



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

P.O. Box 281
Warrenton, NC 27589-0281
(252) 257-1122 Fax (252)2579219
www.warrenton.nc.gov

BOARD OF COMMISSIONERS
6:30 Optional Tour of Frontier Warren (136, 140 S. Main Street)
REGULAR MEETING 7:00 PM
July 13, 2020
AGENDA

Regular Meeting

1. Regular Meeting 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 from June 8, 2020, Minutes from Called Meeting on June 24, 2020, Minutes from Public Hearing Regarding Budget on June 8, 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)
 - c. Public Safety (Mr. Hardy)
 - d. Human Resources/Information Technology (Mr. Blalock)
 - e. Revitalization/Historic District Commission (Mr. Coffman)
 - f. Beautification/Facilities (Ms. Britt)
 - g. Planning/Zoning/Annexation (Mr. Packer)
7. Old Business
 - a. Frontier Warren update
 - b. Zoning Ordinance Change – Mobile Home Parks, Planning Board Recommendation, Schedule Public Hearing
 - c. Updated Capital Project Ordinance – WWTP Grant Project
 - d. Recommendation of Award for Street Paving – MESCO
 - e. Water Rate Reconsideration
8. New Business
 - a. Turn lane E. Macon and Main Street – NCDOT
 - b. EDSI agreement – 90 Day Employee
9. Announcements
10. Adjournment

Conflict of Interest Disclaimer

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

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

Citizen Comments

Rules for Citizen Comments

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

**Town of Warrenton
Board of Commissioners**

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
Town Administrator

Town of Warrenton

"Historically Great - Progressively Strong"

Post Office Box 281
113 S. Bragg Street
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**Regular Monthly Meeting
Town of Warrenton Board of Commissioners
7:00PM, Monday, June 8, 2020**

Attending were Mayor Walter Gardner, Robert Davie, Town Administrator, Commissioners Michael Coffman, Travis Packer, John Blalock, Margaret Britt and by phone Commissioners Mary Hunter, Kimberly Harding and William "Tom" Hardy, Police Chief Goble Lane, William "Bill" Perkinson - Public Works and Annette Silver Minute Taker.

Call to Order/Pledge of Allegiance/ Moment of Silence

Mayor Gardner called to order the Town of Warrenton June 8, 2020 meeting at 7:00pm. The Pledge of Allegiance was led by Commissioner Coffman. A Moment of Silence was held for sadness and tragedies throughout Town since last meeting.

Conflict of Interest Statement and Proposed Agenda

The Conflict of Interest Statement was reviewed by Mayor. The Proposed Agenda was presented and accepted by motion of Commissioner Coffman with second by Commissioner Blaylock. The motion was approved by unanimous roll call vote.

Public Comments No public comments were voiced.

Minutes of Board Meeting from May 11, 2020 – Minutes from Public Hearing of May 11, 2020 and Minutes from May 18, 2020 Budget Work Session A motion was made by Commissioner Coffman with second by Commissioner Hardy to approve all minutes. The motion was approved by unanimous roll call 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

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

Committee Reports

Finance and Administration Commissioner Hunter stated that financial information will be presented later in the meeting under Old Business.

Public Works Commissioner Harding had no other report in addition to written submission. John Blalock inquired into the status of street resurfacing. Mayor Gardner estimated work to begin in approximately sixty days and work to be completed in thirty days.

Public Safety Commissioner Hardy, in addition to written reports, wanted to acknowledge the loss of the Milano's restaurant and building. Mayor Gardner stated with the assistance of 16 fire departments, 100 firemen and 600,000 gallons of water, the fire was confined to the footprint of the building with water damage to the neighboring building known as CC's Flowers of Distinction. It was stated that the new Milano's building was moving forward. Commissioner Hardy noted that there was a peaceful Memorial Service held in honor of George Floyd on courthouse square Sunday, June 7, 2020.

Human Resources/Information Technology Commissioner Blaylock and Mr. Davie informed Board that Town has applied for grant funds through FEMA that would reimburse the Town for a laptop and software required for the Zoom meetings of the Town, for salary expenses related to an employee with COVID-19, and for Personal Protection Equipment purchased. Mr. Davie stated if the laptop equipment is approved by FEMA, it may be possible for Board members to obtain laptops for use at home with FEMA funding.

Revitalization/Historic District Commission Commissioner Coffman stated that all Revitalization meetings have been cancelled until further notice. At its last meeting the Historic District Commission has approved four COA applications: Kimberly Harding (102 S Main St) J. Porfirio Reyes-Leon (411 S. Main St) Robert Davie (320 N. Main St) and Kevin Miller (304 Wilcox St). Also, a letter was sent to all in-town water customers regarding fines for cutting down trees without approval.

Beautification/Facilities Commissioner Britt stated that the Town has new flowers in the flower pots and lost a trash can in the fire.

Planning/Zoning/Annexation Commissioner Packer stated his report will be discussed in Old Business.

Old Business

The Zoning Ordinance change – Special Use for Multi-Family in R-20 was discussed at length. A motion was made by Commissioner Coffman with second by Commissioner Packer to approve the change of Zoning Ordinance of multi-family as a special use in R-20. More questions ensued. Commissioner Hunter asked if a study had been done to determine the need in the Town. Commissioner Hunter asked if the proposed housing was a Town need or a County need. The motion was approved by a roll call vote of 6 to 1 with Commissioner Hunter dissenting. Town Administrator stated that no projects are now imminent. A motion was made by Commissioner Coffman with second by Commissioner Hardy to advise planning board to investigate changing mobile homes in R-20 to a special or conditional use. The motion was approved by unanimous roll call vote.

The Budget for FY 2020-2021 was presented. Mr. Davie made the Board aware of three changes to the proposed Budget which included; the salary line for the Police Department, the addition of \$15,000 for the Plummer Hook and Ladder Museum, and a revenue line to include the final payment of funds owed to the General Fund from the Water/Sewer Fund of approximately \$32,000. A motion was made by Commissioner Blaylock with second by Commissioner Hunter to approve 2020-2021 Town of Warrenton's Annual Operating Budget Ordinance with changes outlined above. The motion was approved by unanimous roll call vote.

New Business

Budget Amendment #4 was presented to cover a salary overrun for fire inspections. A motion to approve was made by Commissioner Hunter with second by Commissioner Hardy. The motion was approved by unanimous roll call vote. Mr. Davie discussed an agreement for accounting services and a \$300 increase in the cost over the prior year. A motion was made by Commissioner Hardy with second by Commissioner Britt to approve accounting services agreement. The motion was approved by unanimous roll call vote. Commissioner Coffman inquired as to the status of grants report. Mr. Davie

stated there were no significant changes. However, Mr. Davie noted that the insurance had lapsed on the grant funded building at 107 N. Main Street, soon to be the new Milano's due to stoppage in renovation work. To preserve the Town's investment, a motion was made by Commissioner Hunter with second by Commissioner Hardy for the Town to temporarily insure the building at 107 N. Main Street and to be terminated upon renewal of coverage by the builder or building owner. Insurance amount to be determined but less than \$3000. The motion was approved by unanimous roll call vote.

Commissioner Blaylock made motion to adjourn with second by Commissioner Britt. Unanimous approval by Board.

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
Town Administrator

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Called Meeting

Town of Warrenton Board of Commissioners

5:30 PM, Wednesday, June 24, 2020

Attending were Mayor Walter Gardner via Zoom, Commissioner Hunter via Zoom, Commissioners Kimberly Harding and John Blalock via phone and attending in person Commissioners Michael Coffman and William "Tom" Hardy and Town Administrator Robert Davie.

Mayor Gardner called to order the called meeting of the Board of Commissioners at 5:30 on June 24, 2020. Mayor Gardner asked Mr. Davie to describe the agenda item, which was an addendum to the architectural agreement with Belk Architecture on the USDA grant project. Mr. Davie indicated two changes to the contract, an increase in fees of \$15,108.90 and an extension in the completion date to October 1, 2020. Mr. Davie indicated that the additional fees for the architect were needed because of the required additions of ADA (Americans with Disabilities Act) accessibility. He stated that these costs had already been figured into the USDA approvals. Commissioner Hardy motioned to approve the addendum to the architectural agreement and Commissioner Harding seconded the motion. Because Mayor Gardner became disconnected and reconnected via Zoom, Mayor Pro Tem Hunter called for a roll call vote. The motion was approved by unanimous vote.

With no further business, the Mayor called for a motion to adjourn. Commissioner Hardy motioned to adjourn and Commissioner Hunter seconded the motion. With all in favor the meeting adjourned.

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2020-2021 BUDGET PUBLIC HEARING

6:30 PM, Monday, June 8, 2020

Attending were Mayor Walter Gardner, Robert Davie, Town Administrator, Commissioners Michael Coffman, Travis Packer, John Blalock, Margaret Britt, by phone Kimberly Harding, Mary Hunter, and William (Tom) Hardy, Police Chief Goble Lane, William (Bill) Perkinson, Public Works Director, and Annette Silver Minute Taker. There were several citizens participating by zoom, computer/smartphone, or via phone maintaining compliance with Governor Cooper's Executive order.

The purpose of the public hearing was to receive public comment on the Proposed Budget for FY 2020-2021.

Mrs. Candy White was only citizen to make a comment. Mrs. White noted the difficulty in balancing a budget. She stated concerns on the increase of water rates and its being a burden to low income citizens in Warrenton water jurisdiction.

