



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

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**BOARD OF COMMISSIONERS REGULAR MEETING**  
**7:00 PM, OCTOBER 12, 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 September 14, 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. Committee Reports
  - a. Finance and Administration (Ms. Hunter)
  - b. Public Works (Ms. Harding)
    - i. Review of Successful implementation of W/S Payment Plan
  - c. Public Safety (Mr. Hardy)
    - i. Ecrash, Crash recording and reporting software
  - d. Human Resources/Information Technology (Mr. Blalock)
  - e. Revitalization/Historic District Commission (Mr. Coffman)
  - f. Beautification/Facilities (Ms. Britt)
  - g. Planning/Zoning/Annexation (Mr. Packer)
7. Old Business
  - a. Status of Grants
  - b. Warrenton Branding Survey – Informational
8. New Business
  - a. EPA Brownfield Assessment Grant Re-Application
  - b. Additional Consideration – Historic District Update
  - c. Adjustment in Handicapped Parking Ordinance
  - d. Cast Stone Planters for Roadway Intersections
  - e. WWTP Grant – Amendment to Engineering Agreement (to match budget already approved by BOC)
  - f. Appropriation of Powell Bill Fund Balance (pavement marking for bicycle lanes)
  - g. Adopt Fair Housing Plan for CDBG Neighborhood Revitalization Grant
  - h. Bicycle Amenities Grant
9. Announcements
10. Closed Session to discuss contract negotiations per NC General Statute § 143-318.11 (a)(5)
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

## To n o Warrenton

*"Historically Great - Progressively Strong"*

Post Office Box 281  
113 S. Bragg Street

Warrenton, NC 27589-0281

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### TOWN OF WARRENTON – REGULAR MONTHLY MEETING MONDAY, SEPTEMBER 13, 2020

Attending were Mayor Walter Gardner, Town Administrator Robert Davie, Commissioners Mary Hunter, Michael Coffman, Travis Packer, John Blalock, William “Tom” Hardy, Kimberly Harding (by phone) Police Chief Goble Lane, Public Works Director William “Bill” Perkinson, and Annette Silver, Minute Taker. Commissioner Margaret Britt was not in attendance. Debbe and Ken Speer were present with six others attending via Zoom.

#### **Call to Order, Pledge of Allegiance and Moment of Silence**

Mayor Gardner called the September 14, 2020 regular meeting of the Town of Warrenton to order. The Pledge of Allegiance was led by Commissioner Packer. A Moment of Silence was held for COVID-19 patients and others in need.

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

The Conflict of Interest Statement was reviewed. The Proposed Agenda was presented. A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve the Proposed Agenda. A roll call vote was held. The motion was approved by unanimous vote.

#### **Public Comments**

No Public Comments were voiced.

#### **Minutes of Board Meeting on August 10, 2020, Minutes of Public Hearing on August 10, 2020, Minutes of CDBG Review Committee on August 18, 2020, Minutes of Called Board Meeting on August 25, 2020**

Minutes of August meetings were presented. A motion was made by Commissioner Hardy with second by Commissioner Hunter to approve the Minutes. A roll call vote was held. 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

The Consent Agenda was presented. A motion was made by Commissioner Coffman with second by Commissioner Packer to approve the Consent Agenda. A roll call vote was held. The motion was approved by unanimous vote.

## COMMITTEE REPORTS

**Finance and Administration** Commissioner Hunter had nothing in addition to written reports and other items to be discussed later in meeting.

**Public Works** Commissioner Harding had nothing in addition to written report. However, Commissioner Harding thanked the Warren Record for the outstanding article highlighting many of the Town's Essential Workers.

**Public Safety** Commissioner Hardy and Chief Lane reported on the hiring of Officer Green as a full-time officer.

**Human Resources/Information Technology** Commissioner Blalock reported that all employees are healthy.

**Revitalization/Historic District Commission** Commissioner Coffman reported nothing in Revitalization. In Historic District Commission there were several COAs approved. Bill Miller (432 S. Main St) for the removal of trees; Michael Lilly (312 Church St) for the replacement of siding on a tool shed; Gary Ivester (326 N Main St) for the removal of boxwoods and installation of fencing in rear of property.

**Beautification/Facilities** In the absence of Commissioner Britt, Mayor stated current work at Town Hall should be done in approximately two weeks.

**Planning/Zoning/Annexation** Commissioner Packer had no report.

## OLD BUSINESS

### Status of Grants

Fund 51 & 61 USDA Rural Development – Paving completed and ADA accessibility construction underway.

NC Neighborhood Revitalization Program - selected PRO, Inc. as Administrator of Grant. Additional approvals before BOC.

Volkswagen Settlement – Awaiting contract agreement from NC Commerce.

Commissioner Hardy inquired about possible installation of a speed bump on Front Street behind the courthouse. Discussed at prior board meetings, the speed bump in that area was deemed inappropriate.

**Status of Utility Payments** At present there are 55 customers in past due status with a total outstanding balance of \$26,020.61.

**Budget Amendment** - The Budget Amendment was presented that included a line item to receive funds donated in honor of Mary Hehl (\$2265). A motion to approve was made by Commissioner Blalock with second by Commissioner Coffman. A roll call vote was held. The motion was approved by unanimous vote. Commissioner Harding inquired if funds not used in current year could roll over into the subsequent fiscal year. The Mayor noted that they would roll into fund balance but could be appropriated in next annual budget.

The **Coronavirus Relief Fund Ordinance** was presented to receive \$96,548 in grant funds and offset COVID related expenses born by the Town. Commissioner Blalock inquired if the grant applied to the prior fiscal year. Town Administrator indicated any funds not used in the prior year for this grant would go into fund balance. A motion to approve was made by Commissioner Blalock with second by Commissioner Hunter. A roll call vote was held. The motion was approved by unanimous vote.

The **CDBG NRP Grant Project Ordinance** (neighborhood revitalization) was presented to receive and disburse \$750,000 in grant funding. A motion to approve the Grant Project

Ordinance was made by Commissioner Blalock with second by Commissioner Hunter. A roll call vote was held. The motion was approved by unanimous vote. Commissioner Hunter asked if recipients have been made known to the public. Town Administrator stated that information will be published after re-qualification takes place.

Additional **CDBG NRP** documents required approval and were presented: Housing Plan, Language Access Plan, Section 3 Plan, EEO Procurement Plan. A motion to approve the additional documents was made by Commissioner Hardy with second by Commissioner Coffman. A roll call vote was held. The motion was approved by unanimous vote.

## **NEW BUSINESS**

Town Administrator requested approval to apply for NC IDEA Entrepreneurial Ecosystem Grant. The purpose of NC IDEA Grant is to build an ecosystem in Warrenton and Warren County that is supportive of entrepreneurs. Much of the focus of the grant will be on entrepreneurial training and expansion of Frontier Warren. There is a no match required. The grant would operate on a two-year timeframe and the maximum award is \$150,000. A motion was made by Commissioner Blalock with second by Commissioner Hunter to approve NC IDEA Grant application. A roll call vote was held. The motion was approved by unanimous vote.

A proposal/letter for an historic district update was presented from HMW Preservation – Heather M Slane – for preparation of additional work required to update the Town’s Historic District on the National Register of Historic Districts. The NC State Historic Preservation Office performed an update of individual properties in the district for state compliance. The Town must hire a consultant to complete an updated application with the National Parks Service to finish the process. Compared to an alternate quote of approximately \$25,000 the current proposal from HMW Preservation is \$12,730. Town Administrator stated that proposed expansion neighborhoods are not interested in joining the historic district. Town Administrator Davie stated that Fund Balance would need to be appropriated to cover the costs. A motion was made by Commissioner Hunter with second by Commissioner Hardy to approve the expenditure and appropriation of \$12,730 from Fund Balance. A roll call vote was held. The motion was approved by unanimous vote.

Town Administrator informed Board of a letter from the Episcopal Diocese of NC requesting \$3,000 to help repair the windows of the All Saints’ Episcopal Church. A motion was made by Commissioner Blalock with second by Commissioner Coffman to approve the request of \$3,000. A discussion ensued regarding the precedent that would be set by making such a donation. It was pointed out that there were several historic churches in town, some African-American, as well as dozens of other notable historic buildings and homes in need of restoration. Without a specific grants program, the Town was not financially prepared for the potential large number of donation requests that would come. After a roll call vote the motion failed by unanimous vote.

WEX Worksite Agreement is an agreement to utilize a staff person for three months at the expense of NC Works, which would assist in staffing for Frontier Warren. There is no cost to the Town for 3 months. NC Works replaces a previously approved group where no employees were supplied. A motion was made by Commissioner Harding with second by Commissioner Blalock to approve WEX Worksite Agreement. A roll call vote was held. The motion was approved by unanimous vote.

An Artwork Loan and Exhibition Agreement/Proposal was presented for consideration. A group of paintings, donated by Kate Arrington to Warren County Schools and having been stored in the damp basement of the school administration building, are in need of a home that is suitable for long term preservation. A motion to approve the paintings being displayed at town hall was made by Commissioner Hardy with second by Commissioner Packer. A roll call vote was held. The motion was approved by unanimous vote. The Town Administrator will verify that insurance of the paintings is the contractual responsibility of the Warren County Board of Education.

A Resolution regarding the Warren County Chamber of Commerce was presented. The Resolution is a recommendation by the BOC that the Warren County Chamber negotiate a partnership with the Lake Gaston Chamber of Commerce to create a regularly-staffed office within the Town limits and supported through membership dues. A motion was made by Commissioner Coffman with second by Commissioner Hunter. The motion was approved by unanimous vote.

Commissioner Appointment Process. Commissioner Packer has submitted his resignation from the Town Board of Commissioners effective immediately. A motion was made by Commissioner Blalock with second by Commissioner Harding to accept the resignation. The motion was approved by unanimous vote. Mayor thanked Commissioner Packer for his service to Town of Warrenton. The process to replace Commissioner Packer will be by appointment of the current Board of Commissioners. Anyone interested in serving must be a resident of Warrenton and submit a Statement of Interest to Serve within the next 45 days or by October 31, 2020. The process for reviewing applicants will be addressed at the November BOC meeting.

A motion was made by Commissioner Hunter with second by Commissioner Hardy to rescind the COVID-related Declaration of State of Emergency of March 16, 2020. Town Hall will reopen as construction is completed, with safety measures are implemented, by approximately October 1, 2020. A roll call vote was held and the motion was approved by unanimous vote.

The mayor announced that there will be no Halloween festival, Thanksgiving Breakfast, or Christmas Parade in 2020 due to COVID-19 restrictions.

With no further business the meeting was adjourned.



## Budget vs Actual

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Period Ending 9/30/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>							
37-301-206 AD VALOREM 2000	0	0.00	0.00	0.00	0.00	0.00	
37-301-207 AD VALOREM 01	0	0.00	0.00	0.00	0.00	0.00	
37-301-208 AD VALOREM 02	0	0.00	0.00	0.00	0.00	0.00	
37-301-209 AD VALOREM 03	0	0.00	0.00	0.00	0.00	0.00	
37-301-210 AD VALOREM 04	0	0.00	0.00	0.00	0.00	0.00	
37-301-212 AD VALOREM 05	0	0.00	0.00	0.00	0.00	0.00	
37-301-213 AD VALOREM 06	0	0.00	0.00	0.00	0.00	0.00	
37-301-214 AD VALOREM 07	0	0.00	0.00	0.00	0.00	0.00	
37-301-215 AD VALOREM 08	0	0.00	0.00	0.00	0.00	0.00	
37-301-216 AD VALOREM 09	0	0.00	0.00	0.00	0.00	0.00	
37-301-217 AD VALOREM 10	0	0.00	0.00	0.00	0.00	0.00	
37-301-218 AD VALOREM 11	0	0.00	0.00	0.00	0.00	0.00	
37-301-219 AD VALOREM 12	0	0.00	0.00	0.00	0.00	0.00	
37-301-220 AD VALOREM 13	0	0.00	0.00	0.00	0.00	0.00	
37-301-221 AD VALOREM 2014	0	0.00	0.00	0.00	0.00	0.00	
37-301-222 AD VALOREM 2015	0	0.00	0.00	0.00	0.00	0.00	
37-301-223 AD VALOREM 2016	0	0.00	0.00	0.00	0.00	0.00	
37-301-224 AD VALOREM 2017	0	0.00	0.00	0.00	0.00	0.00	
37-301-225 AD VALOREM 2018	0	0.00	0.00	0.00	0.00	0.00	
37-301-226 AD VALOREM 2019	0	0.00	0.00	0.00	0.00	0.00	
37-301-227 AD VALOREM 2020	0	0.00	0.00	0.00	0.00	0.00	
37-302-301 Ad Valorem Taxes - Current	454,562	0.00	595.87	595.87	(453,966.13)	0%	
37-302-302 Ad Valorem Taxes - Prior Year	5,000	0.00	480.41	480.41	(4,519.59)	10%	
37-302-303 Ad Valorem Taxes - all other prior years	2,000	0.00	1,923.26	1,923.26	(76.74)	96%	
37-302-304 Ad Valorem Taxes - Penalties & Interest	1,900	0.00	305.64	305.64	(1,594.36)	16%	
37-307-310 Motor Vehicles - Current	33,024	0.00	3,085.57	3,085.57	(29,938.43)	9%	



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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-320-320 Local Option Sales Tax Monthly	240,000	24,064.98	24,064.98	24,064.98	(215,935.02)	10%	
37-320-321 Annual Refund of Sales Tax the Town paid	0	33,637.67	33,637.67	33,637.67	33,637.67		
37-321-300 LOC. OPT. SALES TAX MTH	0	0.00	0.00	0.00	0.00		
37-321-301 UTILITY FRAN. TAX QT.	0	0.00	0.00	0.00	0.00		
37-321-302 BEER & WINE TAX ANNUAL	0	0.00	0.00	0.00	0.00		
37-321-303 ABC NET REV. ANL.	0	0.00	0.00	0.00	0.00		
37-321-304 REFUND SALES TAX PAID	0	0.00	0.00	0.00	0.00		
37-321-305 REF. GAS TAX PAID MTH.	0	0.00	0.00	0.00	0.00		
37-321-306 ANNUAL FED TAX REFUND	0	0.00	0.00	0.00	0.00		
37-321-313 RUN WARRENTON 5K	0	0.00	0.00	0.00	0.00		
37-321-314 REVITALIZATION COMM	0	0.00	0.00	0.00	0.00		
37-321-315 CRAFT BEER MUSIC EVENT	0	0.00	0.00	0.00	0.00		
37-321-322 SMALL TOWN MAIN ST	0	0.00	0.00	0.00	0.00		
37-321-323 TRANSFER FROM WWTP FOR LOAN	0	0.00	0.00	0.00	0.00		
37-325-325 Utility Franchise Tax Quarterly	86,000	18,201.12	18,201.12	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	74.37	167.15	167.15	(832.85)	17%	
37-325-329 PD Narcotics Tax	142	0.00	0.00	0.00	(142.00)		
37-329-001 NCCMT & Debt Set Off Interest	0	0.00	0.00	0.00	0.00		
37-329-002 NCCMT DEBT SETOFF DISBURSEMENT	0	0.00	0.00	0.00	0.00		
37-331-105 SURPLUS PROPERTY	0	0.00	0.00	0.00	0.00		
37-331-400 LANDFILL FEES RESIDENTIAL	0	0.00	0.00	0.00	0.00		
37-331-411 MISC REV/ LICENSE TAGS	0	0.00	0.00	0.00	0.00		
37-331-414 CHG FOR MOWER SERVICE	0	0.00	0.00	0.00	0.00		
37-331-417 CELL TOWER RENT	0	0.00	0.00	0.00	0.00		
37-335-335 Powell Bill	25,583	0.00	0.00	0.00	(25,583.00)		

## Budget vs Actual

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-345-345 Zone Board of Adj	1,000	25.00	75.00	75.00	(925.00)	8%	
37-345-346 Code Enforcement	2,750	300.00	600.00	600.00	(2,150.00)	22%	
37-351-350 Run Warrenton 5K	0	0.00	0.00	0.00	0.00		
37-351-353 Landfill Fees Residential	178,176	15,357.00	39,782.21	39,782.21	(138,393.79)	22%	
37-351-355 Cemetery Fees	1,800	0.00	0.00	0.00	(1,800.00)		
37-351-356 Police Rpt Fees	50	0.00	0.00	0.00	(50.00)		
37-351-357 Court Fees	300	31.50	72.00	72.00	(228.00)	24%	
37-351-360 Cell Tower Rent	29,400	2,695.00	8,085.00	8,085.00	(21,315.00)	28%	
37-351-361 Parking/Ordinance Collections PD	300	0.00	5.00	5.00	(295.00)	2%	
37-351-401 Debt Setoff Landfill	0	0.00	0.00	0.00	0.00		
37-365-001 Interest Income	50	1.56	3.23	3.23	(46.77)	6%	
37-365-002 NCCMT Debt Setoff Disbursement	0	0.00	0.00	0.00	0.00		
37-365-033 Mary Hehl Beautification Donations	2,265	100.00	2,365.00	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)		
37-365-359 Mower Service	0	0.00	0.00	0.00	0.00		
37-365-366 Surplus Property	0	0.00	0.00	0.00	0.00		
37-365-367 DEBT SET OFF COLLECTIONS NCCMT	0	0.00	0.00	0.00	0.00		
37-365-369 Mis Rev/License Tags DUPLICATE DO NOT USE	0	0.00	0.00	0.00	0.00		
37-365-370 WWTP 25% of GF Exp	42,674	3,416.52	10,193.98	10,193.98	(32,480.02)	24%	
37-365-371 WS 25% of GF Exp	93,167	6,656.09	18,141.61	18,141.61	(75,025.39)	19%	
37-365-372 WS Reimburse Streets for mowing	0	0.00	0.00	0.00	0.00		
37-365-373 Insurance Proceeds - Police	0	0.00	0.00	0.00	0.00		
37-365-375 Police Miscellaneous	0	0.00	0.00	0.00	0.00		

