

Walter M. Gardner, Jr.  
Mayor

Robert F. Davie  
Town Administrator

## Town of Warrenton

*"Historically Great - Progressively Strong"*

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### BOARD OF COMMISSIONERS REGULAR MEETING NOVEMBER 13, 2018

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

Robert Davie, Administrator  
Goble Lane, Police Chief  
William "Bill" Perkinson, Public Works  
Jennifer Harris, Warren Record  
Mitchell Styers, Attorney  
Meredith Valentine, Finance Director  
Annette Silver, Minute Taker

Commissioner Frank Holt was absent. There were 7 citizens present.

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

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order Tuesday, November 13, 2018. The Pledge of Allegiance was led by Commissioner Coffman. A Moment of Silence was held to remember community needs at this time of year and the California fires.

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

The Conflict of Interest statement was reviewed. The Proposed Agenda was presented, and Mayor Gardner added a closed session and removed item #4 from the agenda. A motion was made by Commissioner Coffman with second by Commissioner Hunter to approve agenda with amendments. The motion was approved by unanimous vote.

#### **Public Comments**

Public Comments were voiced by Kenneth Speer and Carolyn Ross-Holmes. Mr. Speer requested Town support from the Revolving Loan Fund for the renovation of the upstairs of 129 S. Main Street. Ms. Carolyn Ross-Holmes was introduced to the Board by Mr. Davie. Ms. Ross-Holmes expressed support for countywide broadband for present and future generations, while outlining her efforts to introduce high school girls to computer coding and her ongoing support of the Ella Baker Educational Project of NC.

#### **Minutes of Regular Board Meeting and Public Hearing from October 8, 2018**

Minutes from the regular October 8, 2018 meeting were presented. A motion was made by Commissioner Coffman with second by Commissioner Britt to approve the minutes. The motion was approved by unanimous vote. The Minutes of the Public Hearing from October 8, 2018 were presented. A motion was made by Commissioner Coffman with second by Commissioner Hunter to approve the minutes from the public hearing. The motion was approved by unanimous vote.

#### **Consent Agenda**

The Consent Agenda was presented.

- (a) Year-to-Date Revenue and Expenditure Report (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 Blalock with second by Commissioner Hardy to approve the Consent Agenda. The motion was approved by unanimous vote.

## COMMITTEE REPORTS

**Finance and Administration** - Commissioner Hunter stated that a financial matter would be discussed under New Business.

**Public Works** - Commissioner Harding and Public Works Director Perkinson had nothing in addition to written report. There were no major issues during overnight rain but close watch was kept.

**Public Safety** - Commissioner Hardy and Chief Lane have looked into applying for a grant for additional body and vehicle cameras for Town. Chief Lane described to Board the close working relationship and mutual aid between the police departments of Warrenton and Norlina, during emergencies as well as during regular hours. Chief Hughes of Norlina was present and thanked Town for ongoing support which is beneficial to both communities. Commissioner Hardy stated the Quilt Blocks installation was unveiled on November 1st with a large turnout.

**Human Resources/Information Technology** - Commissioner Blalock reported computer concerns solved. Mr. Davie reported the e-mail carrier has been switched with a small financial savings to Town.

**Revitalization/Historic District Commission** - Commissioner Coffman stated that Harvest Market turnout was good considering it was after Hurricane Michael visited. Fright Night, also, was deemed successful. The Revitalization Committee is recommending Adam Foreman to fill the unexpired term of Tim Williams. A motion to approve Adam Foreman was made by Commissioner Blalock with second by Commissioner Hardy. The vote was approved by unanimous vote. Planning has begun for Christmas Parade to be held on December 8 at 5:00 PM. The Historic District Commission approved four COA's (Susan Brown - Selena Mooring - Town Hall and Cosme Rodriguez). The COA involving Susan Brown started a conversation on revisiting the guidelines as well as trying to make new residents aware of historic guidelines. Suggestions include having historic district information at Register of Deeds office, real estate attorney offices and at Town water office, where persons open new accounts.

