



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

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**BOARD OF COMMISSIONERS**  
**PUBLIC HEARING 6:45**  
**REGULAR MEETING 7:00 PM**  
**March 9, 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 February 10, 2019
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. Riggan Water Leak / Credit
  - c. Public Safety (Mr. Hardy)
  - d. Human Resources/Information Technology (Mr. Blalock)
  - e. Revitalization/Historic District Commission (Mr. Coffman)
    - i. Bicycle Pedestrian Plan – Presentation
  - f. Beautification/Facilities (Ms. Britt)
  - g. Planning/Zoning/Annexation (Mr. Packer)
7. Old Business
  - a. Status of Grants
  - b. USDA Project Modifications – Engineering Agreements
  - c. Required Ordinance Language for Criminal Checks
  - d. PARTF Parks Grant Opportunity: Environmental Expenditure
  - e. Water Rates
8. New Business
  - a. Budget Amendment – Frontier Warren
  - b. Apartments Development (Ordinance Change Special Use for R20, Consider Special Use Application, Schedule Public Hearing)
9. Closed Session to discuss contract negotiations per NC General Statute § 143-318.11 (a)(5)
10. Announcements
11. Adjournment



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## **PUBLIC HEARING**

### **Purpose**

The purpose of the Public Hearing is to hear comments on the additions and modifications to Town Ordinance 111.02 that will allow the Town to run criminal background checks that comply with North Carolina State standards and which are required for certain Town permits, such as gaming permits.

## **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  
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### Town of Warrenton Board of Commissioners Regular Meeting February 10, 2020

Those attending were: Mayor Walter Gardner  
Commissioner Mary Hunter  
Commissioner Michael Coffman  
Commissioner Travis Packer  
Commissioner John Blalock  
Commissioner Margaret Britt  
Robert Davie, Town Administrator  
Jennifer Harris, Warren Record  
Goble Lane, Police Chief  
William "Bill" Perkinson, Public Works  
Annette Silver, Minute Taker

Commissioner William "Tom" Hardy was absent. There was one citizen present.

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

Mayor Gardner called the regular meeting of the Town of Warrenton to order Monday, February 10, 2020 at 7:00pm. The Pledge was led by Commissioner Travis Packer. A moment of Silence was held for the good things happening in Town as well for those less fortunate.

#### **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 Britt to approve the Proposed Agenda. The motion was approved by unanimous vote.

#### **Public Comments**

There were no public comments.

#### **Minutes of Board Meeting from January 13, 2020**

The Minutes of Board Meeting January 13, 2020 were presented. A motion was made by Commissioner Blalock with second by Commissioner Coffman to approve the Minutes of January 13, 2020. The motion was approved by unanimous vote.

#### **Consent Agenda**

- (a) Year -to-Date Revenue and Expenditure Reports (Budget vs. Actual)
- (b) Monthly Checks Report
- (c) Public Works Monthly Report
- (d) WWTP Monthly Report
- (e) Police Activity Reports

A motion was made by Commissioner Blalock with second by Commissioner Harding to approve the Consent Agenda. The motion was approved by unanimous vote.

#### **COMMITTEE REPORTS**

**Finance and Administration** – Commissioner Hunter had no report in addition to agenda items that would be addressed later in the meeting.

**Public Works** – Commissioner Harding and Bill Perkinson had no report in addition to agenda items. To answer a question by Commissioner Blalock, Mr. Perkinson stated work being done on W. Ridgeway Street across from Hardee’s is replacing a sewer main in connection with Bute/Unity Project.

**Public Safety** – In absence of Commissioner Hardy, Chief Lane that the exhaust noise ordinance will be in full force in about 7-10 days. The police force is verbally warning offenders now, but ticketing will be enforced.

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

**Revitalization/Historic District** Commissioner Coffman reported that the Historic District Commission (HDC) reviewed all of the applications in the prior year and identified three incidents where applicants requested approvals after work had already been completed. There was also an incident where completed work did not reflect what was presented in a Certificate of Appropriateness (COA) application. The HDC discussed adding to the COA application a requirement for photos, both before and after, in order to better track compliance with applications.

The Revitalization Committee has scheduled movies for the 3<sup>rd</sup> Saturday of April, May, August and September. The movies planned are Aladdin with Will Smith -Toy Story 4 with Tom Hanks – Jumanji with The Rock – Dora the Explorer Lost City of Gold and Addams Family. Bands have been booked for Spring Fest April 25<sup>th</sup>. Duke Energy has made a contribution of \$1000 for a SpringFest sponsorship. Potential additions to this year’s SpringFest are a car show and Shag contest in addition to the regular 5K Run.

