

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
Town Administrator

Town of Warrenton

"Historically Great - Progressively Strong"

Post Office Box 281
Warrenton, NC 27589-0281
PHONE (252) 257-1122 FAX (252)257-9219

Regular Town of Warrenton BOC Meeting
January 14, 2019

Those attending were: Mayor Walter Gardner
Commissioner Mary Hunter
Commissioner Frank Holt
Commissioner John Blalock
Commissioner William "Tom" Hardy
Jennifer Harris, Warren Record
William "Bill" Perkinson, Public Works

Robert Davie, Town Administrator
Commissioner Michael Coffman
Commissioner Kimberly Harding
Commissioner Margaret Britt
Police Sgt Mark Oakley
Mitch Styers, Attorney
Annette Silver, Minute Taker

There were 9 citizens present.

Call to Order - Pledge of Allegiance - Moment of Silence

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order Monday, January 14, 2019. The Pledge of Allegiance was led by Commissioner Frank Holt. A Moment of Silence was held for those less fortunate.

Conflict of Interest and Proposed Agenda

The Conflict of Interest policy was reviewed. The Proposed Agenda was presented. Mayor Gardner requested adding USDA - Master Service Agreement with Neptune Technology Group Inc. to item 7 Old Business and correcting item 8d to act on public hearing for USDA police vehicles. A motion to approve the Proposed Agenda with correction and addition was made by Commissioner Coffman with second by Commissioner Hardy. The motion was approved by unanimous vote.

Public Comments

No public comments were heard.

Minutes of November 13, 2018 Meeting

Minutes of November 13, 2018 were presented. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve Minutes of November 13, 2018. The motion was approved by unanimous vote.

CONSENT AGENDA

The Consent Agenda was presented.

- (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 to approve the Consent Agenda was made by Commissioner Hardy with second by Commissioner Britt. The motion was approved by unanimous vote.

COMMITTEE REPORTS

Finance and Administration

In addition to written report, Administrator Davie presented a budget amendment for repairs to 2017 Dodge Charger – insurance reimbursement from a hit and run accident (\$5635.57). A motion was made by Commissioner Hunter with second by Commissioner Hardy to approve amendment. The motion was approved by unanimous vote.

Public Works

Commissioner Harding had nothing in addition to written report. Commissioner Blalock inquired to DOT road completion on Ridgeway Street. Bill Perkinson said that DOT has approved the plan. A progress meeting is scheduled for Thursday, January 17, 2019. South Main Street at W. Franklin St is scheduled to be closed Tuesday, January 15, 2019 for water connection.

Public Safety

Commissioner Hardy reported in addition to written reports that Officer Oakley has been promoted to Sgt Oakley. Mutual aid traffic stops with Norlina police department during the holiday were deemed successful. On behalf of the Quilter's Lane Committee, Commissioner Hardy advised that Committee had received a grant from the Arts Council in the amount of \$1450 and wants Town to match the grant for project completion by June 30, 2019. Hardy presented the Committee's project idea for marking crosswalks in the manner of quilt patterns along Market Street. Mayor Gardner suggested another area be considered due to the pending streetscape improvements around new Town Hall.

Human Resources/Information Technology

Commissioner Blalock reported that Oscar Davis has left the town to work in Oxford; and in his place Lamont Crews has been promoted to WWTP Operator and Mechanic. Nathan Lindsey was hired to fill Crews' job as Public Works Maintenance Worker II.

Revitalization/Historic District Commission

Beth King and Sarah David from the NC State Historic Preservation Office were in attendance and presented a plan and offered staff support for updating the inventory of properties submitted in the original 1975 Warrenton National Register Historic District application. A new survey and photographic and written documentation of properties will be conducted at no charge to the Town. It was noted that many properties have achieved 50 years of age or more since the mid-1970's and with the survey update could qualify for historic tax credits. The survey will provide good baseline data for the HDC and for all property owners interested in the Federal and State Historic Preservation Tax Credits. Future work will require a consultant to prepare data for an update of the National Register. A motion was made by Commissioner Coffman with second by Commissioner Hunter to support the survey work by State Historic Preservation. The motion was approved by unanimous vote. Mayor Gardner thanked Ms. King and Ms. David for their interest in Warrenton and the information shared. Commissioner Coffman reported was no meeting during December. In November there were 2 COAs approved (Ann Hawks 401 N. Main St roofing), and Bobby Edmonds Halifax Street (tree removal). Revitalization Committee had a successful Christmas parade and Commissioner Coffman thanked Bill Perkinson and his staff for their efforts. The Committee has been brainstorming the possibility of rebranding the festivals to include quilting and sportsman activities.