With no further comments voiced, Mayor Gardner thanked all attending and closed public hearing.

Budget vs Actual

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Period Ending 6/30/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
37-302-301 Ad Valorem Taxes - Current	436,022	553.10	14,755.57	422,678.04	(13,343.96)	97%	
37-302-302 Ad Valorem Taxes - Prior Year	3,000	187.72	426.72	5,117.07	2,117.07	171%	
37-302-303 Ad Valorem Taxes - all other prior years	1,000	0.00	1,157.38	2,098.26	1,098.26	210%	
37-302-304 Ad Valorem Taxes - Penalties & Interest	1,300	78.08	892.18	1,954.88	654.88	150%	
37-307-310 Motor Vehicles - Current	28,302	3,024.29	8,710.51	31,439.44	3,137.44	111%	
37-320-320 Local Option Sales Tax	220,000	0.00	35,736.61	216,590.55	(3,409.45)	98%	
37-320-321 Annual Refund of Sales Tax the Town paid	34,000	0.00	0.00	34,741.73	741.73	102%	
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	0.00	64,574.42	(21,425.58)	75%	
37-325-326 Beer & Wine Tax Annual	3,600	3,539.77	3,539.77	3,539.77	(60.23)	98%	
37-325-328 Refund of Gas Tax paid monthly	1,000	0.00	181.94	1,408.09	408.09	141%	
37-325-329 PD Narcotics Tax	142	0.00	0.00	0.00	(142.00)		
37-335-335 Powell Bill	25,965	0.00	0.00	25,582.64	(382.36)	99%	
37-345-345 Zone Board of Adj	500	100.00	225.00	1,400.00	900.00	280%	
37-345-346 Code Enforcement	2,500	300.00	450.00	3,190.00	690.00	128%	
37-351-350 Run Warrenton 5K	1,000	0.00	0.00	91.00	(909.00)	9%	
37-351-353 Landfill Fees Residential	150,000	12,458.88	36,840.36	148,194.70	(1,805.30)	99%	
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	5.00	55.00	5.00	110%	
37-351-357 Court Fees	300	9.00	103.50	400.50	100.50	134%	
37-351-360 Cell Tower Rent	29,400	0.00	2,560.65	24,610.65	(4,789.35)	84%	
37-351-361 Parking/Ordinance Collections PD	250	0.00	50.00	440.00	190.00	176%	
37-365-001 Interest Income	50	0.32	1.81	48.67	(1.33)	97%	
37-365-351 Revitalization Comm	9,500	0.00	0.00	4,780.00	(4,720.00)	50%	
37-365-358 Branded Merchandise for Sales	500	0.00	0.00	64.00	(436.00)	13%	

Budget vs Actual

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Period Ending 6/30/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-365-359 Mower Service	500	0.00	0.00	0.00	(500.00)		
37-365-366 Surplus Property	4,000	0.00	0.00	1,550.00	(2,450.00)	39%	
37-365-370 WWTP 25% of GF Exp	41,694	0.00	9,826.94	40,592.42	(1,101.58)	97%	
37-365-371 WS 25% of GF Exp	80,855	0.00	13,538.76	67,652.44	(13,202.56)	84%	
37-365-372 WS Reimburse Streets for mowing	16,000	0.00	0.00	0.00	(16,000.00)		
37-365-401 Mis/Revenue/License Tags	350	0.00	0.00	0.00	(350.00)		
37-365-410 Interest Investment NCCMT	11,950	0.00	267.70	6,657.67	(5,292.33)	56%	
37-365-501 Misc Revenue POLICE	500	0.00	0.00	0.00	(500.00)		
Revenues Totals:	1,192,030	20,251.16	129,270.40	1,109,451.94	(82,578.06)	93%	
Expenses							
37-401-010 Salary - Full Time	122,500	9,796.40	31,312.40	122,503.20	(3.20)	100%	
37-401-012 Salary - Adm Assistant	34,468	2,598.80	11,250.80	34,467.63	0.41	100%	
37-401-014 Salary - Part Time	6,753	111.80	1,563.73	6,856.68	(103.68)	102%	
37-401-020 ER-FICA Taxes	9,377	845.04	2,471.93	9,110.89	266.00	97%	
37-401-021 ER-FICA Taxes - Adm Assistant	3,134	293.88	1,066.80	3,126.11	7.55	100%	
37-401-030 ER-Retirement - Orbit	20,865	2,094.64	6,314.39	20,864.60	0.36	100%	
37-401-040 ER-Health Insurance	16,627	0.00	2,253.65	16,462.48	165.00	99%	
37-401-050 ER-Life Insurance	504	0.00	84.00	406.00	98.00	81%	
37-401-060 ER-Workman's Comp	383	0.00	0.00	367.47	15.53	96%	
37-401-200 Travel Expense	1,200	156.06	156.06	772.60	427.40	64%	
37-401-203 Supplies	4,750	394.31	1,028.19	4,695.88	54.12	99%	
37-401-250 Light, Heat & Security	8,790	241.81	1,277.74	5,626.66	3,163.34	64%	
37-401-251 Telephone & Postage	3,056	260.72	649.17	2,896.11	159.59	95%	
37-401-255 Bldg. Maint/ Clean SVS	5,004	146.66	259.99	3,031.45	1,972.85	61%	
37-401-256 Bank Fees/ Petty Cash	2,000	50.00	250.00	1,350.00	650.00	68%	
37-401-295 Training	62	0.00	10.00	62.00	0.00	100%	
37-401-301 Computer Maint	3,333	327.01	1,089.06	3,401.18	(68.01)	102%	
37-401-302 Software Support	2,323	14.99	94.47	1,643.31	679.64	71%	

Budget vs Actual

Town of Warrenton
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Period Ending 6/30/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-401-303 Software Purchase less than \$5,000	20	0.00	0.00	0.00	20.00		
37-401-304 Website	5,624	0.00	0.00	5,597.16	26.84	100%	
37-401-305 Technology Upgrades	3,134	1,391.64	1,391.64	2,608.04	525.68	83%	
37-401-306 Awning 25% Fund	250	0.00	0.00	0.00	250.00		
37-401-307 Special Events	500	0.00	0.00	300.00	200.00	60%	
37-401-309 Advertising	1,821	230.18	941.64	1,821.43	0.00	100%	
37-401-310 Dues & Subscriptions	3,200	0.00	138.00	2,744.10	455.90	86%	
37-401-325 NC Sales/Use Tax Paid (No Tax)	2,020	0.00	321.09	1,133.43	887.00	56%	
37-401-400 Liability Insurance	5,771	1,320.33	1,320.33	5,771.14	0.00	100%	
37-401-401 County Tax Collection Svs	8,250	185.19	732.10	8,261.72	(11.72)	100%	
37-401-405 Audit Expense	7,584	0.00	0.00	7,446.88	137.12	98%	
37-401-410 Election Cost	4,942	0.00	0.00	3,169.95	1,772.05	64%	
37-401-420 Attorney Fees	3,500	800.00	800.00	2,836.00	664.00	81%	
37-401-422 Town Hall Rent	1,138	0.00	0.00	1,137.50	0.00	100%	
37-401-497 Sales & Uses Tax Expense	27,248	0.00	9,645.22	37,306.88	(10,058.86)	137%	
37-401-499 Miscellaneous Expense	8,207	(4,955.33)	(2,939.39)	4,361.37	3,845.28	53%	
37-401-700 WDRI Grant Expense	396	0.00	0.00	395.43	0.57	100%	
37-401-801 Town Hall Roof Loan-Principal	5,148	0.00	428.95	4,290.48	857.85	83%	
37-401-831 Town Hall Roof Loan - Interest Admin	520	0.00	43.30	432.09	87.58	83%	
37-401-889 Reserve for USDA Loans	3,144	0.00	0.00	0.00	3,144.00		
37-401-998 Contingency	670	0.00	0.00	0.00	670.25		
General Government Totals:	338,216	16,304.13	73,955.26	327,257.85	10,958.44	97%	
37-402-014 Mayor Part Time Salary	1,500	125.00	375.00	1,500.00	0.00	100%	
37-402-020 ER - FICA TAXES	211	(86.04)	(47.80)	114.72	96.04	54%	
37-402-200 Travel Expense	276	0.00	0.00	250.00	25.64	91%	
37-402-402 Commission offsite meetings	50	14.99	29.98	54.98	(4.98)	110%	
Governing Body Totals:	2,036	53.95	357.18	1,919.70	116.70	94%	