**Beautification/Facilities** Commissioner Britt had nothing to report.

**Planning/Zoning/Annexation** In absence of Commissioner Holt, Mayor reported nothing in either area.

## OLD BUSINESS

### Grant Status

**Fund 44 NC DEQ AIA WATER – Project** Ordinance to be approved.

**Fund 51 - USDA Rural Development** - Town Hall should be occupied around April 2019. Approximately 1/3 of meters installed.

**Fund 53 NC Commerce Main Street Downtown Redevelopment** – Construction proceeding.

**Fund 55 NC DEQ Water Infrastructure WWTP** - Expected to go to bid in December

**Tap Grant - ADA** Funding only sufficient to address DOT-owned streets in Warrenton. No match from the Town will be required.

**Fund 64 & 65 NC DEQ Sewer Rehab Battle Ave/ Unity and Bute** - Ordinance to be approved, final plans approved by NC DEQ.

**Fund 63 NC DEQ AIA Sewer** – Work has begun. Ordinance to be approved.

**National Park Service Grant** - No change

**NC DOT Bicycle and Pedestrian Planning Grant** - No Change

**NC Main Street Solutions Warrenton Brewery Grant** - Interior demolition of brewery building begun.

## NEW BUSINESS

A Budget Amendment for \$1884.71 to receive funds on insurance reimbursement (repairs to 2010 Ford Crown Victoria) was presented, creating an increase of the same amount to 37-342-405 and a decrease to budget line number 37-500-352. A motion to approve was made by Commissioner Blalock with second by Commissioner Coffman. The motion was approved by unanimous vote.

Grant Project Ordinances were presented to be adopted for NC DEQ AIA Sewer Mapping; NC DEQ AIA Water Mapping; Battle Avenue Sewer Replacement and Bute/Unity Sewer Replacement were all presented for approval. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve all. The motion was approved by unanimous vote.

A revolving loan application received by the Finance Committee from Ken and Debbe Speer was presented by Commissioner Hunter. Currently there is \$10,900 available in the fund. The loan amount requested was for \$30,000. The requested amount did not agree and comply with the current loan guidelines and Commissioner Hunter stated there was no recommendation to the Board on the loan as of yet. It was recommended to update the current Revolving Loan policy for future use, excluding some of the previously required USDA components. Administrator Davie researched other revolving loan funds in the area and found that Roxboro is the only other town in the COG region that has a revolving loan fund. Roxboro has used money from their General Fund balance in their revolving loan fund. Warrenton can potentially do this in its budget going forward. After discussion, Commissioner Britt motioned, with second by Commissioner Hardy, to approve of a loan of \$10,900 to Speers, as this amount currently exists in the Revolving Loan. The motion was approved by unanimous vote. Further, the Finance Committee of the Board agreed to review the guidelines and make recommendations for transferring fund balance to the Revolving Loan Fund. Attorney Styers to review in time for December meeting.

Chief Lane presented a 100% Grant application to the Governor's Crime Commission for body and car cameras (approximately \$83,468). A motion was made by Commissioner Coffman with second by Commissioner Harding to approve the application and if awarded the necessary paperwork to accept grant. The motion was approved by unanimous vote. To accommodate the grant application, Article XIV Section 1 Whistleblower provisions were passed out and presented as an addition to the Town's Personnel Manual. A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve an Article XIV Section 1 Whistleblower addition to Tow's Personnel Manual. The motion was approved by unanimous vote.

#### **Announcements**

Traditional Thanksgiving Day Breakfast scheduled Thursday, November 22, 2018 at Warrenton Rural Volunteer Fire Department. Doors open at 5 am.

Employee Appreciation Luncheon scheduled Wednesday, December 12, 2018.

Meeting adjourned into closed session for economic development purposes. Closed session adjourned to regular session. With no further business the regular meeting was adjourned.