

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
November 12, 2019

Those attending were Mayor Walter Gardner
Commissioner Mary Hunter
Commissioner Michael Coffman
Commissioner Frank Holt
Commissioner Kimberly Harding
Commissioner Margaret Britt
Commissioner William "Tom" Hardy

Town Administrator, Robert Davie
Police Chief Goble Lane
Attorney Mitch Styers
Public Works Director William Perkinson
Annette Silver, Minute Taker

Commissioner Blalock was absent due to illness. Commissioner Tyrone Simes of Norlina was present.

Call to Order/Pledge of Allegiance/Moment of Silence

Mayor Gardner called the regular monthly meeting of the Town of Warrenton Board to order Tuesday, November 12, 2019 (due to Veteran's Day falling on regular meeting night) at 7:00 PM. The Pledge was led by Commissioner Holt. A Moment of Silence was held for all veterans and their families.

Conflict of Interest Statement/Proposed Agenda

The Conflict of Interest Statement was reviewed. Mayor requested flip flopping items 10 and 11 of Proposed Agenda. A motion was made by Commissioner Coffman with second by Commissioner Britt to approve the Proposed Agenda with change of items 10 and 11. The motion was approved by unanimous vote.

Public Comments

Public Comments were voiced by Tyrone Simes, Commissioner in Norlina. Mr. Simes was glad to attend a Warrenton meeting and observe. He hoped the Town of Norlina and the Town of Warrenton along with Warren County can work together on projects and meet together at least once a year.

Minutes of Board Meeting October 14, 2019

Minutes of Board Meeting of October 14, 2019 were presented. A motion to approve was made by Commissioner Coffman with second by Commissioner Hardy. The Minutes were approved by unanimous vote.

Minutes of Called Meeting October 21, 2019

Minutes of Called Meeting of October 21, 2019 were presented. A motion to approve was made by Commissioner Hardy with second by Commissioner Britt. The Minutes were approved by unanimous vote.

The Mayor took this time to thank Commissioner Holt for his service to Town of Warrenton as a commissioner. Commissioner Holt humbly expressed how much of a pleasure it has been to serve the Town.

Consent Agenda

- (a) Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
- (b) Monthly Check Report
- (c) Public Works Monthly Report
- (d) WWTP Monthly Report
- (e) Police Activity Reports

The Consent Agenda was presented. A motion was made by Commissioner Hardy with second by Commissioner Coffman to approve the Consent Agenda. The motion was approved unanimously.

Committee Reports

Finance and Administration Commissioner Hunter had in addition to written reports information to be presented by Town Administration later in meeting.

Public Works Commissioner Harding and William "Bill" Perkinson had nothing in addition to written submission.

Public Safety Commissioner Hardy and Police Chief Lane reported that there has been positive feedback on the speed monitor or sign gaging speeds of individual cars and drivers on Town streets. Chief Lane explained that the data is collected and will be compiled to assist in determining speed check areas. Commissioner Hardy would like the Quilter's Lane Committee to be involved in the design of the Opal Jones property, if acquired. The Committee would also like to be involved in the crosswalk designs along East and West Market Streets and they intend to present a design concept at the December Board meeting.

Human Resources/Information Technology In the absence of Commissioner Blalock, Town Administrator reported the wireless router has been added on the 1st and 2nd floors at Town Hall which will provide greater signal strength. The 2nd floor router was repurposed from the 1st floor.

Revitalization/Historic District Commission Commissioner Coffman stated that the last Movie Night was cancelled due to weather conditions, and will be rescheduled for the Spring. Fright Night was successful with approximately 200 participants for the Ghost Walk. Commissioner Coffman noted that there are two unfilled positions on the Revitalization Committee, and there is a recommendation by the Committee that Mark Wethington and Mike Kelley replace Craig Hahn and Alex Borst. A motion was made by Commissioner Hardy with second by Commissioner Hunter to accept the nominations from the Revitalization Board. The motion was approved by unanimous vote.

At its last meeting the Historic District Commission approved 5 Certificates of Appropriateness. The P. G. Seaman house (307 Halifax St) was approved for demolition after no interest was made in purchasing after listing it for sale with Preservation North Carolina for over a year. David Woodson (305 Halifax St) submitted a COA application for installation of solar panels on the rear roof portion of his house. A previous application for the same was denied approximately one year ago. Attorney Nick Bagshawe represented the Woodsons this time. The Commission approved the solar panel installation. Wesley United Methodist Church (210 N Main St) was approved to remove decaying trees. Nancy Metsiou (416 S. Main St) was approved to remove one decaying tree. Sigrid Peter and Valerie Thame (410 Halifax St) were approved to allow sheds at the rear of their property that were constructed prior to approval by the Commission. Commissioner Coffman is working towards a March concert featuring Andrew Marlin at the Armory.

