

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
Town Administrator

Town of Warrenton

"Historically Great - Progressively Strong"

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BOARD OF COMMISSIONERS REGULAR MEETING MONDAY, APRIL 8, 2019

Those attending were Mayor Walter Gardner
Commissioner Mary Hunter
Commissioner Michael Coffman
Commissioner Kimberly Harding
Commissioner John Blalock
Commissioner William "Tom" Hardy
Commissioners Britt and Holt were absent.

Robert Davie, Town Administrator
Police Chief, Goble Lane
Finance Director, Meredith Valentine
Jennifer Harris - Warren Record
Public Works Dir., William "Bill" Perkinson
Annette Silver, Minute Taker

Call to Order/Pledge of Allegiance/ Moment of Silence

Mayor Gardner called meeting of April 8, 2019 to order. A Moment of Silence was held for those in need. The Pledge of Allegiance was led by Commissioner Blalock.

Conflict of Interest Disclosure and Proposed Agenda

The Conflict of Interest Disclosure policy was reviewed. Commissioner Blalock and Mayor Gardner stated a conflict with the Fire Association contract and will abstain from voting. The Proposed Agenda was presented. Under Committee Reports (a) Finance and Administration "an amendment to the audit agreement" should be added as item (7Aii). Commissioner Coffman made a motion to approve Proposed Agenda with the addition and a second to the motion was made by Commissioner Hardy. The motion was approved by unanimous vote.

Public Comments

No Public Comments were voiced.

Acknowledgement of Warrenton Church of God

Acknowledgement was made to the Warrenton Church of God, Pastor Phillips and volunteers that assisted in picking up roadside litter in March. A Certificate of Appreciation was presented by Mayor Gardner to Pastor Phillips.

Minutes of March 11, 2019

The Minutes of March 11, 2019 meeting were presented. Minutes from Public Hearing was removed from Item 5 as there was no public hearing in March. Commissioner Coffman made a motion with second by Commissioner Hardy to approve the Minutes of March 11, 2019. The motion was approved by unanimous vote.

Consent Agenda

- (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 Hunter made a motion with second by Commissioner Coffman to approve the Consent Agenda. The motion was approved by unanimous vote.

COMMITTEE REPORTS

Finance and Administration - Mrs. April Adams of Cherry Bekaert CPA's & Advisors presented the 2017-2018 annual financial report. The results were based on General Accounting Principles as well as Government Accounting Principles. The Town of Warrenton received a "clean" report with three small findings, which will be corrected in the upcoming year. Cooperation from Town staff was acknowledged with appreciation. An amendment to the audit contract, which modified the delivery date, was presented. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve the contract amendment. The motion was approved by unanimous vote.

Public Safety - Commissioner Hardy presented a contract renewal for Town fire services between the Town of Warrenton and the Warrenton Rural Voluntary Fire Association, Inc. Hardy noted the cost of services was not increasing for the coming year. Mayor Gardner, also Fire Chief, stated that the contract could be amended each April as needed. Commissioner Hardy made a motion with second by Commissioner Coffman to approve the contract. Commissioner Blalock abstained from voting. The motion was approved by unanimous vote. Mrs. Monica Thornton, Area Specialist with USDA Rural Development, was present to offer a loan/grant package for two police vehicles and video surveillance equipment (the loan in the amount of \$33,800 and the grant in the amount of \$41,200 totaling \$75,000). The loan term is seven years with an interest rate of 4.25% or less. Commissioner Blalock made a motion with second by Commissioner Hunter to approve the loan/grant resolution on police vehicles and equipment. The motion was approved by unanimous vote.

Human Resources/Information Technology - Commissioner Blalock and Administrator Davie explained a pilot reorganization of staff in Public Works Department which has proved beneficial to the Town's efficiency. One position has been eliminated and duties spread among five persons, allowing for a salary increase for three individuals involved. The administrative office is considering making a prior full-time position into a part-time position. There is no change with regard to Information Technology.

Public Works - Commissioner Harding had nothing in addition to written report.

Beautification/Facilities - In absence of Commissioner Britt, Mayor Gardner informed Board that paving of streets would begin by June 15th.

Planning/Zoning/Annexation

In absence of Commissioner Holt, Administrator Davie suggested an extension of 60 days for the moratorium on gaming room special use permits, to allow further time to review and recommend changes. A motion was made by Commissioner Blalock with second by Commissioner Hunter to approve the 60 day extension. The motion was approved by unanimous vote.

Revitalization/Historical District Commission - Commissioner Coffman stated that the Historic District Commission considered and approved two COAs: removal of iron fencing at Main Street flower area of BB&T Bank, and paving driveway at 215 N Main Street, home of Robert Alston. SpringFest and 5K Run are scheduled Saturday April 27th. One additional sponsor of this event will be Maria Parham at \$500. Commissioner Coffman also spoke of applying for grant from AARP that could benefit the Town's Hailey-Haywood Park with picnic shelter and other amenities. It was suggested that the grant application be prepared seeking \$5000 in grant funding with a Town Match of \$1000 for a total project cost of \$6000. A motion was made by Commissioner Blalock with second by Commissioner Hunter to proceed with application. The motion was approved by unanimous vote.

OLD BUSINESS

Town Grants are progressing. There is a "rain" delay of 60 days on Fund 51 & 61 USDA Rural Development grant projects.

NEW BUSINESS

A Resolution supporting North Carolina's Historic Preservation Tax Credit Program and a letter from the Town of Warrenton was presented. A motion was made by Commissioner Hardy with

second by Commissioner Harding in support of North Carolina Historic Preservation Tax Credit Program. The motion was approved by unanimous vote.

Following communication with NCDEQ and results of soil sampling at Town Hall renovation site, additional testing is required and a contract from SITECH, that addresses the additional sampling, was presented. The additional service costs a total of \$3150. A motion was made by Commissioner Blalock with second by Commissioner Coffman to approve the SITECH contract in the amount of \$3150. The motion was approved by unanimous vote.

Commissioner Blalock thanked Town Administrator and Finance Director plus all others involved in audit preparation for a job well done.

With no other business, meeting adjourned.