fund balance as a one-time usage. The motion was approved by unanimous vote. A motion was made by Commissioner Blalock with second by Commissioner Hardy to accept the annual operating budget for 2017-2018 with the amendment to the Town Administrator's salary. The motion was approved by unanimous vote.

There will be an Electric Vehicle Charging Station located at Warren County Memorial Library (119 S. Front St). The bank locations were not approved by Duke Energy, as charging stations must be on public property only. Mayor Gardner suggested East and West Market Street as viable areas for EV charging stations, which could be coordinated within the recently completed streetscape designs. The Warren County Health Department and Hayley Street Park were briefly discussed as alternatives but deemed not close enough or centrally located to downtown merchants.

STATUS OF GRANTS

Fund 48 NC Parks & Recreation Trust Fund \$28,500 to develop park on donated property. Property is being prepared for walking path and picnic tables.

Fund 49 Main Street Solutions Fund \$150,000 for renovation of two buildings for Quilt Lizzy. In process of filing final reimbursement paperwork for 132 S. Main St building.

Fund 51 USDA Rural Development \$4.5 million total project cost to include Town Hall renovation, water main, water line repairs, radio-frequency water meter installation. Received approval from architect and engineer agreements.

Fund 53 NC Commerce Main Street Downtown Redevelopment \$500,000 to redevelop 107 N. Main Street Agreement between Town and Milan of Warrenton being developed.

NC DENR \$100,000 to develop as Asset Management Plan for Water Department. Town Awarded \$100,000 with \$5,000 required match and 1.5% processing fee.

NC DENR \$1,600,000 to rehab most severe areas of WWTP. Town \$1,600,000 with 100% grant and Town to pay 1.5% processing fee.

NC Commerce Demolition Grant \$41,250 grant plus \$13,750 match from property owner Grant to demolish old Tar Heel Tire building along E Macon St. Building is down.

USDA RDBG \$100,000 for ADA accessibility and window and bathroom renovations at historic Community Center. Application submitted, however we no longer expect approval of grant.

TAP GRANT ADA or handicapped sidewalk access. Awaiting further update from DOT regarding inspection of sidewalks.

Duke Energy Electric Vehicle Charging Stations. County approved parking lot location as EV site, agreement being developed by attorney.

Covington Foundation Reynolds Tavern Renovation. Reapplying in August

USDA Community Facilities Water Sewer Trucks. Application submitted and Town is in queue for funding in September

USDA Community Facilities Police Cars Grant approved and cars ordered.

NCDEQ Sewer. Applying for Grant for Battle Street and Unity Drive/Bute St.

FEMA WWTP Berm Application submitted to FEMA for emergency funding. NOT A GRANT

USDA FMPP Farmers Market Application submitted.

NEW BUSINESS

A Special Use Permit request was presented for 102 S. Main Street (Kimberly Harding). The variance requested is for renovating top floor into an apartment (main floor will remain retail store). Commissioner Blalock questioned process. Mayor Gardner explained that the request

is first presented to the BOC, then to the Planning Board for its recommendation, then back to the BOC for a public hearing and BOC approval. A motion was made by Commissioner Coffman with second by Commissioner Hardy that the Special Use Permit request be presented to the Planning Board. The motion was approved by unanimous vote with Commissioner Harding abstaining.

An amendment to the Verizon Wireless agreement was presented for additional attachments to the King Street water tower. This will bring approximately \$3000 in additional revenue to the General Fund annually. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve amendment. The motion was approved by unanimous vote.

Some employees opt for additional insurance coverage over what is offered by Town. An inaccuracy was discovered when Town switched from weekly to bi-weekly payments. There were seven employees affected and the owed amount together totals \$1032.79. A motion was made by Commissioner Blalock with a second by Commissioner Britt to make refunds accordingly. The motion was approved by unanimous vote.

The IT support renewal agreement was presented. A discrepancy was noted in the renewal cost figure (should be \$450 not \$500). A motion was made by Commissioner Coffman with second by Commissioner Blalock to approve the IT support renewal, with the correction. The motion was approved by unanimous vote.

The 2017-2018 Annual Agreement NC Small Town Main Street Designation was presented. A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve Agreement. The motion was approved by unanimous vote.

Administrator presented several end-of-year Budget amendments to balance 2016-2017 budget. A motion was made by Commissioner Coffman with second by Commissioner Harding. The motion was approved by unanimous vote.

With no further business, meeting adjourned.