The Town of Warrenton hosted a regional meeting of NC Main Street Downtown Managers last week. Several managers of towns of equal size to Warrenton were present for meeting. Mayor, Commissioner Coffman and Robert Davie all agreed the meeting was successful, and the meeting held in new Town Hall demonstrated how Warrenton has been progressing and improving over the last several years.

Beautification/Facilities Commissioner Britt was thankful for the recent attention and repair to pot holes on Town streets. Commissioner Britt plans to meet with Town Administrator concerning the purchasing of banners for replacement along, with identification of any broken banner clamps.

Planning/Zoning/Annexation Commissioner Holt had no report, however, he did want to discuss a loose dog in the neighborhood that has been causing problems. Chief Lane had previously been made aware of the concern, and the owner of the dog has been contacted by Police as well as Warren County Animal Control. Commissioner Holt suggested the Town consider an electric fence requirement.

GRANT STATUS

Fund 51 & 61 USDA Rural Development Expecting funding approval for final additions to project by November 15

Fund 53 NC Commerce Main Street Downtown Redevelopment Bids are open for Phase 2 of construction

Fund 55 NC DEQ Water Infrastructure WWTP Bids received exceeded grant amount by nearly \$1million. Engineering firm working with winning bidder to identify savings. Additional loan may be required.

Volkswagen Settlement Grant -Application for "off -road" vehicles; backhoe and tractor has been retracted by Town due to match requirement. "On-road" vehicles: dump truck and garbage truck remain as valid applications with no match requirement from the Town.

Building Reuse Grant - Application submitted to NC Commerce on behalf of Warrenton Animal Clinic \$90,000 with potential revised match of up to \$4500 by Town.

OLD BUSINESS

A revision to the Resolution for NC Commerce Building Reuse Grant-Warrenton Animal Clinic was presented. The Grant will be up to \$90,000 with a total Town match of up to \$4500 instead of \$60,000 grant amount and \$3,000 Town match. A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve the revision to Resolution for the NC Commerce Building Reuse Grant for the Warrenton Animal Clinic. The motion was approved by unanimous vote.

NEW BUSINESS

An amendment to the Bute/Unity and Battle Avenue Grant (Fund 65 and Fund 64 respectively) was presented showing two separate modifications of payments to the engineering company. A motion was made by Commissioner Coffman with second by Commissioner Hunter to approve both amended agreements. The motion was approved unanimously.

The Town of Warrenton in concert with Warren County Economic Development office, in particular, Stacy Woodhouse have created a local entrepreneurial partnership and purlieu with the Research Triangle Foundation. Based on an existing successful model in RTP called Frontier RTP, Warrenton and Warren County will create similar space in downtown Warrenton for current and aspiring entrepreneurs, as well as students, which will be branded "Frontier Warren, in Partnership with RTP." There will be 2 buildings on Main Street utilized. Local citizens will have access to educational programming and expertise through significant entrepreneurial organizations. The cost to the Town will be \$5000 annually through November 2024, requiring an amendment to the current FY budget. The Warren County match will be \$20,000. The partnership will seek private funding and donations to pay for furniture, ongoing events and programming. This **first ever** partnership for RTP will demonstrate to the region how progressive Warrenton and Warren County are with regards to entrepreneurs and startup companies. Five to six business owners have committed to taking space in one of the new buildings. The board of the Research Triangle Foundation will vote to approve the partnership at their 11-14-2019 meeting. A motion was made by Commissioner Coffman with second by Commissioner Hunter to proceed with project contingent upon approval of the Memorandum of Understanding by Warren County.

ANNOUNCEMENTS Warren Hills Nursing Center will host a tour of its facility November 20, 2019, and show off changes happening at the Center. Mayor thanked Norlina Commissioner Tyrone Simes for attending meeting and offered an open invitation to return at any time. Commissioner Britt inquired if Town Board meetings could be held at 6:00 PM during winter months instead of 7:00 PM. It will be discussed at the December meeting. Mary Hunter mentioned that local music group Mandolin Orange was performing on the Today Show.

Meeting adjourned for closed session.

A motion to return from closed session to regular session was made by Commissioner Hunter and seconded by Commissioner Hardy. The motion was approved by unanimous vote. With no additional business the meeting was adjourned.