

**Notice is hereby served** that the Warrenton Board of Commissioners will hold a public hearing on Monday, November 9, 2020 in the Town Hall meeting room located on the second floor at 113 S. Bragg St., Warrenton, NC. At 6:45 PM comments will be received on a proposed rezoning of a series of parcels (from R-20 to C-2, residential to commercial) located along Hwy 158 Business between the solar farm and Read Road.

A regularly-scheduled meeting of the Warrenton Board of Commissioners will be held at 7:00 pm or immediately following the public hearing. The public hearing will also be held via Zoom due to continued COVID-19 restrictions. All interested citizens are urged to attend.

Walter M. Gardner, Jr., Mayor  
Warrenton Board of Commissioners

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/89377600960?pwd=dG5qR1ZNNHl3cTJlajhUldMZHpjUT09>**

**Meeting ID: 893 7760 0960**

**Password: 625627**

**Dial in: +1 646 558 8656**



Walter M. Gardner, Jr. – Mayor  
Robert F. Davie, Jr. – Town Administrator

P.O. Box 281  
Warrenton, NC 27589-0281  
(252) 257-1122 Fax (252) 257-9219  
[www.warrenton.nc.gov](http://www.warrenton.nc.gov)

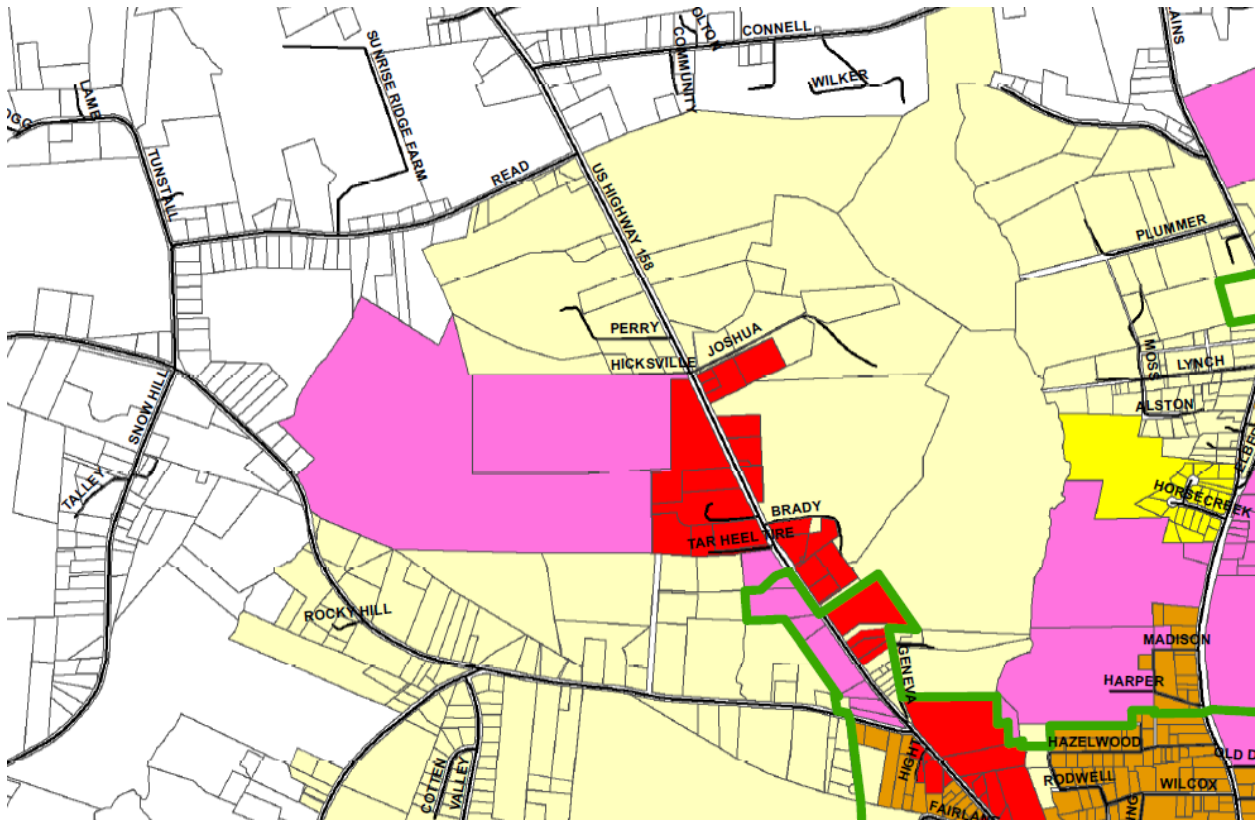
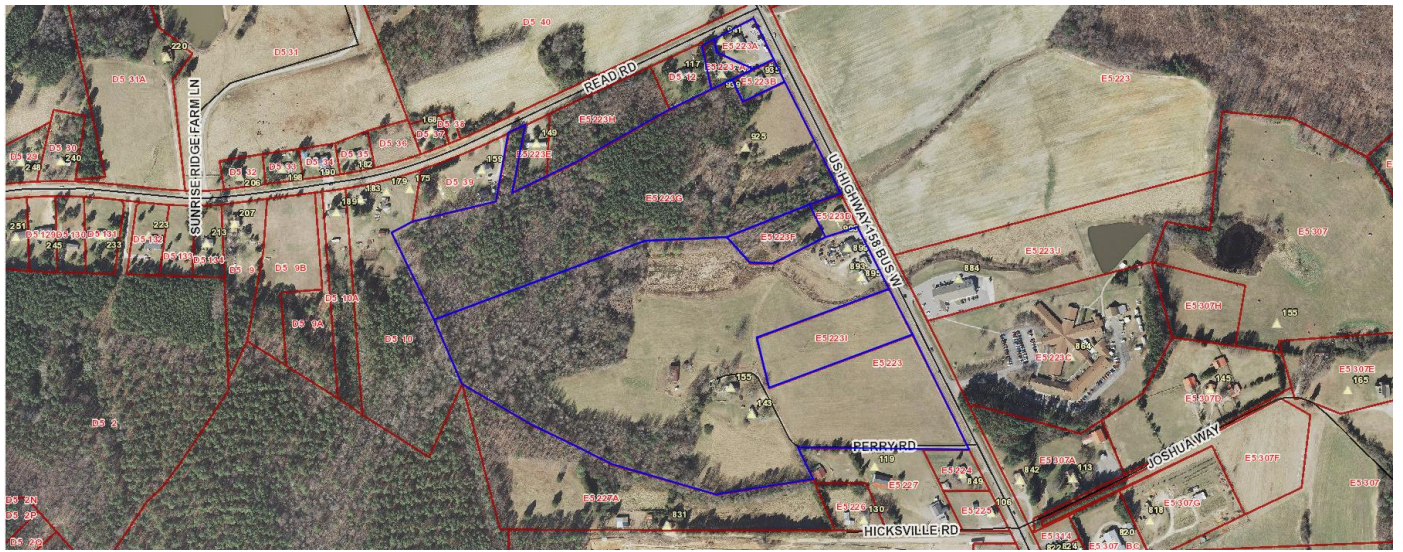
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### **Zoning Changes for Possible Consideration**

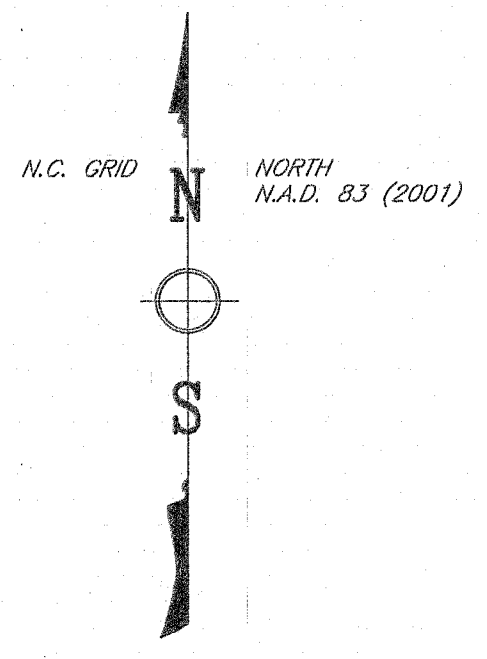
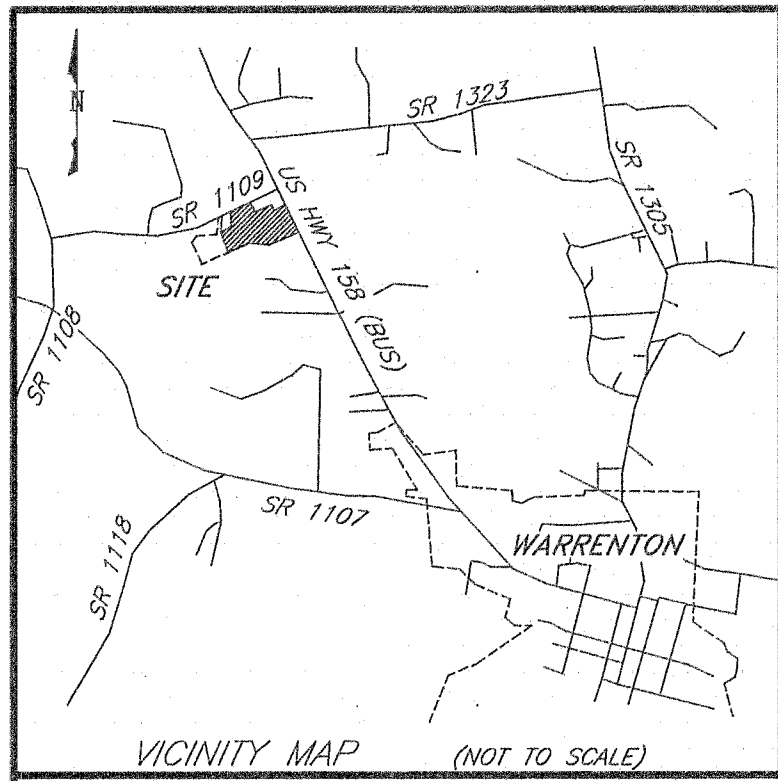
Parcels on Hwy 158 between solar farm and Read Road currently are zoned R-20. Majority of parcels are commercial but zoned R-20.

Parcels for possible rezoning from R-20 to C-2 and their current uses are:

- E5223 Commercial partial (beauty shop, Mazatlan, Lynch's Auto)
- E5223I
- EF223D Commercial garage
- E5223F Woodlands
- E5223G Woodlands (owner requesting change to C-2)
- E5223B Commercial car lot as well as residential dwelling
- E5223A Commercial gas station/convenience store
- Ef223A1 Commercial car lot as well as residential dwelling







ADDITIONAL REFERENCES:  
See Map No. 04785-A  
Non-recorded Topographic Survey for Fleming dated April 21, 1984, by Luther E. Stegall, RLS  
Non-recorded Survey for M. C. Hicks-Estate (Lots 1 & 2) dated Nov. 11, 1992, by Luther E. Stegall, RLS  
Non-recorded Survey for Andrew D. Roberson et ux dated Oct. 24, 1981, by Luther E. Stegall, RLS

- LEGEND  
E.I.S. --- EXISTING IRON STAKE  
E.I.P. --- EXISTING IRON PIPE  
N.I.S. --- NEW IRON STAKE  
N.I.P. --- NEW IRON PIPE  
R.R.S. --- RAILROAD SPIKE  
E.C.M. --- EXISTING CONCRETE MONUMENT  
P.K. --- P. K. NAIL  
EX.I.S. --- EXISTING IRON SPIKE  
I.S. --- IRON SPIKE  
T.P. --- TURNING POINT  
P.P. --- POWER POLE  
C.L. --- CENTERLINE  
R --- RADIUS  
Lc --- LENGTH OF CURVE  
C.P. --- COMPUTED POINT  
I.M. --- IRON MONUMENT  
R.C.P. --- REINFORCED CONCRETE PIPE  
B.E.I.P. --- BENT EXISTING IRON PIPE  
B.S.B. --- BUILDING SETBACK

ALFRED C. WRIGHT, Jr., et al  
DEED BOOK 682 PAGE 959  
DEED BOOK 153 PAGE 233  
DEED BOOK 168 PAGE 340

ROBERT R. NEWELL & MAXINE W. ROBINSON  
DEED BOOK 495 PAGE 286  
DEED BOOK 583 PAGE 15

See non-recorded survey for Lucy Bullock Wright dated March 23, 1988, by J. W. Traylor & Son, RLS

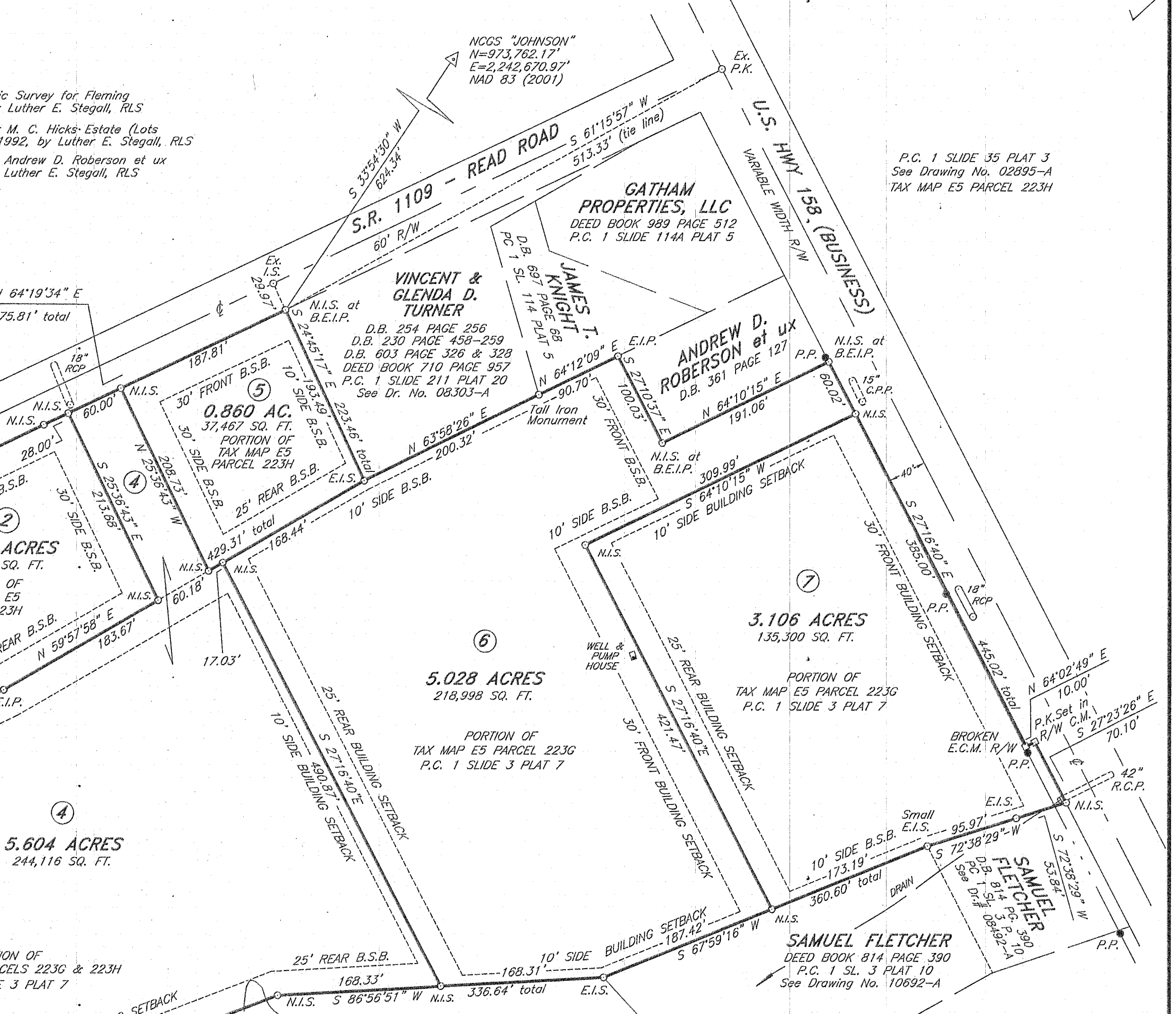
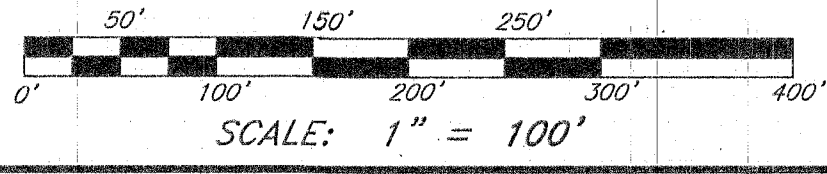
ROBERT R. NEWELL  
DEED BOOK 1060 PAGE 40  
P.C. 1 SLIDE 354 PLAT 3  
See Drawing No. 04920-A

ALFRED C. WRIGHT, Jr., et al  
DEED BOOK 682 PAGE 959

Note: The property shown hereon was surveyed without the benefit of a title report and does not necessarily reflect all encumbrances or important matters of title which a thorough title examination might disclose.

