

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 MAY 9, 2016

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

Robert Davie, Town Administrator
Mitch Styers, Town Attorney
Sgt. David Ward
William "Bill" Perkinson, Public Works
Jennifer Harris, Warren Record
Annette Silver, Minute Taker

There were 5 citizens present.

CALL TO ORDER/MINUTES/ 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 especially remembering fallen firefighters. Commissioner Blalock led the Pledge of Allegiance. The Conflict of Interest statement was reviewed. The Proposed Agenda was presented. Corrections were made to Minutes by Commissioner Hardy stating he was the commissioner who voiced concern on lack of a Cost of Living Adjustment for employees instead of Commissioner Blalock. Commissioner Coffman stated that Palmer "Woody" King was appointed to the Revitalization Committee instead of the Historic Committee. Commissioner Hardy made motion with second by Commissioner Hunter to accept Minutes as corrected. The motion was approved by a unanimous vote.

PUBLIC COMMENTS

No public 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

Motion was made by Commissioner Blalock with second by Commissioner Britt to accept the Consent Agenda. The motion was approved by a unanimous vote.

COMMITTEE REPORTS

FINANCE and ADMINISTRATION

Commissioner Hunter reported the Finance Committee met on May 2, 2016 to discuss salary increases for employees. It was the recommendation of the Finance Committee that a 2% across-the-board wage increase along with three other proposed performance increases be adopted, as well as, an individual increase of \$11,000 for Robert Davie for outstanding work done as town administrator and to get salary level slightly over the minimum for his job title in the region. Davie's record of obtaining grant funding for multiple projects was particularly highlighted by Commissioner Hunter. A motion to approve of salary increases was made by Commissioner Hardy with second by Commissioner Blalock and third by Commissioner Britt as well as Board. Commissioners Coffman and Hardy inquired about health insurance costs voiced in prior board meeting. Davie stated that instead of rates increasing by 10% they decreased by 3% for the upcoming fiscal year, although no one can predict what will happen in future years. The motion was approved by a unanimous vote. Commissioner Hunter stated other items would be discussed in New Business.

PUBLIC WORKS

Commissioner Harding reported nothing in addition to written report. Commissioner Britt inquired as to how the rain affected the pumping stations. Perkinson stated all was well and the Riggins pump station in particular was being watched closely.

PUBLIC SAFETY

Commissioner Hardy reported that police checkpoints were still being done. Officer Adamson will be leaving the WPD on May 20th to be closer to family in Pennsylvania. (All wish him well.) There have been good responses to the junk/nuisance violation notices since the April meeting, with most vehicles being moved or in the process of being re-licensed. Commissioner Britt inquired about late night knocking on doors, specifically several reports of such knocking in the south Warrenton area. Sgt. Ward asked that anyone with concerns please call 911 for assistance and advised that a note about this was published in the newspaper. Mayor reported the controlled burn on W. Ridgeway Street was successful with approximately 70 firefighters assisting. A 60th Year Anniversary Gala of the Warrenton Rural Fire Department is scheduled October 22, 2016 at the Armory; more information will be available soon.

HUMAN RESOURCES/INFORMATION TECHNOLOGY

Commissioner Blalock had no report.

REVITALIZATION/HISTORICAL

Commissioner Coffman reported Spring Fest was very successful, raising \$3400. All vendor spaces were rented and attendance was the largest to date. Police Dept and Public Works Dept were thanked for assistance throughout event. The Beer Festival group has been unable to confirm Mandolin Orange for the possible December music festival; however, the event is still being considered. Michael Layne has received a COA for a mural for his Front Street building known as the old Lanier Hardware storage building. The Historic District Commission recommends the re-appointment of Kim Burrows as a board member. A motion was made by Commissioner Blalock with second by Commissioner Hunter to accept the nomination of Kim Burrows to the Historic District Commission. The motion was approved by a unanimous vote.

BEAUTIFICATION/FACILITIES

Commissioner Britt plans to put in new plantings in pots on Main Street. There are 14 new Town banners which can hopefully be acquired in the upcoming budget year. Mayor Gardner

and Commissioner Hunter commented on the Quilt and Home Tour weekend, noting how well the Town looked, which was much appreciated all including many new visitors.

PLANNING/ZONING/ANNEXATION

Commissioner Holt and Committee met concerning the development of an ordinance for Minimum Housing Standards (MHS). After a general discussion the Committee agreed on a strategy for establishing a master plan. Committee agreed to investigate towns with similar attributes that have an MHS in place. The Committee will meet again June 1.

OLD BUSINESS

Administrator Davie gave status of Grants to Board. NC Commerce Main Street Downtown Redevelopment awarded Warrenton a \$500,000 Grant to renovate 107 N Main Street (Ahmed Ibrahim is the owner). The Grant requires NO match from Town. The property owner has agreed to pay up to \$5000 required by the Kerr-Tar COG to manage the paperwork. And Belk Architecture is the designated architect for the project. The National Endowment for the Arts Grant was not awarded to Warrenton (illumination project); however, Davie is researching other ways to proceed without the grant funding. Other Grants and projects are proceeding in a timely manner. The Police Department has been awarded a Grant in the amount of \$1900 from Halifax Helps, Inc to assist in the purchase of four body cameras.