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### 37 GENERAL FUND

Description	Budget	MTD	QTD	YTD	Variance	Percent
37-365-401 Mis/Revenue/License Tags	0	0.00	0.00	0.00	0.00	
37-365-410 Interest Investment NCCMT	6,000	0.00	48.36	48.36	(5,951.64)	1%
37-365-501 Misc Revenue POLICE	0	0.00	0.00	0.00	0.00	
37-365-601 Fire Museum Donations and Revenues	0	0.00	0.00	0.00	0.00	
37-381-012 Transfer In From NCCMT GF	0	0.00	0.00	0.00	0.00	
37-381-039 Transfer In from WWTP	32,497	0.00	0.00	0.00	(32,497.00)	
37-381-042 TRANSFER IN	0	0.00	0.00	0.00	0.00	
37-395-395 Powell Bill Apropriated Fund Balance (Budget Only)	0	0.00	0.00	0.00	0.00	
37-395-396 Apropriated Fund Balance (Budget Only)	0	0.00	0.00	0.00	0.00	
<b>Revenues Totals:</b>	<b>1,253,240</b>	<b>104,560.81</b>	<b>161,833.06</b>	<b>161,833.06</b>	<b>(1,091,406.94)</b>	<b>13%</b>
<b>Expenses</b>						
37-400-010 SALARY ADMINISTRATION DO NOT USE	0	0.00	0.00	0.00	0.00	
37-400-080 ADM. TRAVEL EXPENSE DO NOT USE	0	0.00	0.00	0.00	0.00	
37-400-102 GV BODY TRAVEL EXP DO NOT USE	0	0.00	0.00	0.00	0.00	
37-400-200 TOWN HALL RENT DO NOT USE	0	0.00	0.00	0.00	0.00	
37-400-202 TELEPHONE & POSTAGE DO NOT USE	0	0.00	0.00	0.00	0.00	
37-400-203 OFFICE SUPPLIES DO NOT USE	0	0.00	0.00	0.00	0.00	
37-400-302 DUES AND SUBSCRIPTIONS DO NOT USE	0	0.00	0.00	0.00	0.00	
37-400-308 ATTORNEY FEES DO NOT USE	0	0.00	0.00	0.00	0.00	
37-400-310 BANK FEES/PETTY CASH DO NOT USE	0	0.00	0.00	0.00	0.00	

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ADMINISTRATION Totals:	0	0.00	0.00	0.00	0.00	
37-401-010 Salary - Full Time	134,928	9,992.20	27,423.84	27,423.84	107,504.16	20%
37-401-012 Salary - Adm Assistant	46,450	3,529.60	9,202.17	9,202.17	37,247.83	20%
37-401-014 Salary - Part Time	175	0.00	175.04	175.04	0.00	100%
37-401-017 Accrued Vacation Exp	0	0.00	(7,814.21)	(7,814.21)	7,814.21	
37-401-020 ER-FICA Taxes	9,557	763.84	1,980.48	1,980.48	7,576.52	21%
37-401-021 ER-FICA Taxes - Adm Assistant	4,306	269.46	822.61	822.61	3,483.39	19%
37-401-030 ER-Retirement - Orbit	29,135	2,298.72	6,226.46	6,226.46	22,908.54	21%
37-401-040 ER-Health Insurance	21,596	1,858.26	7,002.45	7,002.45	14,593.55	32%
37-401-050 ER-Life Insurance	504	42.00	168.00	168.00	336.00	33%
37-401-060 ER-Workman's Comp	383	0.00	358.31	358.31	24.69	94%
37-401-200 Travel Expense	1,200	0.00	0.00	0.00	1,200.00	
37-401-203 Supplies	5,000	472.88	819.23	819.23	4,180.77	16%
37-401-250 Light, Heat & Security	12,000	691.44	2,108.78	2,108.78	9,891.22	18%
37-401-251 Telephone & Postage	3,000	253.12	661.36	661.36	2,338.64	22%
37-401-255 Bldg. Maint/ Clean SVS	4,500	451.97	608.63	608.63	3,891.37	14%
37-401-256 Bank Fees/ Petty Cash	1,500	100.00	300.00	300.00	1,200.00	20%
37-401-295 Training	1,400	0.00	0.00	0.00	1,400.00	
37-401-301 Computer Maint	3,500	236.02	762.35	762.35	2,737.65	22%
37-401-302 Software Support	1,760	1,189.23	1,249.19	1,249.19	510.81	71%
37-401-303 Software Purchase less than \$5,000	500	0.00	0.00	0.00	500.00	
37-401-304 Website	1,200	375.00	1,575.00	1,575.00	(375.00)	131%
37-401-305 Technology Upgrades	1,250	0.00	0.00	0.00	1,250.00	
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	500.00	
37-401-307 Special Events	500	0.00	190.00	190.00	310.00	38%
37-401-309 Advertising	1,300	0.00	564.98	564.98	735.02	43%
37-401-310 Dues & Subscriptions	3,000	100.00	1,957.62	1,957.62	1,042.38	65%
37-401-325 NC Sales/Use Tax Paid (No Tax)	700	0.00	0.00	0.00	700.00	
37-401-400 Liability Insurance	5,500	1,320.33	1,875.33	1,875.33	3,624.67	34%
37-401-401 County Tax Collection Svs	8,000	0.00	223.79	223.79	7,776.21	3%

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-401-405 Audit Expense	7,600	0.00	0.00	0.00	7,600.00		
37-401-410 Election Cost	0	0.00	0.00	0.00	0.00		
37-401-415 Economic Development Consultant	11,000	1,000.00	3,000.00	3,000.00	8,000.00	27%	
37-401-420 Attorney Fees	3,500	0.00	0.00	0.00	3,500.00		
37-401-422 Town Hall Rent	0	0.00	0.00	0.00	0.00		
37-401-497 Sales & Uses Tax Expense	0	3,096.56	6,212.30	6,212.30	(6,212.30)		
37-401-499 Miscellaneous Expense	2,144	1,073.48	1,184.78	1,184.78	959.18	55%	
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	1,286.85	1,286.85	3,993.15	24%	
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	129.90	129.90	258.10	33%	
37-401-833 USDA Town Hall/WS Loan Interest	0	0.00	0.00	0.00	0.00		
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:	347,809	29,586.36	70,255.24	70,255.24	277,553.76	20%	
37-402-014 Mayor Part Time Salary	1,500	125.00	276.79	276.79	1,223.21	18%	
37-402-020 ER - FICA TAXES	115	9.56	21.17	21.17	93.83	18%	
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	297.96	297.96	1,867.04	14%	
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	500.00		
37-405-423 Quilters Lane	0	0.00	0.00	0.00	0.00		
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		
37-405-450 Revitalization Comm	9,500	0.00	608.54	608.54	8,891.46	6%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-405-470 Small Town Maint St	2,200	0.00	375.00	375.00	1,825.00	17%	
37-405-894 BUDGETED INCREASE TO FUND BALANCE	0	0.00	0.00	0.00	0.00		
Non-Departmental Totals:	14,920	0.00	983.54	983.54	13,936.46	7%	
37-500-010 SALARY POLICE DEPT. DO NOT USE	0	0.00	0.00	0.00	0.00		
37-500-019 POLICE OT DO NOT USE	0	0.00	0.00	0.00	0.00		
37-500-020 FICA TAXES DO NOT USE	0	0.00	0.00	0.00	0.00		
37-500-031 NC401K 5% - TOWN EXP DO NOT USE	0	0.00	0.00	0.00	0.00		
37-500-070 LIABILITY INSURANCE DO NOT USE	0	0.00	0.00	0.00	0.00		
37-500-202 TELEPHONE & POSTAGE DO NOT USE	0	0.00	0.00	0.00	0.00		
37-500-203 OFFICE SUPPLIES DO NOT USE	0	0.00	0.00	0.00	0.00		
37-500-303 CAR EXPENSE - GAS DO NOT USE	0	0.00	0.00	0.00	0.00		
37-500-315 MISCELLANEOUS DO NOT USE	0	0.00	0.00	0.00	0.00		
POLICE Totals:	0	0.00	0.00	0.00	0.00		
37-501-010 SALARY FULL TIME	212,895	11,387.70	28,546.59	28,546.59	184,348.41	13%	
37-501-014 Salary - Part Time	10,000	3,193.56	7,266.95	7,266.95	2,733.05	73%	
37-501-016 Police Clerical Salary	34,112	2,624.00	6,841.14	6,841.14	27,270.86	20%	
37-501-017 Accrued Vacation Exp	0	0.00	(6,416.19)	(6,416.19)	6,416.19		
37-501-019 Salary - Over-Time	5,000	26.78	1,941.55	1,941.55	3,058.45	39%	
37-501-020 ER-FICA Taxes	19,552	1,312.35	3,396.21	3,396.21	16,155.79	17%	
37-501-030 ER - Retirement Orbit	44,904	2,328.31	6,419.34	6,419.34	38,484.66	14%	
37-501-031 ER - 401K 5%	10,573	570.72	1,646.75	1,646.75	8,926.25	16%	
37-501-040 ER - Health Insurance	37,370	1,788.40	6,948.01	6,948.01	30,421.99	19%	
37-501-050 ER - Life Insurance	1,010	56.00	224.00	224.00	786.00	22%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-501-060 ER - Workman's Comp	6,420	0.00	4,541.87	4,541.87	1,878.13	71%	
37-501-200 Travel Expense	1,000	0.00	0.00	0.00	1,000.00		
37-501-203 Supplies	3,000	227.30	661.34	661.34	2,338.66	22%	
37-501-204 Uniforms	2,000	0.00	0.00	0.00	2,000.00		
37-501-205 Equipment & Material	3,000	234.43	365.81	365.81	2,634.19	12%	
37-501-250 Light, Heat & Security	10,908	640.78	1,948.22	1,948.22	8,959.78	18%	
37-501-251 Telephone & Postage	7,494	643.49	1,934.54	1,934.54	5,559.46	26%	
37-501-252 Fuel	14,000	1,117.50	2,271.75	2,271.75	11,728.25	16%	
37-501-255 Bldg Maint/Clean Svs	4,475	451.97	608.63	608.63	3,866.37	14%	
37-501-295 Training	2,000	0.00	0.00	0.00	2,000.00		
37-501-301 Computer Maint	5,848	320.00	960.00	960.00	4,888.00	16%	
37-501-302 Software Support	6,165	5,522.25	5,772.24	5,772.24	392.76	94%	
37-501-309 Advertising	500	75.00	75.00	75.00	425.00	15%	
37-501-351 Maint & Repair Equip	3,000	0.00	0.00	0.00	3,000.00		
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	310.27	310.27	310.27	689.73	31%	
37-501-372 2016 Dodge Car 300	2,300	1,237.33	1,237.33	1,237.33	1,062.67	54%	
37-501-373 2017 Dodge Car 400	1,000	109.98	109.98	109.98	890.02	11%	
37-501-374 2010 Ford Car 500	1,000	0.00	0.00	0.00	1,000.00		
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	81.27	81.27	81.27	918.73	8%	
37-501-400 Liability Insurance	12,400	3,080.18	2,504.18	2,504.18	9,895.82	20%	
37-501-415 Police Shots Medical	500	0.00	0.00	0.00	500.00		
37-501-422 Town Hall Rent	0	0.00	0.00	0.00	0.00		
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	1,178.48	1,820.65	1,820.65	2,339.35	44%	
37-501-500 Capital - \$5,000 and over	0	0.00	0.00	0.00	0.00		
37-501-801 Town Hall Roof Loan Principal	5,280	428.96	1,286.88	1,286.88	3,993.12	24%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,072	0.00	4,071.73	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 2018 Cars Loan Principal (USDA)	4,428	0.00	0.00	0.00	4,427.85		
37-501-830 Police Loan pymt Interest	0	0.00	0.00	0.00	0.00		
37-501-831 Town Hall Roof Loan - Interest PD	388	43.31	129.93	129.93	258.07	33%	
37-501-832 Police 2017 Cars Loan Interest (USDA)	708	0.00	708.27	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 2018 Cars Loan Interest (USDA)	1,256	0.00	0.00	0.00	1,256.15		
Police Department Totals:	488,393	38,990.32	88,214.24	88,214.24	400,178.76	18%	
37-601-014 Salary - Part Time Code Enforcement	3,500	107.10	1,175.46	1,175.46	2,324.54	34%	
37-601-020 ER-FICA Taxes	0	8.19	43.30	43.30	(43.30)		
37-601-252 Fuel/Truck Expense/Insurance	435	0.00	0.00	0.00	435.00		
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	17,499.99	17,499.99	52,500.01	25%	
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	5,948.62	18,718.75	18,718.75	71,566.25	21%	
37-651-330 Christmas Lights/Santa House	600	0.00	0.00	0.00	600.00		
37-651-331 Haley Haywood Park	1,650	0.00	0.00	0.00	1,650.00		
37-651-332 Signs below \$5,000	2,500	1,799.69	1,799.69	1,799.69	700.31	72%	
37-651-333 Street Beautification - Below \$5,000	4,765	0.00	0.00	0.00	4,765.00		



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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-651-335 Street Lighting Electric Bill	23,000	1,847.84	5,543.52	5,543.52	17,456.48	24%	
Signs and Lights Totals:	32,515	3,647.53	7,343.21	7,343.21	25,171.79	23%	
37-701-010 Salary - Full Time	52,709	3,914.62	10,020.03	10,020.03	42,688.97	19%	
37-701-014 Salary - Part Time	15,993	1,117.28	2,967.91	2,967.91	13,025.09	19%	
37-701-017 Accrued Vacation Expense	0	0.00	(2,920.83)	(2,920.83)	2,920.83		
37-701-019 Over-Time	1,748	0.00	0.00	0.00	1,748.00		
37-701-020 ER-FICA Taxes	5,389	383.79	990.53	990.53	4,398.47	18%	
37-701-030 ER - Retirement - Orbit	11,976	762.04	1,969.01	1,969.01	10,006.99	16%	
37-701-040 ER-Health Insurance	11,800	957.41	3,627.55	3,627.55	8,172.45	31%	
37-701-050 ER-Life Insurance	269	21.98	87.92	87.92	181.08	33%	
37-701-060 ER-Workman's Comp	4,801	0.00	1,969.03	1,969.03	2,831.97	41%	
37-701-203 Supplies	3,619	99.32	1,259.63	1,259.63	2,359.37	35%	
37-701-204 Uniforms	3,624	408.73	754.19	754.19	2,869.81	21%	
37-701-251 Telephone & Postage	864	76.89	230.67	230.67	633.33	27%	
37-701-252 Fuel	8,000	33.09	678.78	678.78	7,321.22	8%	
37-701-312 Tree Removal	1,200	0.00	0.00	0.00	1,200.00		
37-701-351 Maint & Repair Equip	8,513	132.47	1,977.59	1,977.59	6,535.41	23%	
37-701-352 Vehicle Maintenance	4,128	3,813.54	3,813.54	3,813.54	314.46	92%	
37-701-400 Liability Insurance	6,589	1,647.20	1,647.20	1,647.20	4,941.80	25%	
37-701-431 Street Debris Disposal	2,500	0.00	0.00	0.00	2,500.00		
37-701-498 Capital Outlay below \$5,000	0	0.00	0.00	0.00	0.00		
37-701-803 LGFCU Street Truck & Trailer Loan Principal	13,294	12,592.89	12,592.89	12,592.89	701.11	95%	
37-701-832 LGFCU Street Truck & Trailer Loan Interest	299	0.00	0.00	0.00	299.00		
37-701-895 Mowing	(16,000)	(1,125.00)	(3,375.00)	(3,375.00)	(12,625.00)	21%	
37-701-998 Contingency	0	0.00	0.00	0.00	0.00		
Streets Totals:	141,315	24,836.25	38,290.64	38,290.64	103,024.36	27%	
37-710-361 Maint & Repair POWELL BILL	19,622	0.00	5,408.00	5,408.00	14,214.00	28%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	100.00		
37-710-804 Loan POWELL - Prin	0	0.00	0.00	0.00	0.00		
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	0.00	5,408.00	5,408.00	20,175.00	21%	
37-801-010 Salary - Full Time Sanitation	50,696	3,647.32	9,419.04	9,419.04	41,276.96	19%	
37-801-014 Salary - Part Time Sanitation	0	0.00	0.00	0.00	0.00		
37-801-017 Accrued Vacation Expense	0	0.00	(3,383.64)	(3,383.64)	3,383.64		
37-801-019 Salary - Over Time Sanitation	608	0.00	0.00	0.00	608.00		
37-801-020 ER - FICA Sanitation	3,984	273.08	705.08	705.08	3,278.92	18%	
37-801-030 ER - Retirement - Orbit Sanitation	8,853	529.88	1,351.84	1,351.84	7,501.16	15%	
37-801-040 ER - Health Insurance	9,999	840.36	3,133.92	3,133.92	6,865.08	31%	
37-801-050 ER - Life Insurance	227	18.90	75.60	75.60	151.40	33%	
37-801-060 Workman's Compensation	3,388	0.00	3,017.09	3,017.09	370.91	89%	
37-801-203 Supplies	750	27.44	254.75	254.75	495.25	34%	
37-801-204 Uniforms	1,944	205.76	333.93	333.93	1,610.07	17%	
37-801-251 Telephone & Postage	504	41.22	123.66	123.66	380.34	25%	
37-801-252 Fuel	3,000	0.00	311.08	311.08	2,688.92	10%	
37-801-350 Landfill Fees	17,500	1,795.60	5,050.46	5,050.46	12,449.54	29%	
37-801-352 Vehicle Maintenance	5,958	345.51	4,796.05	4,796.05	1,161.95	80%	
37-801-400 Liability Insurance	2,844	710.89	710.89	710.89	2,133.11	25%	
Sanitation Totals:	110,255	8,435.96	25,899.75	25,899.75	84,355.25	23%	
37-900-363 POWELL BILL UNAPPROPRIATED	0	0.00	0.00	0.00	0.00		
POWELL BILL Totals:	0	0.00	0.00	0.00	0.00		
37-901-012 Transfer Out to NCCMT GF	0	0.00	0.00	0.00	0.00		
37-901-037 Transfer Out To GF Bank 30	0	0.00	0.00	0.00	0.00		