Budget vs Actual

Town of Warrenton
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Period Ending 6/30/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	500.00		
37-405-430 Historic District Comm	728	641.06	641.06	641.06	86.85	88%	
37-405-440 Runn Warrenton 5K	2,500	0.00	0.00	0.00	2,500.00		
37-405-450 Revitalization Comm	9,123	0.00	1,143.92	4,212.12	4,910.77	46%	
37-405-470 Small Town Maint St	2,394	0.00	1,134.85	2,393.51	0.00	100%	
Non-Departmental Totals:	15,244	641.06	2,919.83	7,246.69	7,997.62	48%	
37-501-010 SALARY FULL TIME	169,359	13,426.05	43,100.08	167,670.74	1,688.26	99%	
37-501-014 Salary - Part Time	33,086	1,917.12	6,508.67	33,085.39	0.61	100%	
37-501-016 Police Clerical Salary	33,997	2,572.80	9,004.80	33,996.40	0.60	100%	
37-501-019 Salary - Over-Time	5,388	525.00	1,365.00	5,387.83	0.17	100%	
37-501-020 ER-FICA Taxes	18,336	1,401.53	4,556.17	18,246.09	89.91	100%	
37-501-030 ER - Retirement Orbit	33,972	2,715.41	8,781.75	33,971.01	0.49	100%	
37-501-031 ER - 401K 5%	9,230	697.55	(301.19)	8,006.97	1,223.03	87%	
37-501-040 ER - Health Insurance	27,642	0.00	2,287.24	26,258.44	1,383.56	95%	
37-501-050 ER - Life Insurance	1,010	0.00	140.00	840.00	170.00	83%	
37-501-060 ER - Workman's Comp	6,420	0.00	0.00	6,256.92	163.08	97%	
37-501-200 Travel Expense	1,000	36.43	36.43	690.61	309.39	69%	
37-501-203 Supplies	4,682	445.30	1,104.84	4,496.79	184.87	96%	
37-501-204 Uniforms	2,110	87.98	891.74	1,973.67	136.33	94%	
37-501-205 Equipment & Material	7,523	495.12	1,715.68	7,182.08	340.92	95%	
37-501-250 Light, Heat & Security	6,658	196.79	1,139.39	5,717.33	940.67	86%	
37-501-251 Telephone & Postage	7,537	690.00	1,963.06	7,327.91	209.09	97%	
37-501-252 Fuel	16,000	892.75	2,647.91	14,525.52	1,474.48	91%	
37-501-255 Bldg Maint/Clean Svs	2,641	146.66	259.99	2,496.87	144.47	95%	
37-501-295 Training	2,000	803.99	901.99	1,950.42	49.58	98%	
37-501-301 Computer Maint	5,232	320.00	2,102.22	5,231.08	0.92	100%	
37-501-302 Software Support	6,150	0.00	0.00	5,986.91	163.09	97%	
37-501-309 Advertising	182	0.00	78.00	153.00	29.00	84%	
37-501-351 Maint & Repair Equip	7,155	3,742.69	3,742.69	6,973.70	181.30	97%	

Budget vs Actual

Town of Warrenton
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Period Ending 6/30/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-501-370 2008 Ford Car 100	1,000	0.00	46.71	814.04	185.96	81%	
37-501-371 2017 Dodge Car 200	2,700	924.89	1,320.56	2,640.57	59.43	98%	
37-501-372 2016 Dodge Car 300	1,000	0.00	461.31	951.16	48.84	95%	
37-501-373 2017 Dodge Car 400	784	0.00	255.84	494.05	289.95	63%	
37-501-374 2010 Ford Car 500	1,897	0.00	65.30	1,741.13	155.87	92%	
37-501-375 2008 Ford Car 600	922	0.00	215.30	843.16	78.84	91%	
37-501-376 1993 Chevy Car 700	975	0.00	196.71	932.82	42.18	96%	
37-501-400 Liability Insurance	12,106	3,080.18	3,080.18	12,105.02	0.98	100%	
37-501-415 Police Shots Medical	180	0.00	0.00	168.00	12.00	93%	
37-501-422 Town Hall Rent	1,138	0.00	0.00	1,137.50	0.00	100%	
37-501-433 COP Program	394	0.00	0.00	115.15	278.85	29%	
37-501-436 PD Narcotics Tax/Proceeds	142	0.00	0.00	50.00	92.00	35%	
37-501-499 Miscellaneous	5,820	1,460.00	1,471.00	4,621.45	1,198.55	79%	
37-501-801 Town Hall Roof Loan Principal	5,147	0.00	428.96	4,290.51	856.82	83%	
37-501-802 Police 2017 Cars Loan Principal (USDA)	3,945	0.00	0.00	3,945.44	0.00	100%	
37-501-803 Police Security Camera Loan Principal (USDA)	1,185	0.00	0.00	1,185.49	0.00	100%	
37-501-831 Town Hall Roof Loan - Interest PD	520	0.00	43.31	432.12	87.55	83%	
37-501-832 Police 2017 Cars Loan Interest (USDA)	835	0.00	0.00	834.56	0.00	100%	
37-501-833 Police Security Camera Loan Interest (USDA)	148	0.00	0.00	147.51	0.00	100%	
Police Department Totals:	448,147	36,578.24	99,611.64	435,875.36	12,271.64	97%	
37-601-014 Salary - Part Time Code Enforcement	3,448	122.40	550.80	3,570.00	(121.72)	104%	
37-601-020 ER-FICA Taxes	214	9.36	42.12	223.08	(9.36)	104%	
37-601-252 Fuel/Truck Expense/Insurance	435	0.00	0.00	434.00	1.00	100%	
37-601-352 Vehicle Maintenance	200	0.00	0.00	200.00	0.00	100%	
37-601-437 Contract Srvs Fire Protection	70,000	5,833.33	17,499.99	69,999.96	0.04	100%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-601-475 Donation to Town Fire	1,504	0.00	0.00	1,503.75	0.25	100%	
Fire Totals:	75,801	5,965.09	18,092.91	75,930.79	(129.79)	100%	
37-651-330 Christmas Lights/Santa House	600	0.00	0.00	600.00	0.00	100%	
37-651-331 Haley Haywood Park	553	0.00	0.00	77.97	475.03	14%	
37-651-332 Signs below \$5,000	3,240	0.00	0.00	3,148.81	91.19	97%	
37-651-333 Street Beautification - Below \$5,000	2,857	0.00	1,735.11	2,856.50	0.50	100%	
37-651-335 Street Lighting Electric Bill	23,000	1,847.84	5,543.52	21,641.10	1,358.90	94%	
Signs and Lights Totals:	30,250	1,847.84	7,278.63	28,324.38	1,925.62	94%	
37-701-010 Salary - Full Time	50,103	3,174.93	11,403.81	48,602.36	1,500.64	97%	
37-701-014 Salary - Part Time	15,679	1,082.18	4,069.91	14,356.67	1,322.33	92%	
37-701-019 Over-Time	1,679	0.00	0.00	268.22	1,410.78	16%	
37-701-020 ER-FICA Taxes	5,262	324.47	1,179.55	4,821.45	440.55	92%	
37-701-030 ER - Retirement - Orbit	10,868	672.63	2,444.87	9,892.07	975.93	91%	
37-701-040 ER-Health Insurance	11,534	0.00	882.18	10,579.35	954.65	92%	
37-701-050 ER-Life Insurance	269	0.00	43.96	263.76	5.24	98%	
37-701-060 ER-Workman's Comp	4,801	0.00	0.00	4,800.63	0.37	100%	
37-701-203 Supplies	3,619	72.73	164.08	3,291.31	327.69	91%	
37-701-204 Uniforms	3,450	339.12	814.37	3,356.33	93.67	97%	
37-701-251 Telephone & Postage	575	71.05	213.15	574.54	0.46	100%	
37-701-252 Fuel	8,297	246.58	824.76	6,704.66	1,592.34	81%	
37-701-312 Tree Removal	1,200	0.00	0.00	1,200.00	0.00	100%	
37-701-351 Maint & Repair Equip	10,139	8.81	149.80	10,063.60	75.40	99%	
37-701-352 Vehicle Maintenance	2,528	0.00	20.66	1,885.64	642.36	75%	
37-701-400 Liability Insurance	7,112	1,647.21	1,647.21	6,866.78	245.22	97%	
37-701-431 Street Debris Disposal	5,500	0.00	2,208.75	3,208.75	2,291.25	58%	
37-701-803 LGFCU Street Truck & Trailer Loan Principal	13,000	0.00	0.00	12,999.98	0.02	100%	
37-701-832 LGFCU Street Truck & Trailer	594	0.00	0.00	593.24	0.76	100%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Loan Interest							
Streets Totals:	156,209	7,639.71	26,067.06	144,329.34	11,879.66	92%	
37-710-361 Maint & Repair POWELL BILL	20,004	14,322.00	14,322.00	19,949.00	55.00	100%	
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	100.00		
37-710-810 BB&T Battle Ave Sewer Loan POWELL - Prin	5,215	0.00	0.00	5,214.28	0.72	100%	
37-710-830 BB&T Battle Ave Sewer Loan POWELL - Int	646	0.00	0.00	646.00	0.00	100%	
Powell Bill Totals:	25,965	14,322.00	14,322.00	25,809.28	155.72	99%	
37-801-010 Salary - Full Time Sanitation	46,195	2,840.00	10,259.20	43,243.30	2,951.70	94%	
37-801-019 Salary - Over Time Sanitation	608	0.00	0.00	607.75	0.25	100%	
37-801-020 ER - FICA Sanitation	3,676	211.34	764.10	3,243.99	432.01	88%	
37-801-030 ER - Retirement - Orbit Sanitation	7,593	448.72	1,620.96	6,888.23	704.77	91%	
37-801-040 ER - Health Insurance	10,018	0.00	756.95	9,117.28	900.72	91%	
37-801-050 ER - Life Insurance	227	0.00	37.80	226.80	0.20	100%	
37-801-060 Workman's Compensation	3,388	0.00	0.00	3,387.74	0.26	100%	
37-801-203 Supplies	559	3.92	35.29	557.59	1.41	100%	
37-801-204 Uniforms	2,690	166.50	425.46	1,793.06	896.94	67%	
37-801-251 Telephone & Postage	375	41.07	123.21	374.76	0.24	100%	
37-801-252 Fuel	2,787	186.98	475.02	2,274.28	512.72	82%	
37-801-350 Landfill Fees	17,596	1,583.88	4,706.08	16,225.39	1,370.61	92%	
37-801-352 Vehicle Maintenance	5,858	0.00	0.00	5,857.01	0.99	100%	
37-801-400 Liability Insurance	3,091	710.91	710.91	3,090.34	0.66	100%	
Sanitation Totals:	104,661	6,193.32	19,914.98	96,887.52	7,773.48	93%	
Expenses Totals:	1,196,530	89,545.34	262,519.49	1,143,580.91	52,949.09	96%	
37 GENERAL FUND Revenues Over/(Under) Expenses:		(68,120.18)	33,298.95	144,515.12			