**Beautification/Facilities** – Commissioner Britt talked with Attorney Styers concerning visibility at street intersections as well as plants and trees planted in the Town’s easement, which exists between sidewalks and curbing. Commissioner Britt notified the Board that, legally, citizens are not permitted to plant in this area. Town Administrator Davie reported that he had spoken to Mr. F. D. Blaylock and he has agreed to work with the Town in removing shrubs in the right of way at the corner of Bragg and Plummer Streets. Commissioner Britt made a request to purchase 14 replacement banners and brackets as needed for Main Street.

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

## **OLD BUSINESS**

### **Grant Status**

**Fund 51 & 61 USDA Rural Development** - A January meeting led to finalization of additional costs. Engineer is forwarding to USDA. Upon approval by USDA, the USDA will release funds for paving and ADA access.

**Fund 53 NC Commerce Main Street Downtown Redevelopment** - Phase 2 plans have been revised and rebid or else project could continue as Phase 1, since cost estimates are like initial estimates.

**Fund 55 NC DEQ Water Infrastructure WWTP** – With reduced scope of project, additional loan is still required. Norlina and Warren County boards have approved the additional loan.

**Fund 64 & 65 NC DEQ – Sewer Rehab – Battle Ave/Unity & Bute** – Right of ways are being cleared. Erosion control set up. Materials being delivered.  
**NC Main Street Solutions Warrenton Brewery Grant** Design changes have caused the slow up in project; however, a Spring/Summer opening is still planned.

Mr. Davie reported that Skill Zone has had no reports of incidents within the last 30 days and suggested that the Board consider a permanent waiver of security required on weekend nights. Mr. Davie suggested a waiver be granted, but that should an incident occur requiring police, the waiver would automatically be rescinded. Commissioner Hunter suggested that the Town Board reserve the right to reinstate the security requirements. A motion was made by Commissioner Packer with second by Commissioner Coffman to waive the Special Use requirement for security on weekend nights at Skill Zone, but reserving the right to reinstate. The motion approved by a vote of 5 to 1; Commissioners Blalock, Hunter, Harding, Packer and Coffman voting yea and Commissioner Britt voting nay.

Mr. Davie reported that Frontier Warren is moving slowly. Mr. Davie is scheduled to meet with the Warren County Board of Commissioners on February 19<sup>th</sup> to further explain the project and answer any questions. Mr. Davie stated that Frontier Natural Gas desires to occupy part of the Frontier Warren space as soon as possible. To accommodate Frontier Natural Gas, Mr. Davie suggested that the Town execute a lease on the office rental space with the building owner without Warren County as a co-signature. Commissioner Packer asked of the possible perception and impact going ahead with the contract would have while the County is still deliberating. Mr. Davie stated that the County could join the lease agreement at a later date when and if approved by the County Board of Commissioners. After discussion, a motion was made by Commissioner Blalock with second by Commissioner Britt approve of the Town of Warrenton signing the lease agreement by itself. The motion was approved by unanimous vote.

The acquisition of the lot owned by Opal Ellis Jones is progressing with Attorney Styers conducting the title search and contacting additional owners of the heir property. Agenda Item 7D not necessary as item has been addressed.

## **NEW BUSINESS**

Chief Lane presented a new requirement from the State pertaining to criminal history checks. New ordinance language is needed in order to comply with new State laws. This State law affects the Town's ability to perform criminal checks on Gaming Permits and employee hiring situations. Attorney Styers is reviewing ordinance request. A public hearing is scheduled for 6:45 pm Monday, March 9, 2020 to consider public comment on the proposed ordinance changes.

Mr. Davie provided information on the upcoming water rate increases planned by the Kerr Lake Regional Water System. The rates will increase by 66% over five years according to his calculations and would start as of 7/1/2020 if approved by the LGC. Mr. Davie is reviewing the impact to Warrenton water customers, both large and small users. He will present more complete data and options to the Board during the budget process. Rates have not been raised in four years in the Town of Warrenton with exception of large volume water users (100,000 gallon users), although the cost of water to the Town has increased by 5% a year for four out of the last five years. A six month review of the Town's new water meters and water usage was presented. Contrary to the anticipated usage increase of 10%,

the new meters have only recorded a 5% increase at this point. In the coming budget rates will be addressed.

Mr. Davie presented information on property along Church and Hall Streets that could potentially serve as the Town's second park. It would require a \$40,000 appropriation from Fund Balance to match a \$40,000 grant from the Parks and Recreation Trust Fund. A deadline for feedback is April 4, 2020. The land involved in the proposal is currently owned by Preservation North Carolina and Hilmon Poythress totaling 13 acres. Commissioner Britt stated reservations about the park and asked about its potential uses. Mr. Davie stated that walking trails, a dog park were potential uses. Commissioner Harding requested that the Town obtain estimates for the demolition and removal of the green house located on Church Street that will possibly require delicate environmental disposal.