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Transfers Out Totals:	0	0.00	0.00	0.00	0.00
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Expenses Totals:	1,253,240	111,579.60	255,411.33	255,411.33	997,828.67	20%
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37 GENERAL FUND	Revenues Over/(Under) Expenses:	(7,018.79)	(93,578.27)	(93,578.27)	
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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>							
38-320-321 Annual Refund of Sales Tax the Town paid	0	1,326.84	1,326.84	1,326.84	1,326.84		
38-321-304 REFUND SALES TAX PAID	0	0.00	0.00	0.00	0.00		
38-341-505 FUND BALANCE APPRO	0	0.00	0.00	0.00	0.00		
38-350-000 SALE OF FIXED ASSETS/SURPLUS PROPERTY	0	0.00	0.00	0.00	0.00		
38-351-401 Water Sales	804,541	69,576.01	155,547.86	155,547.86	(648,993.14)	19%	
38-351-402 Debt Setoff WATER	302	0.00	0.00	0.00	(302.00)		
38-351-404 Sewer Services	585,218	54,056.01	147,208.49	147,208.49	(438,009.51)	25%	
38-351-407 Debt Setoff SEWER	501	0.00	0.00	0.00	(501.00)		
38-351-408 Town Taps	2,350	0.00	852.88	852.88	(1,497.12)	36%	
38-351-416 Dis/Reconnection Fee	5,168	384.60	414.60	414.60	(4,753.40)	8%	
38-351-417 Fire Sprinkler	2,253	187.74	563.22	563.22	(1,689.78)	25%	
38-351-418 Late Fees/Penalty/Cut Off	12,741	199.91	374.47	374.47	(12,366.53)	3%	
38-351-419 Returned Check Fee	545	55.04	105.04	105.04	(439.96)	19%	
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	1.19	4.60	4.60	(53.40)	8%	
38-365-014 Cash Over and Short (Daily Difference)	0	0.00	(0.86)	(0.86)	(0.86)		
38-365-366 Sale of Fixed Assets/Surplus Property	2,000	0.00	0.00	0.00	(2,000.00)		
38-365-410 Interest/investment Income NCCMT	0	0.00	0.00	0.00	0.00		
38-365-411 Miscellaneous Revenue	0	0.00	0.00	0.00	0.00		
38-365-421 Account Activation Fee	2,875	250.00	800.00	800.00	(2,075.00)	28%	
38-365-507 Sale of Fixed Assets/Surplus Property	0	0.00	0.00	0.00	0.00		
38-365-851 Misc Revenue WATER	63	24.99	89.56	89.56	26.56	142%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-365-852 Misc Revenue SEWER	0	0.00	0.00	0.00	0.00	0.00	
38-395-396 Apropriated Fund Balance (Budget Only)	32,497	0.00	0.00	0.00	(32,497.00)		
38-395-505 Appropriated Fund Balance (Budget Only)	0	0.00	0.00	0.00	0.00	0.00	
38-952-220 LOAN RESERVE INTEREST	0	0.00	0.00	0.00	0.00	0.00	
Revenues Totals:	1,451,285	126,062.33	307,286.70	307,286.70	(1,143,998.30)	21%	
<b>Expenses</b>							
38-360-310 Town Sewer Revenues	0	0.00	0.00	0.00	0.00	0.00	
Totals:	0	0.00	0.00	0.00	0.00	0.00	
38-850-010 SALARY W/S DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
38-850-011 SALARY - PART TIME DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
38-850-019 WATER & SEWER OT DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
38-850-030 ORBIT TOWN MATCH & BUY-IN DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
38-850-202 TELEPHONE & POSTAGE DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
38-850-203 OFFICE SUPPLIES DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
38-850-205 COMPUTER MAINT. DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
38-850-360 WATER PURCHASE WC DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
38-850-806 Devt/Loans/Leases - Interes DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
38-850-900 DEPRECIATION EXPENSE - AUDITOR ANTHONY & TABB DO N	0	0.00	0.00	0.00	0.00	0.00	
38-850-998 Contingency DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
W/S OPERATING Totals:	0	0.00	0.00	0.00	0.00	0.00	

## Budget vs Actual

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38-851-010 Salary Full Time	84,922	6,406.40	17,095.70	17,095.70	67,826.30	20%
38-851-014 Salary - Part Time	15,943	1,228.22	3,600.55	3,600.55	12,342.45	23%
38-851-017 Accrued Vacation Exp	0	0.00	(6,045.40)	(6,045.40)	6,045.40	
38-851-019 Salary Over-Time	6,351	249.99	936.90	936.90	5,414.10	15%
38-851-020 ER-FICA Taxes	8,202	583.21	1,599.91	1,599.91	6,602.09	20%
38-851-030 ER - Retirement Orbit	13,801	1,003.62	2,727.32	2,727.32	11,073.68	20%
38-851-040 ER - Health Insurance WATER	13,474	1,102.87	4,270.77	4,270.77	9,203.23	32%
38-851-050 ER - Life Insurance	310	25.76	103.04	103.04	206.96	33%
38-851-060 ER - Workman's Comp	1,643	0.00	1,347.41	1,347.41	295.59	82%
38-851-200 Travel Expense	250	0.00	0.00	0.00	250.00	
38-851-203 Supplies	2,828	228.50	661.23	661.23	2,166.77	23%
38-851-204 Uniforms	2,160	259.31	492.24	492.24	1,667.76	23%
38-851-205 Materials & Supplies	34,950	823.19	6,042.46	6,042.46	28,907.54	17%
38-851-250 Light & Heat & Security	5,981	357.05	1,147.61	1,147.61	4,833.39	19%
38-851-251 Telephone & Postage	8,658	671.09	2,196.46	2,196.46	6,461.54	25%
38-851-252 Fuel	6,000	170.31	807.55	807.55	5,192.45	13%
38-851-255 Bldg. Maint/Clean Svs	2,214	225.98	304.32	304.32	1,909.68	14%
38-851-260 Electric Tank/Pumps	2,750	196.42	430.70	430.70	2,319.30	16%
38-851-296 Continuing Education	625	0.00	0.00	0.00	625.00	
38-851-301 Computer Maintenance	2,364	118.01	361.39	361.39	2,002.61	15%
38-851-302 Software Support	1,243	792.13	792.13	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	214.25	239.25	239.25	149.75	62%
38-851-313 State Permits	1,250	870.00	870.00	870.00	380.00	70%
38-851-345 Water Tank Contract	16,620	0.00	4,154.87	4,154.87	12,465.13	25%
38-851-351 Maint. & Repair Equip	4,500	0.00	5.21	5.21	4,494.79	0%
38-851-352 Vehicle Maintenance	2,400	1,390.45	1,445.49	1,445.49	954.51	60%
38-851-400 Town Liability Insurance	7,643	1,910.60	1,910.60	1,910.60	5,732.40	25%
38-851-405 Audit Expense	3,724	0.00	0.00	0.00	3,724.00	
38-851-422 WS Town Hall Rent	0	0.00	0.00	0.00	0.00	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-851-434 WS grant expense	0	0.00	0.00	0.00	0.00	0.00	
38-851-435 Purchase of Sewer Services	0	0.00	0.00	0.00	0.00	0.00	
38-851-441 Certify Lab Services	1,340	0.00	140.00	140.00	1,200.00	10%	
38-851-448 External Contract	15,656	0.00	1,446.80	1,446.80	14,209.20	9%	
38-851-451 Water Purchase	256,182	17,334.85	50,773.68	50,773.68	205,408.32	20%	
38-851-473 WWTP rehab Annual Payment	0	0.00	0.00	0.00	0.00	0.00	
38-851-498 Capital Outlay Below \$5000	0	0.00	0.00	0.00	0.00	0.00	
38-851-500 Capital Outlay \$5000 and Above	0	0.00	0.00	0.00	0.00	0.00	
38-851-801 Town Hall Roof Loan - Principal	2,640	214.47	643.41	643.41	1,996.59	24%	
38-851-802 USDA Public Works Trucks - Princ Water	2,485	0.00	0.00	0.00	2,485.00		
38-851-803 USDA Town Hall/WS Loan Principal	41,150	0.00	0.00	0.00	41,150.00		
38-851-806 Debt/Loans/Leases - Interest Rename	0	0.00	0.00	0.00	0.00	0.00	
38-851-807 Debt/Loans/Leases - Principal Rename	0	0.00	0.00	0.00	0.00	0.00	
38-851-831 Town Hall Roof Loan - Interest Water	194	21.65	64.95	64.95	129.05	33%	
38-851-833 USDA Town Hall/WS Loan Interest	0	0.00	0.00	0.00	0.00	0.00	
38-851-836 USDA Public Works Trucks - Int Water	433	0.00	0.00	0.00	433.00		
38-851-889 RESERVE FOR USDA LOANS	4,407	0.00	0.00	0.00	4,407.00		
38-851-895 Grass Cutting Expense	0	0.00	0.00	0.00	0.00	0.00	
38-851-896 WS 25% of GF Expense	46,584	3,328.04	9,070.80	9,070.80	37,513.20	19%	
38-851-997 Future Expenditures	0	0.00	0.00	0.00	0.00	0.00	
38-851-998 Contingency	31,411	0.00	0.00	0.00	31,411.00		
Water Totals:	656,177	39,726.37	109,637.35	109,637.35	546,539.65	17%	
38-852-010 Salary - Full Time	84,922	6,406.40	16,935.54	16,935.54	67,986.46	20%	

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38 WATER / SEWER						
Description	Budget	MTD	QTD	YTD	Variance	Percent
38-852-014 Salary - Part Time	15,943	1,228.22	3,600.58	3,600.58	12,342.42	23%
38-852-017 Accrued Vacation Exp	0	0.00	(6,045.40)	(6,045.40)	6,045.40	
38-852-019 Salary - Over Time Sewer	6,351	217.71	616.28	616.28	5,734.72	10%
38-852-020 ER - FICA Sewer	8,202	600.73	1,613.91	1,613.91	6,588.09	20%
38-852-030 ER-Retirement Orbit	13,801	978.95	2,629.16	2,629.16	11,171.84	19%
38-852-040 ER-Health Insurance SEWER	13,474	1,102.86	4,270.76	4,270.76	9,203.24	32%
38-852-050 ER-Life Insurance	310	25.76	103.04	103.04	206.96	33%
38-852-060 ER-Workman's Comp	1,642	0.00	1,347.41	1,347.41	294.59	82%
38-852-200 Travel Expense	225	0.00	0.00	0.00	225.00	
38-852-203 Supplies	2,828	228.44	621.57	621.57	2,206.43	22%
38-852-204 Uniforms	2,160	259.25	492.17	492.17	1,667.83	23%
38-852-205 Materials & Supplies	24,950	1,345.90	6,637.84	6,637.84	18,312.16	27%
38-852-250 Light & Heat & Security	5,981	357.04	1,147.58	1,147.58	4,833.42	19%
38-852-251 Telephone & Postage	8,658	671.07	2,203.38	2,203.38	6,454.62	25%
38-852-252 Fuel	6,000	170.30	807.50	807.50	5,192.50	13%
38-852-255 Bldg. Maint/Clean Svs	2,214	225.98	304.32	304.32	1,909.68	14%
38-852-260 Electric Tank/Pumps	9,500	896.39	2,506.32	2,506.32	6,993.68	26%
38-852-296 Continuing Education	625	0.00	0.00	0.00	625.00	
38-852-301 Computer Maint.	2,364	118.00	400.89	400.89	1,963.11	17%
38-852-302 Software Support	1,243	792.11	792.11	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	418.50	418.50	418.50	81.50	84%
38-852-310 Dues & Subscriptions	400	214.25	239.25	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	0.00	5.21	5.21	4,494.79	0%
38-852-352 Vehicle Maintenance	2,400	1,390.45	1,445.49	1,445.49	954.51	60%
38-852-400 Liability Insurance	1,911	1,910.60	1,910.60	1,910.60	0.40	100%
38-852-405 Audit Expense	3,724	0.00	0.00	0.00	3,724.00	
38-852-422 Town Hall Rent	0	0.00	0.00	0.00	0.00	



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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-852-434 WS Grant Expense	0	0.00	0.00	0.00	0.00		
38-852-435 Purchase of Sewer Services	300,500	0.00	12,446.38	12,446.38	288,053.62	4%	
38-852-441 Certify Lab Service	0	0.00	0.00	0.00	0.00		
38-852-448 External Contract	20,000	769.30	1,885.40	1,885.40	18,114.60	9%	
38-852-473 WWTP Rehab Annual Payment	24,032	0.00	0.00	0.00	24,032.00		
38-852-498 Capital Outlay Below \$5000	0	0.00	0.00	0.00	0.00		
38-852-500 Capital Outlay \$5000 and Above	0	0.00	0.00	0.00	0.00		
38-852-801 Town Hall Roof Loan - Principal	2,640	214.48	643.44	643.44	1,996.56	24%	
38-852-802 USDA Public Works Trucks - Princ Sewer	2,485	0.00	0.00	0.00	2,485.00		
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		
38-852-806 Rename principal	0	0.00	0.00	0.00	0.00		
38-852-807 Rename Principal	0	0.00	0.00	0.00	0.00		
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	64.98	64.98	129.02	33%	
38-852-833 USDA Town Hall/WS Loan Interest	0	0.00	0.00	0.00	0.00		
38-852-836 USDA Public Works Trucks - Int Sewer	433	0.00	0.00	0.00	433.00		
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	3,575	0.00	0.00	0.00	3,575.00		
38-852-889 Reserve for USDA Loans	4,407	0.00	0.00	0.00	4,407.00		

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-852-896 WS 25% of GF Expense	46,584	3,328.05	9,070.81	9,070.81	37,513.19	19%	
38-852-998 Contingency	35,581	0.00	0.00	0.00	35,581.00		
Sewer Expenses Totals:	746,611	23,892.40	69,115.02	69,115.02	677,495.98	9%	
38-901-037 Transfer to General Fund	16,000	1,125.00	3,375.00	3,375.00	12,625.00	21%	
38-901-064 Transfer Out to Unity Bute, Battle Sewer Grant	0	0.00	0.00	0.00	0.00		
38-901-902 Transfer Out to Water Treatment Plant	32,497	0.00	0.00	0.00	32,497.00		
Transfers Out Totals:	48,497	1,125.00	3,375.00	3,375.00	45,122.00	7%	
Expenses Totals:	1,451,285	64,743.77	182,127.37	182,127.37	1,269,157.63	13%	
38 WATER / SEWER	Revenues Over/(Under) Expenses:	61,318.56	125,159.33	125,159.33			

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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	12,446.38	12,446.38	(288,053.62)	4%	
39-351-471 Sewer Revenues - County	229,005	0.00	9,485.15	9,485.15	(219,519.85)	4%	
39-351-472 Sewer Rev Norlina	165,292	0.00	6,846.23	6,846.23	(158,445.77)	4%	
39-360-310 TOWN SEWER SVS	0	0.00	0.00	0.00	0.00		
39-360-330 NORLINA SEWER PAYMT	0	0.00	0.00	0.00	0.00		
39-365-001 Interest Income	0	0.00	0.00	0.00	0.00		
39-365-410 Investment Income NCCMT	0	0.00	0.00	0.00	0.00		
39-365-861 Misc Revenue WWTP	19,832	24.99	24.99	24.99	(19,807.01)	0%	
39-381-038 Transfer In from Water/Sewer	32,497	0.00	0.00	0.00	(32,497.00)		
<b>Revenues Totals:</b>	<b>747,126</b>	<b>24.99</b>	<b>28,802.75</b>	<b>28,802.75</b>	<b>(718,323.25)</b>	<b>4%</b>	
<b>Expenses</b>							
39-851-473 To WWTP Rehab Annual payment	0	0.00	0.00	0.00	0.00		
Water Totals:	0	0.00	0.00	0.00	0.00		
39-852-310 Dues & Subscriptions	0	0.00	0.00	0.00	0.00		
Sewer Expenses Totals:	0	0.00	0.00	0.00	0.00		
39-860-010 SALARY WWTP DO NOT USE	0	0.00	0.00	0.00	0.00		
39-860-014 WWTP P/T SALARY DO NOT USE	0	0.00	0.00	0.00	0.00		
39-860-019 WWTP OT DO NOT USE	0	0.00	0.00	0.00	0.00		
39-860-020 FICA TAXES DO NOT USE	0	0.00	0.00	0.00	0.00		
39-860-030 ORBIT TOWN MATCH & BUY-IN DO NOT USE	0	0.00	0.00	0.00	0.00		
39-860-202 TELEPHONE & POSTAGE DO NOT USE	0	0.00	0.00	0.00	0.00		
39-860-205 COMPUTER MAINT. DO NOT USE	0	0.00	0.00	0.00	0.00		
39-860-208 COMPUTER TECH IMPROVEMENT DO NOT USE	0	0.00	0.00	0.00	0.00		

