

Walter M. Gardner, Jr.
Mayor

Robert F. Davie, Jr.
Administrator

TOWN OF WARRENTON

Historically Great - Progressively Strong"

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Regular Monthly Meeting of Board of Commissioners

December 14, 2015

Those attending were: Mayor Walter Gardner
Commissioner Palmer "Woody" King
Commissioner Mary Hunter
Commissioner Kimberly Harding
Commissioner John Mooring
Commissioner Margaret Britt
Commissioner William "Tom" Hardy
Newly Elected Commissioner Coffman
Newly Elected Commissioner Blalock
Newly Elected Commissioner Holt

Commissioner George "Al" Fleming was absent. There were 9 citizens present.

Robert Davie, Town Administrator
Goble Lane, Police Chief
Mitch Styers, Attorney
William "Bill" Perkinson, Public Works
Jennifer Harris, Warren Record
Annette Silver, Minute Taker

Call to Order/Minutes/Agenda

Mayor Gardner call the regular meeting of the Town of Warrenton to order at 7:00PM. Those attending were asked to observe a moment of silence remembering those less fortunate during this time of year. Commissioner Hardy led the Pledge of Allegiance. Conflict of Interest Statement was reviewed by Mayor. The Proposed Agenda was presented with motion to approve made by Commissioner Mooring and second by Commissioner Hardy. The motion was approved by unanimous vote. The Minutes of November 9th meeting were presented. Commissioner Harding was absent from November meeting; however, had a correction to Minutes concerning Public Works. Commissioner Hardy inquired as to when other speed signs would be placed in Town not street signs as stated. Chief Lane replied that DOT, not Town, was waiting for additional signs. A motion was made by Commissioner Mooring with second by Commissioner Britt to accept Minutes with corrections. The motion was approved by unanimous vote.

Swearing in Ceremony for New Board Members

Richard Hunter, Warren County Clerk of Superior Court, was present to swear in elected Board members - John Blalock - Margaret Britt - Michael Coffman - Frank Holt. Mayor welcomed new members to Board. A token of thanks was presented to Commissioners King and Mooring for their service to the Town.

Election of Mayor Pro- tem/Committee Assignments

Commissioner Blalock made the motion to elect Commissioner Mary Hunter as Mayor Pro-tem with second by Commissioner Harding. Motion was unanimously approved. Committee Appointments for 2015-2017 are:

Finance Admin.

Mary Hunter - chair
John Blalock
Kimberly Harding

Public Safety

Tom Hardy - chair
John Blalock
Margaret Britt

Beautification/Museum

Margaret Brit -chair
Michael Coffman
Tom Hardy

Public Works

Kimberly Harding -chair
Michael Coffman
Margaret Britt

Human Resources/IT

John Blalock - chair
Mary Hunter
Frank Holt

Planning/Zoning/Cemetery

Frank Holt -chair
Tom Hardy
Mary Hunter

Revitalization/Historical

Michael Coffman - chair
Kimberly Harding
Frank Holt

Motion to approve Committee Assignments was made by Commissioner Hardy with second by Commissioner Hunter. The motion was approved by unanimous vote.

Public Comments

No public comments were voiced.

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

Commissioner Harding made motion to accept Consent Agenda as presented with second made by Commissioner Hunter. The motion was approved by unanimous vote.

Committee Reports

Finance and Administration

Commissioner Hunter reported other than written reports, an audit presentation would be heard. Mr. Davie introduced Phyllis Pearson of Petway, Mills & Pearson to give presentation of 2014-2015 audit report of Town Of Warrenton. Ms. Pearson highlighted several items to the Board that were improvements. There are changes in GASB which will effect Grant applications in the future; however, classes will be available for staff at Institute of Government. Overall the audit was considered a "clean" audit and there were no major concerns. Commissioner Britt made motion to accept audit as presented with second made by Commissioner Hunter. The motion was approved by unanimous vote.

Public Works

Commissioner Harding had no report in addition to written report.

Public Safety

In addition to written report, Commissioner Hardy and Chief Lane reported check points are continuing throughout Town. Mayor stated fire training was done in November and is continuing. The Thanksgiving Breakfast was considered successful. The financial agreement concerning the purchase of patrol vehicle was presented. The interest rate is 2.25%, with payments for 3 years totaling \$10,985 per year. A motion was made by Commissioner Hardy with second by Commissioner Britt to accept agreement pending approval by Town attorney. The motion was approved by unanimous vote. Commissioner Hunter informed those in attendance of a theft incident in her neighborhood and cautioned that packages should not be left on porches.

Human Resources/Information Technology

Commissioner Blalock had no report. Mr. Davie informed the Board that the new Town website project is moving forward and should be complete by the end of the year.

Revitalization/Historical

Commissioner Coffman reported the Town Cafe' and Christmas Prelude/Parade were both deemed successful. The merchants were open late and vendors were happy.

Beautification/Museum

Commissioner Britt stated that the Town looks beautiful with a clean street after the Christmas Parade. As she visited merchants, a gentle reminder was made concerning merchant trash and boxes being placed in Main Street cans. She, also, asked Chief Lane about the noise nuisance applying to motorcycles. Lane replied motorcycle riders had been approached and are being watched.

Planning/Zoning/Cemetery

Commissioner Holt had no report.