Budget Amendment #2 to increase Fire Department budget for insurance and NC State Firemen's Assoc dues was presented. A motion to approve the Amendment was made by Commissioner Blalock with second by Commissioner Hunter. The motion was approved by unanimous vote.

With no further business, Commissioner Blalock made motion to adjourn with second by Commissioner Hunter. The motion was approved by unanimous vote.

## Budget vs Actual

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Period Ending 6/30/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>							
37-302-301 Ad Valorem Taxes - Current	436,022	0.00	0.00	321,750.47	(114,271.53)	74%	
37-302-302 Ad Valorem Taxes - Prior Years	3,000	0.00	0.00	1,445.77	(1,554.23)	48%	
37-302-303 Ad Valorem Taxes - all other prior years	1,000	0.00	0.00	845.63	(154.37)	85%	
37-302-304 Ad Valorem Taxes - Penalties & Interest	1,300	0.00	0.00	267.28	(1,032.72)	21%	
37-307-310 Motor Vehicles - Current	28,302	0.00	0.00	16,037.93	(12,264.07)	57%	
37-320-320 Local Option Sales Tax	220,000	0.00	0.00	160,140.29	(59,859.71)	73%	
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	43,165.72	(42,834.28)	50%	
37-325-326 Beer & Wine Tax Annual	3,600	0.00	0.00	0.00	(3,600.00)		
37-325-328 Refund of Gas Tax paid monthly	1,000	0.00	0.00	511.49	(488.51)	51%	
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	0.00	0.00	600.00	100.00	120%	
37-345-346 Code Enforcement	2,500	0.00	0.00	2,390.00	(110.00)	96%	
37-351-350 Run Warrenton 5K	1,000	0.00	0.00	75.00	(925.00)	8%	
37-351-353 Landfill Fees Residential	150,000	0.00	0.00	100,233.65	(49,766.35)	67%	
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	50.00	0.00	100%	
37-351-357 Court Fees	300	0.00	0.00	297.00	(3.00)	99%	
37-351-360 Cell Tower Rent	29,400	0.00	0.00	17,150.00	(12,250.00)	58%	
37-351-361 Parking/Ordinance Collections PD	250	0.00	0.00	390.00	140.00	156%	
37-365-001 Interest Income	12,000	0.00	0.00	41.62	(11,958.38)	0%	
37-365-351 Revitalization Comm	9,500	0.00	0.00	4,620.00	(4,880.00)	49%	
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	0.00	27,522.21	(14,171.79)	66%	
37-365-371 WS 25% of GF Exp	80,855	0.00	0.00	49,100.07	(31,754.93)	61%	
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)		
37-365-501 Misc Revenue POLICE	500	0.00	0.00	0.00	(500.00)		
<b>Revenues Totals:</b>	<b>1,192,030</b>	<b>0.00</b>	<b>0.00</b>	<b>808,572.50</b>	<b>(383,457.50)</b>	<b>68%</b>	
<b>Expenses</b>							
37-401-010 Salary - Full Time	122,500	0.00	0.00	83,317.60	39,182.40	68%	
37-401-012 Salary - Adm Assistant	30,910	0.00	0.00	21,486.43	9,423.57	70%	
37-401-014 Salary - Part Time	5,000	0.00	0.00	4,929.81	70.19	99%	
37-401-020 ER-FICA Taxes	9,377	0.00	0.00	6,207.35	3,169.54	66%	
37-401-021 ER-FICA Taxes - Adm Assistant	2,389	0.00	0.00	1,738.02	650.64	73%	
37-401-030 ER-Retirement - Orbit	25,030	0.00	0.00	13,306.24	11,723.76	53%	
37-401-040 ER-Health Insurance	22,428	0.00	0.00	12,461.60	9,966.40	56%	
37-401-050 ER-Life Insurance	504	0.00	0.00	280.00	224.00	56%	
37-401-060 ER-Workman's Comp	383	0.00	0.00	367.47	15.53	96%	
37-401-200 Travel Expense	1,200	0.00	0.00	596.54	603.46	50%	
37-401-203 Supplies	3,800	0.00	0.00	3,580.27	219.73	94%	
37-401-250 Light, Heat & Security	8,790	0.00	0.00	4,060.39	4,729.61	46%	
37-401-251 Telephone & Postage	3,000	0.00	0.00	2,133.17	866.83	71%	
37-401-255 Bldg. Maint/ Clean SVS	5,060	0.00	0.00	777.90	4,282.10	15%	
37-401-256 Bank Fees/ Petty Cash	2,000	0.00	0.00	900.00	1,100.00	45%	
37-401-295 Training	1,400	0.00	0.00	0.00	1,400.00		
37-401-301 Computer Maint	2,620	0.00	0.00	2,075.75	544.25	79%	
37-401-302 Software Support	4,433	0.00	0.00	1,533.85	2,899.15	35%	
37-401-303 Software Purchase less than	20	0.00	0.00	0.00	20.00		