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39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
39-860-300 OP MATERIAL & SUPPLIES DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
39-860-309 LAB ANALYSIS DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
39-860-312 PERMITS & FEES DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
39-860-315 CONTINGENCY DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
39-860-318 FREIGHT CHARGES DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
39-860-331 TOWN WATER BILL DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
39-860-365 DEPRECIATION EXPENSE DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
WWTP Totals:	0	0.00	0.00	0.00	0.00	0.00	
39-861-010 Salary - Full Time	163,202	12,868.17	33,683.06	33,683.06	129,518.94	21%	
39-861-014 Salary - Part Time	15,668	1,126.43	3,856.66	3,856.66	11,811.34	25%	
39-861-017 Accrued Vacation Exp	0	0.00	(9,578.87)	(9,578.87)	9,578.87		
39-861-019 Over-Time	13,791	1,061.81	2,185.31	2,185.31	11,605.69	16%	
39-861-020 ER-FICA Taxes	14,739	976.28	2,507.11	2,507.11	12,231.89	17%	
39-861-030 ER - Retirement Orbit	30,015	2,117.35	5,504.27	5,504.27	24,510.73	18%	
39-861-040 ER- Health Insurance	24,273	2,048.68	7,810.92	7,810.92	16,462.08	32%	
39-861-050 ER-Life Insurance	572	47.60	190.40	190.40	381.60	33%	
39-861-060 ER-Workman's Comp	3,221	0.00	2,620.42	2,620.42	600.58	81%	
39-861-200 Travel Expense	500	0.00	0.00	0.00	500.00		
39-861-203 Supplies	2,550	258.53	540.80	540.80	2,009.20	21%	
39-861-204 Uniforms	2,916	358.73	698.75	698.75	2,217.25	24%	
39-861-205 OP Material & supplies	38,700	3,152.34	8,810.20	8,810.20	29,889.80	23%	
39-861-250 Light, Heat & Security	95,000	7,694.11	21,831.74	21,831.74	73,168.26	23%	
39-861-251 Telephone & Postage	7,722	593.33	2,198.13	2,198.13	5,523.87	28%	
39-861-252 Fuel	9,000	290.60	1,187.05	1,187.05	7,812.95	13%	
39-861-296 Continuing Education	1,225	0.00	0.00	0.00	1,225.00		

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39 WWTP						
Description	Budget	MTD	QTD	YTD	Variance	Percent
39-861-301 Computer Maint.	4,607	236.02	762.29	762.29	3,844.71	17%
39-861-302 Software Support	2,741	1,584.25	1,934.24	1,934.24	806.76	71%
39-861-305 Technology Upgrades	2,000	0.00	0.00	0.00	2,000.00	
39-861-309 Advertising	1,000	397.58	784.19	784.19	215.81	78%
39-861-310 Dues & Subscriptions	0	0.00	0.00	0.00	0.00	
39-861-318 Freight Charges	1,650	161.74	425.17	425.17	1,224.83	26%
39-861-342 Maint & Repair Plant	60,000	19,776.77	33,835.72	33,835.72	26,164.28	56%
39-861-344 Sludge Removal	60,000	0.00	6,462.50	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	809.22	7,165.55	7,165.55	1,834.45	80%
39-861-347 Lab Analysis	17,948	1,212.50	2,271.50	2,271.50	15,676.50	13%
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	135.00	135.00	865.00	14%
39-861-351 Maint & Repair Equipment	0	0.00	0.00	0.00	0.00	
39-861-352 Vehicle Maintenance	3,000	2,247.73	2,375.74	2,375.74	624.26	79%
39-861-400 Liability Insurance	18,185	4,546.20	4,546.20	4,546.20	13,638.80	25%
39-861-405 Audit Expense	7,500	0.00	0.00	0.00	7,500.00	
39-861-444 Permits & Fees	6,253	403.50	5,593.50	5,593.50	659.50	89%
39-861-445 Certify Lab Expense	1,000	0.00	0.00	0.00	1,000.00	
39-861-446 Influent Debri removal	3,856	328.36	983.30	983.30	2,872.70	26%
39-861-447 WWTP Grant Expense	34,125	0.00	33,443.00	33,443.00	682.00	98%
39-861-498 Capital Outlay Below \$5000	0	0.00	0.00	0.00	0.00	
39-861-500 Capital Outlay \$5000 and Over	0	0.00	0.00	0.00	0.00	
39-861-810 NCDEQ WWTP Phase 2 Principal	0	0.00	0.00	0.00	0.00	
39-861-897 WWTP 25% of GF Exp	42,674	3,416.52	10,193.98	10,193.98	32,480.02	24%
39-861-998 Contingency	9,996	0.00	0.00	0.00	9,996.00	
WWTP - Expenses Totals:	714,629	67,714.35	194,957.83	194,957.83	519,671.17	27%
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	

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Expenses Totals:	747,126	67,714.35	194,957.83	194,957.83	552,168.17	26%
39 WWTP Revenues Over/(Under) Expenses:		(67,689.36)	(166,155.08)	(166,155.08)		

## A/P Check Listing

Vendor Range - 123 OTTO LLC' - 'YOUR TRADEMARK ATTORNEY

Date From - 9/1/2020 Date To - 9/30/2020

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10/05/2020 09:30 AM

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Check Number	Bank	Vendor	Date	Amount
62799	30	AMAZON CAPTIAL SERVICES, INC.	09/01/2020	\$1,794.69
62800	30	DRAWINGBOARD PRINTING	09/01/2020	\$325.11
62801	30	HARRIS ENTERPRISES	09/01/2020	\$1,537.92
62802	30	Parker Poe Adams & Bernstein, LLP	09/01/2020	\$8,000.00
62803	30	PETE SMITH TIRE & QUICK LUBE, INC	09/01/2020	\$1,471.36
62804	30	WOMACK PUBLISHING CO. INC.	09/01/2020	\$131.00
62805	30	CAROLINA DIGITAL PHONE INC	09/04/2020	\$316.00
62806	30	DOCUMENT SYSTEMS, INC	09/04/2020	\$106.74
62807	30	DUKE ENERGY PROGRESS	09/04/2020	\$130.65
62808	30	MERITECH INC	09/04/2020	\$1,212.50
62809	30	NC MAYORS ASSOCIATION	09/04/2020	\$100.00
62810	30	SOUTHERN SOFTWARE, INC.	09/04/2020	\$3,690.00
62811	30	Spectrum Business	09/04/2020	\$124.98
62812	30	TRI-COUNTY POWER EQUIPMENT INC	09/04/2020	\$49.06
62813	30	WARREN COUNTY PUBLIC UTILITIES	09/04/2020	\$17,334.85
62814	30	WRIGHT EXPRESS FSC	09/04/2020	\$1,117.50
62815	30	Adam Lynch	09/08/2020	\$1,500.00
62816	30	Brimar Industries	09/08/2020	\$1,883.83
62817	30	Community Eye Care	09/08/2020	\$109.52
62818	30	DOCUMENT SYSTEMS, INC	09/08/2020	\$1,195.59
62819	30	TRI-COUNTY POWER EQUIPMENT INC	09/08/2020	\$147.25
62820	30	UNITED PARCEL SERVICE	09/08/2020	\$161.74
62821	30	WALKER AUTO STORES	09/08/2020	\$29.86
62822	30	WATER GUARD, INC.	09/08/2020	\$2,542.36
62823	30	PETE SMITH TIRE & QUICK LUBE, INC	09/11/2020	\$379.29
62824	30	Core & Main	09/11/2020	\$384.30
62825	30	DOCUMENT SYSTEMS, INC	09/11/2020	\$377.61
62826	30	ENVIRONMENTAL RESOURCE ASSOC.	09/11/2020	\$420.98
62827	30	GFL ENVIRONMENTAL	09/11/2020	\$328.36
62828	30	HARRIS ENTERPRISES	09/11/2020	\$1,781.98

## A/P Check Listing

Vendor Range - 123 OTTO LLC' - 'YOUR TRADEMARK ATTORNEY  
Date From - 9/1/2020 Date To - 9/30/2020

Town of Warrenton  
10/05/2020 09:30 AM

Page: 2 of 3

Check Number	Bank	Vendor	Date	Amount
62829	30	PROFESSIONAL MAIL SERVICES, INC	09/11/2020	\$508.23
62830	30	SONITROL INTEGRATED SECURITY	09/11/2020	\$1,302.00
62831	30	SOUTHERN SOFTWARE, INC.	09/11/2020	\$4,637.00
62832	30	WARREN COUNTY PUBLIC WORKS	09/11/2020	\$1,795.60
62833	30	BELK ARCHITECTURE	09/17/2020	\$8,155.24
62834	30	CITIZENS INSURANCE & BONDING,	09/17/2020	\$15,126.00
62835	30	FIRST CITIZENS BANK	09/17/2020	\$1,037.94
62836	30	NATIONAL POWER	09/17/2020	\$950.08
62837	30	NC DEPT. OF ENVIRONMENTAL QUALITY	09/17/2020	\$870.00
62838	30	NC RURAL WATER ASSOCIATION	09/17/2020	\$425.00
62839	30	TIME WARNER CABLE	09/17/2020	\$116.97
62840	30	UNIFIRST CORPORATION	09/17/2020	\$302.54
62841	30	WARRENTON SUPPLY CO., INC.	09/17/2020	\$43.56
62842	30	ALWAYS CARE BENEFITS, INC.	09/18/2020	\$414.76
62843	30	CAROLINA INDUSTRIAL EQUIPMENT, INC	09/18/2020	\$141.41
62844	30	DUKE ENERGY PROGRESS	09/18/2020	\$223.91
62845	30	FRONTIER NATURAL GAS	09/18/2020	\$12.42
62846	30	QUILL CORPORATION	09/18/2020	\$91.85
62847	30	UNIFIRST CORPORATION	09/18/2020	\$1,303.18
62848	30	US CELLULAR	09/18/2020	\$1,307.13
62849	30	CENTURY LINK COMMUNICATIONS	09/21/2020	\$169.32
62850	30	Core & Main	09/21/2020	\$1,056.24
62851	30	DUKE ENERGY PROGRESS	09/21/2020	\$9,278.33
62852	30	EZTASK	09/21/2020	\$1,500.00
62853	30	FRONTIER NATURAL GAS	09/21/2020	\$8.28
62854	30	HOLLAND INDUSTRIAL	09/21/2020	\$16,572.94
62855	30	MUNICIPAL INSURANCE TRUST	09/21/2020	\$637.18
62856	30	NCL OF WISCONSIN, INC.	09/21/2020	\$414.86
62857	30	UNIFIRST CORPORATION	09/21/2020	\$315.69
62858	30	COBLE PRINTING CO.	09/21/2020	\$16.01



## A/P Check Listing

Vendor Range - 123 OTTO LLC' - 'YOUR TRADEMARK ATTORNEY  
Date From - 9/1/2020 Date To - 9/30/2020

Town of Warrenton  
10/05/2020 09:30 AM

Page: 3 of 3

Check Number	Bank	Vendor	Date	Amount
62859	30	— HUMANA SPECIALTY BENEFITS	09/21/2020	<b>\$29.38</b>
62860	30	— UNITED SUPPLY COMPANY	09/21/2020	<b>\$3,356.82</b>
62861	30	— NC DEPT OF STATE TREASURER	09/24/2020	<b>\$285.00</b>
62862	30	— United Healthcare	09/24/2020	<b>\$12,111.76</b>
62863	30	— DUKE ENERGY PROGRESS	09/25/2020	<b>\$50.66</b>
62864	30	— HARRIS ENTERPRISES	09/25/2020	<b>\$2,585.24</b>
62865	30	— NORTH CAROLINA 811, INC	09/25/2020	<b>\$25.00</b>
62866	30	— Pete Smith Garage, Inc.	09/25/2020	<b>\$977.92</b>
62867	30	— PETE SMITH TIRE & QUICK LUBE, INC	09/25/2020	<b>\$9,465.64</b>
62868	30	— VERIZON WIRELESS	09/25/2020	<b>\$280.07</b>
62869	30	— FLEMING INVESTMENT COMPANY	09/28/2020	<b>\$3,000.00</b>
62870	30	— PRUDENTIAL RETIREMENT	09/28/2020	<b>\$959.72</b>
62871	30	— STACY WOODHOUSE	09/28/2020	<b>\$1,000.00</b>
62872	30	— AMERICAN WATER WORKS	09/29/2020	<b>\$382.00</b>
62873	30	— COLUMBIAN MUTUAL LIFE INS CO	09/29/2020	<b>\$37.88</b>
62874	30	— DUKE ENERGY PROGRESS	09/29/2020	<b>\$1,911.15</b>
62875	30	— ELECTRIC MOTOR SHOP	09/29/2020	<b>\$864.68</b>
62876	30	— INFORMATION TECHNOLOGY SERVICE	09/29/2020	<b>\$174.06</b>
62877	30	— UNIFIRST CORPORATION	09/29/2020	<b>\$277.79</b>
62878	30	— WOMACK PUBLISHING CO. INC.	09/29/2020	<b>\$816.08</b>
62879	30	— LGFCU FINANCIAL PARTNERS, LLC	09/30/2020	<b>\$12,592.89</b>
81	Checks Totaling -			<b>\$168,602.44</b>

### Totals By Fund

	Checks	Voids	Total
34	\$3,367.24		\$3,367.24
36	\$3,235.12		\$3,235.12
37	\$55,174.09		\$55,174.09
38	\$41,093.56		\$41,093.56
39	\$49,284.44		\$49,284.44
51	\$4,003.87		\$4,003.87
61	\$12,444.12		\$12,444.12
Totals:		\$168,602.44	\$168,602.44

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator  
**Date:** October 8, 2020  
**Re:** September 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) Emergency Repair – King Street Elevated Tank. Cleared blockage in SCADA signal line. Contractor: Harris Enterprises (Labor - \$360.00, Parts - \$308.85)

**Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$0.00**

**Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$769.30**

## 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:** October 8, 2020  
**Re:** September 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)** Emergency Repair – Digester No. 1 Mixer. Replaced 20 Hp mixer motor, propeller, and float (Note: Original 40 year old original unit was beyond repair). Contractor: Harris Enterprises (Labor - \$520.18, Parts - \$16.59), Replacement unit was purchased directly from Holland Industrial (Replacement unit - \$14,225.00, Freight – \$1,300.00). **(2)** Emergency Repair – Rotor 2D. Replaced 20 Hp drive motor. Contractor: Harris Enterprises (Labor - \$540.00, Parts – Supplied from spare parts inventory) Replacement motor for spare parts inventory purchased directly from Electric Motor Shop (\$810.00). **(3)** Emergency Repair – Plant Effluent Sampler and Grit Pump Motor. Dried both units out after submersion from flooding. Replaced 2 sensors and circuit board in sampler and installed new bearings in grit pump motor. Contractor: Harris Enterprises (Labor - \$940.00, Parts for grit pump motor - \$40.18, Parts for sampler provided from spare parts inventory). **(4)** Emergency Repair – Rotor 2A. Replaced motor end pillow block bearing. Contractor: Harris Enterprises (Labor - \$1,320.00, Miscellaneous Parts - \$25.00, Bearing supplied from spare parts inventory). **(5)** Emergency Repair – Oxidation Ditch No. 2 Motor Control Panel. Troubleshooted electrical problem and replaced fuse. Contractor: Harris Enterprises (Labor - \$120.00).

**Total cost for Repairs (Account No. 39-861-342) - \$19,776.77**

- **Sewage Bypass:** On September 1, 2020, Fishing Creek due to heavy rain (7.70 inches over a 6.5 hour period) rose to flood stage and submerged the WWTP headworks for approximately 8.75 hours resulting in a sewage bypass of approximately 1,004,000 gallons. All compliance guidelines required by NC DEQ were followed.
- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month with the exception of the event noted above, 21.81 million gallons were treated.

