

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 Meeting February 10, 2020

Those attending were: Mayor Walter Gardner  
Commissioner Mary Hunter  
Commissioner Michael Coffman  
Commissioner Travis Packer  
Commissioner John Blalock  
Commissioner Margaret Britt  
Commissioner Kimberly Harding

Robert Davie, Town Administrator  
Jennifer Harris, Warren Record  
Goble Lane, Police Chief  
William "Bill" Perkinson, Public Works  
Annette Silver, Minute Taker

Commissioner William "Tom" Hardy was absent. There was one citizen present.

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

Mayor Gardner called the regular meeting of the Town of Warrenton to order Monday, February 10, 2020 at 7:00pm. The Pledge was led by Commissioner Travis Packer. A moment of Silence was held for the good things happening in Town as well for those less fortunate.

#### **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 Britt to approve the Proposed Agenda. The motion was approved by unanimous vote.

#### **Public Comments**

There were no public comments.

#### **Minutes of Board Meeting from January 13, 2020**

The Minutes of Board Meeting January 13, 2020 were presented. A motion was made by Commissioner Blalock with second by Commissioner Coffman to approve the Minutes of January 13, 2020. The motion was approved by unanimous vote.

#### **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 Blalock with second by Commissioner Harding 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 agenda items that would be addressed later in the meeting.

**Public Works** – Commissioner Harding and Bill Perkinson had no report in addition to agenda items. To answer a question by Commissioner Blalock, Mr. Perkinson stated work being done on W. Ridgeway Street across from Hardee’s is replacing a sewer main in connection with Bute/Unity Project.

**Public Safety** – In absence of Commissioner Hardy, Chief Lane that the exhaust noise ordinance will be in full force in about 7-10 days. The police force is verbally warning offenders now, but ticketing will be enforced.

**Human Resources/Information Technology** – Commissioner Blalock had no report.

**Revitalization/Historic District** Commissioner Coffman reported that the Historic District Commission (HDC) reviewed all of the applications in the prior year and identified three incidents where applicants requested approvals after work had already been completed. There was also an incident where completed work did not reflect what was presented in a Certificate of Appropriateness (COA) application. The HDC discussed adding to the COA application a requirement for photos, both before and after, in order to better track compliance with applications.

The Revitalization Committee has scheduled movies for the 3<sup>rd</sup> Saturday of April, May, August and September. The movies planned are Aladdin with Will Smith -Toy Story 4 with Tom Hanks – Jumanji with The Rock – Dora the Explorer Lost City of Gold and Addams Family. Bands have been booked for Spring Fest April 25<sup>th</sup>. Duke Energy has made a contribution of \$1000 for a SpringFest sponsorship. Potential additions to this year’s SpringFest are a car show and Shag contest in addition to the regular 5K Run.

**Beautification/Facilities** – Commissioner Britt talked with Attorney Styers concerning visibility at street intersections as well as plants and trees planted in the Town’s easement, which exists between sidewalks and curbing. Commissioner Britt notified the Board that, legally, citizens are not permitted to plant in this area. Town Administrator Davie reported that he had spoken to Mr. F. D. Blaylock and he has agreed to work with the Town in removing shrubs in the right of way at the corner of Bragg and Plummer Streets. Commissioner Britt made a request to purchase 14 replacement banners and brackets as needed for Main Street.

**Planning/Zoning/Annexation** Commissioner Packer had no report.

## **OLD BUSINESS**

### **Grant Status**

**Fund 51 & 61 USDA Rural Development** - A January meeting led to finalization of additional costs. Engineer is forwarding to USDA. Upon approval by USDA, the USDA will release funds for paving and ADA access.

**Fund 53 NC Commerce Main Street Downtown Redevelopment** - Phase 2 plans have been revised and rebid or else project could continue as Phase 1, since cost estimates are like initial estimates.

**Fund 55 NC DEQ Water Infrastructure WWTP** – With reduced scope of project, additional loan is still required. Norlina and Warren County boards have approved the additional loan.

