

Walter M. Gardner, Jr.  
Mayor

Robert F. Davie, Jr.  
Administrator

**TOWN OF WARRENTON**  
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**REGULAR MONTHLY MEETING OF BOARD OF COMMISSIONERS**  
**FEBRUARY 9, 2016**

Those attending were: Mayor Walter Gardner  
Commissioner Michael Coffman  
Commissioner Frank Holt  
Commissioner Kimberly Harding  
Commissioner John Blalock  
Commissioner Margaret Britt  
Commissioner William "Tom" Hardy  
Commissioner Mary Hunter was absent. There were 6 citizens attending.

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

**Call to Order/Minutes/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 including thoughts of Horace Shearin, a longtime Town resident and retired firefighter who passed. Commissioner Holt led the Pledge of Allegiance. The Conflict of Interest Statement was reviewed by Mayor. The Proposed Agenda was presented. Mayor requested adding to Consent Agenda the Minutes of Board meeting January 11, 2016 and called meeting Minutes of January 20, 2016 (items f and g respectively) as well as a closed session meeting at end of regular meeting tonight. Motion to accept agenda with changes was made by Commissioner Blalock with second by Commissioner Harding. The motion was approved by unanimous vote.

**Public Comments**

Public Comments were voiced by Mrs. Debbe Speer stating even though there have been improvements in Warrenton, there are still litter problems and abandoned buildings and she proposed using fines to deal with the issue. Also, she said that Christmas decorations looked good but there were several lights out in the Christmas wreath decorations. She said that town workers do a beautiful job.

**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
- (f) Minutes of January 11, 2016
- (g) Minutes of January 20, 2016

Motion to accept was made by Commissioner Hardy with second by Commissioner Britt. The motion was approved unanimously.

**COMMITTEE REPORTS**

**FINANCE and ADMINISTRATION**

In the absence of Commissioner Hunter, Mr. Davie reported in addition to written report there are amendments to be considered later in meeting.

## **PUBLIC WORKS**

Commissioner Harding had nothing in addition to written report.

## **PUBLIC SAFETY**

Commissioner Hardy and Chief Lane report in addition to written report, there have been continuous traffic stops. Chief Lane took this time to thank Board and citizens for receipt of additional vehicle to the department. Commissioner Britt expressed thanks to Chief for continuous noise reduction in her area. Mayor reported ongoing fire training, with old Baptist parsonage on schedule to be burned in April 2016.

## **HUMAN RESOURCES/INFORMATION TECHNOLOGY**

Commissioner Blalock had no report. Mr. Davie received great responses to new website from out of towners including from Roanoke Rapids.

## **REVITALIZATION/HISTORICAL**

Commissioner Coffman reports new members are needed on Revitalization Committee which will be discussed at regular meeting Tuesday, February 16, 2016. Town Cafe' follow-up meeting is scheduled March 22, 2016 6:00 to 8:00PM, this meeting will review the top ideas and goals for consideration. Spring Fest is scheduled Saturday, April 23, 2016. Warren County Drumline is scheduled to perform, also, Transition Band and Backyard Bluegrass Boys. Maria Parham Hospital has pledged \$975.00. Craig Hahn passed out Shop Warrenton signs for a collaborative effort of local promotion. The Cannon House breakdown of materials was presented with a Cannon House Preservation Fund account suggested to be assigned. At present, roughly \$3,400 in expenses have accumulated in the restoration (\$3,000 for demolishing house by Town staff and \$400 to Hahn for clearing lot). Hopefully, the architect will be able to use some materials in the restoration of Town Hall. Plaques were suggested stating "History of" where material came from. Commissioner Holt asked if any old pictures had been found of house prior to tarp being placed. Hahn stated none at present but there is a watercolor located in Henderson. Mrs. Speer suggested possibly placing ad in Warren Record for old pictures. Walter Powell believes his sister was the last occupant of house and will check with her. Board thanked Hahn for all work and time he has in project.

## **BEAUTIFICATION/FACILITIES**

Commissioner Britt complimented Board on Cannon House clean-up but reminded Board of several houses in area that need attention (Church Street (David Perry house) and Williams Court houses owned by C D T & B Properties). Mr. Davie informed Board that a letter had been sent to David Perry with response from a family member and that a wood splitter had been removed from the front yard and trash in front of a vehicle had been removed. All agreed Williams Court needs attention, however; Warrenton does not have a minimum housing standard ordinance and without it cannot require or enforce owners to keep up their structures. Commissioner Britt inquired if a letter could be sent to owner of Williams Court houses of Town concern. Commissioner Coffman requested Board remove offensive graffiti in front of District attorney's office.

## **PLANNING/ZONING/ANNEXATION**

Commissioner Holt had no outstanding business and volunteered to review minimum residential housing standard for the Town. He also inquired if trash pickup had improved in Town areas. Mr. Davie and citizen Michael Lilly both agreed it had. Mr. Davie stated a Community clean-up is planned for the future.

## **OLD BUSINESS**

In Old Business, Mr. Davie gave a brief rundown of Grant status to Board. The Stewart Company, an engineering, design and planning firm, was in Warrenton last week reviewing area. They met with several committees and the general public for ideas and suggestions for streetscape plans. The intention is for firm to be back in Warrenton, March 23rd for a follow up visit then meet with Board in May for full presentation with additional proposals on branding for Warrenton.

## **NEW BUSINESS**

Mr. Davie presented letter of engagement from Parker Poe, which would act as the Town's bond counsel for the USDA grant. Motion to accept engagement of Parker Poe was made by Commissioner Blalock with second by Commissioner Hardy. Motion was approved by unanimous vote.

Mr. Davie requested budget amendment to increase line item 37-700-307 by \$5000 in expense and to increase line item 37-331-411 by \$5000 in revenue. This is revenue that will be received from the NC Rural Center, as a result of hosting the Disaster Preparedness seminar. Motion to accept was made by Commissioner Blalock with second by Commissioner Britt. Motion was approved by unanimous vote. Also requested was budget amendment requesting increase in GL 38-350-005 from \$3500 to \$7185 (town water taps), and an increase in GL 38-350-019 from \$0.00 to \$3729 (miscellaneous revenue), and finally an increase GL 38-850-301 from \$18,076 to \$25490 (Maintenance and Repair Equipment). Motion to accept was made by Commissioner Blalock with second by Commissioner Harding. Motion was approved by unanimous vote.

Mayor gave Commissioners certificates from January seminar in Chapel Hill. A candidate forum is scheduled for February 18, 2016.

Meeting was adjourned into closed session, referencing NC GS 143-318.11 (3) to consult with an attorney.

With no further business a motion to adjourn from the regular session was made by Commissioner Blalock with second from Commissioner Harding. The motion was approved by unanimous vote.