OLD BUSINESS

Mr. Davie reported that the Ordinance concerning Night Clubs has been reviewed by Police Chief and Attorney Styers. A letter has been sent to Attorney Baskerville informing him and his client of current Ordinance updates. Per recommendation of the Committee the statement concerning patron parking should be removed. Chief Lane stated without the Ordinance in place, accountability cannot be determined. Commissioner Hardy made motion to approve Ordinance without patron parking statement. Commissioner Blalock stated, not being truly aware of all information concerning Night Club Ordinance that he would like to review the Ordinance completely before voting. Commissioner Hardy withdrew motion and Mayor tabled Ordinance until January 2016 meeting, allowing all Commissioners time to review the Ordinance.

Town Administrator received an ABC Permit Application for the proposed establishment at 139 S. Main Street to be known as Game Stop Sports Bar and Grill. Mr. Davie and Chief Lane would normally sign and send in the ABC application to the State ABC Board, but due to potential impact to the Town feel that Board approval is necessary. If by chance an unfortunate incident occurs, outside or inside business, it would require officers from both Warrenton and Norlina Police Departments plus the Sheriff's Department. Due to the occupancy of the building, which is approximately 150 persons, Davie and Lane believe additional public safety resources would be needed. Costs associated with the increased public safety measures include, at a minimum, the cost of an additional police officer for three 8-hour shifts at \$65,000 initially (car, uniforms, equipment, salary) with recurring costs of \$30,000 annually (salary). Financial requirements include contributions from the current budget as well as a tax increase for future budgets of no less than eight cents, causing the ad-valorem rate to increase from 0.61 cents to 0.69 cents or 13%. Comparisons of Game Stop Sports Bar and Grill with Robinson Ferry were made. It was pointed out that the State ABC Commission considers Robinson Ferry a restaurant, not a night club. ABC requires that 30% of sales be derived from food purchased which is easy for restaurants but more difficult for sports bars. Chief Lane has requested a floor plan and a sample menu from Game Stop since September but has yet to receive them. Commissioner Coffman questioned whether the anticipated safety measure increases could be known at the present. Commissioner Hardy stated Board needs to be prepared in case of emergency. Commissioner Blalock asked if ABC can overrule request of Town. Mr. Davie replied yes, but it carefully considers hardships if identified by the Town. Commissioner Coffman questioned whether these same considerations would apply to a potential Brewery coming to Town. Mr. Davie stated that ABC classifies a brewery differently than a sports bar serving mixed drinks. Commissioner Harding inquired about additional tax revenue as a possible result of the sports bar. Commissioner Britt stated to the Board that Town receives no income from ABC Board. Commissioner Hardy asked if these measures would be done if businesses such as Milano's or Food Works were making request. Chief Lane replied yes because of the occupancy and size of the building. Commissioner Blalock made a motion with second by Commissioner Britt to send a letter to ABC Board with hardship concerns detailed. The motion was approved by unanimous vote.

The Planning Board recommendation for rezoning and zoning map updates was presented. Commissioner Blalock asked if being a Planning Board member fell under conflict of interest as he is a member of Board. Mayor stated it was not a conflict. Commissioner Hunter made the motion with second by Commissioner Harding to approve updates recommended by Planning Board. The motion was approved by unanimous vote.

Mr. Davie inquired into lettering the three water tanks with Southern Corrosion, which is the company contracted to maintain tanks. The most recent tank was re-painted three years ago and the cost to do lettering can range from \$2,000 to \$5000 per tower. Mr. Davie would like to coordinate the lettering with the upcoming branding project funded by the NC Commerce ULRC grant. Board agreed that approach was acceptable.

Warrenton has been awarded the PARTF matching grant in the amount of \$28,500 for the Hayley-Haywood Park project. Commissioner Holt had questions about possibly adding a dog park into the project. Mr. Davie stated plans had been accepted and approved for this project and suggested that a change at this late date may not be possible. Commissioner Hardy made the motion with second by Commissioner Britt to approve the PARTF grant legal agreement. The motion was approved by unanimous vote.

The NC Commerce ULRC Grant - Downtown Streetscape Master Plan agreement was presented. Motion was made by Commissioner Blalock and second by Commissioner Hunter. The motion was approved by unanimous vote. Mayor informed new commissioners that if they have any questions to contact Town Hall for detailed information on grants.

New Business

Mr. Davie requested a Budget amendment in General Fund for street debris disposal from Newell Farm. (Expense line - increase by \$18,924, Revenue line increase by \$18924). The Newell family has requested that the Town discontinue debris disposal on their property after approximately 60 years. In transitioning to the new disposal location off Hester Road, grinding of debris was required. Annually, \$3750 has been set aside over the past three years, but Town did not expect to incur the cost of grinding for several more years. Motion was made by Commissioner Hardy with second by Commissioner Hunter to approve amendment request. The motion was approved by unanimous vote.

Board was given update of the Grant Project Ordinance for the Main Street Solutions Fund Grant designated for Serious Business Inc dba Quilt Lizzy. This update outlines an additional award amount of \$75,000 for both the Market Street and Main Street building renovations. Motion to accept Grant Project Ordinance amendment was made by Commissioner Hunter with second by Commissioner Britt. The motion was approved by unanimous vote.

Ms. Rebecca Harris presented the Liability Insurance renewal for approval. Motion was made by Commissioner Blalock with second by Commissioner Hardy to approve renewal. The motion was approved by unanimous vote.

Announcements

The new Commissioners received scholarships to attend the Institute of Government ethics training in Chapel Hill, NC January 20 - 21, 2016.

Junior Firefighters are having a Hotdog Sale on Saturday, December 19, 2015 at firehouse.

A trip to view Town facilities for new commissioners is being arranged.

Adjournment

Respectfully Submitted
Annette H. Silver