

Walter M. Gardner, Jr.  
Mayor

Robert F. Davie  
Town Administrator

## Town of Warrenton

*"Historically Great - Progressively Strong"*

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### TOWN OF WARRENTON BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING MARCH 9, 2020

Those attending were: Mayor Walter Gardner      Robert Davie – Town Administrator  
Commissioner Mary Hunter      Sgt Mark Oakley – Police Department  
Commissioner Michael Coffman      Jennifer Harris – Warren Record  
Commissioner Travis Packer      William “Bill” Perkinson -Public Works  
Commissioner Kimberly Harding      Annette Silver – Minute Taker  
Commissioner John Blalock  
Commissioner Margaret Britt  
Commissioner William “Tom” Hardy

There were 5 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, March 9, 2020 at 7:00pm. The Pledge of Allegiance was led by Commissioner Harding. A Moment of Silence was held for sick employees of Town (Joe Burchette – Police Chief Goble Lane and Meredith Valentine) as well as others suffering from illnesses.

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

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

#### **Public Comments**

No Public Comments were voiced.

#### **Minutes of Board Meeting from February 10, 2020**

The Minutes of the February 10, 2020 meeting were presented. Corrections were noted. A motion to approve Minutes with corrections was made by Commissioner Coffman with second by Commissioner Britt. 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 Blalock with second by Commissioner Coffman. The motion was approved by unanimous vote.

## **COMMITTEE REPORTS**

### **Finance and Administration**

Commissioner Hunter had no report. Administrator Davie stated that sales tax revenues are up significantly over past year, estimated at \$20,000.

### **Public Works**

Commissioner Harding and Public Works Director Perkinson informed Board of a special recommendation adjustment to the water account for John Riggan. Town Administrator Davie explained the recent footprint expansion at the pump station on the Riggan property for which the Town will not be charged additional fees by the property owner. This special adjustment, crediting one half of the water bill, takes into consideration the generosity of the Riggan family to the Town. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve the water adjustment. The motion was approved by unanimous vote.

### **Public Safety**

Commissioner Hardy and Sgt Oakley had a brief report. All is good and the crime rate is down.

### **Human Resources/Information Technology**

Commissioner Blalock had no report; however, he did inquire about security of the Town's computer systems, given the problems Durham County is enduring. Mr. Davie explained that the web site, hosted by a third party, experienced a non-malicious breach which has since been corrected. He also stated that none of the Town's internal servers had been breached. Mayor and Town Administrator feel confident in Town of Warrenton's IT security measures.

**Revitalization/Historic District** Commissioner Coffman stated that Zayne Taber has resigned from the Revitalization Committee. The committee's recommendation for his replacement is Roger St. Louis. A motion was made by Commissioner Blalock with second by Commissioner Packer to replace Zayne Taber with Roger St. Louis on Revitalization Committee. The motion was approved by unanimous vote.

For the Historic District Commission COAs were approved for 105 Halifax Street (Dian Sourelis) to remove a fir tree; 503 Eaton Avenue (Robert Marlin) replace roof on storage building; and 202 S. Bragg Street (Ken Speer) removal of tree and construction of flagstone walkway.

Spring Fest plans are progressing. Several vendor applications have been received.

The Bicycle Pedestrian Plan was presented by Commissioner Coffman. Commissioner Blalock inquired into possibly needing DOT approval for converting Ridgeway Street from four lanes to three lanes and bicycle lanes. Mayor and Town Administrator have discussed with DOT and will follow up as DOT plans to repave Ridgeway Street. A motion was made by Commissioner Hardy to adopt Bicycle Pedestrian Plan 2020. Commissioner Blalock seconded the motion. The motion was approved by unanimous vote. Mayor thanked people in town who participated in the meetings.

### **Beautification/Facilities**

Commissioner Britt thanked public works employees for cutting shrubbery at corner of S. Bragg Street and Plummer Street. New street banners have arrived and will be installed as soon as possible. The street paving will begin as soon as funds arrive from USDA and as weather permits. Mrs. Anne Harris reported that the Plummer Hook and Ladder Museum is having a workday, Saturday, March 14<sup>th</sup> beginning at 9:00am. A regular meeting for Plummer Hook and Ladder is scheduled for Thursday, March 19, 2020 at 7:00pm. Plummer Hook and Ladder has acquired a physical address of 119 E. Market Street. Anne mentioned a possible grant for painting of a mural on south, cinder-block wall.

### **Planning/Zoning/Annexation**

Commissioner Packer had no report.