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
38-351-401 Water Sales	575,306	39,876.77	116,038.97	518,788.76	(56,517.24)	90%	
38-351-402 Debt Setoff WATER	35	0.00	33.13	335.04	300.04	957%	
38-351-404 Sewer Services	641,634	43,947.28	125,553.27	515,851.22	(125,782.78)	80%	
38-351-407 Debt Setoff SEWER	53	0.00	66.33	618.05	565.05	1166%	
38-351-408 Town Taps	2,350	231.77	937.88	16,522.48	14,172.48	703%	
38-351-416 Dis/Reconnection Fee	5,846	120.00	270.00	4,559.81	(1,286.19)	78%	
38-351-417 Fire Sprinkler	2,236	187.74	563.22	2,252.88	16.88	101%	
38-351-418 Late Fees/Penalty/Cut Off	17,540	175.00	1,122.73	11,395.37	(6,144.63)	65%	
38-351-419 Returned Check Fee	900	50.00	100.30	644.96	(255.04)	72%	
38-365-410 Interest/investment Income NCCMT	104	0.00	0.00	0.00	(104.00)		
38-365-421 Account Activation Fee	2,950	125.00	525.00	2,650.00	(300.00)	90%	
38-365-851 Misc Revenue WATER	118	0.00	0.00	62.88	(55.12)	53%	
38-365-852 Misc Revenue SEWER	118	0.00	0.00	0.00	(118.00)		
38-395-505 Appropriated Fund Balance (Budget Only)	30,066	0.00	0.00	0.00	(30,066.00)		
Revenues Totals:	1,279,256	84,713.56	245,210.83	1,073,681.45	(205,574.55)	84%	
Expenses							
38-851-010 Salary Full Time	81,268	6,198.51	20,888.03	79,793.79	1,474.21	98%	
38-851-014 Salary - Part Time	15,630	1,244.95	4,481.67	16,677.43	(1,047.43)	107%	
38-851-019 Salary Over-Time	6,227	417.91	779.26	3,974.51	2,251.99	64%	
38-851-020 ER-FICA Taxes	7,889	579.57	1,927.30	7,402.94	486.06	94%	
38-851-030 ER - Retirement Orbit	12,480	943.69	3,082.21	11,817.26	662.24	95%	
38-851-040 ER - Health Insurance WATER	13,704	0.00	1,034.72	12,042.35	1,661.65	88%	
38-851-050 ER - Life Insurance	310	0.00	51.52	309.12	0.38	100%	
38-851-060 ER - Workman's Comp	1,643	0.00	0.00	1,641.82	0.68	100%	
38-851-200 Travel Expense	225	0.00	0.00	0.00	225.00		
38-851-203 Supplies	2,240	191.49	576.23	1,839.08	400.92	82%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-851-204 Uniforms	2,360	232.04	542.96	2,058.85	301.15	87%	
38-851-205 Materials & Supplies	32,500	468.71	2,217.76	32,040.71	459.29	99%	
38-851-250 Light & Heat & Security	4,731	192.24	929.85	4,613.34	117.16	98%	
38-851-251 Telephone & Postage	7,826	667.42	1,942.11	7,739.05	86.95	99%	
38-851-252 Fuel	5,000	262.01	831.44	4,244.34	755.66	85%	
38-851-255 Bldg. Maint/Clean Svs	1,254	73.34	130.01	1,183.44	70.56	94%	
38-851-260 Electric Tank/Pumps	5,500	308.26	665.66	2,576.80	2,923.20	47%	
38-851-296 Continuing Education	625	0.00	54.50	54.50	570.50	9%	
38-851-301 Computer Maintenance	1,969	114.01	430.05	1,850.61	117.89	94%	
38-851-302 Software Support	1,684	0.00	12.38	1,447.28	236.72	86%	
38-851-305 Technology Upgrades	2,307	0.00	0.00	1,566.90	740.10	68%	
38-851-309 Advertising	250	0.00	0.00	0.00	250.00		
38-851-310 Dues & Subscriptions	390	12.50	37.50	388.75	1.25	100%	
38-851-313 State Permits	1,250	0.00	0.00	990.00	260.00	79%	
38-851-345 Water Tank Contract	16,620	0.00	0.00	12,464.61	4,155.39	75%	
38-851-351 Maint. & Repair Equip	7,500	89.40	454.63	2,727.70	4,772.30	36%	
38-851-352 Vehicle Maintenance	2,376	0.00	116.62	2,272.87	103.13	96%	
38-851-400 Town Liability Insurance	8,304	1,910.60	1,910.60	8,303.27	0.73	100%	
38-851-405 Audit Expense	3,792	0.00	0.00	3,723.43	68.57	98%	
38-851-422 WS Town Hall Rent	570	0.00	0.00	568.75	1.25	100%	
38-851-441 Certify Lab Services	1,500	140.00	355.00	1,275.00	225.00	85%	
38-851-448 External Contract	25,233	180.00	7,330.00	22,769.78	2,462.72	90%	
38-851-451 Water Purchase	220,288	31,881.52	47,555.77	202,192.45	18,095.55	92%	
38-851-801 Town Hall Roof Loan - Principal	2,574	0.00	214.47	2,145.74	428.43	83%	
38-851-802 USDA Public Works Trucks - Princ Water	2,408	0.00	0.00	2,407.79	0.21	100%	
38-851-831 Town Hall Roof Loan - Interest Water	260	0.00	21.65	215.53	44.30	83%	
38-851-836 USDA Public Works Trucks - Int	509	0.00	0.00	509.21	0.00	100%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Water							
38-851-889 RESERVE FOR USDA LOANS	4,210	0.00	0.00	0.00	4,209.50		
38-851-895 Grass Cutting Expense	8,000	0.00	0.00	4,500.00	3,500.00	56%	
38-851-896 WS 25% of GF Expense	40,428	0.00	6,769.37	33,826.21	6,601.29	84%	
38-851-998 Contingency	19,095	0.00	0.00	0.00	19,094.50		
Water Totals:	572,924	46,108.17	105,343.27	496,155.21	76,769.00	87%	
38-852-010 Salary - Full Time	81,268	6,165.68	20,855.24	79,423.57	1,844.43	98%	
38-852-014 Salary - Part Time	15,630	1,245.09	4,481.52	16,677.84	(1,047.84)	107%	
38-852-019 Salary - Over Time Sewer	6,227	266.18	635.46	3,437.71	2,788.79	55%	
38-852-020 ER - FICA Sewer	7,889	584.62	1,977.59	7,581.50	307.50	96%	
38-852-030 ER-Retirement Orbit	12,480	916.18	3,053.70	11,680.50	799.00	94%	
38-852-040 ER-Health Insurance SEWER	13,704	0.00	1,034.72	12,303.74	1,400.26	90%	
38-852-050 ER-Life Insurance	310	0.00	51.52	309.12	0.38	100%	
38-852-060 ER-Workman's Comp	1,643	0.00	0.00	1,641.81	0.69	100%	
38-852-200 Travel Expense	225	0.00	0.00	0.00	225.00		
38-852-203 Supplies	2,763	299.86	836.69	2,211.79	551.21	80%	
38-852-204 Uniforms	2,400	199.42	510.34	2,028.30	371.70	85%	
38-852-205 Materials & Supplies	27,500	414.06	2,094.95	22,680.67	4,819.33	82%	
38-852-250 Light & Heat & Security	4,819	192.22	883.60	4,316.89	501.61	90%	
38-852-251 Telephone & Postage	7,881	667.39	1,942.03	7,816.92	64.08	99%	
38-852-252 Fuel	5,000	262.01	831.43	4,218.97	781.03	84%	
38-852-255 Bldg. Maint/Clean Svs	1,241	73.34	130.01	1,170.12	70.88	94%	
38-852-260 Electric Tank/Pumps	10,500	561.12	2,452.35	9,121.54	1,378.46	87%	
38-852-296 Continuing Education	625	0.00	54.50	54.50	570.50	9%	
38-852-301 Computer Maint.	1,712	114.01	430.04	1,752.23	(40.73)	102%	
38-852-302 Software Support	1,684	0.00	12.37	1,447.28	236.72	86%	
38-852-305 Technology Upgrades	2,307	0.00	0.00	1,566.88	740.12	68%	
38-852-309 Advertising	419	0.00	0.00	418.50	0.50	100%	
38-852-310 Dues & Subscriptions	390	12.50	37.50	388.75	1.25	100%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-852-313 State Permits	1,510	0.00	1,310.00	1,510.00	0.00	100%	
38-852-351 Maint & Repair Equip	7,500	89.40	454.63	2,636.67	4,863.33	35%	
38-852-352 Vehicle Maintenance	2,297	0.00	112.87	2,190.20	106.80	95%	
38-852-400 Liability Insurance	8,304	1,910.57	1,910.57	8,303.18	0.82	100%	
38-852-405 Audit Expense	3,792	0.00	0.00	3,723.43	68.57	98%	
38-852-422 Town Hall Rent	569	0.00	0.00	568.75	0.25	100%	
38-852-434 WS Grant Expense	20	0.00	0.00	0.00	20.00		
38-852-435 Purchase of Sewer Services	296,037	0.00	22,036.93	233,168.65	62,868.35	79%	
38-852-448 External Contract	43,552	450.00	3,700.00	41,549.68	2,001.82	95%	
38-852-473 WWTP Rehab Annual Payment	24,989	23,435.89	23,435.89	23,435.89	1,553.11	94%	
38-852-801 Town Hall Roof Loan - Principal	2,574	0.00	214.48	2,145.78	428.38	83%	
38-852-802 USDA Public Works Trucks - Princ Sewer	2,408	0.00	0.00	2,407.79	0.21	100%	
38-852-806 Rename principal	0	0.00	0.00	0.00	0.21		
38-852-809 John Riggans Easement Pmt	1,000	0.00	0.00	1,000.00	0.00	100%	
38-852-810 BB&T Battle Avenue Sewer Loan - Principal	6,206	0.00	0.00	6,205.52	0.67	100%	
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	0.00	13,750.00	13,750.00	0.00	100%	
38-852-830 BB&T Battle Ave Sewer Loan - Int	769	0.00	0.00	768.81	0.00	100%	
38-852-831 Town Hall Roof Loan - Interest Sewer	260	0.00	21.66	215.55	44.29	83%	
38-852-836 USDA Public Works Trucks - Int Sewer	509	0.00	0.00	509.21	(0.21)	100%	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	3,850	0.00	1,925.00	3,850.00	0.00	100%	
38-852-889 Reserve for USDA Loans	4,210	0.00	0.00	0.00	4,209.50		
38-852-896 WS 25% of GF Expense	40,428	0.00	6,769.39	33,826.23	6,601.27	84%	
38-852-998 Contingency	5,716	0.00	0.00	0.00	5,715.50		
Sewer Expenses Totals:	678,862	37,859.54	117,946.98	574,014.47	104,847.74	85%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-901-037 Transfer to General Fund	8,000	1,125.00	3,375.00	9,000.00	(1,000.00)	113%	
38-901-064 Transfer Out to Unity Bute, Battle Sewer Grant	19,470	0.00	0.00	19,470.00	0.00	100%	
Transfers Out Totals:	27,470	1,125.00	3,375.00	28,470.00	(1,000.00)	104%	
Expenses Totals:	1,279,256	85,092.71	226,665.25	1,098,639.68	180,616.74	86%	
38 WATER / SEWER Revenues Over/(Under) Expenses:		(379.15)	18,547.31	(14,171.24)			

