

Walter M. Gardner, Jr.
Mayor

Robert F. Davie, Jr.
Administrator

TOWN OF WARRENTON
Historically Great - Progressively Strong
P O Box 281
Warrenton, NC 27589-0281
PHONE (252)257-3315 FAX (252)257-9219
www.warrenton.nc.gov

BOARD OF COMMISSIONERS
REGULAR MEETING JUNE 13, 2016

Those attending were: Mayor Walter Gardner
Commissioner Michael Coffman
Commissioner Frank Holt
Commissioner John Blalock
Commissioner Margaret Britt
Commissioner William "Tom" Hardy

Robert Davie, Town Administrator
Mitch Styers, Attorney
Goble Lane, Police Chief
Jennifer Harris, Warren Record
Annette Silver, Minute Taker

Commissioner Hunter, Commissioner Harding and William "Bill" Perkinson were absent. There were 2 citizens present.

CALL TO ORDER/MINUTES/AGENDA

Mayor Gardner called the regular meeting of Board of Commissioners to order at 7:00 PM. Those attending were asked to observe a moment of silence for veterans as well as for families involved in the Orlando tragedy. Commissioners Blalock led the Pledge of Allegiance. The Conflict of Interest Statement was reviewed. The Proposed Agenda was presented. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve the Agenda. Commissioner Hardy requested an item to be added to New Business, concerning Elder Abuse. With changes, the motion was approved by unanimous vote. The Minutes of May 9, 2016 were presented. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve minutes. The motion was approved by unanimous vote.

PUBLIC COMMENTS

No comments were voiced.

CONSENT AGENDA

The Consent Agenda was presented.

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

A motion was made by Commissioner Blalock with second by Commissioner Britt to approve the Consent Agenda. The motion was approved by unanimous vote.

COMMITTEE REPORTS

FINANCE AND ADMINISTRATION

In the absence of Commissioner Hunter, Mayor Gardner presented the 2016-2017 Town of Warrenton Budget (General Fund 37 Total Revenues/Expenditures \$1,093,834.77 Water/Sewer 38 Total Revenue/Expenditures \$1,130,383 WWTP Fund Total Revenues/Expenses \$610,392.00). The ad valorem tax rate will remain at \$0.61 per \$100 valuation of taxable property. The tax rate is based on a total projected valuation of \$74,606,021 and an estimated collection rate of 99.30%. There will be an increase of 4.5% to water/sewer rates plus a 2% across-the board wage increase. There are four other

increases in salaries in Warrenton that are performance-related and for specific employees. A motion was made by Commissioner Hardy with second by Commissioner Blalock to approve the FY 2016-2017 budget. The motion was approved by unanimous vote.

PUBLIC WORKS

In absence of Commissioner Harding and Mr. Perkinson no comments were made in addition to the written report.

PUBLIC SAFETY

Commissioner Hardy reported the Police Department received a grant for police cameras. Officers are progressing well with continued training. Commissioner Blalock inquired about the policy concerning camera use. Chief Lane explained that a Warrenton policy is in effect along with steps to archiving video footage. The Chief stated that a recent Car Show was deemed successful. Mayor Gardner reported the Fire Department had been busy with automobile wrecks in the past month. Warrenton Rural did not receive a fire grant which will in turn delay the purchase of some equipment.

HUMAN RESOURCES/INFORMATION TECHNOLOGY

Commissioner Blalock stated that two new employees were hired in Public Works Department and that there is a full time opening in the Police Department. There was no information to report regarding Information Technology.

REVITALIZATION/HISTORICAL

Commissioner Coffman reported from Historical Committee that the mural has been started on the Front Street building owned by Michael Layne. The Revitalization Committee is in the planning stage for Harvest Market on October 8, 2016, with anticipated sponsorships of \$2,000. BreakTime is the scheduled feature band. The Armory has been inspected for possible Spring Music Festival featuring Mandolin Orange in February or March.

BEAUTIFICATION/FACILITIES

Commissioner Britt reported new flowers have been planted in four downtown planters making Town even more attractive. The Water Treatment Plant was given high praise for appearance of looking more like a park than a treatment plant. Commissioner Britt re-enforced the need for new banners. Also, she highly encouraged visiting Food Works Wednesday afternoons for bakery items.