# Activity Detail Summary (by Category)

Warrenton Police Department

(09/01/2020 - 09/30/2020)

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## Incident\Investigations

240 - Motor Vehicle Theft	1
90C - Disorderly Conduct	1
90J - Trespass of Real Property	2
90Z - All Other Offenses	7
<b>Total Offenses</b>	<b>11</b>
<b>Total Incidents</b>	<b>8</b>

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## Arrests

35A - Drug/Narcotic Violations	1
35B - Drug Equipment Violations	1
520 - Weapon Law Violations	1
90Z - All Other Offenses	2
<b>Total Charges</b>	<b>5</b>
<b>Total Arrests</b>	<b>3</b>

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## Accidents

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

Driving While License Revoked	1
Expired Registration	1
No Insurance	1
No Operator License	2
Other (Infraction)	2
Passenger Seat Belt - Juvenile	1
Speeding (Infraction)	2
Secondary Charge	9
<b>Total Charges</b>	<b>19</b>
<b>Total Citations</b>	<b>10</b>

# Activity Detail Summary (by Category)

Warrenton Police Department

(09/01/2020 - 09/30/2020)

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## Warning Tickets

Total Charges	0
Total Warning Tickets	0

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## Ordinance Tickets

Noise Ordinance	1
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Total Ordinance Tickets	1
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## 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

(09/01/2020 - 09/30/2020)

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<No Event Type Specified>	3	911 Hang-up	6
Accident	3	Alarm Activation	5
Assist Elderly/Lost person	1	Assist Motorist	2
Assist NPD	8	Assist Other Department	2
Assist WCSO	10	C.O.P.S	1
C.O.P.S. - Main St	17	C.O.P.S.- Neighborhood Patrol	28
Careless and Reckless Driving	1	Civil Dispute	1
Complaint	1	Disturbance	1
Foot Patrol	1	Funeral Escort	1
Information by Phone	4	Investigation and/or Interview	1
Loitering	1	Medical / Person Hurt or Sick	1
Ordinance Violation	2	Other	3
Parking Violation	3	Patrol	9
Property Check – Business	49	Property Check – Residential	12
Shots fired	2	Suspected Drunk Driver	1
Suspicious Person / Vehicle	9	Talk with Officer	4
Traffic Stop	33	Trespassing	1
Vandalism	1	Vehicle Lockout	1
Warrant	2		

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**Total Number Of Events: 231**



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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### **BOC Meeting September 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. Work with Mitch Styers to develop success fee agreement with Stacy Woodhouse
  - ✓ Waiting on Mitch
4. Check grass issues at Rodwell, Rogers, Wilcox Streets
  - ✓ Tracy verifying and sent letter Holly Rodwell
5. Contact Carolina Digital regarding phone issues during BOC meeting
  - ✓ Joan Wilkerson, engineers, president of company working through solution
6. Execute Capital Project Ordinances (2)
  - ✓ Done
7. Execute various CDBG Plans
  - ✓ Done
8. Pursue NC IDEA grant
  - ✓ Done
9. Contact HMW Preservation regarding update of historic district
  - ✓ Heather Slane putting together timeline and contract. Begin spring of 2021.
10. Execute WEX agreement
  - ✓ Done, sent to Helen at NCWorks. Awaiting resumes.
11. Execute Art Loan agreement with Board of Education
  - ✓ Executed and sent to Robby Mays for additional signatures.
12. Forward Resolution to Warren County Chamber and Lake Gaston Chamber
  - ✓ Warren County Chamber disbanded a year ago. Contacted Lake Gaston Chamber about utilizing their old membership list, etc. Rose Derring locating database to pass along to Lake Gaston Chamber.
13. Update COVID message on website (town hall reopening Oct 1)
  - ✓ Done
14. Post cancellation of Halloween activities on web site
  - ✓ Done



15. Statements of Interest to Serve available for next 45 days at Town Hall. Posted on website.

✓ Done, posted under news section on home page.

## eCRASH ENTERPRISE SOLUTION™ MAINTENANCE AND SUPPORT AGREEMENT

THIS eCRASH ENTERPRISE SOLUTION™ MAINTENANCE AND SUPPORT AGREEMENT (this "Agreement") is made effective as of December 1, 2020 by and between INTERPLAT SOLUTIONS, INC., a North Carolina corporation (hereinafter "Interplat"), and WARRENTON POLICE DEPARTMENT, a North Carolina municipal agency (hereinafter, "Client");

### WITNESSETH:

WHEREAS, Client is using Interplat's eCrash mobile client electronic crash reporting system which has been provided by Interplat at no cost to North Carolina law enforcement agencies ("eCrash"); and

WHEREAS, Interplat has developed a software interface application known as eCrash Enterprise Solution™ pursuant to which, inter alia, the eCrash electronic crash reports can be transmitted to and maintained in a local server repository with supervisor approval functionality and reports can be transmitted electronically to the NC Division of Motor Vehicles (the "Software"); and

WHEREAS, Client desires to license the use of the Software and that Interplat host and support the Software pursuant to the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the premises and covenants herein provided, and intending to be legally bound hereby, the parties agree as follows:

1. License: Subject to the terms and conditions set forth herein, Interplat hereby grants, and Client hereby accepts, a non-permanent, non-exclusive, non-transferable license to use the Software on a single server located at Client's administrative or information technology office. Upon Client's execution of this Agreement and payment of the maintenance fee provided below, Interplat will provide Client with instructions for downloading and installing the Software. The Software is provided to Client without charge, subject to Client's paying the annual maintenance and support fees provided below.

2. System Requirements. No Server Requirements for hosted solution.

3. Maintenance and Support Services: During the term of this Agreement, Interplat will provide the following maintenance, support and other services (the "Services") for the Software:

- Initial system and software configuration specifications required to run the Software.
- Telephone (Monday – Friday 9:00 am to 5:00 pm) and email support related to operational use of the Software. This includes basic advice on how to accomplish specific tasks using the Software. It does not include detailed business application design consulting or formal or structured education.
- Patches to reflect minor revisions or releases of the Software or to correct defects or bugs determined by Interplat to be contrary to the accepted standard and functional requirements of the application. Product updates and patches will be made available via Web downloads.
- Hosting of the eCrash server system on Interplat Cloud Server.

Services do not include onsite installation or training, and do not include enhancements, changes or revisions required as part of Client requested changes to functionality, due to failure of Client to run the minimum server system requirements specified herein or due to significant changes in the eCrash software. Services also do not include support of Client's network, communication infrastructure or records management system.

4. Fees: In consideration of the license to use the Software and maintenance and support services provided hereunder, Client shall pay Interplat an annual maintenance fee of \$500, which fee shall be payable prior to Interplat performing any Services hereunder or delivering instructions to Client for using the Software. To the extent this Agreement is renewed beyond the Term described below, subsequent annual maintenance and support fees shall be due and payable on each anniversary of this Agreement unless the parties hereto have agreed on other payment arrangements. For Client requested services outside the scope of this Agreement that Interplat agrees to provide (e.g. analysis, SOW development, programming, testing, training, implementation), Client shall pay Interplat its standard hourly rates and will reimburse Interplat for all out-of pocket expenses incurred in the performance of such services within 30 days of the submission by Interplat of the invoice covering such services. Client understands and agrees that Interplat may, without penalty or further obligation under this Agreement, cease providing Services hereunder in the event any fees are not received when due. All fees shall be paid to Interplat Solutions, Inc., PO Box 53533, Fayetteville, NC 28305. Client is solely responsible for payment of any sales, use or other taxes applicable to the license of the Software licensed hereunder. Client agrees to hold harmless Interplat from all claims and liability arising from Client's failure to report or pay such taxes.

5. Term: This Agreement shall be effective on the date first written above and shall continue for a period of twelve (12) months. This Agreement may be renewed on an annual basis by Client paying Interplat's determined annual maintenance and support fee for the Software at the time of renewal, which fee will be communicated to Client prior to renewal. This Agreement shall terminate automatically if Client fails to renew this Agreement by paying the annual maintenance fee when due or otherwise breaches any terms of this Agreement. Upon termination of this Agreement, regardless of the reason, (i) all licenses hereunder shall terminate, (ii) Client shall cease all use of the Software and return to Client all documentation related thereto, (iii) Client shall remove the Software from its server and (iv) Client shall have no further rights to use the Software. Notwithstanding any termination of this Agreement, Client's obligations under Sections 6, 7, 9 and 10 hereof shall survive indefinitely.

6. Proprietary Rights: Interplat has sole and exclusive ownership of all right, title and interest in and to the Software, all copies thereof and all modifications, enhancements and updates thereto (including ownership of all copyrights, trademarks, patent rights and other intellectual property rights pertaining thereto), subject only to the right and license expressly granted to Client herein. All rights in the Software not expressly granted to Client herein are expressly reserved to Interplat. Client does not have, nor does this Agreement convey, any title or ownership in the Software, but only a limited right of use. Client agrees to take such further action, and to obtain or sign such further agreements or acknowledgments, as Interplat may reasonably request to give effect to this Section.

7. Limitations on Use: Client may not use the Software other than as permitted herein or copy, modify or distribute the Software, or any copy, adaptation, transcription or merged portion thereof, except as expressly authorized by Interplat in writing. Client may not reverse engineer, decompose, disassemble, modify, translate, make any attempt to discover the source code of the Software, or create derivative works from the Software, or apply the formulas or algorithms of the Software to other applications, or permit others to do any of the foregoing. Client shall not assign, transfer, lease, sublicense or otherwise grant to any other entity (including through acquisition, merger, consolidation or liquidation) any rights to the Software without the prior written consent of Interplat. Client may not use the Software anywhere but the designated location specified herein without the prior written consent of Interplat. Client shall keep all information provided by Interplat with respect to the Software (including all written documentation, the existing code and algorithms therein) confidential. Client is solely responsible for data entered into or transmitted from the Software or server on which it resides, and Interplat assumes no responsibility therefor.

8. Representations of Client: Client represents and warrants that: (i) it has the statutory power and authority to enter into this Agreement and (ii) it has received and has in hand the requisite funding to pay Interplat all fees hereunder.

9. Representations of Interplat: Interplat represents and warrants that: (i) it has the corporate power and authority to enter into this Agreement; (ii) it will comply with all applicable laws in the performance of the services hereunder; (iii) its services hereunder will be provided in a professional and workmanlike manner; and (iv) to the best of its knowledge, its services will not violate the proprietary rights of any third party; provided, however, that Interplat expressly disclaims any warranty relating to infringement resulting from Interplat's use of software, hardware, data, tools, instructions, specifications or other materials provided by Client to Interplat. Interplat gives and makes no representations or warranty of any kind, express or implied, other than that expressly set forth herein, and no representative of Interplat is authorized to give or make any other representation or warranty or modify the representations and warranties provided herein in any way. Without limiting the foregoing disclaimer, no implied warranty of merchantability, no implied warranty of fitness for any particular purposes, and no implied warranty arising by usage or trade, course of dealing, or course of performance is given or made by Interplat or shall arise by or in connection with the services contemplated by this Agreement, and in no event shall Interplat have any liability or obligation whatsoever in connection with any such warranty.

10. Limitation of Liability: To the extent allowed by North Carolina law, neither party to this Agreement shall have any liability, obligation or responsibility to the other party for any indirect, incidental, consequential, special or exemplary damages, or damages for loss of profits, revenue, data or use, arising in any way in connection with this Agreement, including, but not limited to, damage to property, injury to persons, lost profits, or delays or inconveniences, even if such party has been advised of the possibility or such damages. In no event shall Interplat's liability for any direct or other damages hereunder exceed the amount of the total fees paid by Client to Interplat under this Agreement.

11. Successors and Assigns: This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

12. Entire Agreement: This Agreement constitutes the entire agreement between Client and Interplat with respect to the subject matter hereof and supersedes and replaces all other understandings and agreements, whether oral or in writing, if any there be, previously entered into by the parties with respect to such subject matter. To the extent of any inconsistent terms between this Agreement and any purchase order issued for the license or services described herein, the terms of this Agreement shall prevail and be binding.

13. Amendment; Waiver: No provision of this Agreement may be amended, modified or waived unless such amendment, modification or waiver is agreed to in writing by the parties hereto. The terms of any purchase orders issued by Client for the license or services described herein may not vary the terms hereof.

14. Notices: All notices and other communications given pursuant to this Agreement shall be in writing and either delivered personally or by prepaid registered or certified mail, return receipt requested, or by overnight courier service maintaining delivery and receipt information, to each party at the addresses shown below:

If to Interplat:

Interplat Solutions, Inc.  
PO Box 53533  
Fayetteville, N.C. 28305

If to Client:

Warrenton Police Department  
133 E Market St.  
Warrenton, NC 27589

15. Governing Law: This Agreement shall be governed by and construed in accordance with the laws and judicial decisions of the State of North Carolina.

16. Counterparts: This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective duly authorized officers or employees as of the date set forth above.

INTERPLAT SOLUTIONS, INC.

By: Stephen C. Kulig  
Name: Stephen C. Kulig  
Title: Vice-President

WARRENTON POLICE DEPARTMENT

By: \_\_\_\_\_  
Name:  
Title:

APPROVED:

\_\_\_\_\_, City/County Representative  
Name:  
Title:



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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## **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.

- ADA accessibility construction should be complete by time of BOC meeting.

**(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 October 19, 2020.

**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.
- Awaiting any additions from Bill Perkinson before closing out grant and providing map deliverable.

**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.
- Expect to start construction shortly with target completion date in late fall of 2020.

**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.

**PARTF Grant**

- Town applied for Parks grant for property on Church Street from NC Parks and Recreation Trust Fund. Town match approximately \$40,000.
- Town was NOT awarded grant funding. Property owners notified.

**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.
- Requesting BOC approval to re-apply for current FY.



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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## **Branding of Warrenton – Revitalization Effort**

### **Summary**

The Revitalization Committee has created and promoted a short 10-question survey of residents and non-residents of Warrenton. Promoting the survey with an article in the newspaper, two advertisements in the Warren Record, a mailer sent in the Town's water bills and handouts and pickup locations around town, the Revitalization Committee sought a widespread distribution and has received a widespread response of 135 surveys. Revitalization is currently analyzing and organizing the data and in several months' time will present the data to the Town Board with possible recommendations.





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

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## Survey

Sponsored by the Warrenton Revitalization Committee

**Purpose:** as a group of citizens, we can all help to define what our town should be by filling out this survey. It is our hope that many of our Warrenton residents, as well as persons in surrounding communities, will help our town evaluate our present realities and assist us in defining our future.

**Current slogan:** Historically great, progressively strong.

Preliminary survey question: Does this current slogan have meaning for you? If so, what is it?

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What is the slogan you want for Warrenton? \_\_\_\_\_

## Survey Questions:

1. What brought you to Warrenton?

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2. What has kept you in Warrenton?

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3. What would you like to see changed in Warrenton?

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4. What would you like to see kept the same?

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5. What if any areas do you see causing division in the Town? Please list and explain.

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6. What do you think Warrenton is known for?

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7. If Warrenton could be known for one primary thing, what would you want it to be?

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8. Do you have any other comments or concerns? \_\_\_\_\_

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Please check **✓** the blank after **3** words below which you think best describe Warrenton:

attractive \_\_\_ delightful \_\_\_ disappointing \_\_\_ deserted \_\_\_ dull \_\_\_ historic \_\_\_  
enchanted \_\_\_ exciting \_\_\_ peaceful \_\_\_ welcoming \_\_\_ snobbish \_\_\_ noisy \_\_\_  
picturesque \_\_\_ quaint \_\_\_ romantic \_\_\_ depressing \_\_\_ unwelcoming \_\_\_

Demographic Questions (circle one or check **✓** the blank):

- Racial group: African American, Hispanic, American Indian, White, Other
- Age group: under 15, 16-25, 26-35, 36-55, 56 and over
- Gender group: female, male
- Are you a resident of Warrenton? \_\_\_\_\_ Are you a resident of Warren County? \_\_\_\_\_
- I prefer not to answer these demographic questions \_\_\_\_\_

If you would like to be registered in a drawing, give us your name and phone or email. Drawing will include: **two \$50 visa cards, three \$20 restaurant gift cards.**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **THE DEADLINE FOR THIS SURVEY IS SEPTEMBER 16, 2020**

THE REVITALIZATION COMMITTEE OF THE TOWN OF WARRENTON IS VERY GRATEFUL FOR YOUR PARTICIPATION IN THIS SURVEY. WE ARE WORKING TO MAKE WARRENTON AN EVEN BETTER PLACE TO LIVE AND WORK. WE NEED YOUR HELP. THANK YOU!

This survey can be completed online at <https://www.surveymonkey.com/r/QCSXY7M>

**Or** it can be filled out and sent to [M.coffman@warrenton.nc.gov](mailto:M.coffman@warrenton.nc.gov)

**Or** it can be placed in the drop box at the Warrenton Town Hall Water Department

**Or** it can be mailed to: Town of Warrenton, PO Box 281, Warrenton NC 27589



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

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**FY 2021 Brownfield Assessment Grant  
(U.S. Environmental Protection Agency) Due date: October 28, 2020**

No financial match is required by the Town of Warrenton.

Assessment Grants provide funding for a grant recipient to inventory, characterize, assess, conduct a range of planning activities, develop site-specific cleanup plans, and conduct community involvement related to brownfield sites. The performance period for these grants is three years.

**Community-wide Assessment Grants**

- A Community-wide Assessment Grant is appropriate when a specific site is not identified and the applicant plans to spend grant funds on more than one brownfield site in its community.
- An applicant may request up to \$300,000 to assess sites contaminated by hazardous substances, pollutants, contaminants (including hazardous substances co-mingled with petroleum), and/or petroleum.

**Brian Kvam PG**  
BRANCH MANAGER  
SENIOR PRINCIPAL - BROWNFIELDS AND REDEVELOPMENT  
CARDNO



## RDavie

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**From:** King, Elizabeth C <Elizabeth.King@ncdcr.gov>  
**Sent:** Friday, October 2, 2020 1:29 PM  
**To:** Robert Davie  
**Cc:** David, Sarah W; Wilds, Mitch; Brantley, Kristi  
**Subject:** Warrenton National Register Historic District boundary increase areas  
**Attachments:** National Register and Local Designation Fact Sheet.pdf

Hello, Robert,

I'm excited to hear that Heather Slane has been hired to update the Warrenton National Register Historic District nomination form. We are pleased for the Town and know that this development will assist the Historic Preservation Commission in its important work and hopefully inspire additional property owners in the district to apply for tax credits for qualifying rehabilitation work.