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39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
39-351-470 Town Sewer Revenues	296,037	0.00	22,036.93	233,168.65	(62,868.35)	79%	
39-351-471 Sewer Revenues - County	209,003	0.00	15,558.13	164,617.57	(44,385.43)	79%	
39-351-472 Sewer Rev Norlina	165,486	0.00	12,318.72	130,342.07	(35,143.93)	79%	
39-365-861 Misc Revenue WWTP	19,828	3,550.00	6,000.00	14,790.00	(5,038.00)	75%	
Revenues Totals:	690,354	3,550.00	55,913.78	542,918.29	(147,435.71)	79%	
Expenses							
39-861-010 Salary - Full Time	154,998	11,713.73	39,838.20	156,496.23	(1,498.23)	101%	
39-861-014 Salary - Part Time	15,685	1,286.71	4,561.23	16,971.35	(1,286.35)	108%	
39-861-019 Over-Time	9,020	766.21	1,866.30	8,805.07	214.93	98%	
39-861-020 ER-FICA Taxes	11,317	840.63	2,856.67	11,422.93	(105.93)	101%	
39-861-030 ER - Retirement Orbit	24,805	1,864.86	6,226.57	24,777.01	27.99	100%	
39-861-040 ER- Health Insurance	24,791	0.00	1,919.83	22,625.60	2,165.40	91%	
39-861-050 ER-Life Insurance	574	0.00	95.20	571.20	2.80	100%	
39-861-060 ER-Workman's Comp	4,004	0.00	0.00	3,220.30	783.70	80%	
39-861-203 Supplies	750	123.55	251.45	587.88	162.12	78%	
39-861-204 Uniforms	4,706	344.44	774.41	2,878.78	1,827.22	61%	
39-861-205 OP Material & supplies	39,000	1,429.70	6,698.04	38,251.48	748.52	98%	
39-861-250 Light, Heat & Security	93,341	6,720.87	20,963.51	89,587.62	3,753.38	96%	
39-861-251 Telephone & Postage	8,219	639.39	1,876.73	8,014.25	204.75	98%	
39-861-252 Fuel	7,500	313.24	1,056.00	6,462.37	1,037.63	86%	
39-861-296 Continuing Education	2,430	0.00	0.00	2,430.00	0.00	100%	
39-861-301 Computer Maint.	3,241	228.01	860.10	3,241.05	(0.05)	100%	
39-861-302 Software Support	3,209	0.00	24.75	2,422.03	786.97	75%	
39-861-305 Technology Upgrades	2,000	0.00	0.00	1,146.28	853.72	57%	
39-861-309 Advertising	643	0.00	0.00	355.73	287.27	55%	
39-861-318 Freight Charges	1,930	189.66	499.96	1,929.05	0.95	100%	
39-861-342 Maint & Repair Plant	90,308	180.00	33,462.17	90,266.76	41.24	100%	

Budget vs Actual

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Period Ending 6/30/2020

39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
39-861-344 Sludge Removal	55,000	0.00	8,065.00	38,355.00	16,645.00	70%	
39-861-346 Lab Material & Supplies	6,750	175.51	1,397.50	5,934.26	815.74	88%	
39-861-347 Lab Analysis	16,600	1,041.00	5,099.95	15,513.45	1,086.55	93%	
39-861-348 Tar - Pamlico Dues	3,000	0.00	2,880.00	2,880.00	120.00	96%	
39-861-349 OSHAComp/Safety M&S	1,000	0.00	0.00	737.00	263.00	74%	
39-861-352 Vehicle Maintenance	4,394	0.00	222.31	4,247.56	146.44	97%	
39-861-400 Liability Insurance	18,649	4,546.20	4,546.20	16,726.07	1,922.93	90%	
39-861-405 Audit Expense	7,584	0.00	0.00	7,446.87	137.13	98%	
39-861-444 Permits & Fees	6,253	0.00	0.00	6,252.50	0.50	100%	
39-861-445 Certify Lab Expense	1,000	0.00	0.00	423.12	576.88	42%	
39-861-446 Influent Debris removal	4,352	322.17	963.86	3,850.24	501.76	88%	
39-861-447 WWTP Grant Expense	13,177	0.00	0.00	0.00	13,177.00		
39-861-500 Capital Outlay \$5000 and Over	8,430	0.00	0.00	8,430.00	0.00	100%	
39-861-897 WWTP 25% of GF Exp	41,694	0.00	9,826.94	40,592.42	1,101.58	97%	
WWTP - Expenses Totals:	690,354	32,725.88	156,832.88	643,851.46	46,502.54	93%	
Expenses Totals:	690,354	32,725.88	156,832.88	643,851.46	46,502.54	93%	
39 WWTP Revenues Over/(Under) Expenses:		(29,175.88)	(100,919.08)	(100,832.43)			

A/P Check Listing

Vendor Range - 123 OTTO LLC' - 'YOUR TRADEMARK ATTORNEY
Date From - 6/1/2020 Date To - 6/30/2020