NOTE: ALL IMPROVEMENTS NOT LOCATED THIS DATE.  
NOTE: ALL POINTS ARE N.I.S., UNLESS OTHERWISE DENOTED.  
NOTE: THIS PLAT IS SUBJECT TO ALL EASEMENTS, AGREEMENTS, AND RIGHTS-OF-WAY OF RECORD PRIOR TO THE DATE OF THIS PLAT.  
NOTE: ALL DISTANCES SHOWN ON THIS PLAT ARE HORIZONTAL GROUND DISTANCES, UNLESS OTHERWISE DESIGNATED.  
NOTE: ALL AREAS ARE COMPUTED BY COORDINATE METHOD.

NORTH CAROLINA WARREN COUNTY  
This instrument was presented for registration and recorded in Plat Cabinet Slide 355 Plat 15. This Sept. 24<sup>th</sup>, 2020 at 4:07 P.M.  
Register of Deeds By Deputy Reg. of Deeds  
Recorded in Plat Cabinet L, Slide 355, Plat 15.



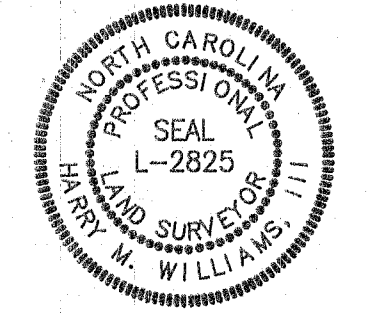
P.C. 1 SLIDE 35 PLAT 3  
See Drawing No. 02895-A  
TAX MAP E5 PARCEL 223H

I, HARRY M. WILLIAMS, III, professional land surveyor no. L-2825, certify that this plot is of a survey that creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.

HARRY M. WILLIAMS, III, professional land surveyor no. L-2825

I, HARRY M. WILLIAMS, III, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book 1050, page 650, etc.) (other), that the ratio of precision as calculated by latitude and departures is 1/15,000, that the boundaries not surveyed are shown as broken lines plotted from information found in Book 1050, page 650; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this 9th day of Sept., A.D., 2020.

Registration No. L-2825 North Carolina



FINAL PLAT

This plat meets zoning regulations for the Town of Warrenton, North Carolina and is hereby approved for recording.  
9-17-2020  
DATE TOWN ADMINISTRATOR

State of North Carolina  
County of Warren  
I, Donna K. Riddle, Review Officer of Warren County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.  
Date 9/17/2020 Review Officer

MAPPED FOR: <b>HARRIS INVESTMENTS, INC. and PACIFIC PROPERTIES L.L.C.</b>		SURVEYED AND MAPPED BY: <b>HARRY M. WILLIAMS, III</b> PROFESSIONAL LAND SURVEYOR L-2825 (N.C.) P.O. BOX 827 002044 (VA.) WARRENTON, N.C. 27589 (252) 257-2070		
TOWNSHIP: WARRENTON	COUNTY: WARREN	DATE: March 19, 2020	REVISOR: 8/25/2020; Division for Lot #3 8/18/2020; Add culverts and new lot lines	DRAWING NO. <b>05420-A</b>
STATE: NORTH CAROLINA	Zone: R20-Town of Warrenton ETJ	TAX MAP: E5	PARCEL: 223G & 223H	UPDATED: 6/25/2020; Division for Lot #3 8/18/2020; Add culverts and new lot lines





Walter M. Gardner, Jr. – Mayor  
Robert Davie - Town Administrator

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**6:45 PM PUBLIC HEARING**  
**BOARD OF COMMISSIONERS REGULAR MEETING**  
**7:00 PM NOVEMBER 9, 2020**  
**AGENDA**

Regular Meeting

1. Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement, Proposed Agenda
3. Public Comments
4. Minutes of Board Meeting on October 12, 2020
5. Consent Agenda
  - 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 Reports
6. Closed Session to Consider Appointment of Commissioner
7. Committee Reports
  - a. Finance and Administration (Ms. Hunter)
  - b. Public Works (Ms. Harding)
    - i. AIA Grant Project – Completion Presentation – Gary Flowers
  - c. Public Safety (Mr. Hardy)
  - d. Human Resources/Information Technology (Mr. Blalock)
  - e. Revitalization/Historic District Commission (Mr. Coffman)
  - f. Beautification/Facilities (Ms. Britt)
  - g. Planning/Zoning/Annexation
8. Old Business
  - a. Status of Grants
  - b. Contract for Approved Expenditure on Historic District Update
  - c. Water Sewer Rate Increase Revenue Analysis
9. New Business
  - a. Budget Amendment – Paving Behind Town Hall
  - b. Interlocal Agreement with Warren County for Building Inspections
  - c. Personnel Manual Change
  - d. Goal Setting Review – BOC and Staff
10. Announcements
11. Adjournment

## **Conflict of Interest Disclaimer**

*“Members of the Town of Warrenton Board of Commissioners are advised, hereby, of their duty under the State Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and, further, are instructed to refrain from participating in any matter coming before this Town Board of Commissioners with respect to which there is a conflict of interest or appearance of such conflict”.*

- **In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict.**
- **Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board tonight? If so, please identify the conflict and refrain from any undue participation in the particular matter involved.**

## **Citizen Comments**

### **Rules for Citizen Comments**

- Please sign up to speak.
- The maximum time allotted to each speaker will be five (5) minutes; The Town Administrator will keep time.
- Any group of people who support or oppose the same position should designate a spokesperson.
  - Please address only those items which might not have been addressed by a previous speaker.
  - This is not a question and answer session. If response from the Administrator, Mayor, and/or Board is desired, please leave a copy of your comment(s) with the Town Administrator.
  - After the Citizen Comments period, comments from the audience are not appropriate unless recognized by the Mayor or placed as an agenda item.
  - Order and decorum will be maintained.

**Town of Warrenton  
Board of Commissioners**

Walter M. Gardner, Jr.  
Mayor

Robert F. Davie  
Town Administrator

## Town of Warrenton

*"Historically Great - Progressively Strong"*

Post Office Box 281  
113 S. Bragg Street  
Warrenton, NC 27589-0281  
PHONE (252) 257-1122 FAX (252)257-9219

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### TOWN OF WARRENTON REGULAR MONTHLY MEETING MONDAY, OCTOBER 12, 2020

Attending were Mayor Walter Gardner, Robert Davie, Town Administrator, Commissioners Mary Hunter, Michael Coffman, John Blalock, Margaret Britt, William "Tom" Hardy, Kimberly Harding (by phone), Police Chief Goble Lane, Jean Ranc - Warren Record, William "Bill" Perkinson and Annette Silver, Minute Taker, Flynn Meares and others on Zoom.

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

Mayor called Monday, October 12, 2020 meeting of Town of Warrenton to order. The Pledge of Allegiance was led by Commissioner Hunter. A Moment of Silence was held for former residents Pastor Robert Seymour and William K. Lanier, Jr.

#### **Conflict of Interest Statement – Proposed Agenda**

The Conflict Statement was reviewed. The Proposed Agenda was presented. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve the Proposed Agenda. A roll call vote was held and the motion was approved by unanimous vote.

**Public Comments** No public comments were voiced.

#### **Minutes of Board Meeting of September 14, 2020**

The Minutes of Board meeting of September 14, 2020 were presented. A motion was made by Commissioner Coffman with second by Commissioner Hunter to approve Minutes of September 14, 2020. A roll call vote was held and the motion was approved by unanimous vote.

#### **Consent Agenda**

- (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 Reports

A motion was made by Commissioner Hardy with second by Commissioner Hunter to approve the Consent Agenda. A roll call vote was held and the motion was approved by unanimous vote.

### COMMITTEE REPORTS

**Finance and Administration** Commissioner Hunter had nothing in addition to written submission and items to be discussed in New Business.



**Public Works** Commissioner Harding had nothing in addition to written reports. Commissioner Blalock asked who would be marking parking lines on new pavement on Main Street. The Mayor stated that striping was a part of the work that DOT would do. Feedback on the West Ridgeway Street markings has been mostly positive. There was concern voiced for leftover asphalt bumps at the intersection of Spring and W. Ridgeway Streets. DOT is to clean area and if not Public Works will do cleanup. Mr. Davie congratulated Public Works team in Town Hall, particularly Annette Silver and Greg Beyrent on a successful job in implementation of water/sewer payment plan. All water and sewer accounts are turned back on now.

**Public Safety** Commissioner Hardy and Chief Lane state in addition to submitted reports they are requesting approval of eCrash Enterprise Solution Maintenance and Support Agreement. This is a software support system to assist in efficiency of reports and used by State Highway Patrol. The annual fee is \$500 and part of the current Police Department budget. A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve the eCrash agreement. A roll call vote was held and the motion was approved by unanimous vote. Commissioner Britt inquired into the fireworks noise complaints she is receiving. Chief Lane gave Board an update of situation.

**Human Resources/Information Technology** Commissioner Blalock had no report.

**Revitalization/Historic District Commission** Commissioner Coffman stated Revitalization Committee is planning to have a few times for Santa to visit with children during the Christmas season with social distancing. The Historic Commission has approved four Certificates of Appropriateness; two for Al Fleming for back door awnings at 136 and 140 S. Main Street, Jose Vazquez 115 Wilcox St for removal of tree, and Richard and Mary Hunter for painting of their front porch floor. A Branding Survey, sponsored by the Revitalization Committee, has received 135 responses to date. The Revitalization Committee will analyze and organize information before eventually presenting to Board of Commissioners.

**Beautification/Facilities** Given the street resurfacing that is occurring, Commissioner Britt stated that Warrenton is not so pretty now but will be soon.

**Planning/Zoning/Annexation** Mayor Gardner stated that the Town had received a request to reclassify the zoning of parcels on the south side of US 158 Business between Read Road and the solar farm. A motion was made by Commissioner Blalock with second by Commissioner Hunter to recommend that the BOC set a date for a public hearing regarding reclassification of parcels from R-20 to C-2 in the area. A roll call vote was held with motion being unanimously approved as the first step in this process. A Public Hearing was scheduled for Monday, November 9<sup>th</sup> at 6:45pm.

## OLD BUSINESS

### Grant Status

**Fund 51 & 61 NC Commerce Main Street Downtown Redevelopment** ADA accessibility construction should be complete by weekend.

**Fund 55 NC DEQ Water Infrastructure WWTP** Work to begin October 19, 2020

**NC Neighborhood Revitalization Program** Awaiting release of funds letter from NC Dept of Commerce

**PARTF Grant** Town was not awarded grant funding for the Parks grant and property owners were notified

**Brownfield Grant** A request to BOC for approval to re-apply will be presented later in the meeting.

## NEW BUSINESS

**EPA Brownfield Assessment Grant (USEPA)** Town Administrator requested of the BOC to re-apply for grant for up to \$300,000 to assess sites in town that may have environmental issues (old Southern States, old Warren County jail and other sites). No matching dollars are required by the Town. A motion to reapply for the Brownfield grant was made by Commissioner Hardy with second by Commissioner Harding. A roll call vote was held and the motion was approved by unanimous vote.

**Historic District Update** Town Administrator Davie requested additional funding for the Historic District update preparation to submit to the National Parks Service. Mr. Davie received information from the State Historic Preservation Office, which recommended that all expansion areas be included in the new application for the National District listing. Mr. Davie stated that by spending a few extra dollars now the Town could avoid much larger expenses later if the district were expanded. By allowing for the National Register expansion, residents would qualify for federal, historic tax credits but would not be subject to the local Historic District and its guidelines or restrictions. After discussion a motion was made by Commissioner Blalock with second by Commissioner Hardy to amend the historic district update to include all areas of Town of Warrenton recommended by the State Historic Preservation Office at an additional cost of \$1920. A roll call vote was held and the motion was approved by unanimous vote.

**Adjustment in Handicapped Parking Ordinance** was tabled until November meeting.

**Cast Stone Planters for Roadway Intersections.** Cast Stone submitted a bid of \$9000 to supply planters at six intersections along East and West Market Street, West Macon Street and Cousin Lucy's Lane, which would take 6 to 8 weeks to complete. Funds for the planters will be taken from Fund Balance of the General Fund. A motion was made by Commissioner Hardy with second by Commissioner Britt to approve the purchase of planters. A roll call vote was held and the motion was approved by unanimous vote. Michael Coffman an employee of Cast Stone recused himself and did not vote. Commissioner Hunter asked if funds donated in honor of Mary Hehl could be used for planters. Commissioner Britt stated there are other planned uses for the donated funds.

**WWTP Grant amendment** to Engineering Agreement of \$3050 was presented. Meredith Valentine discovered a discrepancy on the BOC approved amount and the old contract amount and both must match. A motion to approve was made by Commissioner Britt with second by Commissioner Hunter. A roll call vote was held and the motion was approved by unanimous vote.

**Appropriation of Powell Bill Fund Balance.** Two quotes were presented. A motion to approve the appropriation of Powell Bill reserve funds for marking of bicycle lanes along West Ridgeway Street was made by Commissioner Hardy with second by Commissioner Hunter and not to exceed of \$2100. A roll call vote was held and the motion was approved by unanimous vote. It was noted that feedback from the recent re-striping of three lanes down from four lanes along West Ridgeway has been both positive and negative.

**A Plan to Further Fair Housing** for the CDBG Neighborhood Revitalization Grant was presented. A motion was made by Commissioner Blalock with second by Commissioner Hunter to adopt the Fair Housing Plan. A roll call vote was held and the motion was approved by unanimous vote.

A **Bicycle Amenities Grant** proposal was presented. NC Division of Public Health is offering a limited number of free bike racks, bike fixations and wayfinding signage for communities. Bike Fixations are outdoor self-service repair stations used to inflate or repair tires. Mr. Davie will seek out advice from former members of the Bicycle Pedestrian Planning committee to determine best locations. A motion was made by Commissioner Harding with second by Commissioner Coffman to approve the grant application. There is no required match from the Town. Commissioners Hunter, Coffman, Hardy, Blalock and Harding voted YEA with Commissioner Britt voting NAY. The motion was approved.

## **ANNOUNCEMENTS**

None voiced

## **CLOSED SESSION**

A Motion to go into closed session was made by Commissioner Hunter with second by Commissioner Hardy. A roll call vote was held and the motion was approved by unanimous vote. Commissioner Hunter motioned to enter back into open session with second by Commissioner Hardy. A vote was held and the motion was approved by unanimous vote. Commissioner Harding called in and so could not participate in closed session.

## **OPEN SESSION**

Upon entering open session the Mayor contacted Commissioner Harding by phone to participate in the open session portion. The Mayor announced that the Town would be extending an option it has on the Dameron Building at the corner of E. Franklin and S. Main Streets for one more year at no cost to the town, and to expire on November 8, 2021. Commissioner Hardy motioned to approve the option extension and Commissioner Blalock seconded. A roll call vote was held and the motion was approved by unanimous vote.

The Mayor announced that Stacy Woodhouse is working to find a buyer and developer for the Dameron building and that the Town would offer Mr. Woodhouse a success-fee agreement to secure a buyer and developer. This agreement would be for eighteen months and would pay Mr. Woodhouse 1% of the increase in the tax value of the building over its current tax valuation, upon completion of the renovation. The 1% would be paid out over a 5-year period in five equal increments and begin once the Town received increases in property taxes. Commissioner Blalock motioned to approve the success-fee agreement and Commissioner Hunter seconded the motion. A roll call vote was held and the motion was approved by unanimous vote.

Mayor Gardner announced an incentive package for any potential developer of the Dameron building only. The incentive would be in the form of a grant. Upon completion of renovation and receipt of increased tax revenue, the Town would grant back 60% of the increased ad-valorem taxes, or in other words 60% of the difference between the current tax valuation and the valuation upon renovation. Commissioner Blalock motioned to approve this incentive package for the Dameron building only and Commissioner Hunter seconded the motion. A roll call vote was held and the motion was approved by unanimous vote.



With no further business Commissioner Hardy motioned to adjourn and Commissioner Blalock seconded the motion. A vote was held and the motion was approved by unanimous vote.

The meeting was adjourned.