NEW BUSINESS

An appeal consideration has been received from Attorney Baskerville for Time Out Sports Bar. Attorney Styers advised Board not to discuss the incident but for Board to set a hearing date. The Hearing date is scheduled for Monday, May 23, 2016 7:00pm at Warrenton Firehouse, 236 S. Main Street.

Administrator Davie received a request for mobile food vendors in Town, presently, there is no ordinance allowing such. He pulled copy of Hillsborough ordinance (because of their size and historic downtown) for comparison. Commissioner Holt was asked by Mayor Gardner to review the Ordinance in Committee and adjust to Warrenton needs, with the goal of a future presentation to the full Board of Commissioners.

The Planning Board recommended approval of rezoning of Satterwhite property, also known as the Cotton Gin, at the corner of East Franklin and South Hall Streets from R-12 to C1. Commissioner Coffman made motion with second by Commissioner Blalock to accept the Planning Board recommendation of re-zoning of the Satterwhite property to C1. No negative remarks were received from neighbors; however, the property management firm in charge of the Just Save parking lot would not permit usage. The motion was approved by unanimous vote.

The Town is eligible for grant and loan combination from the USDA for police cameras: one in the Just Save parking lot and three on Main Street buildings. The total cost would be approximately \$18,686, at present, of which 35% or \$6540 would be grant and 65% or \$12,146 would be low interest loan at a term seven years and an annual interest rate of 2.78%. The importance of these cameras is significant in solving crimes that happen without witnesses. Commissioner Blalock made a motion with second by Commissioner Hardy to apply for grant for police cameras in Warrenton. If Warrenton does not receive the Grant, the proposal will be addressed at a later date. The motion was approved by a unanimous vote.

A Revitalization Budget amendment, relating to Spring Fest sponsorships and sales, was presented with motion by Commissioner Blalock and second by Commissioner Britt to accept the amendment. The motion was approved by a unanimous vote. A Miscellaneous Budget amendment (relating to t-shirts purchases and sales) was presented with motion by

Commissioner Blalock and second by Commissioner Hardy to accept. The motion was approved by unanimous vote.

An Information Technology support contract renewal from Document Systems, Inc was presented with motion by Commissioner Blalock and second by Commissioner Hunter to accept contract. The motion was approved by a unanimous vote.

Administrator Davie has been approached by a concerned citizen to have a bicycle rack placed on the east side of South Main Street in the vicinity of Hardware Cafe' and Food Works. The cost would be approximately \$1017. Commissioner Harding asked if rack on west side could be placed on east side. Perkinson informed Board they are set in cement. Commissioner Britt was asked to investigate the topic further with the Beautification Committee.

The Balanced Scorecard was introduced, explained and suggested by Davie as a way to help the Town. The Balanced Scorecard is utilized by towns and cities such as Hillsborough and Charlotte and is a method for aligning staff efforts with overall goals of the Town Board and then measuring results. Davie advised that Eric Peterson of Hillsborough could come and speak to the Board regarding the Balanced Scorecard. Mayor Gardner suggested a possible work session be planned after July 1.

The Grant Project Ordinance for police body cameras was presented and motion to approve was made by Commissioner Blalock and second was made by Commissioner Britt.

The 2016-2017 Budget was presented with salary adjustments. Davie stated that the budget had very little wiggle room but that a surplus of \$15,000 was anticipated. A concern by Mayor Gardner is Waste Water Treatment Fund 39 and the need to establish a reserve fund for the operation of the treatment plant as recommended by LGC. Partners in the WWTP, Warren County and Norlina, would need to be informed soon if a reserve fund needs to be established. It was noted that Norlina has not been involved in recent partner meetings. Commissioner Blalock suggested a meeting with Norlina Mayor Pearce, Blaine Reese, Macon Robertson, Mayor Gardner, Bill Perkinson and Davie to discuss the situation. Davie indicated the Town's accountant was researching the situation.

Public Hearings were set as follows: Monday, June 13, 2016 6:30 for Town Budget
Monday, June 13, 2016 6:45 for CDBG NC
Commerce Grant

Motion was made by Commissioner Blalock with second by Commissioner Britt to approve CDBG Program - Policies and Procedures, Plans and Resolutions; Section 3 Plan for Employment Opportunities for Businesses and Lower Income Persons Community Development Block Grant; and Section 504 Compliance Officer/Grievance Procedure. The motion was approved by unanimous vote.

Presentation was made on violations of Town ordinances concerning safety and appearance of dwellings. There were two dwellings in particular along West Franklin Street and Hayley Street where letters were sent, one of which is currently under renovation as a result.

With no further business the meeting was adjourned.