I understand that Warrenton has chosen to not to pursue boundary increases on the west side of the existing National Register district. While this is certainly Warrenton's decision to make, I want to ensure your commission is aware that your Local Historic District and the National Register Historic District are not required to have the same boundaries. You could choose to increase the boundary of the National Register Historic District without expanding your local district. Property owners inside the National Register boundary increase area would then have access to tax credits for any qualifying rehabilitation work they undertake but would not be subject to the oversight of the Warrenton Historic Preservation Commission, which only enforces standards within the Local Historic District. There are numerous towns and cities in North Carolina that have similar, yet distinct, boundaries for National Register and local historic districts. Oxford and Louisburg are two nearby towns that have slightly different boundaries for their National Register and local historic districts.

As you are aware, the National Register of Historic Places is primarily an honorary designation that places no obligation or restriction on a private owner using private resources to maintain or alter their property. Local districts, on the other hand, are a type of zoning that provides controls on the appearance of existing and proposed buildings. I have attached a fact sheet discussing the difference between the two types of historic districts to this email. Please distribute it as you see fit.

One benefit to pursuing the boundary increase now, rather than in the future, is that Heather Slane has indicated she will prepare the boundary increase for a relatively low additional fee. If five or ten years go by, the survey work undertaken in 2019 will need to be redone. I estimate a consultant might charge around \$10,000 to undertake the boundary increase as a separate project requiring updated survey.

Again, I congratulate the Town of Warrenton on taking a big step forward in your National Register Historic District! If I may be of any assistance, please don't hesitate to call on me.

Best,

Beth King

Elizabeth Crawley King  
Architectural Survey Coordinator, State Historic Preservation Office  
Division of Historical Resources  
Office of Archives and History  
North Carolina Department of Natural and Cultural Resources  
MSC 4617, Raleigh, NC 27699

**A COM A ISON O  
T E NATIONA E ISTE O ISTO IC ACES IT  
OCA ISTO IC AN MA AN IST ICT ESI NATIONS**

The National Register of Historic Places and *local* historic landmark and historic district designations are two very different programs that recognize and protect historic properties. Some historic properties and districts may receive both types of recognition in communities where local historic preservation commissions have been established according to North Carolina enabling legislation. However, local designation is entirely a local government decision and is independent of the National Register program.

**T E NATIONA E ISTE O ISTO IC ACES**

The National Register of Historic Places is a federal program administered by the National Park Service in partnership with state governments. The National Register was created by the National Historic Preservation Act of 1966 to recognize and protect properties of historic and cultural significance that warrant consideration in federal undertakings such as highway construction and urban renewal projects, and to provide incentives for local and private preservation initiatives.

In each state the program is administered by a *State Historic Preservation Officer* (SHPO), who is usually an official in a state historical or environmental agency. In North Carolina, the State Historic Preservation Officer is the Director of the Division of Archives and History. The SHPO is responsible for conducting the statewide survey of historic properties, coordinating nominations of eligible properties to the National Register, and conducting environmental review of federal and state projects that may affect properties listed or eligible for listing in the National Register. Nominations of properties to the National Register are prepared and reviewed at the local and state levels, but the final decision to list a property or district in the National Register is made by the National Park Service.

National Register listing is primarily an honor, meaning that a property has been researched and evaluated according to established procedures and determined to be worthy of preservation for its historical value. The listing of a historic or archaeological property in the National Register does not obligate or restrict a private owner in any way unless the owner seeks a federal benefit such as a grant or tax credit or applies for a special permit. For a private owner, the chief practical benefit of National Register listing is eligibility for investment tax credits that can be claimed against the cost of a certified rehabilitation. If the property is income-producing, the owner may be eligible for a combination of state and federal tax credits; if the property is non-income-producing, the owner may be eligible for a state tax credit.

For more information about the National Register, please see the following State Historic Preservation Office fact sheets:

- "WHAT IS THE NATIONAL REGISTER OF HISTORIC PLACES?"
- "NATIONAL REGISTER CRITERIA FOR EVALUATION"
- "HOW HISTORIC PROPERTIES ARE LISTED IN THE NATIONAL REGISTER OF HISTORIC PLACES"
- "STATE AND FEDERAL HISTORIC REHABILITATION TAX CREDITS"

**OCA ISTO IC AN MA AN IST ICT ESI NATIONS**

**T C** . Local governments (municipalities and counties) may establish a preservation commission under North Carolina General Statute §160D-940 to 951, §160D-102, §160D-303, and §160D-404(c). A preservation commission may carry out a comprehensive preservation program, including recommending to the governing board that certain properties and areas be locally designated as landmarks and historic districts. The commission may be called other names: for example, historic properties commission, historic landmarks commission, historic district commission, or historic resources commission.”

(see other side)

A local government is not obligated to establish a preservation commission, even if there are National Register properties in the community. Commissions are generally established only where there is sufficient local interest in historic preservation and the local planning environment is responsive to this interest. Listing properties or districts in the National Register may build local support for a commission, but does not mean that a commission and local designations will necessarily follow.

A preservation commission is established by an ordinance that sets forth the organization, operations, and powers of the commission, as prescribed in the state enabling statute. The ordinance also sets forth the procedures the governing board will follow to designate landmarks and/or historic districts. The governing board may designate any property or district which it deems has special significance and integrity, regardless of whether or not it is listed in or eligible for the National Register. While National Register standards for listing serve as a useful guide for local designation decisions, those standards need not be strictly applied when the governing board is deciding what shall be locally designated.

. Landmark designations apply to individual buildings, structures, sites, areas, or objects which are studied by the commission and judged to have historical, architectural, archaeological, or cultural value. Designation is an honor, meaning the community believes the property deserves recognition and protection. The local government designates landmarks through passage of an ordinance. Owners of landmarks are eligible to apply for an annual 50% property tax deferral as long as the property's important historic features are maintained. Recapture penalties may apply if the owner destroys the property or damages its historic value.

. Historic district designation is a type of zoning that applies to entire neighborhoods or other areas that include many historic properties. The zoning provides controls on the appearance of existing and proposed buildings. Designation is an honor, meaning the community believes the architecture, history, and character of the area are worthy of recognition and protection. Historic district zoning can help stabilize and improve property values, and it benefits property owners by protecting them from inappropriate changes by other owners that may destroy the special qualities of the neighborhood. Unlike landmark designations, local historic district designation has no effect on local property taxes for property owners within the designated district.

C A . Owners of local landmarks and of property in local historic districts are required to obtain a *certificate of appropriateness* from their preservation commission before making significant changes or additions to a property, before beginning new construction, or before demolishing or relocating a building or structure. The commission's review of proposed changes ensures that changes to landmarks or properties in historic districts are appropriate to the special character of the landmark or district. A certificate of appropriateness for demolition cannot be denied unless the property is deemed to be of statewide significance by the State Historic Preservation Officer. In all other cases, the commission may delay demolition or relocation for up to 365 days to explore alternatives to demolition or relocation.

S T : Locally designated landmarks and properties located within local historic districts are generally *not* eligible for federal or state preservation tax credits *unless* the landmark or district is also listed in the National Register of Historic Places. The only exceptions are those properties in local districts which are not listed in the National Register but which have been *certified* by the National Park Service as essentially meeting National Register criteria. There are only three such certified local districts in North Carolina. An owner of a property that is *both* locally designated and listed in the National Register who is seeking preservation tax credits for a rehabilitation must acquire a local certificate of appropriateness *and* preservation tax certification through separate applications. Approval for one does not imply or guarantee approval for the other, though in most cases local design review standards and federal rehabilitation standards are in concurrence and are mutually reinforcing.

FOR MORE INFORMATION contact the Preservation Commission Services Coordinator, State Historic Preservation Office, 4617 Mail Service Center, Raleigh, NC 27699-4617. Telephone 919/814-6576.



# HMWPRESERVATION

ARCHITECTURE. HISTORY. COMMUNITY.

August 24, 2020

Robert Davie  
Town Administrator  
Town of Warrenton  
P. O. Box 281  
Warrenton, NC 27589-0281

Re: Warrenton Historic District Additional Documentation/Boundary Increase/Boundary Decrease

Mr. Davie:

hmwPreservation is delighted to submit this proposal for the preparation of Additional Documentation as well as a Boundary Increase/Decrease for the 1976 Warrenton National Register Historic District.

With over twelve years of experience in architectural survey and the preparation of National Register nominations, as well as specific experience with large and complex districts as well as with nominations that include the three components of Additional Documentation, Boundary Increase, and Boundary Decrease within a single document, I am uniquely suited to complete the necessary documentation for the Warrenton Historic District.

This project is particularly appealing to me because I have recently completed a very similar project in Oxford, North Carolina. Like the Warrenton Historic District, the Oxford Historic District, completed in 1988, had a simple list of addresses in lieu of a full inventory, and an arbitrary end to the Period of Significance, set at fifty years from the listing of the district. The project included creating a full inventory list, expanding the boundary to include an additional 260 resources (for a total of 468 resources), reducing the boundary to remove demolished resources, and providing twentieth century historic and architectural context for both the original district and the twelve expansion areas. The preparation of this long and complex document has made me very familiar with the specific requirements of large districts and multi-part nominations.

The identification, documentation, and preservation of historic resources is a passion of hmwPreservation and this project has my full attention and sincere interest.

Sincerely,

Heather M. Slane  
hmwPreservation

PROPOSAL

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WARRENTON HISTORIC DISTRICT

NATIONAL REGISTER  
ADDITIONAL DOCUMENTATION, BOUNDARY INCREASE, AND  
BOUNDARY DECREASE

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Photo courtesy of [www.courthousehistory.com](http://www.courthousehistory.com)

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PREPARED BY:

HEATHER WAGNER SLANE  
P. O. Box 355  
DURHAM, NORTH CAROLINA 27702

HEATHER@HMWPRESERVATION.COM  
WWW.HMWPRESERVATION.COM

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**WARRENTON HISTORIC DISTRICT**  
**ADDITIONAL DOCUMENTATION, BOUNDARY INCREASE,**  
**AND BOUNDARY DECREASE FOR THE**  
**NATIONAL REGISTER OF HISTORIC PLACES**

Heather Wagner Slane (hmvPreservation) is pleased to present a proposal for the completion of Additional Documentation for the National Register nomination for the 1976 Warrenton Historic District in Warrenton, North Carolina. The project will also include a Boundary Increase and Boundary Decrease for the district. This proposal presents the qualifications of the consultant and a description of the methodology. The consultant will coordinate the nomination with the Town of Warrenton and the North Carolina State Historic Preservation Office. The consultant will submit digital copies of the draft nomination to the client as well as digital copies of the survey photos and database, National Register photos, maps, and other materials. Paper copies of survey files and photos, as well as any additional research materials, will be provided to the North Carolina State Historic Preservation Office.

**CONSULTANT QUALIFICATIONS:**

Heather M. Slane has been working with National Register, Survey, and Rehabilitation Tax Credit projects in North Carolina since 2005. Heather has a positive working relationship with the NC-HPO that begun during her time as a graduate student at UNC-Greensboro and has subsequently grown over the past fifteen years. Their collaboration has resulted in six surveys and over twenty-five successful National Register nominations in North Carolina, including more than sixteen historic districts. Survey and National Register work throughout the state has given Heather experience documenting a wide variety of resources types from the late nineteenth through the late twentieth centuries, including the documentation of residential, commercial, institutional, and industrial resources.

Previous nominations for Additional Documentation and Boundary Increases to the National Register of Historic Places have given her extensive experience with coordinating multi-part nominations. These projects have also given her experience resolving missing and/or incomplete survey data; updating existing written descriptions; preparing district maps; and creating contexts for mid-twentieth century development and architectural resources. She has experience documenting large and complicated districts, including those with multiple resource types and lengthy periods of significance.

Cheri LaFlamme Szcodronski holds a Bachelor's degree in Biology-Ecology from Clarion University of Pennsylvania and a Master's degree in Public History-Historic Preservation from Middle Tennessee State University. Cheri has a strong background in historical and genealogical research, cultural landscapes, and preservation planning, and has completed a variety of projects across North Carolina, Tennessee, and northern Alabama. She was a graduate research assistant at the MTSU Center for Historic Preservation and has authored or co-authored individual and multiple property nominations to the National Register of Historic Places. Cheri augments Heather's background in architecture and design with her research-based, interdisciplinary experience.

The project will be led by Heather M. Slane with survey and research assistance by Cheri LaFlamme Szcodronski. Heather and Cheri have collaborated on a number of National Register and survey projects, including the recently completed Oxford Historic District Additional Documentation-Boundary Increase-Boundary Decrease and the Winton Historic District (both under NRAC review); and the Kinston Commercial Historic District Additional Documentation-Boundary Increase-Boundary Decrease and the Enfield Historic District (both currently under HPO review). Both Heather and Cheri meet the Professional Qualifications Standards set by the Secretary of the Interior and are listed on the roster of National Register Consultants with the NC-HPO. The resumes of both consultants are attached.

**QUALIFIED SERVICES:**

Architectural Surveys  
National Register nominations  
Local Landmark nominations  
Historic Tax Credit applications  
Historic Plaque applications  
Home History reports

## **RECENTLY LISTED NATIONAL REGISTER HISTORIC DISTRICTS:**

West Chapel Hill Historic District Boundary Increase (Orange County) - 2019

Preservation Chapel Hill

Phillip Lyons

610 E. Rosemary Street

Chapel Hill, NC 27514

919.942.7818

<http://www.hpo.ncdcr.gov/nr/OR1750.pdf>

College Heights Historic District (Durham County) - 2018

Department of Cultural Resources

State Historic Preservation Office of North Carolina

109 E. Jones Street

Raleigh, NC 27601-2807

919.814.6577

<http://www.hpo.ncdcr.gov/nr/DH0303.pdf>

Mayodan Downtown Historic District (Rockingham County) - 2017

Town of Mayodan

Michael Brandt

210 W. Main Street

Mayodan, NC 27027

336.427.0241

<http://www.hpo.ncdcr.gov/nr/RK1646.pdf>

Fountain Historic District (Pitt County) - 2017

Town of Fountain

Alex Albright

6777 W. Wilson Street

Fountain, NC 27829

<http://www.hpo.ncdcr.gov/nr/PT2258.pdf>

Tabor City Commercial Historic District (Columbus County) - 2015

Town of Tabor City

Dianne Nobles Ward

301 East 5<sup>th</sup> Street

Tabor City, NC 28463

910.653.4141

<http://www.hpo.ncdcr.gov/nr/CB0146.pdf>

Chapel Hill Historic District Additional Documentation and Boundary Increase (Orange County) - 2015

Preservation Chapel Hill

Phillip Lyons

610 E. Rosemary Street

Chapel Hill, NC 27514

919.942.7818

<http://www.hpo.ncdcr.gov/nr/OR1750.pdf>

Hillsborough Historic District Additional Documentation (Orange County) - 2014

Town of Hillsborough

Stephanie Trueblood

P. O. Box 429

Hillsborough, NC 27278

919.732.1270 ext 74

<http://www.hpo.ncdcr.gov/nr/OR0077ad.pdf>

**FOR A LIST OF ALL CURRENT AND COMPLETED NATIONAL REGISTER  
& HISTORIC TAX CREDIT PROJECTS, VISIT [WWW.HMWPRESERVATION.COM](http://WWW.HMWPRESERVATION.COM)**

## **METHODOLOGY:**

The preparation of the Warrenton Historic District National Register Additional Documentation will be completed in six main stages: Initial Data Collection, Field Work, File Preparation, Contextual Development, Report Preparation, and Revisions.

**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 for the completion of the necessary maps for the updated 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. Additional digital photographs will be taken of streetscapes as well as buildings, structures, and sites within the boundary as needed.

**File Preparation** will include the creation/update of digital survey files for all properties within the district boundary. It will also 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. Digital survey photos and survey file envelopes will be labeled according to the NC-Historic Preservation Office 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 SHPO. National Register photos will be submitted digitally for printing after the initial review by the SHPO.

**Revisions** and corrections to the nomination will take place according to the review schedule of the NC-SHPO.

## **COSTS/SCHEDULE:**

The cost proposal on the following page includes both the Additional Documentation and the Boundary Increase. Line items that are specific to the Boundary Increase are italicized and a second total, without a Boundary Increase, is listed at the bottom. The majority of the nomination preparation that deals with the context and development of Warrenton (including data collection, contextual development, report preparation, and revisions) is the same cost whether applied to the existing district alone or to the district with a boundary increase. Only the fieldwork, inventory preparation, and map preparation have additional costs associated with the Boundary Increase.

It should be noted that preparing a second, separate nomination for a Boundary Increase would include the italicized costs, as well as additional costs to adapt the contextual development to be focused solely on the Boundary Increase areas. It would also include costs for a second written report, revisions, and maps.

