

Walter M. Gardner, Jr.  
Mayor

Robert F. Davie  
Town Administrator

## TOWN OF WARRENTON

*"Historically Great - Progressively Strong"*

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### MINUTES OF BOARD OF COMMISSIONERS REGULAR MEETING JUNE 8, 2015

Those attending were: Mayor Walter Gardner  
Commissioner Palmer "Woody" King  
Commissioner Mary Hunter  
Commissioner George "Al" Fleming  
Commissioner Kimberly Harding  
Commissioner John Mooring  
Commissioner Margaret Britt  
Commissioner William "Tom" Hardy

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

There are 13 citizens present.

#### **Call to Order/Minutes/Agenda**

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order at 7:00pm. Those attending were asked to observe a moment of silence and remember the less fortunate. Commissioner King led the Pledge of Allegiance. The Proposed Agenda was presented with a motion by Commissioner Mooring and second by Commissioner Hunter to approve. The motion was approved by a unanimous vote.

#### **Conflict of Interest Statement and Citizen Comment Rules**

#### **Public Comments**

Comments were heard by Mrs. Susan Harris, owner of Quilt Lizzy and invited by Mayor Gardner, and Commissioner Hardy. Mrs. Harris is planning a Southern Elegant Quilt Festival the weekend of April 16, 2016. Her vision is to have quilts in every store throughout Warrenton. She and the proposed Merchant's Association suggest Town branding and a Town logo with informational flyers everywhere that are inviting to visitors. The Board expressed interest in supporting the Quilt Festival. Commissioners were invited to attend the next event planning meeting on August 13, 2015. Mrs. Harris was congratulated on receiving the Small Business of the Year Award for Warren County by the Warrenton Chamber of Commerce. Commissioner Hardy thanked Public Works Director and staff on work done on Plummer Street and Graham Street. Both were tedious with long man-hour jobs.

#### **Consent Agenda**

The Consent Agenda was presented.

- (a) Minutes of Board Meeting May 11, 2015
- (b) Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
- (c) Monthly Checks Report
- (d) Public Works Monthly Report
- (e) WWTP Monthly Report
- (f) Police Activity Report
- (g) Budget Amendments

Commissioner Harding questioned New Business Item 7(a) being a separate item, if included in regular report. (Item should be excluded from regular report and consent agenda). She, also, requested the Conflict of Interest Statement be removed from Public Hearing Minutes and a correction under Old Business: Fund Balance Appropriation line item to reflect \$17,000. Commissioner Mooring made a motion with second by Commissioner Britt to approve Proposed Agenda minus sewer adjustment from Public Works report. Commissioner Mooring made a motion to accept the Consent Agenda. Both motions were approved by unanimous votes.

## **Committee Reports**

### **Finance and Administration**

Commissioner Hunter stated that the main focus of finance would be the budget, addressed later in the agenda. Commissioner Hunter stated that the Town is ending the fiscal year in better shape than anticipated due to higher revenues collected. There will be a small surplus in the General Fund and when all is said and done the Town will contribute monies to Fund Balance. Sales tax revenue increases should be carried into the next Fiscal Year for a bit of budget cushion. Hunter stated that capital funds added to the formal budget include two grants from USDA and Main Street programs. These funds span several fiscal years and act as "pass-throughs" of grant funds.

The 2015-2016 Budget was presented for approval. Town Administrator stated the Town is in better financial shape than anticipated at the end of the 2014-15 FY, as surplus funds will be contributed to fund balance rather than removed from fund balance. The only change in the 2015-16 final proposed budget is an increase in the required deposit (from \$150 to \$200) for out of town customers when opening a water or sewer account. This increase is designed to mitigate outstanding debts owed to the Town when closing out water/sewer accounts. The Town has attempted to collect bad debts through the debt setoff program but has had limited success. Attorney Styers advised other than debt setoff, personal suits were the other way to secure the amounts owed. Commissioner Mooring made a motion to accept the 2015-2016 Town of Warrenton Budget and Commissioner Hunter seconded the motion. The motion was approved by a unanimous vote.

### **Public Works**

Commissioner Harding had no report other than written report submitted.

### **Public Safety**

Commissioner Hardy and Police Chief Lane reported the police department is fully staffed. Body cameras on officers will be effective July 1. There have been complaints of speeders on N. Main Street, excessive littering on Hall Street, and a spike in shoplifting in the past month. All complaints have been investigated and concerns reduced. Chief Lane reminded all to lock cars as break-ins usually increase in warm weather. Mayor Gardner advised fire reports were quiet.

### **Human Resources/Information Technology**

Commissioner Fleming was pleased to report everything is going well in both departments.

### **Revitalization/Historical**

Commissioner King introduced Richard Hunter, chairman of the Historic District Commission (HDC), who reported to Board on meeting with Margaret Henderson of UNC School of Government. Mrs. Henderson was recently in Warrenton to facilitate a meeting of the HDC. While here, she complimented Warrenton on upkeep of homes as well as Town in general. Mr. Hunter stated he receives regular compliments from visitors on how clean and neat it is on Main Street in Warrenton. Mr. Hunter stated that the work session was fruitful and that the HDC will be making a few changes to procedures. Commissioner King reminded Board the next Town event is Harvest Market in October 10, 2015. Revitalization Committee is planning World Cafe'

at the Armory in November 2015 to again brainstorm ways to continue to revitalize the Town. As a date is secured public will be informed.

