

Walter M. Gardner, Jr.  
Mayor

Robert F. Davie  
Town Administrator

## Town of Warrenton

*"Historically Great - Progressively Strong"*

Post Office Box 281  
Warrenton, NC 27589-0281  
PHONE (252) 257-1122 FAX (252)257-9219

---

### Board of Commissioners Regular Meeting February 11, 2019

Those attending were: Mary Hunter- Mayor Pro-Tem      Robert Davie - Town Administrator  
                                 Commissioner Michael Coffman      Goble Lane - Police Chief  
                                 Commissioner Frank Holt      Mitch Styers - Attorney  
                                 Commissioner Kimberly Harding      Jennifer Harris - Warren Record  
                                 Commissioner John Blalock      William "Bill" Perkinson - Public Works  
                                 Commissioner Margaret Britt      Bridget Marlin - Administration  
                                 Commissioner William "Tom" Hardy      Annette Silver, Minute Taker

Mayor Gardner was absent. There were 12 citizens present.

#### **Call to Order - Pledge of Allegiance - Moment of Silence**

Mayor Pro-Tem Hunter called the meeting to order Monday, February 12, 2019. The Pledge of Allegiance was led by Commissioner Hardy. A Moment of Silence was held for those less fortunate.

#### **Conflict of Interest and Proposed Agenda**

The Conflict of Interest Statement was reviewed. The Proposed Agenda was presented. Mayor Pro-Tem requested adding 8(e) to New Business - contract with Neptune Technology Group, Inc. Commissioner Coffman made a motion to approve the Proposed Agenda with additions and Commissioner Hardy seconded the motion. The motion was approved by unanimous vote.

#### **Public Comments**

There were no comments voiced.

#### **Minutes of January 14, 2019 Board Meeting**

The Minutes of the January 14, 2019 Board meeting were presented. A motion was made by Commissioner Blalock with second by Commissioner Harding to approve the regular Minutes. The Minutes of Board Meeting were approved by unanimous vote.

#### **Minutes of Public Hearing of January 14, 2019**

The Minutes of the Public Hearing of January 14, 2019 were presented. A motion was made by Commissioner Blalock with second by Commissioner Coffman to approve the Minutes. The Minutes of the Public Hearing of January 14, 2019 were 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 Britt to approve the Consent Agenda. The motion was approved by unanimous vote.

## **Committee Reports**

**Finance and Administration** - In addition to regular reports additional information will be presented in New Business.

**Public Works** - Nothing in addition to written reports.

**Public Safety** - Nothing in addition to written reports. Commissioner Hardy requested Town to match grant for \$1,400 for Grant for Quilter's Lane project. Robert and Meredith with review budget for funds.

**Human Resources/Information Technology** -No report

**Revitalization/Historic District Commission** - Commissioner Coffman announced Movie Night schedule beginning April 13th and ending October 19<sup>th</sup>. The schedule is listed on the Town of Warrenton's website. The next Revitalization meeting is February 27th. The Historic District Commission had an information training session with State officials from SHPO at January meeting which was helpful. There were two COA's presented (1) Marc Allen requesting approval for a fence, which was tabled. (2) Richard Hunter requesting COA for removal of trees on his property. Applicants to serve on Historic District Commission were presented. Richard Hunter is a recommendation from the Jacob Holt Foundation. A motion to approve the nomination of Richard Hunter was made by Commissioner Blalock with second by Commissioner Hardy (Mayor Pro-Tem abstained from vote). The motion was approved by unanimous vote. The second recommendation from the Jacob Holt Foundation is Michelle Fockler. A motion to approve the nomination was made by Commissioner Blalock with second by Commissioner Hardy. The motion was approved by unanimous vote. A recommendation by the Town of Warrenton was Marsha West. A motion to approve nomination was made by Commissioner Blalock with second by Commissioner Britt. The motion was approved by unanimous vote. A recommendation from Preservation Warrenton to serve was Anne Harris. A motion to approve the nomination was made by Commissioner Blalock with second by Commissioner Harding. The motion was approved by unanimous vote.

**Beautification/Facilities** - Commissioner Britt voiced thanks to public works staff for all they do. Commissioner Blalock questioned when paving would start. Perkinson stated most would be patching places with some full streets being done when cold and rainy weather subsided. Administrator Davie wanted Board to be aware that Plummer Cemetery at the end of Cousin Lucy's Lane has been cleaned by the Town and will be maintained by Town going forward.

**Planning/Zoning/Annexation** – Information will be presented later in meeting.

## **OLD BUSINESS**

Status of Grants - All Grants progressing on track. April 15th is still the target date for move back to Town Hall at Market and Bragg Street.

Special Use Permit was explained in depth by Town Administrator to Board. The applicant has met all requirements in the Special Use ordinance. Board discussed additional requirements for security and verification and reporting of staff backgrounds. A motion was made to approve the Special Use Permit by Commissioner Blalock with second by Commissioner Hardy. Some conditions were outlined. Those conditions require security on Friday and Saturday nights from dusk until closing and background checks on employees with reporting of checks to Police Chief. Another condition in the existing special use permit includes that the permit is non-transferrable and should the business close, lose its lease or change ownership, a new permit will be required. The motion was approved by a vote of five to two. Voting in favor were Commissioners Blalock, Harding, Coffman, Hardy and Hunter. Commissioners opposed were Holt and Britt. The Zoning/Planning Committee of the Board will meet to review current ordinances regarding Special Uses and make recommendations on possible changes. At the recommendation of Attorney Styers a motion was made by Commissioner Blalock with second by Commissioner Britt for a 60 day moratorium on all new gaming applications while changes to the Special Use ordinances are being considered. The motion was approved by unanimous vote.

## **NEW BUSINESS**

Budget Amendment #7 & #8 of 2-11-19 for the Town Hall and W/S USDA project were presented. These Budget Amendments make adjustments to match the budget figures held by the engineer on the project and at the request of USDA. A motion to approve was made by Commissioner Blaylock with second by Commissioner Coffman. The motion was approved by unanimous vote.

Budget amendment #6 of 1-17-19 for repairs on 2010 Ford Crown Victoria was presented. The Budget Amendment is to accept insurance reimbursement and repair expenditures. A motion to approve was made by Commissioner Blalock with second by Commissioner Hardy. The motion was approved by unanimous vote.

New language for parking ordinances and boot application with State of NC were presented.

A motion to raise parking violation fee from \$15 to \$50 with a \$10 late fee if ticket is not paid within 45 days was made by Commissioner Harding and second by Commissioner Hardy with unanimous approval.

A request from town staff to put up parking signs at each parking spot on Main Street was discussed and a suggestion was made to save money by adding a sticker to existing parking signs to indicate that the rules apply to the full block. Also, directional signs for public parking locations should be added.

A request from town staff to have the town attorney prepare a letter to the NC legislature to allow Warrenton to use a "boot" on cars for parking violators was motioned for approval by Commissioner Hardy and seconded by Commissioner Harding with unanimous approval.

All necessary items will be updated and or addressed by the zoning committee.

A contract with Neptune Technology Group regarding water meter software was presented. A motion was made by Commissioner Hardy with second by Commissioner Blaylock to approve contract contingent upon review and approval by Attorney Styers. The motion was approved by unanimous vote.

With no further business, meeting adjourned.