## Budget vs Actual

Town of Warrenton  
11/5/2020 3:11:52 PM

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Period Ending 10/31/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>							
37-302-301 Ad Valorem Taxes - Current	454,562	14,509.30	14,509.30	51,467.58	(403,094.42)	11%	
37-302-302 Ad Valorem Taxes - Prior Year	5,000	11.34	11.34	725.87	(4,274.13)	15%	
37-302-303 Ad Valorem Taxes - all other prior years	2,000	704.11	704.11	2,971.62	971.62	149%	
37-302-304 Ad Valorem Taxes - Penalties & Interest	1,900	70.51	70.51	417.17	(1,482.83)	22%	
37-307-310 Motor Vehicles - Current	33,024	3,876.18	3,876.18	9,804.86	(23,219.14)	30%	
37-320-320 Local Option Sales Tax Monthly	240,000	23,274.71	23,274.71	47,339.69	(192,660.31)	20%	
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	0.00	18,201.12	(67,798.88)	21%	
37-325-326 Beer & Wine Tax Annual	3,600	0.00	0.00	0.00	(3,600.00)		
37-325-328 Refund of Gas Tax paid monthly	1,000	0.00	0.00	167.15	(832.85)	17%	
37-325-329 PD Narcotics Tax	142	0.00	0.00	0.00	(142.00)		
37-335-335 Powell Bill	25,583	0.00	0.00	12,063.90	(13,519.10)	47%	
37-345-345 Zone Board of Adj	1,000	0.00	0.00	75.00	(925.00)	8%	
37-345-346 Code Enforcement	2,750	400.00	400.00	1,000.00	(1,750.00)	36%	
37-351-353 Landfill Fees Residential	178,176	15,521.33	15,521.33	55,245.04	(122,930.96)	31%	
37-351-355 Cemetery Fees	1,800	0.00	0.00	0.00	(1,800.00)		
37-351-356 Police Rpt Fees	50	5.00	5.00	5.00	(45.00)	10%	
37-351-357 Court Fees	300	9.00	9.00	81.00	(219.00)	27%	
37-351-360 Cell Tower Rent	29,400	0.00	0.00	8,085.00	(21,315.00)	28%	
37-351-361 Parking/Ordinance Collections PD	300	50.00	50.00	55.00	(245.00)	18%	
37-365-001 Interest Income	50	0.00	0.00	3.23	(46.77)	6%	
37-365-033 Mary Hehl Beautification Donations	2,265	0.00	0.00	2,365.00	100.00	104%	
37-365-351 Revitalization Comm	9,500	0.00	0.00	0.00	(9,500.00)		
37-365-358 Branded Merchandise for Sales	500	0.00	0.00	0.00	(500.00)		
37-365-370 WWTP 25% of GF Exp	42,674	4,028.48	4,028.48	14,222.46	(28,451.54)	33%	

## Budget vs Actual

Town of Warrenton  
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Period Ending 10/31/2020

### 37 GENERAL FUND

Description	Budget	MTD	QTD	YTD	Variance	Percent
37-365-371 WS 25% of GF Exp	93,167	8,301.80	8,301.80	26,443.41	(66,723.59)	28%
37-365-410 Interest Investment NCCMT	6,000	0.00	0.00	56.56	(5,943.44)	1%
37-381-039 Transfer In from WWTP	32,497	0.00	0.00	0.00	(32,497.00)	
<b>Revenues Totals:</b>	<b>1,253,240</b>	<b>70,761.76</b>	<b>70,761.76</b>	<b>250,795.66</b>	<b>(1,002,444.34)</b>	<b>20%</b>
<b>Expenses</b>						
37-401-010 Salary - Full Time	134,928	11,953.80	11,953.80	39,377.64	95,550.36	29%
37-401-012 Salary - Adm Assistant	46,450	5,294.40	5,294.40	14,496.57	31,953.43	31%
37-401-014 Salary - Part Time	175	0.00	0.00	175.04	0.00	100%
37-401-020 ER-FICA Taxes	9,557	913.62	913.62	2,894.10	6,662.90	30%
37-401-021 ER-FICA Taxes - Adm Assistant	4,306	404.19	404.19	1,226.80	3,079.20	28%
37-401-030 ER-Retirement - Orbit	29,135	2,932.21	2,932.21	9,158.67	19,976.33	31%
37-401-040 ER-Health Insurance	21,596	1,827.18	1,827.18	8,829.63	12,766.37	41%
37-401-050 ER-Life Insurance	504	42.00	42.00	210.00	294.00	42%
37-401-060 ER-Workman's Comp	383	0.00	0.00	317.43	65.57	83%
37-401-099 Salary Reimbursement COVID	1	(419.14)	(419.14)	(419.14)	420.14	- 41914%
37-401-200 Travel Expense	1,200	145.00	145.00	145.00	1,055.00	12%
37-401-203 Supplies	5,000	336.77	336.77	1,156.00	3,844.00	23%
37-401-250 Light, Heat & Security	12,000	247.42	247.42	2,356.20	9,643.80	20%
37-401-251 Telephone & Postage	3,000	286.30	286.30	947.66	2,052.34	32%
37-401-255 Bldg. Maint/ Clean SVS	4,500	1,142.18	1,142.18	1,750.81	2,749.19	39%
37-401-256 Bank Fees/ Petty Cash	1,500	125.00	125.00	425.00	1,075.00	28%
37-401-295 Training	1,400	0.00	0.00	0.00	1,400.00	
37-401-301 Computer Maint	3,500	326.13	326.13	1,088.48	2,411.52	31%
37-401-302 Software Support	1,760	29.98	29.98	1,279.17	480.83	73%
37-401-303 Software Purchase less than \$5,000	500	0.00	0.00	0.00	500.00	
37-401-304 Website	1,575	0.00	0.00	1,575.00	0.00	100%
37-401-305 Technology Upgrades	1,250	0.00	0.00	0.00	1,250.00	



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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	500.00		
37-401-307 Special Events	500	0.00	0.00	190.00	310.00	38%	
37-401-309 Advertising	1,300	0.00	0.00	564.98	735.02	43%	
37-401-310 Dues & Subscriptions	3,000	138.00	138.00	2,095.62	904.38	70%	
37-401-325 NC Sales/Use Tax Paid (No Tax)	700	311.25	311.25	311.25	388.75	44%	
37-401-400 Liability Insurance	5,500	0.00	0.00	1,875.33	3,624.67	34%	
37-401-401 County Tax Collection Svs	8,000	382.58	382.58	1,279.84	6,720.16	16%	
37-401-405 Audit Expense	7,600	4,100.00	4,100.00	4,100.00	3,500.00	54%	
37-401-415 Economic Development Consultant	11,000	0.00	0.00	3,000.00	8,000.00	27%	
37-401-420 Attorney Fees	3,500	1,737.50	1,737.50	1,737.50	1,762.50	50%	
37-401-499 Miscellaneous Expense	1,765	0.00	0.00	1,184.78	580.18	67%	
37-401-700 WDRI Grant Expense	264	0.00	0.00	0.00	264.00		
37-401-801 Town Hall Roof Loan-Principal	5,280	428.95	428.95	1,715.80	3,564.20	32%	
37-401-803 USDA Town Hall/WS Loan Principal	11,485	0.00	0.00	0.00	11,485.00		
37-401-831 Town Hall Roof Loan - Interest Admin	388	43.30	43.30	173.20	214.80	45%	
37-401-889 Reserve for USDA Loans	2,304	0.00	0.00	0.00	2,304.00		
37-401-998 Contingency	500	0.00	0.00	0.00	500.00		
General Government Totals:	347,806	32,728.62	32,728.62	105,218.36	242,587.64	30%	
37-402-014 Mayor Part Time Salary	1,500	125.00	125.00	401.79	1,098.21	27%	
37-402-020 ER - FICA TAXES	115	9.56	9.56	30.73	84.27	27%	
37-402-200 Travel Expense	500	0.00	0.00	0.00	500.00		
37-402-402 Commission offsite meetings	50	0.00	0.00	0.00	50.00		
Governing Body Totals:	2,165	134.56	134.56	432.52	1,732.48	20%	
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	500.00		
37-405-430 Historic District Comm	220	0.00	0.00	0.00	220.00		
37-405-440 Runn Warrenton 5K	2,500	0.00	0.00	0.00	2,500.00		

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-405-450 Revitalization Comm	9,500	404.00	404.00	1,012.54	8,487.46	11%	
37-405-470 Small Town Maint St	2,200	0.00	0.00	375.00	1,825.00	17%	
Non-Departmental Totals:	14,920	404.00	404.00	1,387.54	13,532.46	9%	
37-501-010 SALARY FULL TIME	207,895	22,381.08	22,381.08	50,927.67	156,967.33	24%	
37-501-014 Salary - Part Time	15,000	4,097.28	4,097.28	11,364.23	3,635.77	76%	
37-501-016 Police Clerical Salary	34,112	3,936.00	3,936.00	10,777.14	23,334.86	32%	
37-501-019 Salary - Over-Time	5,000	0.00	0.00	1,941.55	3,058.45	39%	
37-501-020 ER-FICA Taxes	19,552	2,309.89	2,309.89	5,706.10	13,845.90	29%	
37-501-030 ER - Retirement Orbit	44,904	3,758.97	3,758.97	10,178.31	34,725.69	23%	
37-501-031 ER - 401K 5%	10,573	1,119.05	1,119.05	2,765.80	7,807.20	26%	
37-501-040 ER - Health Insurance	37,370	2,744.54	2,744.54	9,692.55	27,677.45	26%	
37-501-050 ER - Life Insurance	1,010	84.00	84.00	308.00	702.00	30%	
37-501-060 ER - Workman's Comp	6,420	0.00	0.00	4,026.80	2,393.20	63%	
37-501-099 Salary Reimbursement COVID	1	(5,700.00)	(5,700.00)	(5,700.00)	5,701.00	-	570000%
37-501-200 Travel Expense	1,000	0.00	0.00	0.00	1,000.00		
37-501-203 Supplies	3,000	367.84	367.84	1,029.18	1,970.82	34%	
37-501-204 Uniforms	2,000	0.00	0.00	0.00	2,000.00		
37-501-205 Equipment & Material	3,000	77.97	77.97	443.78	2,556.22	15%	
37-501-250 Light, Heat & Security	10,908	247.42	247.42	2,195.64	8,712.36	20%	
37-501-251 Telephone & Postage	7,494	656.47	656.47	2,591.01	4,902.99	35%	
37-501-252 Fuel	14,000	1,141.57	1,141.57	3,413.32	10,586.68	24%	
37-501-255 Bldg Maint/Clean Svs	4,475	448.29	448.29	1,056.92	3,418.08	24%	
37-501-295 Training	2,000	0.00	0.00	0.00	2,000.00		
37-501-301 Computer Maint	5,848	320.00	320.00	1,280.00	4,568.00	22%	
37-501-302 Software Support	6,165	55.00	55.00	5,827.24	337.76	95%	
37-501-309 Advertising	500	0.00	0.00	75.00	425.00	15%	
37-501-351 Maint & Repair Equip	3,000	0.00	0.00	0.00	3,000.00		

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-501-370 2008 Ford Car 100	1,000	0.00	0.00	0.00	1,000.00		
37-501-371 2017 Dodge Car 200	1,000	60.16	60.16	370.43	629.57	37%	
37-501-372 2016 Dodge Car 300	2,300	130.22	130.22	1,367.55	932.45	59%	
37-501-373 2017 Dodge Car 400	1,000	0.00	0.00	109.98	890.02	11%	
37-501-374 2010 Ford Car 500	1,000	212.60	212.60	212.60	787.40	21%	
37-501-375 2008 Ford Car 600	700	0.00	0.00	0.00	700.00		
37-501-376 1993 Chevy Car 700	1,000	66.70	66.70	147.97	852.03	15%	
37-501-400 Liability Insurance	12,400	0.00	0.00	2,504.18	9,895.82	20%	
37-501-415 Police Shots Medical	500	0.00	0.00	0.00	500.00		
37-501-433 COP Program	500	0.00	0.00	0.00	500.00		
37-501-436 PD Narcotics Tax/Proceeds	142	0.00	0.00	0.00	142.00		
37-501-499 Miscellaneous	4,160	830.66	830.66	2,651.31	1,508.69	64%	
37-501-801 Town Hall Roof Loan Principal	5,280	428.96	428.96	1,715.84	3,564.16	32%	
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,072	0.00	0.00	4,071.73	0.00	100%	
37-501-803 Police Security Camera Loan Principal (USDA)	1,213	0.00	0.00	0.00	1,213.32		
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,428	0.00	0.00	0.00	4,427.85		
37-501-831 Town Hall Roof Loan - Interest PD	388	43.31	43.31	173.24	214.76	45%	
37-501-832 Police 2017 Cars Loan Interest (USDA)	708	0.00	0.00	708.27	0.00	100%	
37-501-833 Police Security Camera Loan Interest (USDA)	120	0.00	0.00	0.00	119.68		
37-501-834 Police 2019 Cars Loan Interest (USDA)	1,256	0.00	0.00	0.00	1,256.15		
Police Department Totals:	488,394	39,817.98	39,817.98	133,933.34	354,460.66	27%	
37-601-014 Salary - Part Time Code Enforcement	3,500	397.80	397.80	1,504.24	1,995.76	43%	
37-601-252 Fuel/Truck Expense/Insurance	435	0.00	0.00	0.00	435.00		



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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-601-352 Vehicle Maintenance	200	0.00	0.00	0.00	200.00		
37-601-437 Contract Srvs Fire Protection	70,000	5,833.33	5,833.33	23,333.32	46,666.68	33%	
37-601-475 Donation to Town Fire	1,000	0.00	0.00	0.00	1,000.00		
37-601-476 Code Enforcement Exp	150	0.00	0.00	0.00	150.00		
37-601-710 Fire Museum Expense	15,000	0.00	0.00	0.00	15,000.00		
Fire Totals:	90,285	6,231.13	6,231.13	24,837.56	65,447.44	28%	
37-651-330 Christmas Lights/Santa House	600	0.00	0.00	0.00	600.00		
37-651-331 Haley Haywood Park	1,650	93.00	93.00	93.00	1,557.00	6%	
37-651-332 Signs below \$5,000	2,500	0.00	0.00	1,799.69	700.31	72%	
37-651-333 Street Beautification - Below \$5,000	4,765	219.08	219.08	219.08	4,545.92	5%	
37-651-335 Street Lighting Electric Bill	23,000	1,908.71	1,908.71	7,452.23	15,547.77	32%	
Signs and Lights Totals:	32,515	2,220.79	2,220.79	9,564.00	22,951.00	29%	
37-701-010 Salary - Full Time	52,709	5,958.06	5,958.06	15,978.09	36,730.91	30%	
37-701-014 Salary - Part Time	15,993	1,675.92	1,675.92	4,643.83	11,349.17	29%	
37-701-019 Over-Time	1,748	0.00	0.00	0.00	1,748.00		
37-701-020 ER-FICA Taxes	5,389	582.26	582.26	1,572.79	3,816.21	29%	
37-701-030 ER - Retirement - Orbit	11,976	1,143.06	1,143.06	3,112.07	8,863.93	26%	
37-701-040 ER-Health Insurance	11,800	941.16	941.16	4,568.71	7,231.29	39%	
37-701-050 ER-Life Insurance	269	21.98	21.98	109.90	159.10	41%	
37-701-060 ER-Workman's Comp	4,801	0.00	0.00	1,745.83	3,055.17	36%	
37-701-099 Salary Reimbursement COVID	1	(1,571.43)	(1,571.43)	(1,571.43)	1,572.43	-	157143%
37-701-203 Supplies	3,619	426.50	426.50	1,686.13	1,932.87	47%	
37-701-204 Uniforms	3,624	252.37	252.37	1,006.56	2,617.44	28%	
37-701-251 Telephone & Postage	864	76.90	76.90	307.57	556.43	36%	
37-701-252 Fuel	8,000	913.83	913.83	1,592.61	6,407.39	20%	
37-701-312 Tree Removal	1,200	0.00	0.00	0.00	1,200.00		

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-701-351 Maint & Repair Equip	7,763	15.00	15.00	1,992.59	5,770.41	26%	
37-701-352 Vehicle Maintenance	4,878	604.21	604.21	4,417.75	460.25	91%	
37-701-400 Liability Insurance	6,589	0.00	0.00	1,647.20	4,941.80	25%	
37-701-431 Street Debris Disposal	2,500	0.00	0.00	0.00	2,500.00		
37-701-803 LGFCU Street Truck & Trailer Loan Principal	13,294	0.00	0.00	12,592.89	701.11	95%	
37-701-832 LGFCU Street Truck & Trailer Loan Interest	299	0.00	0.00	0.00	299.00		
Streets Totals:	157,316	11,039.82	11,039.82	55,403.09	101,912.91	35%	
37-710-361 Maint & Repair POWELL BILL	19,622	6,540.05	6,540.05	11,948.05	7,673.95	61%	
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	100.00		
37-710-810 BB&T Battle Ave Sewer Loan POWELL - Prin	5,215	0.00	0.00	0.00	5,215.00		
37-710-830 BB&T Battle Ave Sewer Loan POWELL - Int	646	0.00	0.00	0.00	646.00		
Powell Bill Totals:	25,583	6,540.05	6,540.05	11,948.05	13,634.95	47%	
37-801-010 Salary - Full Time Sanitation	50,696	5,670.96	5,670.96	15,090.00	35,606.00	30%	
37-801-019 Salary - Over Time Sanitation	608	0.00	0.00	0.00	608.00		
37-801-020 ER - FICA Sanitation	3,984	424.92	424.92	1,130.00	2,854.00	28%	
37-801-030 ER - Retirement - Orbit Sanitation	8,853	794.82	794.82	2,146.66	6,706.34	24%	
37-801-040 ER - Health Insurance	9,999	826.37	826.37	3,960.29	6,038.71	40%	
37-801-050 ER - Life Insurance	227	18.90	18.90	94.50	132.50	42%	
37-801-060 Workman's Compensation	3,388	0.00	0.00	2,675.03	712.97	79%	
37-801-099 Salary Reimbursement COVID	1	(1,935.96)	(1,935.96)	(1,935.96)	1,936.96	-	
							193596 %
37-801-203 Supplies	750	104.65	104.65	359.40	390.60	48%	
37-801-204 Uniforms	1,944	154.46	154.46	488.39	1,455.61	25%	
37-801-251 Telephone & Postage	504	41.22	41.22	164.88	339.12	33%	
37-801-252 Fuel	3,000	333.45	333.45	644.53	2,355.47	21%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-801-350 Landfull Fees	17,500	1,624.75	1,624.75	6,675.21	10,824.79	38%	
37-801-352 Vehicle Maintenance	5,958	0.00	0.00	4,796.05	1,161.95	80%	
37-801-400 Liability Insurance	2,844	0.00	0.00	710.89	2,133.11	25%	
Sanitation Totals:	110,256	8,058.54	8,058.54	36,999.87	73,256.13	34%	
Expenses Totals:	1,269,240	107,175.49	107,175.49	379,724.33	889,515.67	30%	
37 GENERAL FUND	Revenues Over/(Under) Expenses:	(38,458.52)	(38,458.52)	(79,681.52)			

