

Walter M. Gardner, Jr.  
Mayor

Robert F. Davie, Jr.  
Administrator

## TOWN OF WARRENTON

*Historically Great - Progressively Strong*

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### BOARD OF COMMISSIONERS REGULAR MEETING MONDAY, MAY 8, 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

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

There were 4 citizens present.

#### Call to Order/Agenda

Mayor Gardner called meeting to order at 7:00pm. Those attending were asked to observe a moment of silence as well as remember National Week of Prayer. The Pledge of Allegiance was led by Commissioner Britt. The Proposed Agenda was presented. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve the Proposed Agenda. The motion was approved by unanimous vote.

#### Conflict of Interest

The Conflict of Interest statement was reviewed by Mayor.

#### Public Comments

No public comments were voiced.

#### Minutes of April 10, 2017

The Minutes of Monday, April 10, 2017 were presented. A motion was made by Commissioner Hunter with second by Commissioner Blalock to approve minutes. 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 Hunter to approve the Consent Agenda. The motion was approved by unanimous vote.

## **Committee Reports**

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

Commissioner Holt had no report.

### **Beautification/Facilities**

Commissioner Britt inquired about continuous leaf pickup on month by month basis. Bill Perkinson stated they would continue on a monthly basis. Britt noted that as usual the Town looks clean and again thanked Public Works staff.

### **Revitalization/Historical**

A COA was presented to the Historic District Commission regarding a property on Ridgeway Street but tabled until resident can attend meeting and answer questions. Revitalization reported Spring Fest attendance was lower than in prior years because of weather but vendors seemed pleased, thus deeming Spring Fest a success. Commissioner Coffman presented a Grant project he would like the Town to pursue through the National Park Service (NPS). A planning grant which will offer NPS personnel assistance with bicycle trail development, Coffman proposed a possible trail location along Horse Creek from Holt property to Hayley Street Park. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve of Commissioner Coffman proceeding with NPS grant application. The motion was approved by unanimous vote.

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

Commissioner Blalock had no report.

### **Public Safety**

Other than written report, Commissioner Hardy and Chief Lane wanted members present to be aware of a scam perpetrated on a customer at Wilco-Hess. Mayor reported fire calls are slow and that the Junior Firefighters have a competition the upcoming weekend with firefighters arriving from as far away as Texas.

### **Public Works**

Commissioner Harding reported nothing in addition to written submission.

### **Finance and Administration**

Commissioner Hunter reported the Finance Committee met concerning 401k survey. After a review of 401k proposal it was decided by the Finance Committee not to proceed with 401k for town employees in the upcoming fiscal year. Instead, the Finance Committee recommended a \$500 bonus for all full-time employees and a \$300 bonus for full-time-part-time employees to be issued prior to December. This bonus would benefit lower-paid employees more so than an across the board 2% raise. It was also recommended by Finance Committee to give town Administrator a \$16,000 raise to bring his salary up to midpoint as defined by recent salary study by HR Essentials. Davie was able to find from the proposed budget a \$9,000 increase instead. Commissioner Hunter stated Davie is of great value to the Board, having secured multiple grants for the Town saving much money. The proposed budget is very tight with little fudging to be done. In the proposed budget there will be no proposed tax increase, for the ninth consecutive year in a row. However due to a decline in overall property values, the revenue neutral rate is expected to be \$.65 cents. The required public hearing for the 2017-18 budget was scheduled for Monday, June 12, 2017 at 6:30PM. Mayor suggested that if anyone had questions, he/she should contact Town Administrator before this date.

## **Old Business**

The Status of Grants was reviewed. With regards to the NC Commerce Main Street Downtown Redevelopment Grant (Fund 53) an architectural agreement between Belk Architecture and the Town was presented, contingent upon review by Attorney Styers. A motion to accept the Agreement pending approval of Attorney Styers was made by Commissioner Blalock with second by Commissioner Hardy. The motion was approved by unanimous vote. Administrator Davie requested approval to resubmit the Covington Foundation Grant (Reynolds Tavern Renovation) for the deadline in August 2017. A motion was made by Commissioner Hardy with second by Commissioner Hunter to resubmit the application for the Covington Foundation Grant. The motion was approved by unanimous vote. Regarding the Duke Energy grant, the Town has received approval to place an electrical vehicle charging station on county property at the Warren County Memorial Library.

The employee pay period solution was discussed through the Finance Committee. Based on employee feedback, it was agreed that only salaried employees would be paid twice monthly, resolving the situation, while hourly employees would continue to be paid every two weeks.

A suggestion to change wording for "History Worth Repeating" tourism project was put forth with alternatives of inserting a word in front of History Worth Repeating or changing out the word Repeating with another more acceptable word: (a) **FIND** History Worth Repeating (b) History Worth **EXPLORING** (C) History Worth **DISCOVERING**. With the three alternatives, Commissioner Coffman conducted an unscientific survey of citizens some of whom dislike "History Worth Repeating" and prefer an alternative. A concern from the Administrator is which alternative would be most acceptable to partner towns of Edenton and Halifax. Edenton has already approved the slogan and additionally approved a special proclamation. Administrator stated that he thought the alternative word "Find" would be path of least resistance with participating towns. A motion was made by Commissioner Blalock with second by Commissioner Hunter for Town of Warrenton to request a slogan change to **FIND** History Worth Repeating. The motion was approved by a unanimous vote. Commissioner Hunter inquired of Administrator if he would like assistance from a commissioner in contacting Edenton and Halifax further regarding the change in wording. Davie stated the assistance might be helpful. Commissioners Hunter and Coffman both volunteered.

## **New Business**

The Ordinance for sprinkler systems was discussed as Town codes are in conflict with state standards and a new building for General Dollar brought the matter to attention. The state standard requires buildings over 12,000 square feet to install sprinkler systems. The Town's ordinance requires buildings over 7000 to be sprinkled. State approval will be necessary to continue with the current 7000 requirement. After discussion, a motion was made by Commissioner Coffman with second by Commissioner Hardy to revise the Town ordinance to reflect the current state building code standard. The motion was approved by a unanimous vote.

A letter was presented from some of the Merchants of Main Street concerning parking violations on Main Street. Upon discussion, the request was forwarded to the Public Safety Committee for review and their recommendation.

A fund balance appropriation request was presented in the amount of \$12,197 for the purchase of Christmas Wreaths. A motion was made by Commissioner Coffman with second by Commissioner Britt to purchase Christmas wreaths at an amount not to exceed \$12,197. The motion was approved by a unanimous vote.

Mayor Gardner will issue a proclamation naming May 2017 as National Preservation Month in Warrenton.

A contract was presented for approval involving the purchase of a postage meter for Town Hall at \$70 per month for 63 months. A motion was made by Commissioner Blalock with second by Commissioner Harding. The motion was approved by a unanimous vote.

With no further business, meeting adjourned.