

Walter M. Gardner, Jr.
Mayor

Robert F. Davie, Jr.
Town Administrator

Town of Warrenton

"Historically Great - Progressively Strong"

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Board of Commissioners Regular Meeting
September 10, 2018

Those attending were: Mayor Walter Gardner
Commissioner Mary Hunter
Commissioner Michael Coffman
Commissioner Frank Holt
Commissioner Kimberly Harding
Commissioner John Blalock

Robert Davie, Administrator
Officer Durwood Campbell
Luci Weldon, Warren Record
William "Bill" Perkinson, Public Works
Annette Silver, Minute Taker
Commissioner Margaret Britt

Commissioner William "Tom" Hardy absent.
There were 5 citizens present.

Call to Order - Pledge of Allegiance - Moment of Silence

The regular monthly meeting of the Town of Warrenton was called to order Monday, September 10, 2018 by Mayor Gardner. The Pledge of Allegiance was led by Commissioner Mary Hunter. Mayor welcomed back Commissioner Hunter. Mayor asked to keep in our thoughts and prayers all that may be impacted by the upcoming storm, as it is predicted to be quite dangerous for our area.

Conflict of Interest Statement and Proposed Agenda

The Mayor reviewed the Conflict of Interest Statement. The Proposed Agenda was presented. A motion was made by Commissioner Coffman with second by Commissioner Britt to approve the Agenda. The motion was approved by unanimous vote.

Public Comments

No public comments were voiced.

Minutes of Board Meeting and Public Hearing of August 13, 2018

The Minutes of the regular monthly meeting of August 13th as well as the Public Hearing of August 13th were presented. A motion was made by Commissioner Coffman with second by Commissioner Hunter to approve Board meeting and Public Hearing of August 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 Report

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

Committee Reports

Finance and Administration Commissioner Hunter had no report in addition to written submission. Mr. Davie stated that sales tax revenues were coming in higher than anticipated.

Public Works Commissioner Harding had no report in addition to written submission but asked about preparations for impending storm, which was discussed. Mayor stated the Town is preparing for Hurricane Florence and activating emergency plans. Mayor has been in contact with Tonya Evans of Duke Energy who states Hurricane Florence is a Category 4 storm with days to weeks expected for recovery time. Bill Perkinson - Public Works Director stated the water system will be fine for consummation unless a pipe breaks underground. Commissioner Blalock asked for update on W. Ridgeway Street water work. Work is on hold until the contractor gets approval from NC DOT for traffic control plan. Good progress has been made on Hazelwood Road and Front Street.

Public Safety In absence of Commissioner Hardy, Mr. Davie reports Quilters Lane has received a \$1465 grant from the Warren County Arts Council. The quilt blocks will arrive around September 24th and the announcement on installation date will be made. The Mayor announced that the Fire Department has received a \$169,000 grant with \$8,000 match to replace all breathing apparatus in the next 12 months.

Human Resources/Information Technology Commissioner Blalock had no report. Mr. Davie stated it is planned to transfer all IT equipment to the new Town Hall with the exception of telephone systems which will be upgraded to VOIP technology at the Town Hall and Waste Water Treatment plant. Davie is working on quotes for phone systems as well as audio visual and data wiring.

Revitalization/Historic District Commission Commissioner Coffman stated weather has caused re-scheduling of Movie Night. Commissioner Harding suggested that movies be shown in Town Hall meeting room, once completed. The Historic District Commission considered four COA's as well as an inquiry by Kimberly Harding on window replacement for 102 S. Main St. The COA's approved were for Emma Davis of Warren St., a driveway on property; Jimmy Harris for conversion of building into apartment on Front Street; and James Gardner of Marshall Street for a metal roof. David Woodson of Halifax Street was denied a COA for placing solar panels on roof.

Beautification/Facilities Commissioner Britt voiced concern about Hurricane Florence and asked Mr. Perkinson to clear storm drains prior to storm. As weather calms, flowers will be changed out on Main Street.

Planning/Zoning/Annexation Commissioner Holt had no report. Commissioner Holt advised he attended the county meeting on zoning. Plusses and minuses of zoning were discussed.

Old Business

Town Administrator gave update on Status of Grants.

Fund 44 NC DEQ AIA Water is underway and progressing

Fund 51 USDA Rural Development renovation continuing on Town Hall, projected to be complete
April 2019 Water/Sewer next services Front Street behind Town Hall

Fund 53 NC Commerce Main Street Downtown Redevelopment final paperwork has been submitted

with funds release pending
Fund 55 NC DEQ Water Infrastructure WWTP final paper work submitted with all correspondence being forwarded to Project Engineer, who is now working with NCDEQ for approval
TAP GRANT no change
Fund 64 & 65 no change
Fund 63 NC DEQ AIA Sewer GIS survey and mapping along with smoke testing has begun
National Park Service Grant no change
NC DOT Bicycle and Pedestrian Planning Grant no change
NC Main Street Solutions Warrenton Brewery Grant – Sub-recipient Agreement for 120 S. Main Street in the amount of \$100,000 was presented for approval. A motion was made Commissioner Coffman with second by Commissioner Blalock to agreement with Tabor Group, LLC. The motion was approved by unanimous vote. A grant agreement between the Town and NC Commerce is due shortly. Hayley-Haywood Park reimbursement was received today.

In absence of Chief Lane, Mr. Davie discussed live streaming for WRAL. He, also, made Board aware of slight chance of hacking into the Town server based on the open port of the accessible camera.

Board was made aware of annexation process for Hayley-Haywood Park. A motion was made by Commissioner Blalock with second by Commissioner Britt to set a Public Hearing for 6:45pm on October 8 for public comments. The motion was approved by unanimous vote.

New Business

The All Saints' Project was presented to Board by Jereann King-Johnson, Charla Duncan and Ali Tharrington. The group spoke on the history of All Saints' Episcopal Church as well as a vision, concept and strategic repurposing of the church building. The project group is seeking a partner to take ownership of the structure from the Diocese and looking for partners (local, statewide- national) to join in its renovation. Preservation Warrenton and Warren County have been approached to consider the Project and now Group is asking Town to consider how it can help as well. Preservation Warrenton has already provided funding for environmental and engineering analysis on the structure.

Revolving Loan Review Process was discussed with agreement to leave the Loan Review Committee as it stands. USDA is not required to be involved in any future funding decisions.

Mr. Davie explained that CDBG grant funds for owner occupied residential property may become available to aid in renovating homes. A few letters have been sent to residents with positive responses received.

Mr. Davie asked if Board would consider another goal-setting workshop as was done in 2014. Personnel from Small Town Main Street were suggested by Commissioner Coffman as possible facilitators. Town Administrator will investigate possible scheduling for the future.

For informational purposes data for the 2017-18 FY, prepared by NC Small Town Main Street, was presented.

Announcements

Ribbon Cutting for the Old Cotton Gin Wednesday September 12, at 10AM
COG Dinner in Oxford Thursday, September 27

Adjournment

With no further business, meeting adjourned