

Walter M. Gardner, Jr.  
Mayor

Robert F. Davie, Jr.  
Administrator

## TOWN OF WARRENTON

*Historically Great - Progressively Strong*

P O Box 281

Warrenton, NC 27589-0281

PHONE (252)257-3315 FAX (252)257-9219

www.warrenton.nc.gov

---

### BOARD OF COMMISSIONERS REGULAR MEETING FEBRUARY 13, 2017

Those attending were: Mayor Walter Gardner  
Commissioner Michael Coffman  
Commissioner Kimberly Harding  
Commissioner Margaret Britt  
Mitch Styers, Attorney  
Annette Silver, Minute Taker

Commissioner Mary Hunter  
Commissioner Frank Holt  
Commissioner John Blalock  
Commissioner William "Tom" Hardy  
William "Bill" Perkinson, Public Works

Town Administrator was absent. There was 1 citizen present.

#### Call to Order/Agenda

Mayor Gardner called the regular meeting of the Town of Warrenton to order at 7:00PM. Those attending were asked to observe a moment of silence for all those suffering with flu and various flu symptoms. The Pledge of Allegiance was led by Commissioner Holt. The Proposed Agenda was presented. A motion was made by Commissioner Coffman with second by Commissioner Blalock. The motion was approved by unanimous vote. The Mayor reviewed the Conflict of Interest Statement.

#### Public Comments

No public comments were voiced.

#### Minutes of Board Meeting and Public Hearing

The Minutes of the January 17, 2017 regular meeting and the Public Hearing were presented. A motion was made by Commissioner Coffman with second by Commissioner Britt to approve Minutes of both. 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 Harding to approve the Consent Agenda. The motion was approved by unanimous vote.

#### COMMITTEE REPORTS

##### Finance and Administration

In addition to written report, Mayor Gardner presented the renewal of the audit contract from Petway, Mills and Pearson PA in the amount of \$10,700. The previous contract invoice was

\$14,914. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve the audit contract. The motion was approved by unanimous vote.

### **Public Works**

There were no additions to written report. Commissioner Blalock inquired if Mr. Perkinson had any insight to job being done on S. Main Street. Perkinson stated it was a temporary fix to stabilize and will be back to do an improved repair. Commissioner Holt had an inquiry on odor on Hazelwood Road which Perkinson will pass on to county as that is handled by county public works department.

### **Public Safety**

Commissioner Hardy reported that Quilter's Lane Committee met with presentation made to County at work session on possible usage of courthouse square behind the tax office. Commissioner Hardy and Chief Lane report almost full staff again and also three part time staff positions are open. Chief Lane reminded Board of February 22nd Police and Public Neighborhood Meeting at Armory and asked us to attend.

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

Human Resources Manual needs to be updated in regard to Section 7 Sick Leave page 32-33 in handbook. A discussion was held on recommendation made by David Hill of HR Consultants. Attorney Styers stated eliminating the last line in Section # 7 (3) Sick Leave - Physician's Certificate (More than two (2) consecutive sick days requires a physician's certificate of illness) and accepting recommendation from Hill to add new wording in Section #7 Item 6 Sick Leave – Return to Work. A motion was made by Commissioner Blalock with second by Commissioner Hunter. The motion was approved by unanimous vote.

### **Revitalization/Historical**

Commissioner Coffman reported two (2) COAs approved by Historic District Commission at its last meeting in regard to 207 E. Macon Street (1) for demolition of current building (Old Tar Heel Tire) and the other COA for construction of a Dollar General. Spring Fest is scheduled for Saturday, April 22nd starting with a 5K Run with Cedric King. Sponsorship and vendors are being solicited. The Mandolin Orange Concert is sold out for Friday March 3rd with food truck and craft beer arranged.

### **Beautification/Facilities**

Commissioner Britt made Board aware of new banners which look great. Leaf pick-up will be extended again until April 10 and review again. New dump trailer purchased in 2016 has allowed Town to extend the period that does not require bagging by the community. Commissioner Hunter brought to attention of Board the extensive trash on county roads surrounding Warrenton and particularly on the detour roads to Henderson. She inquired as to who is responsible for cleaning them. A suggestion was made by Mayor Gardner to write a letter to DOT with copies to various other departments bringing awareness to forefront. Commissioner Britt will make phone contacts to DOT.

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

Commissioner Holt had no report but is awaiting language review on Air BnB by Mitch Styers.

### **Old Business**

Grant Status shows all grants are moving forward.

Chief Lane outlined police car replacement and grant for two new patrol cars due approximately at the end of May. Public hearing is to be held prior to the March BOC meeting.

Town received a letter of intent to fund from NC Water Infrastructure. A Grant fee of 1.5% of \$1,600,000 (\$24,000) Project Grant will be invoiced after bids are received. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve Grant Project Ordinance with correction on Section 4 made by Mayor. Second oxidation ditch cleaning should read \$100,000 instead of \$10,000. The motion was approved by unanimous vote.

### **New Business**

A Budget Amendment was presented to increase Police Department Budget to cover an insurance check (\$402.69) for ice damage to a vehicle. Commissioner Blalock made motion to approve Budget Amendment with second by Commissioner Coffman. The motion was approved by unanimous vote. Tuesday March 7, 2017 at 7:00PM is scheduled Work Session to finalize and adopt Streetscape plan. Budget Work Session is tabled until after preliminary budget is submitted to Board by Town Administrator.

With no further business, meeting adjourned.