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>							
38-351-401 Water Sales	804,541	70,865.82	70,865.82	226,310.56	(578,230.44)	28%	
38-351-402 Debt Setoff WATER	302	0.00	0.00	0.00	(302.00)		
38-351-404 Sewer Services	585,218	56,597.98	56,597.98	203,738.47	(381,479.53)	35%	
38-351-407 Debt Setoff SEWER	501	0.00	0.00	0.00	(501.00)		
38-351-408 Town Taps	2,350	0.00	0.00	852.88	(1,497.12)	36%	
38-351-416 Dis/Reconnection Fee	5,168	1,425.29	1,425.29	1,839.89	(3,328.11)	36%	
38-351-417 Fire Sprinkler	2,253	187.74	187.74	750.96	(1,502.04)	33%	
38-351-418 Late Fees/Penalty/Cut Off	12,741	50.00	50.00	424.47	(12,316.53)	3%	
38-351-419 Returned Check Fee	545	75.00	75.00	180.04	(364.96)	33%	
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	173	0.00	0.00	0.00	(173.00)		
38-365-001 Interest Income	58	0.00	0.00	4.60	(53.40)	8%	
38-365-366 Sale of Fixed Assets/Surplus Property	2,000	0.00	0.00	0.00	(2,000.00)		
38-365-421 Account Activation Fee	2,875	200.00	200.00	1,000.00	(1,875.00)	35%	
38-365-851 Misc Revenue WATER	63	0.00	0.00	89.56	26.56	142%	
38-395-396 Apropriated Fund Balance (Budget Only)	32,497	0.00	0.00	0.00	(32,497.00)		
<b>Revenues Totals:</b>	<b>1,451,285</b>	<b>129,401.83</b>	<b>129,401.83</b>	<b>435,191.43</b>	<b>(1,016,093.57)</b>	<b>30%</b>	
<b>Expenses</b>							
38-851-010 Salary Full Time	84,922	8,873.28	8,873.28	25,968.98	58,953.02	31%	
38-851-014 Salary - Part Time	15,943	1,808.47	1,808.47	5,409.02	10,533.98	34%	
38-851-019 Salary Over-Time	6,351	384.71	384.71	1,321.61	5,029.39	21%	
38-851-020 ER-FICA Taxes	8,202	816.62	816.62	2,416.53	5,785.47	29%	
38-851-030 ER - Retirement Orbit	13,801	1,366.84	1,366.84	4,094.16	9,706.84	30%	
38-851-040 ER - Health Insurance WATER	13,474	1,083.82	1,083.82	5,354.59	8,119.41	40%	
38-851-050 ER - Life Insurance	310	25.76	25.76	128.80	181.20	42%	
38-851-060 ER - Workman's Comp	1,643	0.00	0.00	1,194.66	448.34	73%	

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38 WATER / SEWER						
Description	Budget	MTD	QTD	YTD	Variance	Percent
38-851-099 Salary Reimbursement COVID	1	(792.79)	(792.79)	(792.79)	793.79	-79279%
38-851-200 Travel Expense	250	0.00	0.00	0.00	250.00	
38-851-203 Supplies	2,827	400.73	400.73	1,061.96	1,765.04	38%
38-851-204 Uniforms	2,160	149.16	149.16	641.40	1,518.60	30%
38-851-205 Materials & Supplies	34,950	4,139.48	4,139.48	10,181.94	24,768.06	29%
38-851-250 Light & Heat & Security	5,981	170.45	170.45	1,318.06	4,662.94	22%
38-851-251 Telephone & Postage	8,658	781.28	781.28	2,977.74	5,680.26	34%
38-851-252 Fuel	6,000	532.43	532.43	1,339.98	4,660.02	22%
38-851-255 Bldg. Maint/Clean Svs	2,214	210.26	210.26	514.58	1,699.42	23%
38-851-260 Electric Tank/Pumps	2,750	408.99	408.99	839.69	1,910.31	31%
38-851-296 Continuing Education	625	0.00	0.00	0.00	625.00	
38-851-301 Computer Maintenance	2,364	148.53	148.53	509.92	1,854.08	22%
38-851-302 Software Support	1,243	0.00	0.00	792.13	450.87	64%
38-851-305 Technology Upgrades	2,250	0.00	0.00	0.00	2,250.00	
38-851-309 Advertising	250	0.00	0.00	0.00	250.00	
38-851-310 Dues & Subscriptions	389	0.00	0.00	239.25	149.75	62%
38-851-313 State Permits	1,250	0.00	0.00	870.00	380.00	70%
38-851-345 Water Tank Contract	16,620	4,208.88	4,208.88	8,363.75	8,256.25	50%
38-851-351 Maint. & Repair Equip	4,500	55.75	55.75	60.96	4,439.04	1%
38-851-352 Vehicle Maintenance	2,400	599.98	599.98	2,045.47	354.53	85%
38-851-400 Town Liability Insurance	7,643	0.00	0.00	1,910.60	5,732.40	25%
38-851-405 Audit Expense	3,724	2,049.99	2,049.99	2,049.99	1,674.01	55%
38-851-441 Certify Lab Services	1,340	615.00	615.00	755.00	585.00	56%
38-851-448 External Contract	15,656	2,535.67	2,535.67	3,982.47	11,673.53	25%
38-851-451 Water Purchase	256,182	17,803.25	17,803.25	68,576.93	187,605.07	27%
38-851-801 Town Hall Roof Loan - Principal	2,640	214.47	214.47	857.88	1,782.12	32%
38-851-802 USDA Public Works Trucks - Princ Water	2,485	2,484.86	2,484.86	2,484.86	0.14	100%



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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-851-803 USDA Town Hall/WS Loan Principal	41,150	0.00	0.00	0.00	41,150.00		
38-851-831 Town Hall Roof Loan - Interest Water	194	21.65	21.65	86.60	107.40	45%	
38-851-836 USDA Public Works Trucks - Int Water	433	432.14	432.14	432.14	0.86	100%	
38-851-889 Reserve for USDA Loans	4,407	0.00	0.00	0.00	4,407.00		
38-851-895 Grass Cutting Expense	16,000	4,500.00	4,500.00	4,500.00	11,500.00	28%	
38-851-896 WS 25% of GF Expense	46,584	4,150.90	4,150.90	13,221.70	33,362.30	28%	
38-851-998 Contingency	31,411	0.00	0.00	0.00	31,411.00		
Water Totals:	672,177	60,180.56	60,180.56	175,710.56	496,466.44	26%	
38-852-010 Salary - Full Time	84,922	8,873.28	8,873.28	25,808.82	59,113.18	30%	
38-852-014 Salary - Part Time	15,943	1,808.47	1,808.47	5,409.05	10,533.95	34%	
38-852-019 Salary - Over Time Sewer	6,351	863.72	863.72	1,480.00	4,871.00	23%	
38-852-020 ER - FICA Sewer	8,202	883.26	883.26	2,497.17	5,704.83	30%	
38-852-030 ER-Retirement Orbit	13,801	1,383.85	1,383.85	4,013.01	9,787.99	29%	
38-852-040 ER-Health Insurance SEWER	13,474	1,083.80	1,083.80	5,354.56	8,119.44	40%	
38-852-050 ER-Life Insurance	310	25.76	25.76	128.80	181.20	42%	
38-852-060 ER-Workman's Comp	1,642	0.00	0.00	1,194.66	447.34	73%	
38-852-099 Salary Reimbursement COVID	1	(792.78)	(792.78)	(792.78)	793.78	-	79278%
38-852-200 Travel Expense	225	0.00	0.00	0.00	225.00		
38-852-203 Supplies	2,827	400.64	400.64	1,022.21	1,804.79	36%	
38-852-204 Uniforms	2,160	149.15	149.15	641.32	1,518.68	30%	
38-852-205 Materials & Supplies	24,950	2,911.76	2,911.76	9,549.60	15,400.40	38%	
38-852-250 Light & Heat & Security	5,981	65.50	65.50	1,213.08	4,767.92	20%	
38-852-251 Telephone & Postage	8,658	781.27	781.27	2,984.65	5,673.35	34%	
38-852-252 Fuel	6,000	532.44	532.44	1,339.94	4,660.06	22%	
38-852-255 Bldg. Maint/Clean Svs	2,214	210.25	210.25	514.57	1,699.43	23%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-852-260 Electric Tank/Pumps	9,500	963.77	963.77	3,470.09	6,029.91	37%	
38-852-296 Continuing Education	625	0.00	0.00	0.00	625.00		
38-852-301 Computer Maint.	2,364	148.53	148.53	549.42	1,814.58	23%	
38-852-302 Software Support	1,243	0.00	0.00	792.11	450.89	64%	
38-852-305 Technology Upgrades	2,250	0.00	0.00	0.00	2,250.00		
38-852-309 Advertising	500	0.00	0.00	418.50	81.50	84%	
38-852-310 Dues & Subscriptions	400	0.00	0.00	239.25	160.75	60%	
38-852-313 State Permits	1,250	0.00	0.00	0.00	1,250.00		
38-852-351 Maint & Repair Equip	4,500	55.75	55.75	60.96	4,439.04	1%	
38-852-352 Vehicle Maintenance	2,400	599.97	599.97	2,045.46	354.54	85%	
38-852-400 Liability Insurance	1,911	0.00	0.00	1,910.60	0.40	100%	
38-852-405 Audit Expense	3,724	2,050.01	2,050.01	2,050.01	1,673.99	55%	
38-852-435 Purchase of Sewer Services	300,500	0.00	0.00	12,446.38	288,053.62	4%	
38-852-448 External Contract	20,000	6,912.30	6,912.30	8,797.70	11,202.30	44%	
38-852-473 WWTP Rehab Annual Payment	24,032	0.00	0.00	0.00	24,032.00		
38-852-801 Town Hall Roof Loan - Principal	2,640	214.48	214.48	857.92	1,782.08	32%	
38-852-802 USDA Public Works Trucks - Princ Sewer	2,485	2,484.86	2,484.86	2,484.86	0.14	100%	
38-852-803 USDA Town Hall/WS Loan Principal	41,150	0.00	0.00	0.00	41,150.00		
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,977	0.00	0.00	0.00	14,977.00		
38-852-809 John Riggans Easement Pmt	1,000	0.00	0.00	0.00	1,000.00		
38-852-810 BB&T Battle Avenue Sewer Loan - Principal	6,452	0.00	0.00	0.00	6,452.00		
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	0.00	0.00	0.00	13,750.00		
38-852-830 BB&T Battle Ave Sewer Loan - Int	523	0.00	0.00	0.00	523.00		
38-852-831 Town Hall Roof Loan - Interest Sewer	194	21.66	21.66	86.64	107.36	45%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-852-836 USDA Public Works Trucks - Int Sewer	433	432.14	432.14	432.14	0.86	100%	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	3,575	1,787.50	1,787.50	1,787.50	1,787.50	50%	
38-852-889 Reserve for USDA Loans	4,407	0.00	0.00	0.00	4,407.00		
38-852-896 WS 25% of GF Expense	46,584	4,150.90	4,150.90	13,221.71	33,362.29	28%	
38-852-998 Contingency	35,581	0.00	0.00	0.00	35,581.00		
Sewer Expenses Totals:	746,611	39,002.24	39,002.24	114,009.91	632,601.09	15%	
38-901-902 Transfer Out to Water Treatment Plant	32,497	0.00	0.00	0.00	32,497.00		
Transfers Out Totals:	32,497	0.00	0.00	0.00	32,497.00		
Expenses Totals:	1,451,285	99,182.80	99,182.80	289,720.47	1,161,564.53	20%	
38 WATER / SEWER	Revenues Over/(Under) Expenses:	33,594.03	33,594.03	158,887.74			

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39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>							
39-351-470 Town Sewer Revenues	300,500	0.00	0.00	12,446.38	(288,053.62)	4%	
39-351-471 Sewer Revenues - County	229,005	0.00	0.00	9,485.15	(219,519.85)	4%	
39-351-472 Sewer Rev Norlina	165,292	0.00	0.00	6,846.23	(158,445.77)	4%	
39-365-861 Misc Revenue WWTP	19,832	1,715.00	1,715.00	1,739.99	(18,092.01)	9%	
39-381-038 Transfer In from Water/Sewer	32,497	0.00	0.00	0.00	(32,497.00)		
<b>Revenues Totals:</b>	747,126	1,715.00	1,715.00	30,517.75	(716,608.25)	4%	
<b>Expenses</b>							
39-861-010 Salary - Full Time	163,202	18,195.64	18,195.64	51,878.70	111,323.30	32%	
39-861-014 Salary - Part Time	15,668	1,592.73	1,592.73	5,449.39	10,218.61	35%	
39-861-019 Over-Time	13,791	917.14	917.14	3,102.45	10,688.55	22%	
39-861-020 ER-FICA Taxes	14,739	1,353.45	1,353.45	3,860.56	10,878.44	26%	
39-861-030 ER - Retirement Orbit	30,015	2,810.81	2,810.81	8,315.08	21,699.92	28%	
39-861-040 ER- Health Insurance	24,273	2,013.45	2,013.45	9,824.37	14,448.63	40%	
39-861-050 ER-Life Insurance	572	47.60	47.60	238.00	334.00	42%	
39-861-060 ER-Workman's Comp	3,221	0.00	0.00	2,323.36	897.64	72%	
39-861-099 Salary Reimbursement COVID	1	(1,823.92)	(1,823.92)	(1,823.92)	1,824.92	-	182392%
39-861-200 Travel Expense	500	0.00	0.00	0.00	500.00		
39-861-203 Supplies	2,549	400.78	400.78	941.58	1,607.42	37%	
39-861-204 Uniforms	2,916	207.83	207.83	906.58	2,009.42	31%	
39-861-205 OP Material & supplies	38,700	5,320.10	5,320.10	14,130.30	24,569.70	37%	
39-861-250 Light, Heat & Security	95,000	6,696.43	6,696.43	28,528.17	66,471.83	30%	
39-861-251 Telephone & Postage	7,722	827.16	827.16	3,025.29	4,696.71	39%	
39-861-252 Fuel	9,000	684.98	684.98	1,872.03	7,127.97	21%	
39-861-296 Continuing Education	1,225	0.00	0.00	0.00	1,225.00		
39-861-301 Computer Maint.	4,607	297.07	297.07	1,059.36	3,547.64	23%	
39-861-302 Software Support	2,741	0.00	0.00	1,934.24	806.76	71%	

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39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
39-861-305 Technology Upgrades	2,000	0.00	0.00	0.00	2,000.00		
39-861-309 Advertising	1,000	153.48	153.48	937.67	62.33	94%	
39-861-318 Freight Charges	1,650	124.00	124.00	549.17	1,100.83	33%	
39-861-342 Maint & Repair Plant	60,000	10,798.15	10,798.15	44,633.87	15,366.13	74%	
39-861-344 Sludge Removal	60,000	0.00	0.00	6,462.50	53,537.50	11%	
39-861-345 Beaver Control	2,000	0.00	0.00	0.00	2,000.00		
39-861-346 Lab Material & Supplies	9,000	0.00	0.00	7,165.55	1,834.45	80%	
39-861-347 Lab Analysis	17,948	1,229.50	1,229.50	3,501.00	14,447.00	20%	
39-861-348 Tar - Pamlico Dues	3,000	0.00	0.00	0.00	3,000.00		
39-861-349 OSHAComp/Safety M&S	1,000	0.00	0.00	135.00	865.00	14%	
39-861-352 Vehicle Maintenance	3,000	603.91	603.91	2,979.65	20.35	99%	
39-861-400 Liability Insurance	18,185	0.00	0.00	4,546.20	13,638.80	25%	
39-861-405 Audit Expense	7,500	4,100.00	4,100.00	4,100.00	3,400.00	55%	
39-861-441 Certify Lab Services	1,000	0.00	0.00	0.00	1,000.00		
39-861-444 Permits & Fees	6,253	0.00	0.00	5,593.50	659.50	89%	
39-861-446 Influent Debris removal	3,856	325.70	325.70	1,309.00	2,547.00	34%	
39-861-447 WWTP Grant Expense	34,125	0.00	0.00	0.00	34,125.00		
39-861-897 WWTP 25% of GF Exp	42,674	4,028.48	4,028.48	14,222.46	28,451.54	33%	
39-861-998 Contingency	9,996	0.00	0.00	0.00	9,996.00		
WWTP - Expenses Totals:	714,629	60,904.47	60,904.47	231,701.11	482,927.89	32%	
39-901-901 Transfer Out to General Fund	32,497	0.00	0.00	0.00	32,497.00		
Transfers Out Totals:	32,497	0.00	0.00	0.00	32,497.00		
Expenses Totals:	747,126	60,904.47	60,904.47	231,701.11	515,424.89	31%	
39 WWTP Revenues Over/(Under) Expenses:		(59,189.47)	(59,189.47)	(191,604.49)			