### **Beautification/Facilities**

Commissioner Britt expressed excitement in plans of Mrs. Harris for Quilt Festival. Again, she gave praises to Public Works staff for keeping Town clean. She thanked Town Administrator and Public Works department for finding and placing additional trash receptacles. Commissioner Hardy expressed thanks to Mrs. Speer for this suggestion to Board.

### **Planning/Zoning/Annexation**

Commissioner Mooring had no report.

### **OLD BUSINESS**

The Planning Board met May 15, 2015 in regard to Special Use Application for a solar farm behind an existing solar farm on Highway 158. The Planning Board voted unanimously in favor of the Special Use application for a solar farm addition and submitted their recommendation to the Board of Commissioners. A resolution was presented in association with the project verifying the applicant will comply with regulations and ordinances concerning project. A motion was made by Commissioner Mooring with second by Commissioner Fleming to approve the Special Use Permit. The motion was passed by a unanimous vote. Mr. Davie informed Board the cemetery deed transfer from Mrs. Roddy to Town had been received. This deed transfer exchanges property at the cemetery entrance, owned by Mrs. Roddy, for a small parcel where a house, owned by Mrs. Roddy encroaches on cemetery property. A motion was made by Commissioner Mooring to approve transfer with second by Commissioner Hunter. The motion was approved by a unanimous vote. A second deed had not been completed and is still underway for another cemetery property correction. A resolution was presented concerning the USDA Grant authorizing the Mayor to sign related documents for the loan/grant in the water distribution system improvements, sanitary sewer system improvements and conversion of old Town Hall into the Town's Public Utilities Department Building. A motion was made by Commissioner Fleming with second by Commissioner Hardy to approve. The motion was approved by a unanimous vote.

### **New Business**

A sewer adjustment request was presented for 105 Ridgeway-Warrenton Road in the amount of \$313.50 for 38,000 gallons. During the water outage of April 1, 2015, Mrs. Thompson was showering when the water break occurred. The shower was left turned on and she then left Town. As the technicians were reading the meters for the month, they found the meter turning (when meter is turning this normally means water in running in dwelling) and called into Town Hall. The public utility technician called account owner to inform customer of concern. It was noted the utility customers are part-time residents and have not followed prior advice by public works department to install an isolation valve (cutoff). Commissioner Hardy believes this is a shared fault of Town and customer, because of water outage. A discussion followed by Board on ways to assist customer that would be fair to all. Customer has been advised to contact water department at least 24 hours prior to Warrenton visit which they do not do, resulting in a technician coming out after hours. A cutoff valve can be installed by customers so they can easily turn water on when they arrive. Attorney Styers advised this is a workable solution to the problem. Commissioner Mooring made a motion with second by Commissioner Fleming to advise customer to install the valve within 90 days of notification and the Town would credit 50% of both the water and sewer portions of the bill. The motion was approved. The vote was 5 to 1 with Commissioner Hardy voting nay.

The Planning Board meeting of May 15, 2015 discussed the ordinance change allowing first-floor residential living in the C1 district off Main Street. The Planning Board recommended allowing first-floor residential living in the C1 district off of Main Street, however the vote was not unanimous with one nay vote coming from Robert Schuerch. Mr. Davie read a letter to the Board on behalf of Mr. Schuerch since he was unable to attend the Board meeting. In general,

the letter disagreed with the outcomes that this change in zoning may cause, based on conversations with staff at the NC Main Street organization. A motion was made by Commissioner Fleming with second by Commissioner Hunter to table the proposal for further study.

In the face of privilege license income loss, regulating peddlers in Town was proposed and referred to the Planning/Zoning/Annexation Committee for review further. Commissioner Mooring agreed to host a committee meeting.

A lease agreement was presented to Board between Town and Harris Investments. The agreement establishes a place for yard waste, leaf and storm debris decomposition. The Newell land previously used by Town has changed ownership and the owner restrictions are different resulting in need for change. The Harris Investment property is located on Whaley Lane and offered to Town at a rate of \$1000 per year for 10 years. A motion was made by Commissioner Mooring with second by Commissioner King to accept the lease agreement. The motion was approved by a unanimous vote.

An audit renewal agreement between Town and Petway, Mills and Pearson PA was presented. Commissioner Fleming asked if the price was the same as last year. Mr. Davie indicated a \$200 price increase. A motion to approve the agreement was made by Commissioner Fleming and seconded by Commissioner King. The motion was approved by a unanimous vote.

A resolution was submitted regarding a NC Department of Commerce grant, making available ULRC funding for developing a comprehensive streetscape plan that includes branding of the Town. The grant application is for \$37,000 with no required match from Warrenton. A motion to authorize the grant application was made by Commissioner Mooring with second by Commissioner Harding. The motion was approved by a unanimous vote.

With no further business meeting adjourned.