PLANNING/ZONING/ANNEXATION

Commissioner Holt informed Board of his Committee meeting June 1, 2016 on Minimum Housing Standards (MHS). Hillsborough and Tarboro were discussed as possible examples from which to develop a Warrenton ordinance. It was the determination of the Committee to also review the MHS developed by Warren County for municipalities in the county. The Committee also agreed that an additional employee or inspector would be required and inspection fees established if the town adopted an MHS. A follow up meeting is scheduled for August 2, 2016. Food Trucks are also an item being considered for inclusion in a Town ordinance. An interest in a Town Dog Park is growing, which the same committee investigating. Mayor Gardner suggested at least a one acre area be considered as a potential dog park. The Board also suggested that Commissioner Holt follow through with presentation at a fall meeting.

OLD BUSINESS

Presented was the Finding of Fact of the Warrenton Board of Commissioners pertaining to the appeal, by Time Out Bar, of Police Chief's determination that security measures are required under Warrenton Ordinance Chapter 115. **CONCLUSIONS** Based upon the foregoing findings, the Board of Commissioners concludes that the Chief of Police's determination that an incident involving a criminal act occurred on the premises adjacent to Time Out Sports Bar which ended the security measures exemption is supported by the evidence presented, and the decision should be upheld. **DECISIONS** Now therefore, be it ordered that the Time Out Sports Bar **shall** implement the security measures as set forth in Chapter 115 of the Ordinances within 10 calendar days of receipt of notice of this decision. **APPROVED** in open session by the Board of Commissioners of the Town of Warrenton, North Carolina by a majority vote. Commissioner Hardy requested abstaining from vote as he was not present at hearing. The motion was

made by Commissioner Blalock with second by Commissioner Britt to approve the Finding of Fact. The motion was approved by unanimous vote.

Submitted was a budget request amendment of \$32,000 from Water/Sewer Fund 38 (expense) to Waste Water Treatment Fund 39 (revenue). This adjustment is to repay a portion of the outstanding loan owed to General Fund from the WWTP Fund. A motion to approve requested budget amendment was made by Commissioner Hardy with second by Commissioner Holt. The motion was approved by unanimous vote.

The Beautification Committee met May 13, 2016 to consider the purchase and placement of a bicycle rack on the east side of Main Street across from the courthouse. It was the recommendation of the Committee to approve the expenditure of \$255 plus tax and shipping for the bike rack. A motion was made by Commissioner Britt with second by Commissioner Hardy to approve the expenditure and installation. The motion was approved by unanimous vote.

NEW BUSINESS

Craig Hahn (Chamber of Commerce) and Ken Bowman (Warren County Economic Development) were before Board to present tourism brochure on Warren County highlighting the towns of Warrenton, Norlina and Macon. The plan is to update the brochure, showcasing Warren County, every two years and place brochures throughout the region and state (rest stops, airport, hotels etc.). A radio commercial, made by both men, is currently running on some FM stations. The Board was pleased with efforts and commended the gentlemen on a job well done.

The LGC Unit Letter was presented highlighting several concerns for Warrenton. The LGC was pleased with recent improvements. A letter of reply, stating that the Town was aware of areas of concern along with ways of addressing each concern, was also presented. Otherwise, the Town is in excellent financial shape overall.

The NC Main Street 2016-2017 Annual Agreement, a requirement for remaining active in the Main Street program, was presented. A motion was made by Commissioner Coffman with second by Commissioner Holt to renew the agreement. The motion was approved by unanimous vote. The NC Main Street Sublicense Agreement was presented in conjunction with NC Main Street Renewal Agreement. A motion was made by Commissioner Coffman with second by Commissioner Blalock to approve the Sublicense Agreement. The motion was approved by unanimous vote.

The Tree Removal Agreement with J E Kerr Timber Co to remove trees at Hayley-Haywood Park was presented. Attorney Styers suggested a map be attached to agreement for clarity of what trees are to be cut as well as flagging trees. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve the Timber Removal Agreement with notations. The motion was approved by unanimous vote.

A Resolution was presented requesting pricing from Duke Energy, Centurylink, and Time Warner Cable to place utilities underground or shift services to rear of buildings to improve the aesthetics along Main Street between Church and Plummer Streets within the Town. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve the Resolution. The motion was approved by unanimous vote.

A preliminary Peddler and Solicitors Ordinance was submitted by Chief Lane and Town Administrator Davie. After brief review by Board, Attorney Styers was asked to review the proposed ordinance for clarity and verbiage. Motion was made by Commissioner Blalock with second by Commissioner Hardy to table ordinance until reviewed by Attorney Styers. The motion was approved by unanimous vote.

Commissioner Hardy made Board aware of World Elder Abuse Awareness Day June 15, 2016. Mayor Gardner will sign a Proclamation in support of Awareness Day.

With no further business the meeting was adjourned.