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Check Number	Bank	Vendor	Date	Amount
62525	30	- BANZET, THOMPSON, STYERS & MAY, PLLC	06/02/2020	\$800.00
62526	30	- DOCUMENT SYSTEMS, INC	06/02/2020	\$159.00
62527	30	- DUKE ENERGY PROGRESS	06/02/2020	\$122.18
62528	30	- MIRANDA E. MEDLIN	06/02/2020	\$130.00
62529	30	- NORTHSTAR INDUSTRIES	06/02/2020	\$450.00
62530	30	- UNIFIRST CORPORATION	06/02/2020	\$291.72
62531	30	- WRIGHT EXPRESS FSC	06/02/2020	\$892.75
62532	30	- BLUE RIDGE SPRINGS, INC	06/05/2020	\$125.75
62533	30	- CAROLINA DIGITAL PHONE INC	06/05/2020	\$316.00
62534	30	- Carolina Images by Angela, LLC	06/05/2020	\$420.60
62535	30	- LAWMENS	06/05/2020	\$1,231.44
62536	30	- LINSTAR	06/05/2020	\$278.00
62537	30	- MERITECH INC	06/05/2020	\$1,181.00
62538	30	- PROFESSIONAL MAIL SERVICES, INC	06/05/2020	\$377.11
62539	30	- QUILL CORPORATION	06/05/2020	\$38.32
62540	30	- TIME WARNER CABLE	06/05/2020	\$124.98
62541	30	- U.S. POSTAL SERVICE	06/05/2020	\$194.00
62542	30	- WALKER AUTO STORES	06/05/2020	\$53.80
62543	30	- AMAZON CAPTIAL SERVICES, INC.	06/09/2020	\$845.36
62544	30	- Community Eye Care	06/09/2020	\$100.96
62545	30	- H.G. REYNOLDS COMPANY, INC	06/09/2020	\$176,410.00
62546	30	- HARRIS ENTERPRISES	06/09/2020	\$320.25
62547	30	- MUNICIPAL ENGINEERING	06/09/2020	\$60,472.00
62548	30	- NORTH CAROLINA 811, INC	06/09/2020	\$25.00
62549	30	- ROBIN SMALL ENGINE SERVICE	06/09/2020	\$115.42
62550	30	- HARRIS ENTERPRISES	06/09/2020	\$2,876.92
62551	30	- MUNICIPAL ENGINEERING	06/09/2020	\$35,981.50
62552	30	- Parker Poe Adams & Bernstein, LLP	06/09/2020	\$4,000.00
62553	30	- Pope Flynn, LLC	06/09/2020	\$3,000.00
62554	30	- SONITROL INTEGRATED SECURITY	06/09/2020	\$11,620.00

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Vendor Range - 123 OTTO LLC' - 'YOUR TRADEMARK ATTORNEY
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Check Number	Bank	Vendor	Date	Amount
62555	30	— CRAIG'S FIREARM SUPPLY	06/12/2020	\$3,020.29
62556	30	— DOUBLE EAGLE	06/12/2020	\$31,726.00
62557	30	— KIMBERLY HARDING	06/12/2020	\$156.06
62558	30	— LAKE GASTON SIGNS & GRAPHIC CO.	06/12/2020	\$425.00
62559	30	— DOCUMENT SYSTEMS, INC	06/11/2020	\$854.00
62560	30	— DUKE ENERGY PROGRESS	06/11/2020	\$7,215.63
62561	30	— GFL ENVIRONMENTAL	06/11/2020	\$322.17
62562	30	— HARRIS ENTERPRISES	06/11/2020	\$140.70
62563	30	— PETE SMITH TIRE & QUICK LUBE, INC	06/11/2020	\$438.70
62564	30	— PROFESSIONAL MAIL SERVICES, INC	06/11/2020	\$368.43
62565	30	— UNIFIRST CORPORATION	06/11/2020	\$334.43
62566	30	— WARREN COUNTY PUBLIC UTILITIES	06/11/2020	\$15,905.39
62567	30	— WARREN COUNTY PUBLIC WORKS	06/11/2020	\$1,583.88
62568	30	— COBLE PRINTING CO.	06/16/2020	\$127.67
62569	30	— BANNER JOHNSON- WILLIAMS	06/16/2020	\$150.00
62570	30	— DOCUMENT SYSTEMS, INC	06/16/2020	\$496.51
62571	30	— DUKE ENERGY PROGRESS	06/16/2020	\$92.32
62572	30	— EDDIE G WIMBUSH	06/16/2020	\$200.00
62573	30	— FIRST CITIZENS BANK	06/16/2020	\$2,645.01
62574	30	— FLEMING INVESTMENT COMPANY	06/16/2020	\$1,500.00
62575	30	— FRONTIER NATURAL GAS	06/16/2020	\$21.89
62576	30	— KIMBERLY W. HALSEY	06/16/2020	\$58.94
62577	30	— NORLINA ENTERPRISES	06/16/2020	\$250.00
62578	30	— PETE SMITH TIRE & QUICK LUBE, INC	06/16/2020	\$983.95
62579	30	— SHERRY BULLOCK	06/16/2020	\$129.47
62580	30	— Spectrum Business	06/16/2020	\$116.97
62581	30	— TONI MELCHOR	06/16/2020	\$24.29
62582	30	— UNIFIRST CORPORATION	06/16/2020	\$352.42
62583	30	— UNITED PARCEL SERVICE	06/16/2020	\$107.27
62584	30	— WALTER I THARRINGTON III	06/16/2020	\$150.65

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Check Number	Bank	Vendor	Date	Amount
62585	30	WARREN COUNTY PUBLIC UTILITIES	06/16/2020	\$15,976.13
62586	30	WOMACK PUBLISHING CO. INC.	06/16/2020	\$1,192.73
62587	30	A & S PEST CONTROL, INC.	06/18/2020	\$100.00
62588	30	Cash	06/18/2020	\$50.00
62589	30	CENTURY LINK COMMUNICATIONS	06/18/2020	\$165.96
62590	30	DUKE ENERGY PROGRESS	06/18/2020	\$295.87
62591	30	FRONTIER NATURAL GAS	06/18/2020	\$12.14
62592	30	PROFESSIONAL MAIL SERVICES, INC	06/18/2020	\$517.17
62593	30	WARREN COUNTY PUBLIC UTILITIES	06/19/2020	\$23,435.89
62594	30	DOCUMENT SYSTEMS, INC	06/23/2020	\$217.81
62595	30	DUKE ENERGY PROGRESS	06/23/2020	\$538.84
62596	30	US CELLULAR	06/23/2020	\$1,200.01
62597	30	USA Bluebook	06/23/2020	\$257.64
62598	30	WARRENTON SUPPLY CO., INC.	06/23/2020	\$59.29
62599	30	CITIZENS INSURANCE & BONDING,	06/24/2020	\$15,126.00
62600	30	DUKE ENERGY PROGRESS	06/24/2020	\$1,956.06
62601	30	VERIZON WIRELESS	06/24/2020	\$280.07
62602	30	COLUMBIAN MUTUAL LIFE INS CO	06/29/2020	\$37.88
62603	30	INFORMATION TECHNOLOGY SERVICE	06/29/2020	\$170.44
62604	30	KPH PAVING & LANDSCAPING, INC.	06/29/2020	\$14,322.00
62605	30	PERFECTION AUTO BODY & MARINE REPAIR	06/29/2020	\$1,210.00
62606	30	PRUDENTIAL RETIREMENT	06/29/2020	\$1,086.55
62607	30	Purchase Power (Pitney Bowes)	06/29/2020	\$200.00
62608	30	TAR HEEL TIRE SALES/SERVICE	06/29/2020	\$78.58
62609	30	Theodore Champ	06/29/2020	\$136.19
62610	30	TRI-COUNTY POWER EQUIPMENT INC	06/29/2020	\$94.36
62611	30	UNIFIRST CORPORATION	06/29/2020	\$713.32
62612	30	UNITED PARCEL SERVICE	06/29/2020	\$82.39
62613	30	USA Bluebook	06/29/2020	\$222.59
62614	30	WRIGHT EXPRESS FSC	06/29/2020	\$783.50

A/P Check Listing

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Check Number	Bank	Vendor	Date	Amount
90	Checks Totaling -			\$453,371.51

Totals By Fund

	Checks	VOIDS	Total
34	\$2,156.18		\$2,156.18
36	\$903.95		\$903.95
37	\$41,679.17		\$41,679.17
38	\$65,797.11		\$65,797.11
39	\$15,968.05		\$15,968.05
51	\$42,762.40		\$42,762.40
53	\$32,102.65		\$32,102.65
61	\$15,120.00		\$15,120.00
64	\$198,235.00		\$198,235.00
65	\$38,647.00		\$38,647.00
Totals:	\$453,371.51		\$453,371.51

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator
Date: July 9, 2020
Re: June 2020 Monthly Activity Report for Public Works

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) Repair – Water Pump. Cleaned carburetor. Shop: Robin's Small Engine Repair (Labor and Materials - \$57.00) (2) Repair – Toro Grandstand Lawnmower and Woods Bush Hog. Repaired tires. Shop: Tar Heel Tire Sales and Service (Labor and Materials - \$32.40) (3) Repair – Woods Bush Hog. Repaired stump jumper. Contractor: Harris Enterprises (Labor and Materials - \$117.60) (4) Preventative Maintenance – Town's 4 Sewer Lift Stations. Cleaned wet wells with pump truck. Contractor: Northstar Industries (Labor - \$450.00) (5) Repair – PRV Vault and Fairlane Elevated Tank. Cleaned both units and replaced o ring at Fairlane Tank. Contractor: Harris Enterprises (Labor - \$180.00, Materials - \$0.00)

Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$414.00

Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$630.00

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: July 9, 2020
Re: June 2020 Monthly Activity Report for WWTP

- **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)** Repair – Sludge Recirculation Pump 2. Repaired packing gland. Contractor: Harris Enterprises (Labor - \$180.00, Parts provided from plant parts inventory).

Total cost for Repairs (Account No. 39-861-342) - \$180.00

- **Sewage Bypass:** On June 17, 2020, Fishing Creek due to heavy rain (6.75 inches over a 3-day period) rose to flood stage and submerged the WWTP headworks for approximately 8 hours resulting in a sewage bypass of approximately 448,000 gallons. All compliance guidelines required by NC DEQ were followed.
- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month with exception of the 8-hour period noted above. 14.95 million gallons were treated.