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62880	30	- A & S PEST CONTROL, INC.	10/01/2020	\$100.00
62881	30	- AMAZON CAPTIAL SERVICES, INC.	10/01/2020	\$623.26
62882	30	- KING'S FITNESS & NUTRITION CENTER	10/01/2020	\$330.00
62883	30	- MIRANDA E. MEDLIN	10/01/2020	\$430.00
62884	30	- NORTHSTAR INDUSTRIES	10/01/2020	\$600.00
62885	30	- Purchase Power (Pitney Bowes)	10/01/2020	\$200.00
62886	30	- R K & B PLUMBING, INC.	10/01/2020	\$282.07
62887	30	- RJA FIRE EXTINGUISHERS SALES & SERVICE, INC.	10/01/2020	\$223.00
62888	30	- Cash	10/02/2020	\$100.00
62889	30	- NC DEPARTMENT OF REVENUE	10/02/2020	\$311.25
62890	30	- Robinson's Ferry Restaurant	10/02/2020	\$25.00
62891	30	- AMAZON CAPTIAL SERVICES, INC.	10/05/2020	\$445.88
62892	30	- BLUE RIDGE SPRINGS, INC	10/05/2020	\$108.25
62893	30	- CHADWICK INSTRUMENT SERVICE	10/05/2020	\$111.71
62894	30	- DUKE ENERGY PROGRESS	10/05/2020	\$115.73
62895	30	- HARRIS ENTERPRISES	10/05/2020	\$192.15
62896	30	- Lee Roy West Plumbing & Heating	10/05/2020	\$5.52
62897	30	- ULINE	10/05/2020	\$197.51
62898	30	- UNIFIRST CORPORATION	10/05/2020	\$272.99
62899	30	- USA Bluebook	10/05/2020	\$896.77
62900	30	- WARREN AUTO PARTS, INC.	10/05/2020	\$193.56
62901	30	- WARREN COUNTY PUBLIC UTILITIES	10/05/2020	\$17,803.25
62902	30	- WRIGHT EXPRESS FSC	10/05/2020	\$1,221.98
62903	30	- Community Eye Care	10/08/2020	\$109.52
62904	30	- KERR-TAR REG COUNCIL OF GOV	10/08/2020	\$138.00
62905	30	- TABLETOP MEDIA GROUP LLC	10/08/2020	\$600.00
62906	30	- MUNICIPAL ENGINEERING	10/08/2020	\$21,600.00
62907	30	- ARIEL COMMUNITY CARE, LLC	10/08/2020	\$68.16
62908	30	- CAROLINA DIGITAL PHONE INC	10/08/2020	\$316.00
62909	30	- CHARAINE S. HARGROVE	10/08/2020	\$21.72
62910	30	- CHARLENE KEARNEY	10/08/2020	\$98.49

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62911	30	CHERRY BEKAERT LLP	10/08/2020	\$3,950.00
62912	30	Core & Main	10/08/2020	\$4,269.87
62913	30	DOCUMENT SYSTEMS, INC	10/08/2020	\$416.02
62914	30	FRED POWELL	10/08/2020	\$29.44
62915	30	HARRIS ENTERPRISES	10/08/2020	\$9,876.77
62916	30	JASON YOUNG	10/08/2020	\$150.00
62917	30	JOHN AURELIO	10/08/2020	\$98.49
62918	30	NANCY METSIUO	10/08/2020	\$16.09
62919	30	NC DEQ	10/08/2020	\$1,787.50
62920	30	RADOUANE FIDDI	10/08/2020	\$48.83
62921	30	RAED SHAQAIR	10/08/2020	\$65.21
62922	30	ROBERT A THOMPSON	10/08/2020	\$150.00
62923	30	SOUTHERN CORROSION, INC.	10/08/2020	\$4,208.88
62924	30	Spectrum Business	10/08/2020	\$149.98
62925	30	SYLVIA A. BROWN	10/08/2020	\$13.55
62926	30	UNITED PARCEL SERVICE	10/08/2020	\$124.00
62927	30	WORTHAM DAVIS	10/08/2020	\$73.73
62928	30	AHNER SECURITY INC.	10/14/2020	\$572.00
62929	30	Brannock's Glass	10/14/2020	\$1,964.20
62930	30	DOCUMENT SYSTEMS, INC	10/14/2020	\$176.67
62931	30	DUKE ENERGY PROGRESS	10/14/2020	\$367.31
62932	30	FRANKLIN BROS NURSERY	10/14/2020	\$38.33
62933	30	GFL ENVIRONMENTAL	10/14/2020	\$325.70
62934	30	MERITECH INC	10/14/2020	\$1,844.50
62935	30	PETE SMITH TIRE & QUICK LUBE, INC	10/14/2020	\$499.13
62936	30	TAR HEEL TIRE SALES/SERVICE	10/14/2020	\$16.01
62937	30	UNIFIRST CORPORATION	10/14/2020	\$342.91
62938	30	WARRENTON SUPPLY CO., INC.	10/14/2020	\$27.40
62939	30	WRIGHT EXPRESS FSC	10/14/2020	\$1,141.57
62940	30	AMAZON CAPTIAL SERVICES, INC.	10/14/2020	\$5,825.35
62941	30	MUNICIPAL ENGINEERING	10/14/2020	\$142,650.00

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62942	30	UNIFIRST CORPORATION	10/14/2020	\$1,857.45
62943	30	CENTURY LINK COMMUNICATIONS	10/16/2020	\$169.42
62944	30	DUKE ENERGY PROGRESS	10/16/2020	\$7,584.59
62945	30	GREER INDUSTRIES, INC.	10/16/2020	\$4,066.30
62946	30	HARRIS ENTERPRISES	10/16/2020	\$256.20
62947	30	MIRANDA E. MEDLIN	10/16/2020	\$3,150.00
62948	30	TIME WARNER CABLE	10/16/2020	\$116.97
62949	30	TRI-COUNTY POWER EQUIPMENT INC	10/16/2020	\$68.06
62950	30	WARREN COUNTY PUBLIC WORKS	10/16/2020	\$1,624.75
62951	30	ALWAYS CARE BENEFITS, INC.	10/19/2020	\$490.16
62952	30	C. T. Wilson Construction Co.	10/19/2020	\$119,916.39
62953	30	MUNICIPAL ENGINEERING	10/19/2020	\$53,740.00
62954	30	Pete Smith Garage, Inc.	10/19/2020	\$2,173.84
62955	30	RALPH HODGE CONSTRUCTION COMPANY	10/19/2020	\$229,413.60
62956	30	DUKE ENERGY PROGRESS	10/20/2020	\$629.70
62957	30	AMAZON CAPTIAL SERVICES, INC.	10/21/2020	\$325.87
62958	30	DISCOUNT MUGS - BELUSA LLC	10/21/2020	\$6,732.94
62959	30	DOCUMENT SYSTEMS, INC	10/21/2020	\$854.00
62960	30	Mission Communications, LLC	10/21/2020	\$4,627.20
62961	30	United Healthcare	10/21/2020	\$12,880.02
62962	30	AMAZON CAPTIAL SERVICES, INC.	10/23/2020	\$266.38
62963	30	BANZET, THOMPSON, STYERS & MAY, PLLC	10/23/2020	\$1,737.50
62964	30	Coastal AgroBusiness	10/23/2020	\$930.00
62965	30	DOCUMENT SYSTEMS, INC	10/23/2020	\$488.77
62966	30	FRONTIER NATURAL GAS	10/23/2020	\$20.70
62967	30	HUMANA SPECIALTY BENEFITS	10/23/2020	\$29.38
62968	30	KING'S FITNESS & NUTRITION CENTER	10/23/2020	\$330.00
62969	30	PROFESSIONAL MAIL SERVICES, INC	10/23/2020	\$522.86
62970	30	CHERRY BEKAERT LLP	10/26/2020	\$4,000.00
62971	30	FIRST CITIZENS BANK	10/26/2020	\$1,876.09
62972	30	Greg W. Isley, CPA, PA	10/26/2020	\$4,350.00



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62973	30	BLUE RIDGE SPRINGS, INC	10/27/2020	<b>\$145.20</b>
62974	30	COLUMBIAN MUTUAL LIFE INS CO	10/27/2020	<b>\$37.88</b>
62975	30	Diane S. Gibbs	10/27/2020	<b>\$20.00</b>
62976	30	DUKE ENERGY PROGRESS	10/27/2020	<b>\$1,971.78</b>
62977	30	FRONTIER NATURAL GAS	10/27/2020	<b>\$52.42</b>
62978	30	HARRIS ENTERPRISES	10/27/2020	<b>\$5,175.73</b>
62979	30	MIRANDA E. MEDLIN	10/27/2020	<b>\$190.00</b>
62980	30	MUNICIPAL INSURANCE TRUST	10/27/2020	<b>\$708.04</b>
62981	30	PETE SMITH TIRE & QUICK LUBE, INC	10/27/2020	<b>\$1,100.69</b>
62982	30	PITNEY BOWES GLOBAL	10/27/2020	<b>\$310.37</b>
62983	30	PRUDENTIAL RETIREMENT	10/27/2020	<b>\$1,508.05</b>
62984	30	SONITROL INTEGRATED SECURITY	10/27/2020	<b>\$65.00</b>
62985	30	THE IVY - AN ENGLISH BED AND BREAKFAST	10/27/2020	<b>\$154.79</b>
62986	30	UNIFIRST CORPORATION	10/27/2020	<b>\$603.40</b>
62987	30	US CELLULAR	10/27/2020	<b>\$1,247.31</b>
62988	30	VERIZON WIRELESS	10/27/2020	<b>\$280.07</b>
62989	30	DUKE ENERGY PROGRESS	10/29/2020	<b>\$122.19</b>
62990	30	KPH PAVING & LANDSCAPING, INC.	10/29/2020	<b>\$6,540.05</b>
62991	30	WRIGHT EXPRESS FSC	10/29/2020	<b>\$1,068.20</b>
112	Checks Totaling -			<b>\$715,491.52</b>

### Totals By Fund

Fund	Checks	Voids	Total
33	\$18,494.25		\$18,494.25
34	\$1,077.70		\$1,077.70
36	\$2,916.28		\$2,916.28
37	\$33,992.91		\$33,992.91
38	\$54,823.68		\$54,823.68
39	\$36,866.71		\$36,866.71
51	\$283,153.60		\$283,153.60
55	\$142,650.00		\$142,650.00
61	\$119,916.39		\$119,916.39
63	\$21,600.00		\$21,600.00
<b>Totals:</b>	<b>\$715,491.52</b>		<b>\$715,491.52</b>

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator  
**Date:** November 5, 2020  
**Re:** October 2020 Monthly Activity Report for Public Works

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## Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) West Ridgeway St. sewer main (general location is in area between Ridgeway Street and Fairlane Drive) – Determine exact location of sewer main and right of way. (2) Install magnetic flow meter in 14 inch sewer force main where Town of Norlina's and Warren County's Sewer enters Town of Warrenton's sewer system (meter would give us precise measurement of volume of sewer in route to the wastewater treatment plant from our partners thus helping to ensure accurate portioning of monthly wastewater treatment expense between the three partners). (3) Purchase water and sewer line locating equipment. (4) Purchase water main valve exercising equipment.
- **Water and Sewer System Needs – Funded:** (1) Comprehensive water system map (Required by NC DENR) – Creation will be funded by NC DEQ grant. (2) Sewer main located between Bragg St. and Macon St. (serves all businesses located on the east side of South Main Street between Odom's Motor Service and Macon Street and Quilt Lizzy) – Line is failing and will need to be repaired or relocated. Repair will be very difficult due to location of line – Replacement of line will be funded by USDA Rural Development grant. (3) Replace sewer main on Bute Street and Unity Drive – Replacement of lines funded by NC DEQ grant. (4) Replace sewer main on South Main Street from Battle Avenue intersection to sewer trunk line at Horse Creek - Replacement of line funded by NC DEQ grant. (5) Purchase and install public works 2-way radio repeater. Funded by USDA Rural Development grant. (6) Purchase and install SCADA systems on Town's 3 sewer lift stations - Funded by USDA Rural Development grant.
- **Completed Water and Sewer System Maintenance/Repair Related Information:** (1) Preventative Maintenance – PW Department Fire Extinguishers. Annual Service. Contractor: RJA Fire Extinguishers Sales and Service (Labor and Materials - \$111.50) (2) Service Call from Plumber – 217 Brehon St. Troubleshooted noisy pipes and installed gate valve. Determined that Town's meter base may have contributed to issue at this residence and thus paid for service call. Plumber: RK & B Plumbing (Labor - \$225.00, Materials - \$57.07) (3) Annual Service Package – SCADA Systems. For monitoring of 3 elevated tanks, 1 pressure reducing vault, 4 sewer lift stations. Service Provider: Mission Communications (Service - \$4,627.20) (4) Emergency Repair – Riggans Sewer Lift Station. Troubleshooted and repaired electrical issues. Contractor: Harris Enterprises (Labor - \$300.00) (5) Emergency Repair – Red Hill Loop Rd. Sewer Lift Station. Replaced grinder pump and repaired electrical issues. Contractor: Harris Enterprises (Labor - \$1,380.00, Parts - \$2,258.70) (6) Preventative Maintenance – Town's 4

Sewer Lift Stations - Cleaned wet wells. Contractor: Northstar Industries (Labor and Materials - \$600.00)

**Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$111.50**

**Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$9,447.97**

- **Water and Sewer Adjustment Request:** For consideration at the November 9, 2020 meeting of the Board of Commissioners. **Emmanuel Episcopal Church** – 127 N. Main St., Account #003-0001080-1. Leak underneath structure. Normal usage 1,000. Request is for sewer adjustment of 27,000 gallons at \$9.01/1000. Total \$243.27. Adjustment recommended by staff.

### Streets and Sanitation

- **Current Tasks:** Tree pruning. Street curb and gutter cleaning. Signs repair/replacement. Brick sidewalk repairs. Loose leaves/debris pick-up. Grass Cutting.

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator, Warren County Director of Public Works, Norlina Director of Public Works  
**Date:** November 4, 2020  
**Re:** October 2020 Monthly Activity Report for WWTP

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- **Pending Equipment Repairs:** **(1)** Effluent filter controls – Safety issue - Replace cylinders and control mechanism for valves located in pit area of filter building. **(2)** Sand blast and refinish site metal structures. **(Estimated Cost – Refinishing remaining structures - \$58,000)** **(3)** Replace Influent pump No. 2 and 3 motor base stands. **(Estimated Cost - \$4,000 per pump)**
- **Completed Plant Maintenance/Repair Related Information:** **(1)** Spare Parts Replenishment – Spare motor end rotor bearing. Supplier: Harris Enterprises (Parts - \$4,788.46), Spare flow chart hub assembly. Supplier: Chadwick Instrument Service (Parts - \$104.65). **(2)** Preventative Maintenance – Plant Fire Extinguishers. Annual Service. Contractor: RJA Fire Extinguishers Sales and Service (Labor and Materials - \$111.50) **(3)** Emergency Repair – Oxidation Ditch No. 1. Freed stuck slide gate. Contractor: Harris Enterprises (Labor - \$180.00). **(4)** Emergency Repair – Grit Pump. Replaced bearings in motor and suction check valve. Contractor: Harris Enterprises (Labor - \$420.00, Parts - \$22.30, check valve supplied from spare parts inventory). **(5)** Repair – Wash Water Pump No. 2. Labor to remove old pump and install new pump. Contractor: Harris Enterprises (Labor - \$4,788.46).

**Total cost for Repairs (Account No. 39-861-342) - \$10,798.15**

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month, 20.84 million gallons were treated.