**Warrenton Historic District National Register Nomination**  
**Additional Documentation & Boundary Increase (approx. 325 + 85 properties)**  
*Proposal by Heather M. Slane - August 24, 2020*

Task	Hrs.	Amount	Schedule
<b><u>Initial Data Collection:</u></b>			July - August 2021
Survey Files, GIS data, Sanborn maps	8	\$320	
Secondary Sources	15	\$600	
<b><u>Fieldwork:</u></b>			September - October 2021
Existing District Follow-up	6	\$240	
<i>Boundary Increase</i>	8	\$320	
<b><u>Inventory Preparation:</u></b>			November - December 2021
Revise Existing Entries	40	\$2,000	
Revise Existing HPO data base	20	\$800	
<i>Draft/revise entries for Boundary Increase</i>	20	\$1,000	
<i>Create HPO data base for Boundary Increase</i>	10	\$400	
<b><u>Contextual Development:</u></b>			January-February 2022
Draft Historic & Architectural Context	40	\$2,000	
Draft Statement of Significance	10	\$500	
Additional Research and Oral History	15	\$600	
<b><u>Report Preparation:</u></b>			March 2022
Write Draft Nomination	45	\$2,250	
Map Preparation (survey & USGS maps)	15	\$600	
<i>Map Preparation for Boundary Increase/Decrease</i>	5	\$200	
<b><u>Revisions:</u></b>			30 days after SHPO review
Revision of Draft into Final Nomination	40	\$2,000	
Processing enlarged photos	2	\$80	
Public Information meeting presentations	6	\$240	
<b><i>Total Labor</i></b>	<b>305</b>	<b>\$14,150</b>	

<b><i>Direct Costs:</i></b>	
Survey Photo Prints	\$60
Enlarged prints: 30 @ \$4.15 each	\$125
Maps/Postage	\$25
Printing/Misc. Supplies	\$50
4 Trips to Warrenton @ \$60/each	\$240
<b><i>Total Direct Costs</i></b>	<b>\$500</b>

**Final Combined Total                    \$14,650**

\*\*Cost *without* Boundary Increase or Boundary Decrease                    \$12,730

HEATHER MARIE SLANE  
54 CITATION DRIVE, DURHAM, NC 27713  
HEATHER@HMWPRESERVATION.COM  
336.207.1502

PROFESSIONAL EXPERIENCE

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*Principal, hmwPreservation – Durham, NC*

July 2008 – Present

- Conduct site visits and architectural surveys for the documentation of historic resources
- Draft building descriptions and architectural contexts for the National Register of Historic Places
- Perform archival research for the preparation of historic contexts
- Prepare Historic Rehabilitation Tax Credit applications for commercial and residential properties in North Carolina and southern Virginia
- Manage interns and subcontractors

*Design and Preservation Consultant, Trinity Design/Build – Durham, NC*

November 2006 – July 2008

- Advised homeowners on preservation principles and prepared historic tax credit applications
- Worked with homeowners and contractors to design and execute renovations and additions to historic houses
- Conducted archival and field research for the National Register and Durham County Landmark applications

*Architectural Survey, Orange County Environment Resource Conservation – Hillsborough, NC*

May 2006 – April 2007

- Performed site visits to photograph, verify location, and collect additional information on historic properties
- Documented additional buildings and sites for inclusion in the survey
- Edited survey files and electronic maps and compiled historic contexts in preparation for survey publication

EDUCATION

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*Master of Science*

Department of Interior Architecture  
University of North Carolina at Greensboro  
May 2005

*Bachelor of Science*

Department of Architecture/Environmental Design  
Bowling Green State University  
May 2002

VOLUNTEER EXPERIENCE

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*Vernacular Architecture Forum*

Tour Guide, VAF Conference, June 2016

*Durham Historic Preservation Commission*

Member, February 2009-October 2014  
Chair, February 2012-February 2014

*Preservation Durham – Advocacy Committee*

Member, January 2008-August 2014  
Chair, June 2008-January 2013

## TEACHING EXPERIENCE

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*Adjunct Faculty Member, University of North Carolina at Greensboro – Greensboro, NC*  
Identification and Evaluation of the Built Environment (Fall 2013, Fall 2015)  
History of American Landscapes and Architecture (Spring 2015, Spring 2016, Spring 2017)

*Adjunct Faculty Member, Piedmont Community College – Yanceyville, NC*  
Principles of Historic Preservation (Fall 2014)  
Documenting Historic Structures (Spring 2015)

*Graduate Teaching Assistantship, University of North Carolina at Greensboro – Greensboro, NC*  
Basic Environmental Design I (Fall 2002)  
Basic Environmental Design III (Fall 2003)  
Basic Environmental Design IV (Spring 2003, Spring 2004)  
Design Visualization I (Fall 2004)  
Design Visualization II (Spring 2005)

## ADDITIONAL ACADEMIC SERVICE

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*Graduate Thesis Committee*  
University of North Carolina at Greensboro  
Department of Interior Architecture  
Catherine French, *The Effect of Redevelopment on the Historic Character of National Register Historic Districts in North Carolina: A Visual Analysis* (2015)

## NATIONAL REGISTER NOMINATIONS

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*Kinston City Water Works Pumping Station and Electric Light Plant (Kinston, NC) –*  
National Register Nomination – currently under SHPO review  
*Sanford Tobacco Company Redrying Plant and Warehouse (Sanford, NC)\* -*  
National Register Nomination – 2019  
*West Chapel Hill Historic District Boundary Increase (Chapel Hill, NC)\* –*  
National Register Nomination – 2019  
*William Henry and Sarah Houser Speas House (Forsyth County, NC) –*  
National Register Nomination – 2018  
*College Heights Historic District (Durham, NC)\* – National Register Nomination – 2018*  
*Cleveland School (Rowan County, NC)\* – National Register Nomination – 2018*  
*Allen Grove School (Halifax County, NC)\* – National Register Nomination – 2018*  
*Bladen County Training School (Elizabethtown, NC)\* – National Register Nomination – 2018*  
*Canetuck School (Pender County, NC)\* – National Register Nomination – 2018*  
*Castalia School (Nash County, NC)\* – National Register Nomination – 2018*  
*Concord School (Franklin County, NC)\* – National Register Nomination – 2018*  
*Lincoln Heights School (Wilkesboro, NC)\* – National Register Nomination – 2018*  
*Mars Hill School (Madison County, NC)\* – National Register Nomination – 2018*  
*West Martin School (Oak City, NC)\* – National Register Nomination – 2018*  
*Little River High School (Durham County, NC)\* – National Register Nomination – 2017*  
*Fountain Historic District (Fountain, NC) – National Register Nomination (co-author) – 2016*  
*Mayodan Downtown Historic District (Mayodan, NC) – National Register Nomination – 2016*  
*Tabor City Commercial Historic District (Tabor City, NC) – National Register Nomination – 2015*  
*Chapel Hill Historic District Additional Documentation and Boundary Increase (Chapel Hill, NC)*  
National Register Nomination – 2015

*D. C. Umstead Store and House (Durham County, NC)* – National Register Nomination – 2014  
*Brookwood Historic District (Wilmington, NC)* – National Register Nomination – 2014  
*Gibsonville School (Gibsonville, NC)* – National Register Nomination – 2014  
*Hillsborough Historic District Additional Documentation (Hillsborough, NC)* –  
 National Register Nomination – 2014  
*Star Historic District (Star, NC)* - National Register Nomination – 2013  
*Captain John S. Pope Farm (Orange County, NC)* - National Register Nomination – 2013  
*Uptown Suburbs Historic District (High Point, NC)* - National Register Nomination – 2012  
*Ahoskie Historic District (Ahoskie, NC)* - National Register Nomination – 2012  
*Cameron Village Historic District (Raleigh, NC)* - National Register Nomination – 2011  
*Hampton-Ellis Farm (Durham County, NC)* - National Register Nomination – 2011  
*Hi-Mount Historic District (Raleigh, NC)* - National Register Nomination – 2011  
*Town of Halifax Historic District (Halifax, NC)* – National Register Nomination (co-author) – 2011  
*Stokesdale Historic District (Durham, NC)* – National Register Nomination – 2010  
*Glencoe School (Alamance County, NC)* – National Register Nomination – 2010  
*Capitol Heights Historic District (Raleigh, NC)* – National Register Nomination – 2010  
*Burch Avenue Historic District (Durham, NC)* – National Register Nomination – 2010  
*Holloway Street Historic District Boundary Incr. (Durham, NC)* –  
 National Register Nomination – 2009  
*Kinchen Holloway House (Durham, NC)* – National Register Nomination – 2008  
*Ivey-Ellington House (Cary, NC)* – National Register Nomination – 2008  
*Trinity Historic District Boundary Increase II (Durham, NC)* –  
 National Register Historic District – 2007  
*Booker T. Washington School (Terre Haute, IN)* - National Register Nomination – 2001  
 \*Indicates nominations co-authored with Cheri Szkodronski

#### ARCHITECTURAL SURVEYS & DESIGN GUIDELINES

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*Monroe Design Guidelines* – Monroe, NC – Coauthored with Ramsay Leimenstoll Architect - 2019  
*Greensboro Central Business District Architectural Survey* – Guilford County, NC – 2018  
*Oxford Architectural Survey* – Granville County, NC – 2018  
*High Point Design Guidelines* – High Point, NC –  
 Coauthored with Ramsay Leimenstoll Architect - 2017  
*Hillsborough Architectural Survey* – Orange County, NC – 2017  
*Wake County Phase III Architectural Survey Update: Long- and Short-range Planning Areas of  
 Apex, Holly Springs, and Fuquay-Varina and the Falls Lake Water Supply Watershed* –  
 Wake County, NC - 2017  
*Wake County Phase II Architectural Survey Update: Knightdale, Rolesville, and Wendell* –  
 Wake County, NC - 2016  
*Ginghoul Historic District Survey Update* – Chapel Hill, NC – 2015  
*Skinnersville/Greenville Heights Historic District and Perkinstown/Cherry View Architectural  
 Survey* – Greenville, NC – 2014  
*Orange County Rural Survey Update* – Orange County, NC – 2007

#### REHABILITATION TAX CREDIT APPLICATIONS

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*Bell and Harris-Maxwell Brothers Furniture Store* – Concord, NC – 2016  
 Historic department store rehabilitated as residential units  
*Automobile Dealership* – Hillsborough, NC – 2016  
 Historic automobile dealership rehabilitated as offices  
*Cotanche Street Commercial Building* – Greenville, NC – 2015

Two-story commercial building rehabilitated as commercial space  
*Fifth Street Commercial Building* – Greenville, NC – 2014  
Three-bay commercial building rehabilitated as commercial space  
*Fifth Street Commercial Building* – Greenville, NC – 2014  
Two-story commercial building rehabilitated as office space  
*G. S. Tucker & Company Annex* – Wilson, NC – 2014  
Historic furniture company rehabilitated into residential units  
*New Brick Warehouse* – South Boston, VA – 2014  
Historic tobacco auction house rehabilitated into residential units  
*Hackney Building* – Wilson, NC – 2013  
Historic wagon factory rehabilitated into residential units  
*Driver Street Commercial Building* – Durham, NC - 2012  
Three-bay commercial building rehabilitated as commercial space  
*John W. Ferrell & Company Furniture Store* – Danville, VA - 2012  
Three-story furniture factory converted to residential units  
*South Garnett Street Commercial Building* – Henderson, NC – 2010  
Second floor of two-story commercial building rehabilitated as residential units  
*Watkins Building* – Henderson, NC - 2010  
Second floor of two-story commercial building rehabilitated as residential units

#### PAPERS & PUBLICATIONS

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*Real Estate and Building Programs of North Carolina Mutual Life Insurance Company*  
Presented at the Preservation North Carolina Conference – October 2010  
“*Court Square: Movement, Memory, Method, Monument*” –  
Master’s Thesis, University of North Carolina at Greensboro - May 2005  
“*The Court Square: An Analysis of a Regional Form*” –  
Presented at the 4th Savannah Symposium – SCAD - February 2005  
“*Pride and Collective Memory Preserve Historic Gyms*” –  
Indiana Preservationist (November-December 2001)

#### ADDITIONAL SKILLS

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Proficiency in Microsoft Word, Excel, Access, Publisher, and PowerPoint  
Working knowledge of Adobe Photoshop and Illustrator  
Digital and manual photography experience  
Graphic design capabilities  
Communication and presentation expertise



# CHERI LAFLAMME SZCODRONSKI

58 Fox Hill Court, Chelsea, Michigan 48118 | 615-604-5618 | cheri@fireflypreservation.com

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## EDUCATION

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Middle Tennessee State University

**M.A. in History, concentration in Public History-Historic Preservation** 2011

Thesis: "Finding Freedom at Grand Junction, Tennessee"

Clarion University of Pennsylvania

**B.S. in Biology, concentration in Applied Ecology** 2003

Honors Program, Cum Laude

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## WORK EXPERIENCE

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**Firefly Preservation Consulting** 2011 – Present

**Founding Principal and Architectural Historian**

Offers historical consulting services including historical research, architectural surveys, National Register and local landmark designations, rehabilitation tax credit project applications, Section 106 assessments, preservation education event planning, and historical interpretation.

**Piedmont Community College, Yanceyville, North Carolina** 2016

**Adjunct Lecturer – Historic Preservation Technology**

Developed and taught 18<sup>th</sup> and 19<sup>th</sup> Century American Architecture course, including course objectives, selection of course texts and supplemental materials, weekly lesson planning, and assessment of student progress.

**Preservation Chapel Hill** 2011 – 2016

**Executive Director**

Oversaw all aspects of nonprofit organization, including mission fulfillment, programming, building partnerships with government, nonprofit, and business entities, budgeting and bookkeeping, Board of Trustees support, staff/volunteer supervision and management, database management, and operation and upkeep of the historic Horace Williams House.

**Historic Oak View County Park** 2011 – 2012

**Park Aide - Education**

Conducted public education programs primarily for grade 1-4 field trips. Also assisted with special events and conducted historical research for special projects.

**Belle Meade Plantation** 2010 – 2011

**Educator**

Conducted public education programs for multi-generational audiences including tours of the house and grounds, K-12 field trips, and special events.

**Center for Historic Preservation at Middle Tennessee State University** 2009 – 2011

**Graduate Research Assistant**

Provided historical consulting services to community clients including historical research, National Register nominations, architectural surveys, and operation of the Heritage Center of Murfreesboro and Rutherford County.

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PUBLICATIONS AND PRESENTATIONS

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<b>"Preparing a Patchwork Quilt: Best Practices for Consulting Historians"</b>	<b>2020</b>
Accepted working group session at the National Council on Public History annual meeting in Atlanta, Georgia	
<b>"John Eaton and the First Contraband Camp at Grand Junction, Tennessee"</b>	<b>2018</b>
Session presentation at the Slave Dwelling Project Conference in Murfreesboro, Tennessee	
<b>"How to Research the History of Your Home"</b>	<b>2018</b>
Workshop teaching historic house research methods in Detroit for the Michigan Historic Preservation Network in partnership with Jefferson East, Inc.	
<b>"Stuck in the Middle! Sharing Difficult Histories to Shape our Collaborative Future"</b>	<b>2017</b>
Session presentation at the National Council on Public History annual meeting in Indianapolis, Indiana	
<b>"From Contraband to Freedmen: General Grant, Chaplain Eaton, and Grand Junction, Tennessee"</b>	<b>2013</b>
<i>Tennessee Historical Quarterly</i> , Vol. 72, No. 2, Summer 2013	
<b>"Grand Junction and the Center for Historic Preservation"</b>	<b>2013</b>
Paper presented to the Civil War Institute Conference at Gettysburg College	
<b>"A Contraband Landscape: Interpreting Civil War-Era Grand Junction, Tennessee"</b>	<b>2011</b>
Paper presented at the National Underground Railroad Conference in Cincinnati, Ohio	
<b>"Contraband Communities: Marriage, Race, and Family at Grand Junction, Tennessee"</b>	<b>2011</b>
Poster presentation at the National Council on Public History annual meeting in Pensacola, Florida	
<b>"Fort Negley's Haunted History: What Worked and What Didn't"</b>	<b>2010</b>
Presentation at the Tennessee Association of Museums Annual Meeting	

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VOLUNTEER SERVICE

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<b>National Council on Public History Consultants Committee</b>	<b>2018 – Present</b>
<b>Michigan Historic Preservation Network</b>	<b>2018 – Present</b>
Annual Statewide Preservation Conference Volunteer, Holland, 2019	
Fall Benefit Volunteer, Detroit, 2018	
"Vacant not Blighted Tour" Researcher & Volunteer, Detroit, 2018	
Historic House Research Workshop Presenter, Detroit, 2018	
<b>Hillsborough Historic District Commission (NC)</b>	<b>2017</b>
<b>Orange County Historical Museum Board of Directors (NC)</b>	<b>2017</b>
<b>Alliance for Historic Hillsborough Board of Directors (NC)</b>	<b>2017</b>
<b>Preservation North Carolina Awards Committee</b>	<b>2017</b>



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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**Proposal to eliminate (6) from ordinance 72.11 (A)**

**Justification**

- Spaces do not meet current handicapped standards
- Spaces installed many years ago for particular couple at Methodist church, who are no longer members
- Methodist church already has handicapped spaces designated and used in back of the church

Eliminate all parking on north side of Church Street.

**Current Ordinance:**

**§72.11 HANDICAPPED PARKING**

(A) The following parking spaces are designated as handicapped parking only:

- (1) West side of South Main at 123 S. Main (in front of Warren Record);
- (2) East side of South Main at 122 S. Main (in front of BB&T Bank);
- (3) East side of North Main at 116 N. Main (in front of Terrance Tailoring);
- (4) West side of North Main at 107 N. Main (in front of Fantastic Phases);
- (5) Third and fourth parking spaces from intersection of Market and Main on North side of Market St. by the library; and
- (6) South of the Wesley Memorial United Methodist Church on the north side of Church St. two parking spaces for use on Sundays only.