**Fund 64 & 65 NC DEQ – Sewer Rehab – Battle Ave/Unity & Bute** – Right of ways are being cleared. Erosion control set up. Materials being delivered.  
**NC Main Street Solutions Warrenton Brewery Grant** Design changes have caused the slow up in project; however, a Spring/Summer opening is still planned.

Mr. Davie reported that Skill Zone has had no reports of incidents within the last 30 days and suggested that the Board consider a permanent waiver of security required on weekend nights. Mr. Davie suggested a waiver be granted, but that should an incident occur requiring police, the waiver would automatically be rescinded. Commissioner Hunter suggested that the Town Board reserve the right to reinstate the security requirements. A motion was made by Commissioner Packer with second by Commissioner Coffman to waive the Special Use requirement for security on weekend nights at Skill Zone, but reserving the right to reinstate. The motion approved by a vote of 5 to 1; Commissioners Blalock, Hunter, Harding, Packer and Coffman voting yea and Commissioner Britt voting nay.

Mr. Davie reported that Frontier Warren is moving slowly. Mr. Davie is scheduled to meet with the Warren County Board of Commissioners on February 19<sup>th</sup> to further explain the project and answer any questions. Mr. Davie stated that Frontier Natural Gas desires to occupy part of the Frontier Warren space as soon as possible. To accommodate Frontier Natural Gas, Mr. Davie suggested that the Town execute a lease on the office rental space with the building owner without Warren County as a co-signature. Commissioner Packer asked of the possible perception and impact going ahead with the contract would have while the County is still deliberating. Mr. Davie stated that the County could join the lease agreement at a later date when and if approved by the County Board of Commissioners. After discussion, a motion was made by Commissioner Blalock with second by Commissioner Britt approve of the Town of Warrenton signing the lease agreement by itself. The motion was approved by unanimous vote.

The acquisition of the lot owned by Opal Ellis Jones is progressing with Attorney Styers conducting the title search and contacting additional owners of the heir property. Agenda Item 7D not necessary as item has been addressed.

## **NEW BUSINESS**

Chief Lane presented a new requirement from the State pertaining to criminal history checks. New ordinance language is needed in order to comply with new State laws. This State law affects the Town's ability to perform criminal checks on Gaming Permits and employee hiring situations. Attorney Styers is reviewing ordinance request. A public hearing is scheduled for 6:45 pm Monday, March 9, 2020 to consider public comment on the proposed ordinance changes.

Mr. Davie provided information on the upcoming water rate increases planned by the Kerr Lake Regional Water System. The rates will increase by 66% over five years according to his calculations and would start as of 7/1/2020 if approved by the LGC. Mr. Davie is reviewing the impact to Warrenton water customers, both large and small users. He will present more complete data and options to the Board during the budget process. Rates have not been raised in four years in the Town of Warrenton with exception of large volume water users (100,000 gallon users), although the cost of water to the Town has increased by 5% a year for four out of the last five years. A six month review of the Town's new water meters and water usage was presented. Contrary to the anticipated usage increase of 10%,

the new meters have only recorded a 5% increase at this point. In the coming budget rates will be addressed.

Mr. Davie presented information on property along Church and Hall Streets that could potentially serve as the Town's second park. It would require a \$40,000 appropriation from Fund Balance to match a \$40,000 grant from the Parks and Recreation Trust Fund. A deadline for feedback is April 4, 2020. The land involved in the proposal is currently owned by Preservation North Carolina and Hilmon Poythress totaling 13 acres. Commissioner Britt stated reservations about the park and asked about its potential uses. Mr. Davie stated that walking trails, a dog park were potential uses. Commissioner Packer requested that the Town obtain estimates for the demolition and removal of the green house located on Church Street that will possibly require delicate environmental disposal.

Budget Amendment #2 to increase Fire Department budget for insurance and NC State Firemen's Assoc dues was presented. A motion to approve the Amendment was made by Commissioner Blalock with second by Commissioner Hunter. The motion was approved by unanimous vote.

With no further business, Commissioner Blalock made motion to adjourn with second by Commissioner Hunter. The motion was approved by unanimous vote.