# Activity Detail Summary (by Category)

Warrenton Police Department

(10/01/2020 - 10/31/2020)

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## Incident Investigations

120 - Robbery	1
13B - Simple Assault	2
23H - All Other Larceny	1
290 - Destruction/Damage/Vandalism of Property	2
35A - Drug/Narcotic Violations	2
35B - Drug Equipment Violations	1
90J - Trespass of Real Property	2
90Z - All Other Offenses	5
<b>Total Offenses</b>	<b>16</b>
<b>Total Incidents</b>	<b>13</b>

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## Arrests

90J - Trespass of Real Property	1
<b>Total Charges</b>	<b>1</b>
<b>Total Arrests</b>	<b>1</b>

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## Accidents

<b>Total Accidents</b>	<b>2</b>
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## Citations

Driving While License Revoked	3
Failure To Stop (Stop Sign/Flashing Red Light)	1
No Operator License	2
Other (Infraction)	3
Speeding (Infraction)	3
Secondary Charge	8
<b>Total Charges</b>	<b>20</b>
<b>Total Citations</b>	<b>12</b>

# Activity Detail Summary (by Category)

Warrenton Police Department

(10/01/2020 - 10/31/2020)

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## Warning Tickets

Total Charges 0

Total Warning Tickets 0

---

## Ordinance Tickets

Total Ordinance Tickets 0

---

## Criminal Papers

Total Criminal Papers Served 0

Total Criminal Papers 0

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## Civil Papers

Total Civil Papers Served 0

Total Civil Papers 0

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# Activity Log Event Summary (Cumulative Totals)

## Warrenton Police Department

(10/01/2020 - 10/31/2020)

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<No Event Type Specified>	1	911 Hang-up	1
Accident	4	Alarm Activation	6
Assault-Physical	1	Assist Elderly/Lost person	1
Assist Motorist	2	Assist NPD	6
Assist Other Department	1	Assist WC EMS	2
Assist WCSO	8	C.O.P.S	1
C.O.P.S. - Main St	13	C.O.P.S.- Neighborhood Patrol	13
Citation	4	Civil Dispute	2
Complaint	7	Disabled Vehicle	2
Dispute	1	Disturbance	3
Domestic	2	Downed Tree / Power Line	1
Escort	4	Foot Patrol	2
Found Property/Item	2	Funeral Escort	1
Information by Phone	3	Investigation and/or Interview	4
Larceny	1	Loitering	1
Other	1	Parking Violation	1
Patrol	6	Property Check – Business	31
Property Check – Residential	5	Shots fired	2
Suspicious Person / Vehicle	5	Talk with Officer	2
Traffic Light / Street Safety Issue	2	Traffic Stop	29
Trespassing	2	Vandalism	3
Vehicle Towed / Impounded	1		

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**Total Number Of Events: 190**



Walter M. Gardner, Jr. – Mayor  
Robert F. Davie, Jr. – Town Administrator

P.O. Box 281  
Warrenton, NC 27589-0281  
(252) 257-1122 Fax (252) 257-9219  
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### **BOC Meeting October 2020 – Action Items Checklist**

1. Execute annexation resolution, file copy of resolution with Register of Deeds, update Ordinance Book as addition to Table 1. (cont.)
2. Work with Mitch Styers on ordinance language for HDC penalty (cont.)
3. Execute success fee agreement with Stacy Woodhouse.
4. Execute extension of option on Dameron building.  
    ✓ Done
5. Remove globs of asphalt along Ridgeway near Spring Street. Remove cones at Church Street. Clean up sidewalks with asphalt.  
    ✓ Done
6. Advertise Public Hearing for zoning changes in Warren Record, not more than 20 days and not less than 10 days prior to the public hearing for two consecutive weeks.  
    ✓ Done
7. Apply for Brownfield grant.  
    ✓ Grant application submitted
8. Notify HMW Preservation of other areas to include in the National Historic District application but not in the local Historic District.  
    ✓ Done
9. Notify Cast Stone Systems of bid acceptance.  
    ✓ Done
10. Execute revised Engineering Agreement with MESCO regarding WWTP grant project.  
    ✓ Done
11. Execute Fair Housing Plan for CDBG Neighborhood Revitalization Project grant.  
    ✓ Done
12. Work with Bicycle Planning Grant committee to determine number of bicycle Fixtations and racks to apply for in bicycle grant.  
    ✓ Grant application submitted
13. Determine correct pricing for bicycle lane striping along Ridgeway St by DOT contractor.  
    ✓ Awaiting response from Scott Wheeler of NCDOT



# Town of Warrenton

## Asset & Inventory Assessment (AIA)

### Grant Project – Sewer System

FUNDED BY THE NORTH CAROLINA DIVISION OF WATER INFRASTRUCTURE

STATE AIA PROJECT NO. E-AIA-W-18-0131



Presented By:  
Municipal Engineering Services Company, PA  
\_\_\_\_\_, 2020



# AIA Program Overview

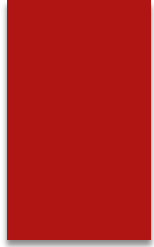
## **Asset & Inventory Assessment (AIA) Grant Program**

- ▶ The Asset Inventory and Assessment (AIA) grant program was established to encourage municipalities to become viable and proactive in the management of their water and wastewater systems. The grants provide funding for developing water and wastewater asset inventories, condition assessments of critical assets and other components of a comprehensive asset management program. The program is administered by the North Carolina Department of Environmental Quality, Division of Water Infrastructure.
- ▶ In March of 2018, the Town of Warrenton was awarded a wastewater system AIA grant from the North Carolina Division of Water Infrastructure in the amount of \$150,000. As stated in the Town's AIA application and preliminary project scope, the grant funds would be used to GIS map the wastewater collection system and conduct a condition assessment of select segments of the gravity sewer system.

# AIA Project Tasks Summary

## Sanitary Sewer Limited Condition Assessment

- ▶ As part of the AIA project, a limited condition assessment of select segments of the gravity sewer system was performed. The assessment areas were selected by town personnel as the most critical areas in town based on age, condition, sanitary sewer overflows and suspected inflow and infiltration.
- ▶ The assessment consisted of closed-circuit television (CCTV) inspection of the collector sewers, a level 2 aboveground inspection of the manholes and smoke testing of the collector lines. Approximately 11,900 feet of sewer pipe was inspected and smoke tested along with 49 manholes. The pipes and manholes were inspected and graded using protocols and standards established by the National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP) and the Manhole Assessment Certification Program (MACP).
- ▶ Most of the sewers inspected were constructed of terra cotta clay pipe and were in fair to poor condition. Numerous pipe defects such as cracks, fractures, holes, offset joints, roots, and pipe sags were noted throughout the survey area. Similarly, many of the manholes inspected were found to be in poor condition. Most were constructed of brick or masonry block and had active infiltration occurring.



**RESERVED FOR CCTV PROJECT AREA MAP(S)**



# AIA Project Tasks Summary

## Condition Assessment – Typical Pipe Defects Encountered

**Severe Root Infiltration**



**Severe Offset Joint w/Fracture**



**Cast Iron Pipe Severe Corrosion**





# AIA Project Tasks Summary

## Condition Assessment – Typical Pipe Defects Encountered

Protruding Hammer Tap



Gas Line installed through Sewer Pipe



Cable installed through Sewer Pipe





# AIA Project Tasks Summary

## Condition Assessment – Typical Pipe Defects Encountered

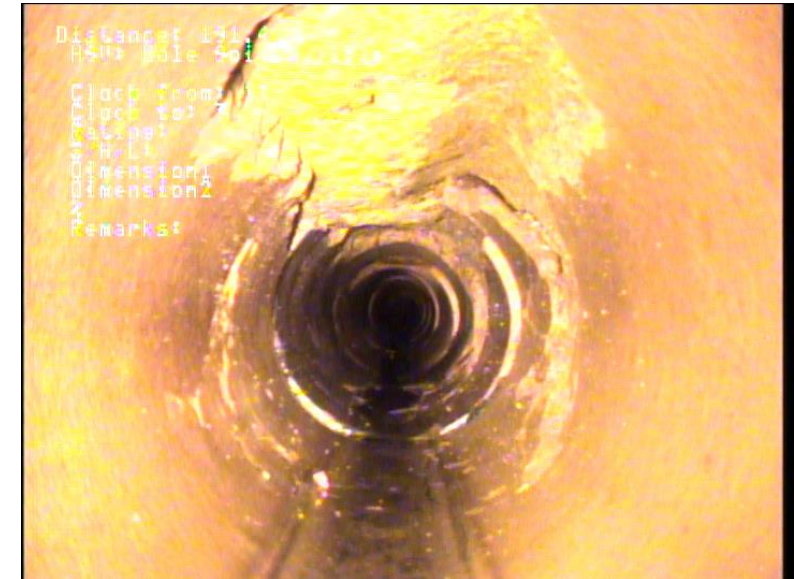
Protruding Hammer Tap



Severe Offset/Fracture



Hole in top of Sewer Main





# AIA Project Tasks Summary

## Condition Assessment – Typical Manholes Encountered

**Typical Brick Manhole**



**Brick Manhole Bottom**



**Root Intrusion in Manhole**





# AIA Project Tasks Summary

## Condition Assessment – Typical Manholes Encountered

**Hole in Frame (allows inflow)**



**Manhole w/active infiltration (stains)**



**Precast Manhole (for comparison)**





# AIA Project Tasks Summary

## Smoke Testing

**Storm Drain Cross Connection**



**Leaking Clean-Out Cap**



**Defective Sewer Lateral**

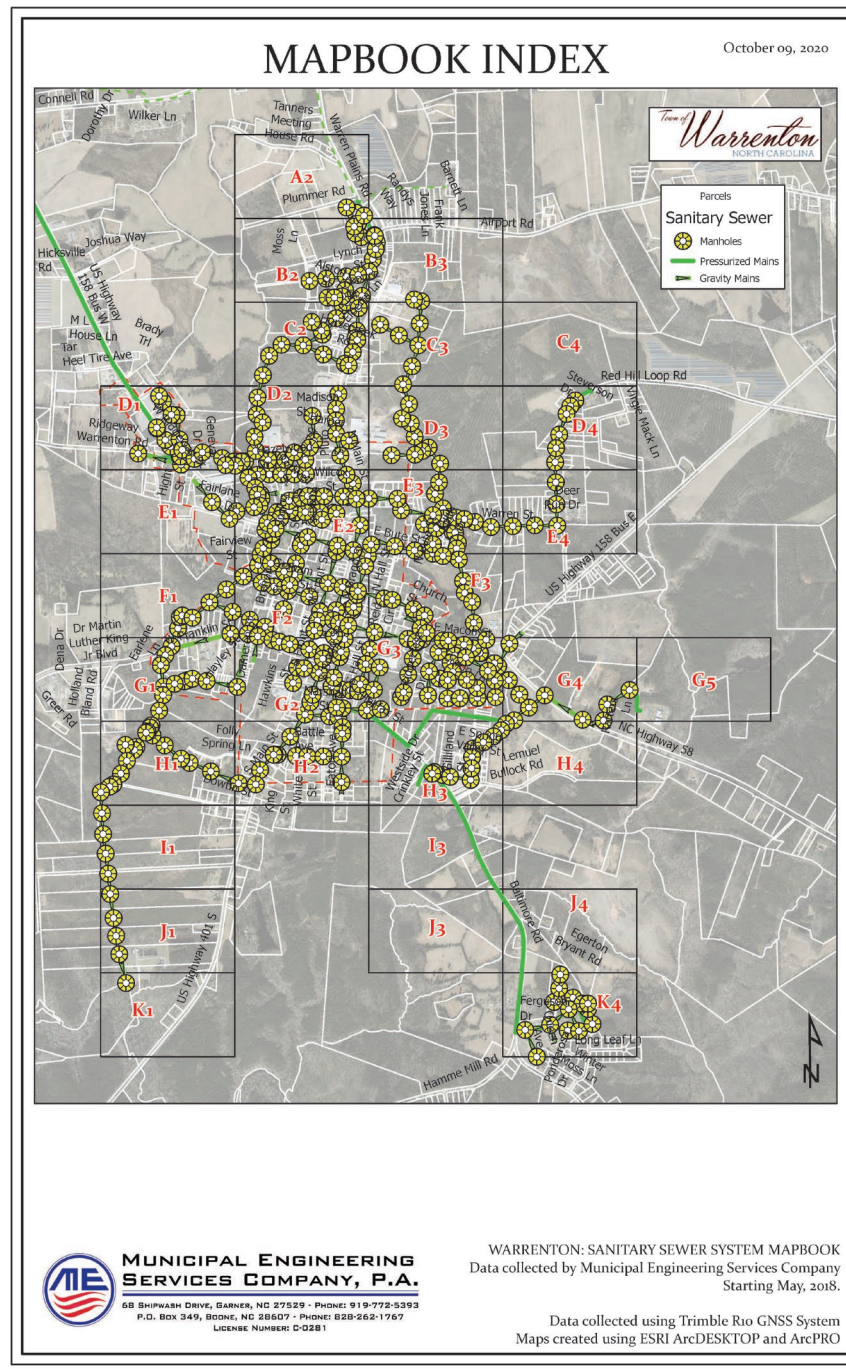
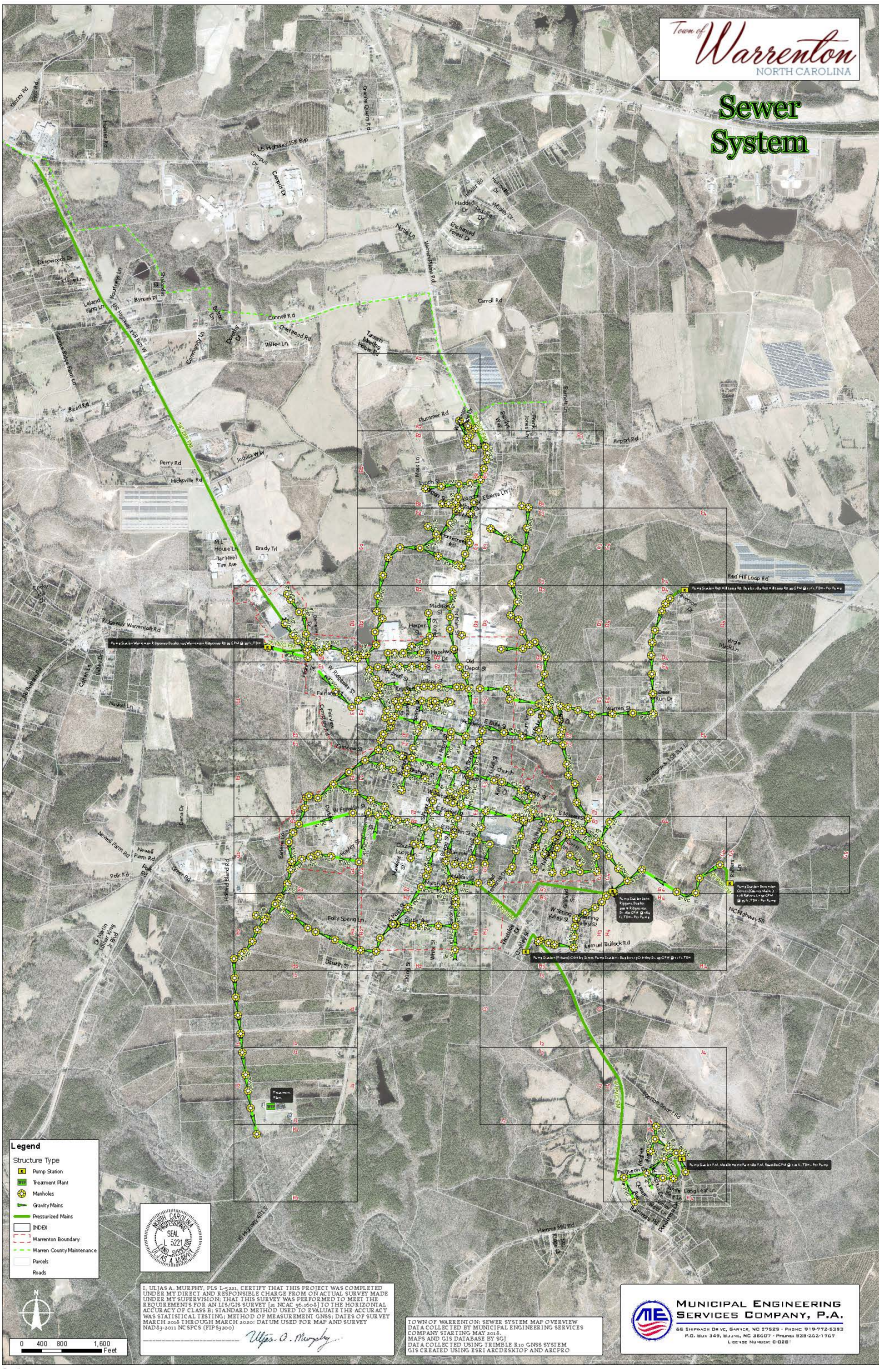


# AIA Project Tasks Summary

## GIS Mapping – Sewer System

- ▶ The town's entire wastewater collection system was GIS mapped as part of the AIA project. The collection of data for the mapping portion of the project involved a 3-stage process. The data was first collected in the field by our GIS surveyors.
- ▶ Once the field data was collected, it was processed by our GIS team in Raleigh and Boone to create physical maps and map books of the collection system. The GIS team then created an interactive GIS mapping tool that the Town could use to display the location and attributes of the infrastructure asset.
- ▶ Since the town does not have ArcGIS software or the technical staff to use the software, a free ArcGIS reader was provided that can be installed on individual desktops, laptops and tablets to allow staff to view the maps and attribute files. In addition to the computer application, overall system maps and map books were created in PDF format and assembled into notebooks allowing O&M personnel to have access to detailed maps while out in the field. The PDF maps can also be easily copied on any standard scanner or copying machine.