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

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**Meeting Minutes  
Beautification Committee of BOC  
September 28, 2020**

Commissioner and Committee Chair, Margaret Britt, called the meeting to order at 10:00 AM at Town Hall. In attendance were fellow Commissioner and committee member Michael Coffman as well as Mayor Walter Gardner and Town Administrator Robert Davie.

Discussion was held regarding planters, their designs and costs, for areas of streets that will be converted to one-way in Warrenton. It was determined that three planters of 36 inches and 24 inches would be needed to properly block areas that will be one way. While Commissioner Hardy was not present, he did indicate prior to the meeting that he preferred metal planters similar to the ones already used in the Town. Commissioners Coffman and Britt and Mayor Gardner discussed cast stone planters at length. Commissioner Coffman will provide a quotation for planter sizes that were discussed. Commissioner Britt expressed her desire to keep the business local if possible, utilizing Cast Stone Systems.

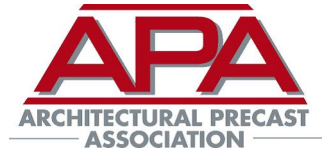
With no further business the meeting was adjourned.

# CAST STONE SYSTEMS, INC.

2017 Cast Stone Institute Commercial Excellence Winner- Christ Church, Raleigh NC

2017 Cast Stone Institute Restoration Excellence Winner- Cameron Indoor Stadium, Durham

2017 Cast Stone Institute Manufacturing Excellence Winner- Holy Name of Jesus Cathedral, Raleigh



**Bid:** 20-0824      **Bid Date:** 9/28/2020

**Job:** Warrenton Planters

Delivered (F.O.B.) customer to off load: Warrenton NC

**Company:** Town of Warrenton

**Submitted by:** Mike Coffman

<b>Total Amount:</b>	<b>\$9,000.00</b>
	<b>Plus Sales Tax</b>
<b>To Add Loose Attach:</b>	
	<b>Plus Sales Tax</b>

We appreciate the opportunity to provide you with this proposal.

***Alternates and notes that may affect prices are listed at the end of the quote.***

**Conditions:**

Installation is not included. Cast Stone to be fabricated using either the VDT or wet cast method per CSS determination. Cast Stone manufactured as per Cast Stone Institute specifications and ASTM C1364. Some field cutting may be required. Shop drawings are included unless noted. If client issues company purchase order, then this document will be attached to it and become a part of contract. Verification of quantities and dimensions is the responsibility of the client. CSS is not responsible for any field measurements. Control joint locations must be verified by the customer prior to shop drawing approval. A Change order will be required to redraw joints due to changes in control joint locations after approval. CSS is not responsible for a mock up unless noted in the summary. Mock ups can be priced on request. Engineering is not included unless noted in special conditions.

Loose attachment hardware is excluded unless added. See conditions at the end of the quote. Loose attachment hardware never includes mechanical fasteners such as screws, nuts, bolts or threaded rod or any structural angles or steel. Quote may be withdrawn if not accepted within 15 days. Quote is based on one CSS standard color and texture unless noted in conditions. Special colors, pigments or aggregates may require additional charges. CSS does not recommend dark colors due to possible issues beyond our control. CSS recommends these dark colors (when used) be sealed (after installation) by client to avoid issues. 10% to be billed to client upon submittal of shop drawings. Progress invoices are billed on the 15th of the month for stone available for delivery estimating progress through the end of that month. Clients are billed for product on CSS yard. COD for clients not in good standing. Progress of fabrication may be affected if account is in arrears. No retainage to be held. Sales tax not collected by CSS is the responsibility of the client. CSS currently collects sales tax in GA, SC, NC, VA, MD, DC

**Terms:** Net 30

**View Materials List On Page Two**

Quote may be withdrawn if not accepted within 15 days.

Job: Warrenton Planters

## CSS Summary and Pricing Sheet

*Lengths listed below @ 12" are for calculations only. Standard piece lengths are normally 36" to 48".*

Description	Length	Width	Height	Quantity	Total LF
Planter	113	4	36	12	113.00
Planter	76	4	24	6	38.00

**Total Amount: \$9,000.00**  
**Plus Sales Tax**  
**To Add Loose Attach:**  
**Optional Add Custom Color\*:**

Signed/ Accepted: \_\_\_\_\_

Date: \_\_\_\_\_

**ALTERNATES / CONDITIONS TO ABOVE:**



Quote #: 7176  
 Created: 9/22/2020  
 Modified: 9/23/2020

Quote Name Town of Warrenton Planters

Prepared By: Kelly Young  
 (919) 469-9188  
[kelly@carolinaparksandplay.com](mailto:kelly@carolinaparksandplay.com)

Prepared For: Robert Davie  
 (252) 257-1122  
[townadministrator@warrenton.nc.gov](mailto:townadministrator@warrenton.nc.gov)

Bill To: Town of Warrenton  
 133 S. Main Street  
 Warrenton, NC 27589

Ship To: TBD  
 Town of Warrenton  
 113 S Bragg St  
 Warrenton, NC 27589

Please make out purchase orders, contracts, and checks to:

Invoice Address Carolina Parks and Play  
 P.O. Box 1246  
 Cary, NC, 27512  
 (919) 469-9188

Lead Time: 6-7 weeks ARO  
 Payment Terms: Net 30  
 Total Wt 1,056

Product	Line Description	Quantity	Sales Price	Wt Subtotal	Total Price
DuMor	184-00 STL PLANTER, COLOR TBD	8.00	\$900.00	944	\$7,200.00
DuMor	49-TUB POLYETHYLENE TUB (#EP5-44-020)	16.00	\$120.00	112	\$1,920.00
Shipping and Handling	SHIPPING AND HANDLING W/ LIFT GATE	1.00	\$436.80	0	\$436.80

Subtotal \$9,556.80  
 Tax Rate 6.75%  
 Project Tax \$645.08  
 Project Total \$10,201.88

**Standard Terms and Conditions**

**Pricing:** Prices are firm for 30 days unless otherwise noted. Installation costs, if shown, are for one installation unless otherwise noted. Taxes will be shown separately, if applicable. Any applicable taxes not shown will be applied to the final invoice.

**Payment terms:** Payment terms are as stated above subject to approval by Credit Manager. Payment in full is due within those terms. Pre-payment may be required for orders equaling less than \$5000.00. A signed purchase order made out to the business name and address, as listed in the "Invoice Address" section of this quotation, or this signed quotation is required for all orders unless otherwise noted. A 1.5% per month finance charge will be imposed on all past due accounts. Checks should be made payable to and mailed as indicated in the "Invoice Address" section of this quotation.

**Returns:** Returns are available on shipments delivered within the last 60 days if the product is in merchantable condition, has never been installed, and has never been stored in an area with little or no protection. A 25% restocking fee will be charged on all returned goods. Customer will be charged freight for both the outbound and inbound shipment. Any credit will be based on the condition of the item(s) upon return.

**Installation:** The site should be clear, level and allow for unrestricted access of trucks and machinery. Customer is responsible for providing a secure location to off-load and store the equipment during the installation process. The customer is responsible for theft or damage of the



Quote #: 7176  
Created: 9/22/2020  
Modified: 9/23/2020

equipment from the time the equipment is off-loaded until the installation is complete, unless other arrangements are made and noted on the quotation. The customer is responsible for any locally required building permits unless specifically noted otherwise in this proposal. Price includes only what is stated in this quotation. If additional site work or equipment is needed then the price is subject to change. Customer shall be responsible for unknown conditions such as buried utilities (public and private), tree stumps, rock, or any concealed materials that may result in additional labor or material costs. Customer will be billed hourly or per job for any additional costs.

**Agreement Execution**

As an authorized agent, I accept the terms and conditions of this proposal for purchase of goods and services.

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Purchase order # \_\_\_\_\_ (please provide)



This is **EXHIBIT K**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated **September 11, 2017**.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT  
Amendment No. 1**

The Effective Date of this Amendment is: October 6, 2020.

**Background Data**

Effective Date of Owner-Engineer Agreement: September 11, 2017  
 Owner: Town of Warrenton, NC  
 Engineer: Municipal Engineering Services Company, PA  
 Project: Wastewater Treatment Plant Improvements (MESCO Project No. G17077)

**Nature of Amendment: [Check those that are applicable.]**

- Additional Services to be performed by Engineer
- Modifications to services of Engineer
- Modifications to responsibilities of Owner
- Modifications of payment to Engineer
- Modifications to time(s) for rendering services
- Modifications to other terms and conditions of the Agreement

**Description of Modifications:**

- The total revised compensation for services provided per Amendment No.1 are as follows:

G16121 – Warrenton Sanitary Sewer Rehabilitation	Original Fee	Amendment 1	Revised Fee
Project Management – (Task .1)	\$14,00.000	(\$14,000.00)	\$0.00
Survey/Base Mapping – (Task .2)	2,500.00	(2,500.00)	0.00
Engineering Report – (Task .3)	25,000.00	5,000.00	30,000.00
Engineering Design – (Task .4)	94,700.00	5,950.00	100,650.00
Permitting and Approvals – (Task .5)	1,000.00	2050.00	3,050.00
Bidding – (Task .6)	7,450.00	(7,450.00)	0.00
Construction Administration – (Task .7)	50,000.00	14,000.00	64,000.00
Construction Observation – (Task .8)	100,000.00	0.00	100,000.00
Grant Administration – (Task .9)	20,000.00	0.00	20,000.00
<b>Total Engineering Services</b>	<b>\$314,650.00</b>	<b>\$3,050.00</b>	<b>\$317,700.00</b>

**Agreement Summary:**

Original agreement amount: \$314,650.00  
 This Amendment No. 1 amount: \$ 3,050.00  
 Adjusted Agreement amount: \$317,700.00

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

ENGINEER:

Town of Warrenton, North Carolina

Municipal Engineering Services, Co. PA

By: \_\_\_\_\_  
Print  
name: Walter M. Gardner, Jr.

By: \_\_\_\_\_  
Print  
name: Travis Woodie

Title: Mayor

Title: CFO/COO

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_



PAVEMENT MARKING, INC.

# QUOTE

P.O. Box 1029  
Apex, NC 27502  
(919) 362-7544 Office  
(919) 362-0522 Fax  
www.clarkmark.com

<b>To:</b> NCDOT-Division 5	<b>Contact:</b> Kenny Baird
<b>Address:</b> 2612 N. Duke Street Durham, NC 27704	<b>Phone:</b>
	<b>Fax:</b>
<b>Project Name:</b> Vance, Warren C204312 Add Bike Symbols	<b>Bid Number:</b> 2020-0459
<b>Project Location:</b> NC 39, US 401, Etc., Vance, Warren Co., NC	<b>Bid Date:</b> 10/5/2020

Line #	Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
S.A.	4725000000-E	THERMOPLASTIC PAVEMENT MARKINGSYMBOL (90 MILS) Bicycle	7.00	EACH	\$310.00	\$2,170.00
S.A.	4725000000-E	THERMOPLASTIC PAVEMENT MARKINGSYMBOL (90 MILS) Bike Arrow	7.00	EACH	\$170.00	\$1,190.00

**Total Bid Price: \$3,360.00**

**Payment Terms:**

Payment terms are net 30.

<p><b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b> <b>Clark Pavement Marking, Inc.</b></p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimator:</b> John Bonardi jbonardi@clarkmark.com</p>
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**Recipient's Plan to Further Fair Housing**

<b>Grantee:</b>	<b>Town of Warrenton</b>
<b>Recipient's Address:</b>	<b>P.O. Box 281 Warrenton, NC 27589-0281</b>
<b>Contact Person: Robert F. Davie, Jr.</b>	<b>Contact Phone #: 252-257-1122</b>
<b>Contact Email: townadministrator@warrenton.nc.gov</b>	<b>TDD #: 800-735-2962</b>

**I. Indicate if the Recipient will be affirmatively furthering fair housing for the first time or has implemented specific activities in the past.**

First Time   X   Past Activities \_\_\_\_\_

**II. Identify and analyze obstacles to affirmatively furthering fair housing in recipient's community.** (Use additional pages as necessary)  
The primary obstacle to furthering fair housing in the Town had been the lack of knowledge and awareness by Town residents of Title VIII information. The Town will address this issue by publishing its Fair Housing Plan and Grievance procedure annually. Further, the Town will make efforts to increase system capacity to assess and combat fair housing discrimination in the area; combat discrimination in the rental markets; address constraints in the lending markets; and identify possible barriers in land-use policies/practices.

**III. Will the above activities apply to the total municipality or county?**

Yes   X   No \_\_\_\_\_ **If no, provide an explanation.**  
(Use additional pages as necessary)

**IV. Briefly describe the quarterly activities that the recipient will undertake over the active period of the grant to affirmatively further fair housing in their community. A time schedule and estimated cost for implementation of these activities must be included. Activities must be scheduled for implementation at least on a quarterly basis.** (Use attached table)

**Grantee Name:**

Quarterly Fair Housing Activity	Months	Year	Estimated Cost	Actual Cost
<i>Example: Establish FH policy, Complaint Procedure</i>	<i>Jan-Mar.</i>	<i>20xx</i>	<i>\$xxx</i>	<i>\$xxx</i>
Publish general fair housing information and the complaint procedure in the local newspaper. The published information will also include a TDD number.	July – Sept.	2020	\$500	
Prepare and distribute fair housing brochures to public agencies within the County (School Offices, Department of Social Services, Health Department, Tax Offices, etc.).	Oct. – Dec.	2020	\$100	
Sponsor announcements on the local public radio station regarding the fair housing laws and the county’s complaint procedure.	Jan. – Mar.	2021	\$200	
Sponsor Fair Housing Awareness Day	April – June	2021	\$500	
Publish general fair housing information and the complaint procedure in the local newspaper. The published information will also include a TDD number.	July – Sept.	2021	\$500	
Prepare and distribute fair housing brochures to public agencies within the County (School Offices, Department of Social Services, Health Department, Tax Offices, etc.).	Oct. – Dec.	2021	\$100	
Sponsor announcements on the local public radio station regarding the fair housing laws and the county’s complaint procedure.	Jan. – Mar.	2022	\$200	

**V. Describe recipient's method of receiving and resolving housing discrimination complaints. This may be either a procedure currently being implemented or one to be implemented under this CDBG grant. Include a description of how the recipient informs the public about the complaint procedures. (Use additional pages as necessary)**

- 1) Any person or persons wishing to file a complaint of housing discrimination in the Town may do so by informing the Town Administrator of the facts and circumstance of the alleged discriminatory acts or practice.
- 2) Upon receiving a housing discrimination complaint, the Town Administrator shall acknowledge the complaint within 10 days in writing and inform the Rural Economic Development Division and the North Carolina Human Relations Commission about the complaint.
- 3) The Town Administrator shall offer assistance to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the Town.
- 4) The Town Administrator shall publicize in the local newspaper, with the TDD#, who is the local agency to contact with housing discrimination complaints.

**Approved By:**



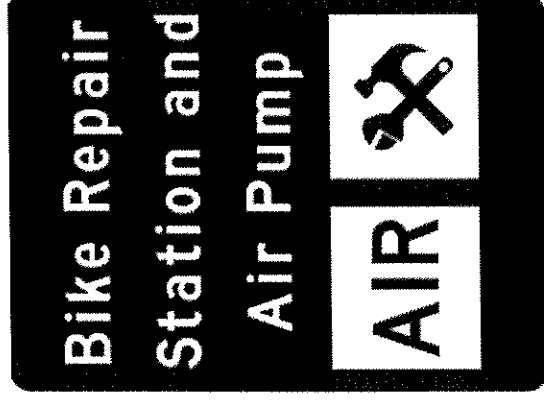
Walter M. Gardner, Jr., Mayor



Date



## Bike Amenities Application - Eat Smart, Move More NC



The NC Division of Public Health is offering a limited number of free bike racks, Bike Fixations, and signage for Bike Fixations for North Carolina communities. Bike Fixtations are outdoor self-service bike repair stations that can be used to inflate tires or repair a flat. These available amenities can be used to help support North Carolina communities promote and increase physical activity opportunities.

### **Eligibility**

Please note this opportunity is only available to communities in North Carolina. Applicants must demonstrate a commitment to supporting active routes (e.g., bike lanes, multi-use trails) to everyday destinations (e.g., schools, workplaces, libraries, parks). Priority will be given to communities that serve minority populations, low-income households, and/or persons with disabilities.

### **Awardee Requirements**

If selected, applicant will be required to:

- Install all amenities (i.e. bike racks, Bike Fixtations, and/or signage for Bike Fixtations) within 8 weeks of



- receipt.
- Submit a photo of the installed amenities within 4 weeks of installation. Any photos of people must include a photo release.
  - Email a summary that explains your community's experience with the installed amenities to Kelly Kavanaugh ([Kelly.Kavanaugh@dhhs.nc.gov](mailto:Kelly.Kavanaugh@dhhs.nc.gov)), no later than June 30, 2021. Your summary may appear on our websites and/or in our publications. The summary should address the following questions:
    - How are the amenities being used and who is using them?
    - How have you promoted the amenities?
    - In what ways have the amenities improved or impacted your community?

**Application Deadline: November 6, 2020 by 5:00 pm**

**Notification:** Awardees will be notified by November 20, 2020.

**NOTE:** The Bike Fixtations, bike racks, and/or wayfinding signage must be picked up in Raleigh within 4 weeks of notification. Pickup dates and times will be coordinated at the time of notification. For questions regarding the application, please contact Kelly Kavanaugh at [Kelly.Kavanaugh@dhhs.nc.gov](mailto:Kelly.Kavanaugh@dhhs.nc.gov).

To complete the online application, click here.