

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, August 13, 2018

Those attending were: Mayor Walter Gardner	Meredith Valentine
Commissioner Michael Coffman	Robert Davie, Administrator
Commissioner Frank Holt	Police Chief Goble Lane
Commissioner Kimberly Harding	Jennifer Harris, Warren Record
Commissioner John Blalock	William "Bill" Perkinson, Public Works
Commissioner Margaret Britt	Annette Silver, Minute Taker
Commissioner William "Tom" Hardy	

Commissioner Mary Hunter was absent. There were 2 citizens present.

### **Call to Order - Pledge of Allegiance -and Moment of Silence**

The regular monthly meeting of the Town of Warrenton was called to order by Mayor Gardner, Monday, August 13, 2018. The Pledge was led by Commissioner Blalock. Mayor informed those attending that Commissioner Hunter would not be attending as she had an accident Thursday, August 9th and shattered her wrist. Mayor asked Board to keep Commissioner Hunter in our thoughts and prayers during Moment of Silence.

### **Conflict of Interest and Proposed Agenda**

The Conflict of Interest Statement was reviewed. The Proposed Agenda was presented. Commissioner Harding asked that Change and Request for Contractor Water Rates within item 8b be removed from agenda as item had been resolved. A motion was made by Commissioner Coffman with second by Commissioner Britt to approve the Proposed Agenda with amendment to 8b. The motion was approved by unanimous vote.

### **Public Comments**

Public Comments were voiced by Mrs. Anne Harris complimenting contractor crews on doing great work in repairing water lines as well as the public works street crew.

### **Minutes of Board Meeting of July 9, 2018**

The Minutes of Board Meeting of July 9, 2018 were presented. A motion was made by Commissioner Coffman with second by Commissioner Blalock to approve the Minutes. The motion was approved by unanimous vote. Minutes of Finance Committee Meeting of August 7, 2018 to be discussed at item 8a.

Mayor welcomed Robert Davie back to team as Town Administrator. Mr. Davie stated he was glad to be back and spoke highly of work done by Mrs. Valentine. Mayor stated that Mr. Davie had spoken highly of Mrs. Valentine, and since working with her he also can speak highly of her. Mrs. Valentine was

presented a vase of flowers and a plaque proclaiming Mrs. Valentine a “Shining Star”, which was read aloud by the Mayor. Mrs. Valentine thanked Board.

### **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 Reports

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

### **Committee Reports**

**Finance and Administration** In absence of Commissioner Hunter, Mrs. Valentine outlined to the Board the Finance Committee meeting of August 7th involving the Revolving Loan Fund. There is a balance of \$15,555 in the account. Working Landscapes has expressed interest in using a portion of the funds to finance facade repairs to their building at 108 S. Main Street. It was recommended that prior financial information be used in lieu of a detailed application as they have applied in the past and been responsible payers. Working Landscapes has a current balance of approximately \$1000 on existing loan and are seeking an additional \$5000. A motion was made by Commissioner Hardy with second by Commissioner Britt to move forward with shortened version of application for Working Landscapes and approve the loan. The motion was approved by unanimous vote. Mrs. Valentine stated the Warrenton Brewery is considering applying for a loan thru the Revolving Loan Fund. \$10,000 is available now in the Fund. Questions were asked by Board if USDA has any input in Loan Fund now. Mrs. Valentine stated an annual report is made to USDA but otherwise they have no input.

**Public Works** Commissioner Harding stated there was nothing in addition to written report. Commissioner Blalock inquired as to when paving would start on streets where sewer replacement lines have already been installed. Public Works Director stated possibly next month.

**Public Safety** Commissioner Hardy and Chief Lane report in addition to written report, a Grant application for additional cars and cameras has been submitted. Commissioner Hardy informed Board that a sign company has been commissioned by Quilter's Lane for the quilt squares project. Signs are due by the end of September. There are sufficient funds for signage from money raised.

**Human Resources/Information Technology** Commissioner Blalock informed Board an employee left from Public Works Dept but a new one is scheduled to come in this week. All issues with Town computer server should be fixed soon.

**Revitalization/Historic District** Commissioner Coffman reported that a COA was approved for Eugenia Armstrong at 223 W. Ridgeway St. Current asphalt roof to be replaced with metal roof. Also, the HDC approved removal of the holly tree at Town Hall Market Street. Movie Nights scheduled are: September 1st is A Wrinkle in Time - September 8th Big Hero 6 and on October 6 Hocus Pocus. Harvest Market is October 13<sup>th</sup>. Sponsorships has been obtained from Frontier Energy (\$1000) and BB&T (\$500). The Jimmy Weaver Trio is performing and a Harvest Pie Contest is planned. Commissioner Coffman has applied for 50 azaleas from WRAL for installation at Hayley-Haywood Park if awarded. Response due early September.

**Beautification/Facilities** Commissioner Britt as always complimented the street staff on doing a great job in keeping Town clean especially now with all the utility work being done. She also informed Board that a dead tree on Main Street across from Hardware Cafe will be removed. The concerns of weeds in the parking area of Colonial Lodge have been taken care of and thanked those responsible.

**Planning/Zoning/Annexation** Commissioner Holt made inquiries in respect to annexation of Hayley-Haywood Park. He is still working on details.

## **Old Business**

### **Grant Status**

**Fund 51 USDA Rural Development** Water meter installation started July 17th and currently being installed in Hazelwood Dr area.

**Fund 53 NC Commerce Main Street Downtown Redevelopment** Contractor was paid \$ 56,527 by Town and is in process of stabilizing second floor. Phase I environmental report is complete.

**Fund 64 & 65 NC DEQ Sewer Rehab Battle Ave/Unity & Bute** LGC approved debt at their July meeting. Signing of funding and acceptance letter and resolution are in Board packet tonight.

**NC DOT Bicycle and Pedestrian Planning Grant** Anticipate plan development to start in September/October.

**NC Main Street Solutions Warrenton Brewery Grant** Submitted requested drawings from architect to Commerce and State Historic Preservation  
All other Grants have no current change.

## **New Business**

Cherry Bekaert CPAs & Advisors engagement letter was presented, which is the second part of the 2018-19 audit contract for Town in the amount of \$10,000. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve engagement letter with Cherry Bekaert LLC. The motion was approved by unanimous vote.

Two resolutions and funding offer and acceptance for 1) Battle Avenue and 2) Unity/Bute Street Sewer Rehab Resolution and Grant/Loan in the amounts of \$738,125 and \$460,000, respectively, were presented. A motion was made by Commissioner Blalock with second by Commissioner Coffman to approve both. The motion was approved by unanimous vote.

Two budget amendments, to separate water sewer project from Town Hall project, were presented. A motion was made by Commissioner Coffman with second by Commissioner Blalock to approve both amendments. The motion was approved by unanimous vote.

A revenue and expense line for Quilter's Lane unspent funds from 2017-18 budget was erroneously left off 2018-19 budget. A request was made to correct it. A motion was made by Commissioner Coffman with second by Commissioner Hardy to correct 2018-19 Budget. The motion was approved by unanimous vote.

A motion was made by Commissioner Blalock with second by Commissioner Coffman to approve Mariam Boyd's Special Use Permit for a school sign. The motion was approved by unanimous vote.

With no further business, meeting adjourned.