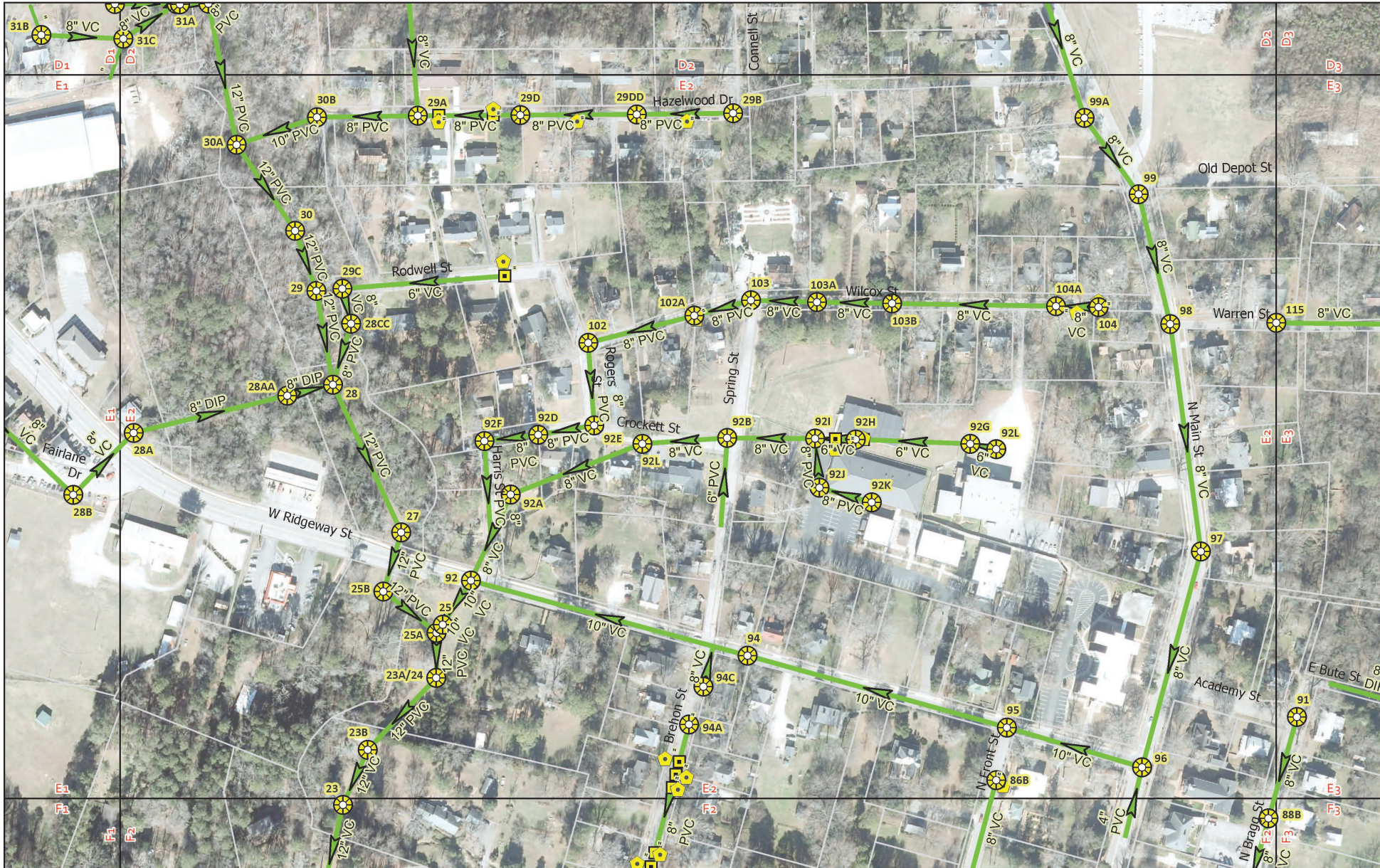




# Town of Warrenton Sewer System Map

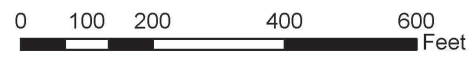






# Sewer Map Panel E2

**MUNICIPAL ENGINEERING  
SERVICES COMPANY, P.A.**  
 68 SHIPWASH DRIVE, GARNER, NC 27529 • PHONE: 919-772-5393  
 P.O. BOX 349, BOONE, NC 28607 • PHONE: 828-262-1767  
 LICENSE NUMBER: C-0281



- Manholes
- Service Connections
- Pressurized Mains
- INDEX
- Parcels
- Clean Outs
- Gravity Mains
- Lateral Lines
- Warrenton Boundary



# Asset Inventory and Assessment Budget

Description – Sewer System AIA	Costs
Project Management	\$ 12,000
Sewer System GIS Mapping	60,000
Sewer Condition Assessment	72,000
Grant Administration	<u>6,000</u>
<b>TOTAL SEWER SYSTEM AIA PROJECT COSTS</b>	<b>\$ 150,000</b>

# Project Deliverables

- ▶ Wastewater System GIS Maps – Two (2) bound Map Books, one electronic copy on flash drive in PDF format with all GIS Database files, ArcGIS Reader for installation on desktops, laptops, and tablet computers
- ▶ One (1) bound copy of the Sewer Condition Assessment performed by Compliance Environmental Services (CES) including inspection reports, PACP/MACP database with CCTV inspection media, summaries and reference data.

# Conclusions and Recommendations

- ▶ With the development of the Wastewater GIS Mapping System and the limited condition assessment of critical sewer assets, the Town of Warrenton has the knowledge, guidance and planning tools necessary to approach wastewater infrastructure asset management proactively, rather than reactively.
- ▶ Utilizing these tools will allow the town to identify and prioritize critical projects, determine the timing of those projects, and investigate potential methods for funding projects through planned rate increases and/or state and federal funding programs. Having these tools in place also positions the town to submit very competitive, high scoring applications to the Division of Water Infrastructure for future grant and zero/low-interest loan funds.



## QUESTIONS?







Walter M. Gardner, Jr. – Mayor  
Robert F. Davie, Jr. – Town Administrator

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## **STATUS OF GRANTS**

**(Fund 51 & 61) USDA Rural Development** -- \$6.065 million total project cost. Included are Town Hall renovation, water main, water line repairs, radio-frequency water meter installation.

- Wrapping up final details.

**(Fund 53) NC Commerce Main Street Downtown Redevelopment** -- \$500,000 to redevelop 107 N. Main Street.

- Received bids for Phase 2. Received some lower bids for electrical, concrete and plumbing. Phase 2 plans may be revised and rebid, else project could continue as Phase 1 cost estimates are similar to prior estimates.
- Received updated estimates to continue on as Phase 1. Town placed building under its insurance policy.

**(Fund 55) NC DEQ Water Infrastructure WWTP** -- \$1,600,000 to rehab most severe areas of WWTP

- Town \$1,600,000 with 100% grant and Town to pay 1.5% processing fee.
- Bids received exceeded grant amount by nearly \$1 million. Engineering firm working with winning bidder to identify savings. With reduced scope of project, additional loan is still required. Norlina and Warren County boards have approved the additional loan.
- Work to begin November, 2020. Construction start date provided to HG Reynolds.

**TAP Grant** – ADA (Americans with Disabilities Act) or handicapped sidewalk access

- DOT roads = 100% grant
- DOT indicated that funds have been allocated but construction has been delayed until July 2020.

**(Fund 64 & 65) NC DEQ – Sewer Rehab – Battle Ave/Unity & Bute**

- Received Intent to Fund letter from NCDEQ for 75% total expense from NC DENR to repair Battle Ave sewer from overflow area down to treatment plant. Approximately \$750,120 in total project costs.
- Also received Intent to Fund letter for 75% of total cost which equals a grant of \$345,000 and loan amount of \$115,000 and a match amount of \$7,475 for a total of \$467,475 from NC DENR to repair sewer lines on Unity Dr. and Bute St.
- Substantial completion, only high visibility striping left.

**(Fund 63)NC DEQ AIA SEWER** - \$150,000 to develop an Asset Management Plan for Sewer Lines.

- 95% grant from NC DENR, 5% \$7,500 match including 1.5% grant fee from the Town. The grant fee of \$2,250 was paid 6-26-18 with O & A Letter and Resolution.
- Gary Flowers of Municipal Engineering to close out project at November BOC meeting

**NC Main Street Solutions Warrenton Brewery Grant** - \$100,000 grant with 2 to 1 match. This grant is to help renovate 120 S. Main Street for a Brewery and Meadery.

- Final drawings received from architect
- Received approval from NCSHPO. Updated drawings submitted to Main Street.
- Waiting on financing closing. Work must be completed by October 2021 per grant agreement

**NC Neighborhood Revitalization Program**

- Application underway for CDGB funds to assist in repairing houses owned by citizens of low or moderate incomes.
- Awaiting release of funds letter from NC Department of Commerce.

**Volkswagen Settlement Grant**

- Application submitted on September 30 seeking replacement of garbage truck, dump truck, tractor and back hoe. No Town match was included in the application.
- Town awarded \$218,000 for new garbage and dump trucks. One of 70 awards given. Contract process may be two to six months to complete. Town must purchase equipment and be reimbursed approximately two weeks later.
- Awaiting contract agreement from NC Commerce.

**Building Reuse Grant**

- Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic.
- Awaiting closing on building before executing grant agreement with Commerce and Dr. O'Malley.

**NC IDEA Grant**

- \$150,000 grant to develop entrepreneurial ecosystem in Warrenton/Warren County. No required match.
- Application submitted on October 9.

**Brownfield Grant**

- The Town was NOT awarded the grant in FY 2020 due to scoring and the large number of applicants. There were 155 awards out of 448 applications.
- Grant application submitted by Cardno engineers. Award notification in May/June of 2021

**Bicycle Amenities**

- Application submitted for four bicycle racks and one fixtation.

**Project Description and Contract  
Warrenton Historic District National Register Nomination  
Additional Documentation, Boundary increase, and Boundary Decrease**

This Project Description and Contract (“Contract”) is hereby entered into by and between **Town of Warrenton** (the “Client”) and **hmvPreservation** (the “Consultant”), referred to collectively as the “Parties.”

- A. **CONTRACT DOCUMENTS:** This Contract consists of the following documents:
- 1) This Contract
  - 2) Scope of Work (Attachment A)
  - 3) Services to be Provided and Standards to be Followed (Attachment B)
  - 4) Time-Product-Payment Schedule (Attachment C)

- B. **CONSULTANT PERSONNEL:**

The consultant identifies **Heather M. Slane**, who meets the *Secretary of the Interior’s Professional Qualification Standards*, as the individual who will have primary responsibility for conducting and supervising the project and reviewing all project products. The Consultant shall obtain prior written approval of the Client prior to any change in primary responsibility for the project.

Survey and research assistance shall be provided by Cheri Szcodronski. The Consultant identifies no other individual who will be carrying out a substantial portion of the work of this contract. Prior to assigning any duties to any additional employee, assistant, or subcontractor, the Consultant shall seek and obtain prior written approval from the Client.

- C. **TIME SCHEDULE:**

This Contract shall be effective on the date of signing and shall terminate on **December 31, 2022**. The project activities (the work of the consultant) must be completed and submitted to the Client by **December 31, 2022**, with no option to extend. The attached Time-Product-Payment Schedule (**Attachment C**) is to be followed throughout the course of the project.

- D. **PROJECT BUDGET FOR PROFESSIONAL SERVICES:**

The total amount to be paid by the Client to the Consultant under this Contract shall not exceed **\$14,650** including travel, photography, and all other expenses.

It is understood that the Consultant is being employed as a professional and is an independent contractor and that payment for services constitutes a fee that excludes all employment taxes and related benefits. If necessary, the Client will be responsible for providing appropriate IRS income statements (FORM 1099) for the Consultant.

E. PAYMENT PROCEDURES:

The Consultant will receive payment upon submission and approval of the items described in the Scope of Work (**Attachment A**) and the Services to be Provided and Standards to be Followed (**Attachment B**) and in accordance with project budget and the Time-Product-Payment Schedule (**Attachment C**).

The Consultant will submit the products and invoices directly to the Client for review and approval. Invoices for all but the final product will be processed upon receipt of each product. The invoice for the final product will be processed upon full review and approval of the final product by the State Historic Preservation Office (HPO) and the placement of the property on the agenda for the National Register Advisory Committee.

F. TERMINATION BY CLIENT OF CONTRACT FOR CAUSE:

If the Consultant fails to fulfill in a timely and proper manner his/her obligations under this Contract, or if the Consultant violates any provisions of this Contract, the Client shall have the right to terminate the Contract for cause by giving written notice to the Consultant specifying the reasons for and effective date of termination. In such event, the Consultant shall cease work immediately upon receipt of such notice. The Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed prior to termination, but in no case shall this amount exceed **\$14,650**. Should the project be terminated for any reason, all project work and files will revert to the Client, who shall retain ownership of all work completed on their behalf to that point until the nomination is listed on the National Register of Historic Places.

G. CHANGES IN PROJECT DESCRIPTION AND CONTRACT:

The Client shall immediately notify the Consultant if any changes to the scope of work or project schedule are anticipated. Only minor changes may be made in the scope or budget without the written approval of the Client and the Consultant. All other changes, including those changes that involve a change in projects scope or costs, will be deemed to be major changes. Major changes must be approved in writing by the Client and Consultant before changes are made.

H. NONDISCRIMINATION ASSURANCES:

In consideration of the signing of this Contract for the performance of work and furnishing of labor and materials as set forth herein, the Parties hereto for themselves, their agents, officials, and employees or servants agree not to discriminate in any manner on the basis of age, handicap, sex, race, color, creed, sexual orientation, or national origin with reference to the subject matter of this Contract, no matter how remote.

I. SAFETY PRECAUTIONS:

The Client and the Consultant agree to take necessary steps to insure themselves and their personnel and to comply with the applicable local, State, or Federal safety standards, including those issued pursuant to the National Occupational Safety and Health Act of 1970.

J. CONTACT INFORMATION FOR CONTRACT ADMINISTRATOR AND CONSULTANT:

The Client identifies the following person who will serve as the Client Contract Administrator:

**Robert F. Davie, Jr., Town Administrator**  
**Town of Warrenton**  
Phone: 252.257.1122  
Email: [townadministrator@warrenton.nc.gov](mailto:townadministrator@warrenton.nc.gov)

The Consultant's contact information is as follows:

**Heather M. Slane**  
**hmwPreservation**  
PO Box 355  
Durham, NC 27702  
Telephone: 336-207-1502  
Email: [heather@hmwpreservation.com](mailto:heather@hmwpreservation.com)

Either Party may change the contact information by giving timely written notice to the other Party.

\* \* \* \* \*

The undersigned represent and warrant that they are authorized to bind their principals to the terms of this agreement. In Witness Whereof, the Client and the Consultant have executed this Contract in duplicate originals, with one original being retained by each Party.

**Town of Warrenton**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Title

**hmwPreservation**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Title

## ATTACHMENT A

### Project Description and Scope of Work

#### Warrenton Historic District National Register Nomination Additional Documentation, Boundary Increase, Boundary Decrease

The Warrenton Historic District encompasses approximately 327 properties, including the town's central business district and surrounding residential development. The district was comprehensively resurveyed by the HPO in 2019. The proposed boundary increase includes approximately 89 additional resources (sixty of which have already been surveyed by HPO). Preparation of the Warrenton Historic District National Register nomination will be completed in four main stages: Initial Data Collection, File Preparation, Contextual Development, and National Register Report Preparation.

**Initial Data Collection** will include the gathering of GIS maps and parcel data, HPO database and survey materials, city and county histories, and other available historic and genealogical sources related to the town's development. This initial collection of documents will serve to develop the historic context for the district. A base map with parcels and building footprints should be provided to the consultant in digital form by the Town of Enfield or the SHPO for the completion of the necessary survey maps for the National Register nomination.

**Field Work** will include a full architectural survey of the twenty-eight properties within the Hazelwood subdivision. The survey will include sketches and notes on architectural details and condition of each structure. Digital photographs will be taken of all buildings, structures, and sites not documented by the HPO in 2019. Additional digital photographs will be taken of streetscapes as well as previously documented buildings, structures, and sites as needed. Interviews with residents will be conducted as necessary during this phase to supplement information presented in existing survey files and GIS data.

**File Preparation** will include the preparation of written descriptions for all newly surveyed buildings and the editing, as necessary, of descriptions surveyed in 2019, which together will serve as the Section 7 inventory list for the completed Additional Documentation and Boundary Increase. It will also include the creation/update of digital survey files for all properties within the district boundary. Digital survey photos and survey file envelopes will be labeled according to HPO guidelines.

**Contextual Development** will include the preparation of a written history and historic significance for the district based on information in existing survey files, sources collected in the Data Collection phase, and interviews with residents. Additional historic and archival research will be completed as necessary to provide a thorough twentieth-century history and context for the district. Additionally, an architectural context will be drafted to cover the major twentieth-century architectural styles represented in the district.

**Report Preparation** includes the preparation of the National Register application form, a full

inventory list of all properties within the district boundaries, a written history and significance of the district, bibliography, and boundary justification. All text, database files and survey photographs, survey and National Register maps will be provided in digital format to the client and in digital and paper format to the HPO. National Register photos will be submitted digitally for printing after the initial review by the HPO.

**Revisions** and corrections to the nomination will take place according to the review schedule of the HPO. The consultant will make necessary revisions and corrections to the nomination and report within 60 days of receipt of the comments from the HPO.

When the meeting is scheduled for presentation to the National Register Advisory Committee, a public meeting will be scheduled to present the report to the local community. The Town of Warrenton will be responsible for the scheduling and advertising of that meeting, as well as for the legal notice required by the National Park Service. The Consultant and HPO staff will attend the meeting to present the nomination and to inform the public about the implications of National Register listing and the remaining steps to listing.