Activity Detail Summary (by Category)

Warrenton Police Department

(06/01/2020 - 06/30/2020)

Incident Investigations

11A - Rape	1
220 - Burglary/Breaking & Entering	1
23H - All Other Larceny	1
290 - Destruction/Damage/Vandalism of Property	1
90D - Driving Under the Influence	1
90F - Family Offenses, Nonviolent	1
90Z - All Other Offenses	10
Total Offenses	16
Total Incidents	6

Arrests

120 - Robbery	1
13A - Aggravated Assault	1
13B - Simple Assault	1
35A - Drug/Narcotic Violations	2
35B - Drug Equipment Violations	1
90D - Driving Under the Influence	1
90Z - All Other Offenses	6
Total Charges	13
Total Arrests	2

Accidents

Total Accidents 4

Citations

Secondary Charge	0
Total Charges	0
Total Citations	0

Activity Detail Summary (by Category)

Warrenton Police Department

(06/01/2020 - 06/30/2020)

Warning Tickets

Total Charges	0
Total Warning Tickets	0

Ordinance Tickets

Total Ordinance Tickets	0
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Criminal Papers

Total Criminal Papers Served	0
Total Criminal Papers	0

Civil Papers

Total Civil Papers Served	0
Total Civil Papers	0

Activity Log Event Summary (Cumulative Totals)

Warrenton Police Department

(06/01/2020 - 06/30/2020)

Accident	4	Alarm Activation	4
Assault-Sexual	1	Assist NPD	10
Assist Other Department	2	Assist WCSO	11
B & E	1	C.O.P.S. - Main St	17
C.O.P.S.- Neighborhood Patrol	6	Careless and Reckless Driving	2
Disabled Vehicle	1	Disturbance	2
Escort	1	Foot Patrol	2
Found Property/Item	1	Funeral Escort	2
Information by Phone	2	Investigation and/or Interview	1
Juvenile Issues	1	Larceny	1
Mental Patient	1	Ordinance Violation	2
Parking Violation	4	Property Check – Business	38
Property Check – Residential	2	Shots fired	1
Suspected Drunk Driver	2	Suspicious Person / Vehicle	5
Talk with Officer	6	Traffic Control	4
Traffic Stop	20	Trespassing	2
Vandalism	1	Vehicle Pursuit	1
Warning Citation	1	Welfare Check	2

Total Number Of Events: 164



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

Frontier Warren Update

- July 28, official announcement and press release, conference via Zoom with RTF staff
- Video developed for press release, costs split between RTF and TOW
- 136 S. Main building awaiting signatures on leases for final two office spaces
- 140 S. Main building open as of July 6
- Donated furniture picked up from RTF:
 - 6 half rounds (makes 3 round tables, I've attached a photo of what they look like pushed together too!)
 - 5 white tables
 - 4 of the small coffee tables
 - 11 of the wooden chairs
 - Filing cabinet
- Application for NC IDEA ecosystem grant planned and underway – up to \$200,000



Walter Hurst – Chairman
Staff Review

Planning Board
Request for Ordinance Change

PROPERTY ADDRESS: For all of R-20

SUMMARY OF REQUEST: Mobile Home Parks as a Special Use in R-20.

APPLICANT/OWNER: Request by Town Board of Commissioners

DETAILS OF REQUESTED ORDINANCE CHANGE

Based on the recently approved changes to multi-family dwellings in R-20, making them a Special Use requirement in the table of permitted uses, the Board of Commissioners has asked the Planning Board to consider if Mobile Home Parks should also have a Special Use requirement in areas zoned R-20.

CURRENT ORDINANCES

The table of permitted uses currently allows mobile home parks in R-20 without a Special Use or Conditional Use permit.

STAFF FINDING OF FACTS

Staff believes that changing the table of permitted uses, regarding Mobile Home Parks in R-20, from automatic approval to a Special Use permit would be consistent with recently adopted changes to Multi-Family Dwellings.



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

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**Planning Board
Minutes
July 7, 2020
Warrenton Town Hall**

Chairman Wally Hurst called to order a meeting of the Planning Board at 2 PM at the Warrenton Town Hall. Attending were board members Georgiana Weddington, Travis Packer, Town Administrator Robert Davie and Tracy Stevenson. On conference call were Chairman Wally Hurst, Fern Boyd and Kristy Steed. A quorum was present.

All the members were supplied with:

- Agenda.
- June 1, 2020 minutes.
- Staff Recommendation Mobile Home Parks.

Chairman Wally Hurst asked for approval of the minutes of the June 1, 2020 meeting and they were approved by consensus.

In reference to the request from the Board of Commissioners due to the recently approved changes to multi-family dwellings in R-20 making them a special use requirement, that Mobile Home Parks should also have a Special Use requirement in areas zoned R-20, the Chairman asked for any discussion, questions or comments. There being none, Fern Boyd motioned to approve the change requiring a special use permit for mobile home parks in areas zoned R-20. The motion was seconded by Kristy Steed and the motion was approved by unanimous vote.

With no further business, the meeting was adjourned.

Respectfully submitted,

Tracy R. Stevenson



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

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Warrenton, NC 27589-0281
(252) 257-1122 Fax (252) 257-9219
www.warrenton.nc.gov

CAPITAL PROJECT ORDINANCE
North Carolina Division of Water Infrastructure
July 13, 2020

BE IT ORDAINED by the Board of Commissioners of the Town of Warrenton, North Carolina that, pursuant to Section 13.1 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

Section 1: The Capital Project authorized by the Board of Commissioners of the Town of Warrenton is for the purpose of receiving and distributing funds from the North Carolina Division of Water Infrastructure awarded to the Town for the purposes of updating the Waste Water Treatment Plant in Warrenton.

Section 2: The Board of Commissioners of the Town of Warrenton directs the Town Administrator to proceed with the Capital Project within the terms of the grant documents, the rules and regulations of the Division of Water Infrastructure and the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete the project activities.

Local Funding	\$ 33,443
State Reserve Loan	\$ 472,132
Grant	<u>\$1,600,000</u>
Total	\$2,105,575

Section 4: The following amounts are appropriated for the project activities:

Construction Costs	
Submersible Mixers	120,000
Submersible Mixer Installation & Controls	125,000
Rotor Controls	80,000
Bar Screen & Installation	375,000
Grit Classifier & Installation	125,000
New Lime Silo & Installation	780,000
SCADA Improvements, Bar Screen Line Silo	68,792
Contingency	80,640
Construction Subtotal	1,754,432

Engineering Costs	
Engineering Design	100,650
Construction Administration	64,000
Construction Inspection	100,000
Engineering Subtotal	264,650

Administration Costs	
Planning	
Easement Preparation	
Grant / Loan Administration	20,000
ER Preparation	15,000
Environmental Documentation	
Preparation	15,000
Legal, Fiscal, Admin, Permitting	3,050
Administration Subtotal	53,050

Total Project Cost **2,072,132**

Section 5: The Town Administrator is hereby directed to maintain within the Capital Project fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and Federal and State regulations.

Section 6: The Town Administrator is directed to include a detailed analysis of past and future costs and revenues of this Capital Project in every budget submission made to this Board of Commissioners.

Section 7: The Town Administrator shall be authorized to transfer appropriations within the various line items of this Capital Project ordinance as he deems necessary, subject to the approval of the Local Government Commission. All such transfers shall be reported to the Board of Commissioners.

Walter M. Gardner, Jr. – Mayor

ATTEST: Robert Davie – Town Administrator



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

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Warrenton, NC 27589-0281
(252) 257-1122 Fax (252) 257-9219
www.warrenton.nc.gov

CAPITAL PROJECT ORDINANCE
North Carolina Division of Water Infrastructure
February 13, 2017

BE IT ORDAINED by the Board of Commissioners of the Town of Warrenton, North Carolina that, pursuant to Section 13.1 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

Section 1: The Capital Project authorized by the Board of Commissioners of the Town of Warrenton is for the purpose of receiving and distributing funds from the North Carolina Division of Water Infrastructure awarded to the Town for the purposes of updating the Waste Water Treatment Plant in Warrenton.

Section 2: The Board of Commissioners of the Town of Warrenton directs the Town Administrator to proceed with the Capital Project within the terms of the grant documents, the rules and regulations of the Division of Water Infrastructure and the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete the project activities.

Grant	<u>\$1,600,000</u>
Total	<u>\$1,600,000</u>

Section 4: The following amounts are appropriated for the project activities:

Construction Costs	
Submersible Mixers	85,000
Submersible Mixer Installation & Controls	113,500
Rotor Controls	65,000
Bar Screen & Installation	250,000
Grit Classifier & Installation	80,000
New Lime Silo & Installation	435,000
SCADA Improvements, Bar Screen Line Silo	40,000
2nd Oxidation Ditch Cleaning	10,000
Contingency	116,850
Construction Subtotal	1,285,350

Engineering Costs	
Engineering Design	101,600
Construction Administration	50,000
Construction Inspection	100,000
Engineering Subtotal	251,600

Administration Costs	
Planning	
Easement Preparation	
Grant / Loan Administration	30,000
ER Preparation	15,000
Environmental Documentation	
Preparation	15,000
Legal, Fiscal, Admin, Permitting	3,050
Administration Subtotal	63,050

Total Project Cost	1,600,000
---------------------------	------------------

Section 5: The Town Administrator is hereby directed to maintain within the Capital Project fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and Federal and State regulations.