Beautification /Facilities Commissioner Britt stated she will miss town employee Oscar Davis. She also asked if potholes not involved in construction project could be assessed for possible repair.

Planning/Zoning/Annexation A discussion was held concerning the proposed Sweepstakes and Special Use Permit application by Claude O'Hagan for 305B Macon Street. Commissioner Holt will schedule a meeting of his Zoning/Planning committee to review ordinances as requested by the Planning Board and make recommendations on any possible changes to ordinance language. The names of Georgiana Weddington and Fern Boyd were presented to fill vacancies on the Planning Board. A motion to approve Mrs. Weddington and Mrs. Boyd to Planning Board was made by Commissioner Blalock with second by Commissioner Harding. The motion was approved by unanimous vote.

OLD BUSINESS

Grant Status

Fund 44 NC DEQ AIA Water - proceeding on schedule

Fund 51 USDA Rural Development - Town Hall should be occupied in April 2019. Approximately 800 out of 950 meters have been installed

Fund 53 NC Commerce Main Street Downtown Redevelopment - Roof has been finished, front windows installed, side windows to be installed mid-January, Next will be plumbing and electrical followed by floor concrete pouring.

Fund 55 NC DEQ Water Infrastructure WWTP – Going to bid in January.

TAP Grant - final list of DOT street locations for ramps submitted to Town for review. Town added two locations to generate correct list for construction of ramps.

Fund 64 & 65 NC DEQ Sewer Rehab Battle Ave/Unity & Bute - Awaiting next steps from Municipal Engineering

Fund 63 NC DEQ AIA Sewer - No change

National Park Service Grant -Commissioner Coffman states Grant is on hold because of federal government furlough.

NC DOT Bicycle and Pedestrian Planning Grant - The initial conference call with HVB occurred. There are four meetings scheduled through June 2019.

NC Main Street Solution Warrenton Brewery Grant No change

A Service Order Agreement with Neptune Technology Group, Inc was offered for approval in a motion from Commissioner Blalock with second by Commissioner Coffman. The motion was approved by unanimous vote. It was also noted that the Town has received approval to place an antenna on Frontier Energy property (corner of Ridgeway St and Connell Road).

The Finance Committee presented revisions to the Revolving Loan Fund guidelines. A motion was made to accept the changes to the guidelines by Commissioner Coffman with second by Commissioner Hardy. The motion was approved by unanimous vote.

NEW BUSINESS

The Administrator's Report was presented and included updates on; the expansion of natural gas in Warrenton, the possibility of opening a health care facility, contacts being made for bringing a grocery store in, and news of higher sales tax revenues anticipated for 2019. Warrenton Downtown Redevelopment Incentive Grant has sunset but can be brought back as needed in the future.

Town liability insurance renewal with Citizens Insurance was presented. New rate was \$20,000 less with no changes to coverage, deductibles, etc. Mayor thanked Ms. Harris for work done.

Grant Project Ordinance for 2018 Warrenton Police Department Camera Implementation in the amount of \$82,460 was presented. A motion was made by Commissioner Hardy with second by Commissioner Hunter to accept grant. The motion was approved by unanimous vote.

A motion to approve application to the USDA for a Police Vehicle Grant was made by Commissioner Blalock with second by Commissioner Hardy. The motion was approved by unanimous vote.

ANNOUNCEMENTS

Board adjourned into closed session by motion of Commissioner Hunter and second by Commissioner Hardy. The motion was approved by unanimous vote.

ADJOURNMENT

Board returned to open session. With no further business the meeting was adjourned.