The nomination will be prepared according to guidelines in state and federal manuals for completing nominations: 1) *Practical Advice for Completing National Register Nominations in North Carolina* (Revised Edition 2015); 2) *National Register Bulletin 16A: Guidelines for Completing the National Register of Historic Places Registration Form*; and additional guidelines and policies for digital photography and HPO survey database entry. All work will be done under the supervision of HPO staff, who will consult in the determination of final boundaries for the district. The consultant will be responsible for a presentation at one (1) public information meeting in Warrenton. Final products will include the database and digital photographs submitted on CDs or DVDs and the entire district nomination in digital format to be submitted to both the HPO and the Town of Warrenton.



## ATTACHMENT B

### Services to be Provided and Standards to be Followed for Survey and National Register Historic District Nomination

#### I. SERVICES AND GOODS TO BE PROVIDED BY THE CONSULTANT AND STANDARDS AND PROCEDURES TO BE FOLLOWED:

**The Survey:** The Consultant will complete the survey of the proposed historic district area with the guidance and support of the staff of the State Historic Preservation Office (HPO) and will follow guidelines in *The North Carolina State Historic Preservation Office Survey Manual: Instructions for Recording Historic Resources*, 2008 edition (hereinafter cited as *NC Survey Manual*), supplementary guidelines provided by the HPO, and the calendar and details of the project schedule developed by the Consultant in consultation with the Client. These state standards are in compliance with the Secretary of the Interior's "Standards for Identification."

The Consultant will record all properties in the project area by completion of the HPO's Access-based computer survey form, photographic recording, and mapping. The Consultant will work closely with local historians and other individuals to ensure accurate coverage of local history. Oral history and primary documentation will be collected and integrated where possible.

For the purposes of payment and the satisfaction of the terms of this contract it is understood that the completion of the survey consists of the following items:

1. Intensive field work in the designated area including a review of all structures on all roads and streets.
2. For each property, a completed survey file that meets guidelines in *NC Survey Manual* and additional guidelines and policies for use of the HPO's Access survey database and digital photography. If a survey file already exists, it will be updated. Data from all pre-existing survey files containing a non-digital survey form will be entered in the HPO's survey database, reflecting updated data as appropriate. The files will include:
  - a. a survey file folder correctly labeled;
  - b. a completed report form generated from the survey database for each property covered by the file;
  - c. all prints of digital record photographs of each property, properly labeled, including overall views, detail views, interior views, and photographs of outbuildings and their details where applicable. These photographs are to be submitted in the form of enlarged contacts of not more than nine images per 8-1/2 x 11 sheet in the HPO's standard format;
  - d. a summary description of each property (the "entry") that summarizes its history, setting, architectural form and character, integrity, associated

features, and significance. The entry may be a copy of the inventory list entry prepared for the nomination;

- e. any documentary information and notes collected on the property.
3. The gathering of historical information on the construction and occupation of each property will include, as feasible and appropriate, all necessary on-site and telephone interviews with property owners, former owners, and other persons who can provide information on the construction, occupation, and development of the property. This information is to be inserted in the respective survey file with its sources (e.g., date of a conversation/ interview) cited.
  4. The submittal of the database and digital photographs on CDs or DVDs to both the HPO and the Town of Warrenton. The survey files and photographs will be reviewed by HPO staff and revised by the Consultant and the revisions approved before final payment is made. Time should be allowed for revision.
  5. Using PowerPoint or other digital presentation software as appropriate, a presentation by the Consultant and HPO staff at one public meeting to inform the community of the nomination when it is completed and scheduled for presentation to the North Carolina National Register Advisory Committee. Additional presentations will be negotiated separately between the Consultant and the Client.

**Preparation of the National Register Nomination:** The Consultant will prepare one National Register nomination, as described in the Scope of Work, according to guidelines in state and federal manuals for completing nominations: 1) *Practical Advice for Completing National Register Nominations in North Carolina* (Revised Edition 2015); 2) *National Register Bulletin 16A: Guidelines for Completing the National Register of Historic Places Registration Form*; and additional guidelines and policies for digital photography, all of which are incorporated by reference as if fully set forth herein. These guidelines are in compliance with the Secretary of the Interior's "Standards for Evaluation" and "Standards for Registration." The Consultant will also utilize examples of nominations provided by the State Historic Preservation Office (HPO). The Consultant and any assistants will complete necessary visits, recording, description, photography, mapping, research, and other processes required to prepare the nomination according to the instructions cited above. The nomination will include an inventory list containing an entry on each resource in the district. The entry summarizes the resource's history, setting, architectural form and character, integrity, and significance.

The Consultant will provide review copies of all draft nomination manuscripts to both the HPO and the Town of Warrenton. Any appropriate substantive revisions/corrections desired by the HPO or the Town of Warrenton will be provided to the Consultant within the period for review of the first draft as specified on the Time/Product/Payment Schedule to allow sufficient time to incorporate such revisions or corrections in the final draft. The Consultant shall submit the final draft of the nomination to the HPO and the Town of Warrenton in digital form.

**Additional Standards and Procedures:** In order to ensure the consistent application of Statewide Survey and National Register standards and procedures, the Consultant shall:

1. perform the project activities according to the Secretary of the Interior's "Standards for Evaluation" and "Standards for Registration" under the supervision, direction, and guidelines of the HPO;
2. seek and obtain orientation from the HPO on all projects to ensure familiarity with Statewide Survey standards and procedures, resources of the Office of Archives and History, and the National Register of Historic Places program;
3. use the HPO's photo lab services for the production from digital images of enlarged prints in compliance with National Register of Historic Places requirements and in accordance with the HPO's policy on digital photography for National Register nominations. A three-week processing time is usual, but the time may be longer.
4. obtain from the HPO and utilize the Access survey database, inventory folders, and labels required for file preparation, and blank registration forms for nominations;
5. Provide inventory materials, including survey files with printed forms as well as the survey database and digital forms and photographs on CDs or DVDs, to the HPO for archival storage and maintenance by the HPO; and
6. Prepare the final nomination map based on a draft map provided by the SHPO
7. seek and obtain professional instruction and guidance from the HPO in defining the research design and conducting and completing the survey and preparation of the nomination(s); work directly with the staff member of the HPO assigned to provide on-site and in-office assistance, guidance throughout the project, support in conducting the work, and assistance in evaluation according to National Register criteria and appropriate contexts; and obtain the required review and approval of survey materials and National Register nomination(s) by the HPO in accordance with the Time-Product-Payment Schedule.

## II. SERVICES AND GOODS PROVIDED BY THE TOWN OF WARRENTON:

To ensure that the project will operate efficiently on the local level for the Consultant, the Client agrees to do the following:

1. assist the Consultant in developing local contacts and generating publicity for the project;
2. assist the Consultant, as necessary, with the preparation the final nomination map
3. in consultation with the Consultant, make arrangements for public meetings as required, including a public meeting for the HPO to make a presentation of information about the National Register program;
4. assume the cost of a legal notice, to be run in a local newspaper, as required by the National Park Service.



Walter M. Gardner, Jr. – Mayor  
Robert F. Davie, Jr. – Town Administrator

P.O. Box 281  
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(252) 257-1122 Fax (252) 257-9219  
[www.warrenton.nc.gov](http://www.warrenton.nc.gov)

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WATER / SEWER REVENUES (POST RATE INCREASE)

**Monthly Run Rate to Meet Budget Projections:**

Water Revenues: \$68,000  
Sewer Revenues: \$49,000

**October Pre-billing Report**

Water Revenues: \$63,000  
Sewer Revenues: \$49,000

**September Pre-billing Report**

Water Revenues: \$67,000  
Sewer Revenues: \$54,000

**August Pre-billing Report**

Water Revenues: \$69,000  
Sewer Revenues: \$55,000

\* Note the Pre-billing does not reflect monies collected, only monies billed, so actual revenues collected may be lower. Billing is in arrears so there is a 30-day lag between usage and billing.

\*\* Note the decline in usage and subsequent revenues since the rate change began.





Increase Amount	Decrease Amount
7,493	

7,493

-

7,493

STATE OF NORTH CAROLINA  
COUNTY OF WARREN

**AGREEMENT**

This AGREEMENT, made this\_ day of \_\_\_\_\_, 20, between the County of Warren, a political subdivision of the State of North Carolina and body politic, hereinafter called the COUNTY, and the Town of Warrenton, a municipal corporation located in said county and state, hereinafter called the TOWN.

WITNESSETH

WHEREAS the COUNTY enforces the North Carolina Building Code in accordance with the provisions adopted by the Building Code Council and the Commissioner of Insurance; and

WHEREAS the TOWN enforces the North Carolina Building Code in accordance with the provisions adopted by the Building Code Council and the Commissioner of Insurance; and

WHEREAS the TOWN has requested the COUNTY to make available its building inspection services to the TOWN and the COUNTY has agreed to provide such services to and upon order from the TOWN; and

WHEREAS the COUNTY and the TOWN, in order to set out the provisions and conditions under which said services will be provided to the TOWN by the COUNTY, have entered into an interlocal agreement as authorized by Chapter 160 A, Article 20, Part 1 of the General Statutes of North Carolina;

NOW THEREFORE, the COUNTY and the TOWN agree that:

1. Purpose. The purpose of this agreement is to set forth in writing the terms and conditions upon which the COUNTY will assume responsibility for inspections and enforcement of the Building Codes of North Carolina and local Building and ordinances within the corporate limits of the TOWN to include the building, electrical, plumbing, mechanical and fire prevention sections of the NC Building Code as set forth in N.C.G.S. §160A-411 (until January 1<sup>st</sup>, 2021) and §160D-1102 (after January 1<sup>st</sup>, 2021) and will collect all associated fees from the property owner, issue all building permits and grant all certificates of occupancy related thereto.
2. Term. Services will be made available immediately upon satisfactory execution of said agreement by both parties herein and shall remain active through June 30<sup>th</sup>, 2021, and will be automatically renewed July 1<sup>st</sup> annually, unless cancelled in accordance with the Agreement Termination provisions below.
3. Agreement Termination. This agreement may be terminated at any time by either party whereby one party shall give to the other written notice of its intention to terminate the agreement. Any such notice shall be given at least ninety (90) days prior to proposed termination date, unless both parties agree to mutual termination of agreement on an earlier date.
4. Services to be provided by the County:

- a. The COUNTY shall be responsible for issuing all building permits and collecting all fees and charges from the applicant associated with the issuances of said inspection permits.
  - b. ~~The COUNTY shall perform fire inspections in the Town of Warrenton corporate limits in accordance with the schedule mandated by The Office of State Fire Marshall and any other applicable statute or regulation.~~
  - c. ~~The COUNTY shall forward a copy of each fire inspection completed within the Town's corporate limits to the Town's Administrator.~~
  - d. The COUNTY shall notify the Town of any property which has not been inspected as required, and/or after being inspected is out of compliance with any fire/building code.
  - e. The COUNTY shall forward a copy of all building permit applications for structures within the Town's corporate limits to the Town's Administrator at the time it is filed.
  - f. The COUNTY shall require a Town Zoning Permit for all permits for applicable work within the corporate limits and the extraterritorial jurisdiction (ETJ).
  - g. The COUNTY shall only issue permits for buildings within the designated "historic district" if the applicant presents an approved **Certificate of Appropriateness from the Warrenton Historic District Commission** for said structure. (see Warrenton Town Ordinance Section 153).
  - h. The COUNTY shall forward a copy of all certificates of occupancy issued for structures within the Town's corporate limits to the Town's Administrator at the time it is issued.
5. Services to be provided by the Town:
- a. The TOWN must initiate a formal request for the services provided under this agreement from the COUNTY.
  - b. It is understood that the TOWN will only initiate a request for services whereby the COUNTY can exercise its inspection services over the entire inspection project being requested.
  - c. If the TOWN wishes the COUNTY to provide limited inspection services for any projects that the Town has already issued building permits as of the effective date of this agreement, then the Town and County will need to enter into case specific agreements for each project or group of similar projects, with all such agreements containing a clause whereby the Town indemnifies, defends and holds harmless the County from any and all claims, costs, losses, liabilities, damages, fines, and expenses of any nature (including, without limitation, reasonable attorneys' fees and costs.)
  - d. The TOWN will assume the cost of copying and delivery of reports.
  - e. The TOWN shall assist the County in contacting any property owner whose building has not been made available for inspection as required.
6. Criminal Actions. COUNTY shall cooperate with TOWN in the prosecution of criminal and/or civil actions relating to violations of the North Carolina State Building Code and/or TOWN ordinances. It is the understanding of the parties hereto that it shall be in the discretion of the TOWN to prosecute any said violations occurring within the TOWN'S corporate limits and Extra-Territorial



Jurisdiction (ETJ). TOWN shall bear all costs associated with enforcement.

7. Compensation. The COUNTY will receive and retain as its compensation for the services provided the TOWN under this agreement all fees provided by law for such inspection services, as set by the COUNTY.
8. Amendments. Any amendment to the agreement shall be in writing and executed by the COUNTY and the TOWN.
9. Severability. This agreement constitutes the entire understanding of the parties.
  - a. All of the terms and conditions contained herein shall be interpreted in accordance with the laws of the State of North Carolina. In the event of a conflict between various terms and conditions contained herein or between these terms and other applicable provisions, then the more particular shall prevail over the general and the more stringent or higher standard shall prevail over the less stringent or lower standard.

If any section, subsection, paragraph, sentence, clause, phrase or portion of this Agreement is for any reason invalid, unlawful or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

IN TESTIMONY WHEREOF, the parties hereto have caused this agreement to be executed, and their corporate seals to be affixed by their duly authorized corporate officers, in duplicate originals, one of which is retained by each part, the day and year first above written.

(SEAL)

COUNTY OF WARREN

Attest: \_\_\_\_\_  
Clerk to the Board

By: \_\_\_\_\_  
Chairman, Board of Commissioners

(SEAL)

TOWN OF WARRENTON

Attest: \_\_\_\_\_  
Town Clerk

By: \_\_\_\_\_  
Mayor/Manager



## *Section 21. Pay for Professional Development*

Employees hired on or after July 1, 2014, shall be eligible to receive a 5% salary adjustment after the successful completion and upon receipt of certification of approved courses of study determined to be critical to town operations. Employees hired on or before June 30, 2014, shall be eligible to receive a one-dollar per hour salary adjustment after the successful completion and upon receipt of certification of approved courses of study determined to be critical to Town operations. An employee must demonstrate a strong commitment to the Town, a strong cooperation with co-workers and supervisor, and a personal level of maturity to be eligible for consideration of Professional Development. Approval of Professional Development shall be at the sole discretion of the employee's supervisor with input from the Town Administrator.

In accordance with Article IV, Section 4 of these policies, any employee found to be in noncompliance with the behavior and conduct expectations of the Town's Ethics Policy shall not be eligible for the provisions of Pay for Professional Development. Evidence of such noncompliance shall be documented, discussed and be part of the employee's annual performance review.

Article IV, Section 4 (paragraph 3)

### BEHAVIOR AND CONDUCT

Employees should demonstrate the core values of the Town – leadership, integrity, teamwork and excellence. The Town expects its employees to be customer service-oriented towards both the public and co-workers and perform all job duties and responsibilities to the best of their ability. Employees will maintain public confidence in their office and performance through professional conduct and appearance. Employees should promote respect between fellow employees and members of the public.

Employees will act professionally when interacting with other employees whom they have the potential to influence. An employee will not pressure another employee nor seek or grant personal favors. Town employees should avoid even the appearance of improper behavior.



Walter M. Gardner, Jr. – Mayor  
Robert F. Davie, Jr. – Town Administrator

P.O. Box 281  
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**Flynn Meares Consulting**  
**Proposal for Organization Health Consulting Services**  
**Town of Warrenton, NC**

According to Patrick Lencioni, author of *The Advantage* and numerous other business and leadership books, the biggest strategic advantage any organization can achieve is Organizational Health. Being a smart organization is only half of the equation; in fact, Organizational Health has a multiplier effect on intelligence. The healthier the organization, the more it is able to tap into and use its intelligence effectively. When everyone is on the same page and rowing in the same direction, resources are more fully utilized, productivity is higher, politics and confusion are minimized, job satisfaction is increased, and problems are solved more quickly.

**Purpose & Scope:**

Work with the Town Administrator and the Governing Board as well as Department Leaders, Teams, and Committees in a series of meetings and workshops (as necessary and to be determined) to review prior goals and accomplishments, set new goals if necessary, learn and create Best Practices for the Town of Warrenton and build a healthier organization with improved Cohesiveness, Clarity, Communication, Meeting Structures, and Human Systems.

**Activities:**

- Work with Town Administrator to organize past and current goals along with mission statement into a PowerPoint slide to utilize at meetings to show progress and keep everyone focused on current goals and mission.
- Survey Board regarding their Vision for the town.
- Would like to include Values in Vision Survey to inform Goal-Setting Meeting.
- Utilize Grassroots Branding study results to add to understanding
- Facilitate Commission goal-setting meeting in April.
- Work with Department Leaders and Town Employees beginning with an Employee Questionnaire after meeting with Department Leaders.

**Cost:**

Pro Bono