

Walter M. Gardner, Jr.  
Mayor

Robert F. Davie, Jr.  
Administrator

## TOWN OF WARRENTON

*Historically Great - Progressively Strong*

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### REGULAR BOARD MEETING OF TOWN OF WARRENTON MARCH 13, 2017

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

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

There were 2 citizens present.

#### Call to Order/Agenda

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order at 7:00pm. Those attending were asked to observe a moment of silence for recent deaths in community. The Pledge of Allegiance was led by Commissioner Harding. The Mayor reviewed the Conflict of Interest Statement. The Proposed Agenda was presented. A motion to approve the Proposed Agenda was made by Commissioner Coffman with second by Commissioner Hunter. The motion was approved by unanimous vote.

#### Public Comments

No public comments were voiced.

#### Minutes of Board Meeting of February 13, 2017

The Minutes of February 13, 2017 were presented. A motion was made by Commissioner Coffman with second by Commissioner Blalock to approve Minutes of February 13, 2017. 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 Hunter with second by Commissioner Coffman to approve the Consent Agenda. The motion was approved by unanimous vote.

## **COMMITTEE REPORTS**

### **FINANCE and ADMINISTRATION**

Commissioner Hunter stated nothing in addition to written report but additional information will be presented later in meeting.

### **PUBLIC WORKS**

Commissioner Harding had no report in addition to written report. Commissioner Blalock inquired as to a timeframe of repaving on Graham Street. Perkinson explained that water main would be replaced in the same area and in lieu of repaving twice, gravel would be used in the street until the water main was replaced and repaving as part of the grant project could be done.

### **PUBLIC SAFETY**

Commissioner Hardy and Chief Lane stated Community Meeting of February 22nd with WPD was successful. Residents were receptive to information provided at the meeting and had made contact with PD with their observations after the event. Ms. Monica Thornton of the USDA was present to notify the Town of USDA Community Facilities Grant award for two police cars. The grant portion is \$34,000 and loan portion is \$29,500 totaling \$63,500 for two cars with a fixed interest rate of 3.375% for 7 years. A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve the USDA grant and loan package. The motion was approved by unanimous vote. Mayor reported no specific Town fire calls but assistance was made on several calls. Commissioner Hardy reported the next Quilter's Lane meeting is March 22, 2017.

### **RESOURCES/INFORMATION TECHNOLOGY**

Commissioner Blalock stated information would be presented later in meeting.

### **REVITALIZATION/HISTORICAL**

Commissioner Coffman had no report from Historic District Commission. Coffman reported Mandolin Orange concert very successful, with approximately 40% out-of-towners in attendance and from as far away as California. All town expenses were covered and a profit of \$1,800 generated. A motion was made by Commissioner Blalock with second by Commissioner Hardy to create a funds for future concert series with the \$1800 profit. The motion was approved by unanimous vote. Commissioner Coffman thanked all volunteers plus maintenance staff for assisting and the Warren Record in their articles and help make it successful venture. Robert Davie thanked Commissioner Coffman for all of his efforts in making it happen. SpringFest is scheduled for April 22. Sponsorship funding for SpringFest total \$1,600 to date while vendor applications are being received.

### **BEAUTIFICATION/FACILITIES**

Commissioner Britt thanked street crew for continuously keeping Town neat and clean. The repaving to S. Main Street has been recently completed by NC DOT. Town Administrator and Commissioner Hunter crafted a letter to DOT concerning trash throughout the county and recently trash pick-up has begun. Commissioner Hunter stated county road areas look better.

### **PLANNING/ZONING/ANNEXATION**

Commissioner Holt had no report; still awaiting ordinance language from attorney Styers concerning Air BnBs. Mayor advised attorney Styers that the Board needed updates by the April meeting and to ask for assistance from Board if needed.

### **OLD BUSINESS**

Grant Update shows Grants all in positive status. A request was made to re-apply for two NCDEQ Sewer Grants that would repair Battle Avenue area and Bute Street/Unity Drive areas.

The grant portion would be 75% and match portion 25%. A motion was made by Commissioner Coffman with a second by Commissioner Blalock. The motion was approved by unanimous vote. Streetscape/Branding Plan Adoption was presented. Administrator stated there are a few amendments to be discussed with Stewart Company resulting from the Board's special meeting to discuss the plan. A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve Streetscape Plan with adjusted amendments. The motion was approved by unanimous vote. Commissioner Hunter suggested another meeting concerning town branding to discuss and consider additional ideas at great length. The Loan Agreement between Milan of Warrenton, Inc and the Town of Warrenton concerning \$500,000 NC Commerce Main Street Downtown Redevelopment grant for 107 N. Main Street was presented for signatures. A motion to approve agreement was made by Commissioner Coffman with second by Commissioner Hardy. The motion was approved by unanimous vote. The Resolution for the CDBG Milan Project authorizing Signatory and Certification Forms was presented. A motion to approve was made by Commissioner Coffman with second by Commissioner Hunter. The motion was approved by unanimous vote. A Capitol Project Ordinance to set up a fund for the recently awarded grant for a Water Asset Management Plan was presented, with a motion by Commissioner Blalock and second by Commissioner Harding to approve. The motion was approved by unanimous vote.

### **NEW BUSINESS**

A Memorandum of Agreement (MOA) between the State of NC's Division of Water Resources and the Tar Pamlico Basin Association was presented for approval. Warrenton, which operates the county's waste water treatment plant, is a member of the Tar Pamlico Basin Association. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve the MOA. The motion was approved by unanimous vote. A request to apply for a \$55,000 Farmers Market Promotional Program (FMPP) grant from the USDA on behalf of the Farmer's Market was made by Administrator Davie. It is a 100% grant with no match required. Funds will be utilized for advertising, signage etc. A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve the grant application. The motion was approved by unanimous vote. Administrator Davie requested a change to payroll, converting from paying employees every 2 weeks to instead twice a month, on the 15th and 30th of each month and beginning in July 2017. It was discovered by the Finance Department that in certain years employees could receive an extra check, which would impact the budget improperly. Administrator Davie explained payroll situation in detail. A motion was made by Commissioner Blalock with second by Commissioner Hunter to approve payroll change. The motion was approved by unanimous vote. Commissioner Hardy suggested all employees be informed and educated in how it will affect them and in advance of change. A letter was presented from the Boys and Girls Clubs of North Central North Carolina requesting financial support in the 2017-2018 fiscal year. Although all commissioners agreed the Club was an excellent organization, funding it would open the door for any and all organizations to request money from the Town. A motion was made by Commissioner Britt with second by Commissioner Coffman to deny the request. The motion was approved by unanimous vote. Commissioner Coffman suggested offering a free booth to the Boys & Girls Club at SpringFest to help promote their organization.

With no further business, the meeting was adjourned.