## **OLD BUSINESS**

### **Grant Status**

**Fund 51 & 61 USDA Rural Development** – awaiting release of funds from USDA for paving and ADA access

**Fund 53 NC Commerce Main Street Downtown Redevelopment** – received estimate to continue as Phase 1 Awaiting decision of property owner. No deadline. Three windows over the front of the building entrance must be corrected.

**Fund 55 NC DEQ Water Infrastructure WWTP** - awaiting approval of loan portion by LGC. Expect at April meeting.

**Fund 64 & 65 NC DEQ Sewer Rehab - Battle Avenue/Unity & Bute St** - Right of ways are being cleared. Erosion control set up. Materials being delivered.

**Fund 63 NC DEQ AIA Sewer** – Project 95% complete

**NC DOT Bicycle and Pedestrian Planning Grant** - Michael Coffman making summary presentation on behalf of VHB.

**NC Main Street Solutions Warrenton Brewery Grant** -Expect to start construction shortly with target completion date in late summer 2020.

**NC Neighborhood Revitalization Program** - Still awaiting notification from NC Commerce. Funds still available, Warrenton still in mix.

**Volkswagen Settlement Grant** - Awaiting award announcements in winter of 2020.

**USDA Engineering Services Agreement Amendments** were presented. A motion was made to approve Amendment #3 by Commissioner Coffman with second by Commissioner Hardy. The motion was approved by unanimous vote. A motion was made by Commissioner Hardy with second by Commissioner Coffman to approve Amendment #4. The motion was approved by unanimous vote.

Based on the Public Hearing held for new Ordinance Language for Criminal Checks, a motion was made by Commissioner Blalock with second by Hardy to approve changes and additions to Town of Warrenton Ordinance language. The motion was approved by unanimous vote.

**PARTF Parks Grant Opportunity** - A request was made to approve an expenditure with SITECH Consulting to conduct limited environmental testing on the house located at 316 Church Street. The estimated cost will not exceed \$2000. Commissioner Harding asked if the \$2000 could be added to the grant match. Administrator Davie is to inquire if the current owner would be willing to pay for the preliminary environmental test and if \$2000 can be included as a Town match. A motion was made by Commissioner Coffman with second by Commissioner Hunter agreeing to terms by SITECH Consulting even if current owner will not pay, as this land is a key component to the proposed park. The motion was approved by a vote of 6 to 1, with Commissioners Coffman, Packer, Harding, Hunter, Blalock and Hardy voting yea and Commissioner Britt voting nay.

As discussed at February 10, 2020 BOC meeting, water/sewer rates will increase in 2020-2021 Budget. Melinda Andrews, consultant to the Town as well as employee of the Local Government Commission (LGC), analyzed the reduction in water/sewer revenues over the last two years. Town Administrator Davie noted a 15% decrease in revenues over a two year period totaled \$150,000 per year. Davie stated that the LGC is requiring the Town to increase rates in order to compensate for the loss in revenues. Davie must respond to the LGC with a letter and approval from the Board of Commissioners. A motion was made by

Commissioner Blalock with second by Commissioner Hardy to inform LGC that Town of Warrenton will make this water/sewer enterprise self-sufficient and intends to increase water/sewer rates for fiscal year 2020-2021. The motion was approved by unanimous vote.

### **NEW BUSINESS**

Budget Amendment # 3 dated 3-9-2020 was presented to Board to create a separate fund for the Frontier Warren project. A motion to approve Budget Amendment # 3 was made by Commissioner Blalock with second by Commissioner Hardy. The motion was approved by unanimous vote.

The Board was presented a project proposal from Weaver Kirkland Development, LLC to construct a 72-unit apartment complex on 158 West Bypass (last parcel in ETJ). Town Administrator Davie recommended that the Board request that the Planning Board review adding to the table of permitted uses, a Special Use allowance for Multi-Family dwellings in R-20. After discussion, a motion was made by Commissioner Coffman with second by Commissioner Hunter to refer matter to Planning Board for consideration. The motion was approved by unanimous vote.

### **ANNOUNCEMENTS**

There were no announcements.

A motion was made by Commissioner Coffman with second by Commissioner Hardy for Board to go into closed session. The motion was approved by unanimous vote.

Commissioner Blalock motioned to return to open session and Commissioner Hardy seconded the motion. The motion was approved by unanimous vote. Commissioner Coffman motioned to adjourn the regular meeting and Commissioner Packer seconded the motion. The motion was approved by unanimous vote.