

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  
October 8, 2018

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, Administrator  
Officer Mark Oakley  
Jennifer Harris -Warren Record  
Meredith Valentine - Finance Director  
William "Bill" Perkinson - Public Works  
Annette Silver - Minute Taker

There were 2 citizens present.

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

The regular monthly meeting of the Town of Warrenton was called to order by Mayor Gardner, Monday, October 8, 2018. The Pledge of Allegiance was led by Commissioner Harding. In a Moment of Silence, Mayor Gardner suggested keeping in our thoughts those in the path of Hurricane Michael.

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

The Mayor reviewed the Conflict of Interest Statement. The Proposed Agenda was presented. An additional item (g) was added to New Business - Master Service Agreement. A motion was made by Commissioner Coffman with second by Commissioner Blalock to approve Proposed Agenda with changes. The motion was approved by unanimous vote.

### **Public Comments**

There were no comments voiced.

### **Minutes of September 9, 2018 and Called Meeting**

The Minutes of September 9, 2018 were presented. A motion to approve was made by Commissioner Coffman with second by Commissioner Hunter. The motion was approved by unanimous vote. The Minutes of Called meeting on September 20, 2018 were approved by motion of Commissioner Harding with second by Commissioner Blalock. 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 Report

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

## COMMITTEE REPORTS

**Finance and Administration:** Commissioner Hunter had no report in addition to written report. Finance Committee meeting to be coordinated next week to consider a revolving loan application.

**Public Works:** Commissioner Harding had no report in addition to written submission. The storm drains will be checked this week in preparation for Hurricane Michael.

**Public Safety:** Commissioner Hardy and Officer Oakley described recent thefts from storage sheds. Commissioner Hardy stated that November 1st will be dedication day for quilt squares at courthouse.

**Human Resources/Information Technology:** Commissioner Blalock and Mr. Davie reported server is working correctly at Town Hall.

**Revitalization/Historic District Commission:** Commissioner Coffman reported Movie Night on October 6<sup>th</sup> was deemed a success with approximately 125 participants. Movie Night will resume in the Spring. Harvest Market is scheduled for Saturday, October 13, 2018. A Pie Contest will be a part of the event and include cash prizes. Fright Night is scheduled for Saturday, October 27 with 2 Ghost Walks planned. The Rotary Club and Revitalization are working together on the Prelude to Christmas, which is scheduled for Saturday December 8th. Town Administrator informed Board \$4,500 was gifted to the Town for sponsorship of 5K Run over a 3 year period, and another gift of \$1,800 to also fund the future 5k runs.

**Beautification/Facilities:** Commissioner Britt stated that fall mums are planted.

**Planning/Zoning/Annexation:** Commissioner Holt gave hand outs to Board asking Town to support zoning at County public forum on October 17, 2018. A motion was made by Commissioner Blalock with second by Commissioner Britt for Town to present a Resolution to the County Board in support of countywide zoning. The motion was approved by unanimous vote. Commissioner Holt was appointed as Town representative.

## OLD BUSINESS

Fund 44 NC DEQ AIA WATER – GIS Survey of system assets underway. Amendment to agreement reducing cost by \$5000.

Fund 51 USDA Rural Development - Renovation at Town Hall ahead of schedule. Meter installation one third complete.

Fund 53 NC Commerce Main Street Downtown Redevelopment - reimbursement sent in mail.

Fund 55 NC DEQ Water Infrastructure WWTP - Project Engineer and staff have made some changes to scope going to bid in December. Board informed of additional generator and equipment applied for as part of WWTP Plant upgrade, which will be part of the 100% grant.

TAP Grant - No change

Fund 63 NC DEQ AIA Sewer – Survey/mapping and smoke testing has begun.

Fund 64 & 65 NC DEQ Sewer Rehab - Battle Ave/Unity & Bute - No change

National Park Service Grant - No change

NC DOT Bicycle and Pedestrian Planning Grant - Steering Committee formed Town awarded 50 azaleas for Hayley- Haywood Park

NC Main Street Solutions - Warrenton Brewery Grant interior demolition to begin

A NC Commerce CDBG Scattered Site Housing Grant opportunity has yielded approximately 15 residents interested in up to \$40,000 per home of grant funding for home improvements. Next steps involve home visitations and estimates by a CDBG expert and then submitting total figures to NC Commerce.

The resolution to annex Hayley-Haywood Park was presented. Motion to approve was made by Commissioner Coffman with second by Commissioner Hunter. The motion was approved by unanimous vote.

The goal setting workshop with Main Street Group and Commissioner was deemed successful. A follow-up workshop is tentatively scheduled for Monday, October 29, 2018 at 7:00pm

#### **NEW BUSINESS**

An amendment to the AIA Water Mapping Contract was noted. As Public Works Director already has appropriate maps involving area, a modification of payment (\$5000 reduction) was made. A motion to approve the amendment was made by Commissioner Coffman with second by Commissioner Hardy. The motion was approved by unanimous vote.

The 1993 Chevy Blazer is no longer safe to drive and is usable only for parts and should be sold as surplus property per Chief Lane. A 2000 Mitsubishi Montero Sport seized from an arrest will replace the Blazer. A motion was made by Commissioner Hardy with second by Commissioner Blalock to approve surplus sale of Blazer. The motion was approved by unanimous vote.

Mr. Davie and Mrs. Valentine have transferred \$500,000 into a higher interest bearing account at NCCMT (1.8 % and rising). This will generate an additional \$5000 to \$7000 in General Fund revenue for FY 2018-2019.

Police Department had its State Bi-Annual Audit with no issues found. A Police Department video camera is ready for TV outlets.

The Master Service Agreement with Neptune Technology Group, regarding software for water meters, was presented to Board. A motion was made by Commissioner Coffman with second by Commissioner Hunter to approve Agreement, subject to review and approval of Attorney Styers. The motion was approved by unanimous vote.

#### **ANNOUNCEMENTS**

Warren County High Homecoming is scheduled for Friday, October 12 at 5:00pm

The November Town of Warrenton meeting falls on Veteran's Day holiday therefore it will be held on TUESDAY NOVEMBER 13, 2018 instead.

#### **ADJOURNMENT**

With no further business meeting was adjourned.