Section 6: The Town Administrator is directed to include a detailed analysis of past and future costs and revenues of this Capital Project in every budget submission made to this Board of Commissioners.

Section 7: The Town Administrator shall be authorized to transfer appropriations within the various line items of this Capital Project ordinance as he deems necessary, subject to the approval of the Local Government Commission. All such transfers shall be reported to the Board of Commissioners.

Walter M. Gardner, Jr. – Mayor

ATTEST: Robert Davie – Town Administrator



Municipal Engineering Services Company, PA

July 9, 2020

Mr. Walter M. Gardner, Jr., Mayor
Town of Warrenton
113 S. Bragg Street
Warrenton, NC 27589

**RE: USDA-RD Water and Sewer System Improvements – Street Overlays
Recommendation of Award
Warrenton, North Carolina
MESCO Project No. G14126.0**

Dear Mr. Gardner:

Informal bids for the Warrenton Street Overlays were received on Thursday, May 21, 2020 at 2:00 PM Eastern Daylight Time (EDT) at the Town Hall in Warrenton, NC. A total of 3 bids were received.

Based on our bid analysis, Ralph Hodge Construction Co. (RHC) is the lowest responsive bidder with a Total Bid Price of **\$277,488.00**. Ralph Hodge Construction has been doing utility work in North Carolina for many years and has worked successfully on similar projects for other municipalities.

Because of funding shortfalls, the Town has elected to reduce the project scope by \$27,904.00 resulting in a revised total price of \$249,584.00. Therefore, based on the reduction in scope and our bid evaluation, we recommend the Town tentatively award the overlay project to Ralph Hodge Construction Company in the revised amount of **\$249, 584.00** pending USDA-RD approval.

We appreciate the opportunity to provide you with our services and look forward to assisting you with the construction of this project.

MUNICIPAL ENGINEERING SERVICES CO., PA

A handwritten signature in blue ink, appearing to read 'Gary M. Flowers', is written over a horizontal line.

Gary M. Flowers, PE
Principal Senior Project Manager

Enclosures

cc: Ryan Walser, RHC (via email)
Jonathan Jones, USDA-RD (via email)
Brian Noll, USDA-RD (via email)
Julia Johnson, USDA-RD (via email)



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

Water Rate Considerations

At the request of a commissioner, and because of a delay in the increase in the Kerr Lake Regional Water rates until July 1, 2021, Bill and I have evaluated a reduction in the water rates as adopted in the recent FY 2020-21 budget. \$50,000 was previously included in the rate structure to account for the planned increase from KLRWA.

Should the Board elect to reduce rates by the \$50,000 portion attributed to KLRWA, for one year, staff recommend that the reduction should come from the rate charged per thousand gallons used, for both in-town and out-of-town customers. The availability rate would stay the same, and no changes would be made to the sewer availability or usage rates.

Points for consideration:

- Right now the budgeted water rate gives the Town 100% grant opportunity with the State. We intend to apply for grant funds for several projects in the upcoming round of funding. Reducing the established rates would reduce the Town's eligibility for grant funding from 100% to either 75% or 50%.
- The Water/Sewer Fund 38 has incurred losses in the past two fiscal years, reducing the W/S fund balance by approximately \$160,000.
- COVID-19 is still causing losses to the W/S Fund going forward by about \$4500 per month. It is uncertain how long restrictions will last. Only several months of losses are factored into the adopted FY 2020-21 budget. The current outstanding balance is \$13,000 approximately.



WB-50
ASPH/CONC (10)

TRUSTEE FOR
BOBBIE RAYE WICKACK
DB 1007 PG 287

STEPHEN BOYD
DB 813 PG 20

CAROLYN CHEEK
DB 671 PG 628

MILANOS INC
DB 671 PG 628

SUSAN A BLEVENS
DB 344 PG 145

R=50'



WB-50
ASPH/CONC (10)



W Macon st

US401/US158 Bus (Main St)

US401 (S Main St)

US158 Bus (Macon St)

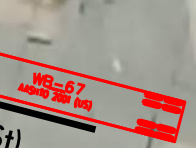
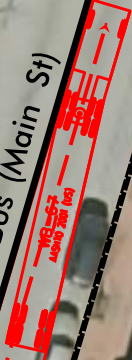
TRUSTEE FOR
BOBBIE RAYE WICKACK
DB 1007 PG 287

STEPHEN BOYD
DB 813 PG 20

R=75'
CAROLYN CHEEK
DB 671 PG 628

MILANOS INC
DB 671 PG 628

SUSAN A BLEVENS
DB 344 PG 145



Kerr-Tar Local Area Workforce Development Board
Workforce Innovation and Opportunity Act (WIOA)

Work Experience (WEX) Worksite Agreement

This Agreement is made between _____ (NCWorks Career Center WIOA Service Providers) and _____ (WIOA Worksite) a **public** **non-profit** or **private for profit business or organization** to provide subsidized internship/work experience to eligible adults and/or dislocated workers participating in the Kerr-Tar Local Area WIOA Workforce Development Program, authorized and funded under the Workforce Innovation and Opportunity Act. Under this Agreement, participants will be provided short-term work experience, which is valuable and meaningful for both the participant and the organization/worksite.

Work Experience will be consistent with each WIOA participant's capabilities and interests and in an occupational field or specific job in which he/she has minimal or no prior work experience. WIOA-funded Work Experience is expected to help individuals gain the skills and experience they need to succeed in the workplace and obtain unsubsidized employment.

Term: This agreement will take effect on _____ and terminate no later than _____.
(Date) (Date)

This Worksite Agreement provides the following assurances

- 1) There will be sufficient, meaningful work to keep WIOA participants fully occupied during work hours;
- 2) Work will be conducted in a safe work environment;
- 3) There will be adequate full-time supervision of each WIOA participant by qualified supervisors;
- 4) The NCWorks Career Center will obtain Worker's Compensation Insurance to cover all WIOA participants engaged in internship or work experience at a worksite;
- 5) The participating Worksite will notify NCWorks Career Center staff if difficulties arise which the Worksite supervisor and participant are unable to resolve. NCWorks Career Center staff will attempt to find a mutually satisfactory solution. The NCWorks Career Center WIOA Provider and/or Worksite supervisor may recommend termination or transfer of the participant if the situation or problem is not resolved;
- 6) There will be adequate oversight and review of each participant's time and attendance;
- 7) There will be sufficient equipment and/or materials provided to carry out assignments;
- 8) This agreement will be maintained at the Worksite and available for review by federal, state, local area and NCWorks Career Center representatives;
- 9) All requirements and regulations governing the WIOA program will be upheld;
- 10) Worksite supervisors will adhere to existing State and Federal labor standards.
- 11) The participating worksite has not relocated this establishment and commenced operations in the past 120 days, where the relocation resulted in the loss of employment at the original location.
- 12) No WIOA participant shall be employed or job opening filled (A) when any other individual is on layoff from the same or any substantially equivalent job, or (B) when the Worksite has terminated the employment of any regular employee or otherwise reduced its work force with the intention of filling the vacancy so created by hiring a participant whose wages are subsidized under this Act.
- 13) Equal Employment Opportunity and Nondiscrimination. The Worksite assures that no person on the grounds of race, creed, color, disability, national origin, sex, age, political affiliation, or beliefs, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under the Workforce Investment Act.
- 14) The Local Workforce Development Board will determine payroll responsibility.

Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals with disabilities.

**Kerr-Tar Workforce Development Board - NCWorks Work Experience (WEX) Programs
Work Experience (WEX) Worksite - Participant Agreement**

This Agreement is made between _____ (Kerr-Tar WDB Service Provider) and _____ (Work Experience Participant) to provide subsidized work experience to eligible adults and dislocated workers participating in the NCWorks WEX Program, authorized and funded under the Workforce Innovation and Opportunity Act (WIOA).

Work experience will be consistent with each participant’s capabilities and interests and in an occupational field or specific job in which he/she has minimal or no prior work experience. A Work Experience is expected to help individuals gain the skills and experience they need to succeed in the workplace and obtain unsubsidized employment.

This Worksite Agreement provides the following assurances:

- 15) The WEX participant will report to work and be in place by the scheduled start time for each shift;
- 16) The WEX participant is not eligible for Unemployment Insurance after the completion of Work Experience
- 17) The WEX participant will follow all company policies regarding;
 - a. Breaks and lunch periods
 - b. Dress code
 - c. Attendance expectations
 - d. Use of company equipment
- 18) The WEX participant will maintain contact with WEX staff as agreed upon;
- 19) The WEX participant will notify a case manager if difficulties arise which the Worksite supervisor and participant are unable to resolve.

Term: Determination of the duration of the Work Experience activity should be based on the occupational competencies that the WEX participant needs to develop or refine. This agreement will take effect on: _____ And terminate no later than _____
(Date) (Date)

Location: Please specify the exact worksite location(s) for work activities to take place throughout the term of this agreement, including address and phone number:

Time, Attendance, and Rate of Pay

The WEX participant’s time sheet will reflect the time actually worked each pay period. Participants **will not** be paid for time not engaged in work duties, including absences, lunch periods, vacation time, or holidays. Under **NO** circumstances should a participant work over 40 hours in a week. This participant will be paid at the rate of \$_____ per hour.

Authorized Signatures:

NCWorks WIOA Service Provider Representative

Print Name

Signature Date

NCWorks WIOA WEX Participant

Print Name

Signature Date

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.