## Budget vs Actual

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Period Ending 6/30/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
\$5,000							
37-401-304 Website	5,624	0.00	0.00	5,597.16	26.84	100%	
37-401-305 Technology Upgrades	1,250	0.00	0.00	1,216.40	33.60	97%	
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	500.00		
37-401-307 Special Events	500	0.00	0.00	300.00	200.00	60%	
37-401-309 Advertising	1,300	0.00	0.00	879.79	420.21	68%	
37-401-310 Dues & Subscriptions	3,200	0.00	0.00	2,606.10	593.90	81%	
37-401-325 NC Sales/Use Tax Paid	2,500	0.00	0.00	812.34	1,687.66	32%	
37-401-400 Liability Insurance	5,521	0.00	0.00	3,130.48	2,390.52	57%	
37-401-401 County Tax Collection Svs	8,000	0.00	0.00	5,834.78	2,165.22	73%	
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	0.00	0.00	2,036.00	1,464.00	58%	
37-401-422 Town Hall Rent	650	0.00	0.00	1,137.50	(487.50)	175%	
37-401-497 Sales & Uses Tax Expense	22,000	0.00	0.00	18,542.12	3,457.88	84%	
37-401-499 Miscellaneous Expense	9,791	0.00	0.00	8,300.76	1,490.24	85%	
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	0.00	3,003.63	2,144.70	58%	
37-401-831 Town Hall Roof Loan - Interest Admin	520	0.00	0.00	302.19	217.48	58%	
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:	337,584	0.00	0.00	224,463.90	113,119.90	66%	
37-402-014 Mayor Part Time Salary	1,500	0.00	0.00	1,125.00	375.00	75%	
37-402-020 ER - FICA TAXES	1,253	0.00	0.00	152.96	1,100.49	12%	
37-402-200 Travel Expense	500	0.00	0.00	250.00	250.00	50%	
37-402-402 Commission offsite meetings	50	0.00	0.00	25.00	25.00	50%	
Governing Body Totals:	3,303	0.00	0.00	1,552.96	1,750.49	47%	
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	500.00		

## Budget vs Actual

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-405-430 Historic District Comm	222	0.00	0.00	0.00	221.75		
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	0.00	2,968.20	6,531.80	31%	
37-405-470 Small Town Maint St	2,200	0.00	0.00	1,258.66	941.34	57%	
Non-Departmental Totals:	14,922	0.00	0.00	4,226.86	10,694.89	28%	
37-501-010 SALARY FULL TIME	184,037	0.00	0.00	116,253.58	67,783.42	63%	
37-501-014 Salary - Part Time	25,000	0.00	0.00	24,632.16	367.84	99%	
37-501-016 Police Clerical Salary	33,446	0.00	0.00	23,705.20	9,740.80	71%	
37-501-019 Salary - Over-Time	5,000	0.00	0.00	4,022.83	977.17	80%	
37-501-020 ER-FICA Taxes	18,336	0.00	0.00	12,811.11	5,524.89	70%	
37-501-030 ER - Retirement Orbit	31,485	0.00	0.00	23,609.53	7,874.97	75%	
37-501-031 ER - 401K 5%	10,297	0.00	0.00	7,450.36	2,846.64	72%	
37-501-040 ER - Health Insurance	32,115	0.00	0.00	21,780.42	10,334.58	68%	
37-501-050 ER - Life Insurance	1,010	0.00	0.00	630.00	380.00	62%	
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	0.00	0.00	654.18	345.82	65%	
37-501-203 Supplies	3,669	0.00	0.00	3,246.22	422.44	88%	
37-501-204 Uniforms	2,000	0.00	0.00	1,081.93	918.07	54%	
37-501-205 Equipment & Material	6,845	0.00	0.00	5,453.25	1,391.75	80%	
37-501-250 Light, Heat & Security	6,658	0.00	0.00	4,323.98	2,334.02	65%	
37-501-251 Telephone & Postage	6,837	0.00	0.00	4,740.00	2,097.00	69%	
37-501-252 Fuel	16,000	0.00	0.00	10,670.29	5,329.71	67%	
37-501-255 Bldg Maint/Clean Svs	2,041	0.00	0.00	253.33	1,788.01	12%	
37-501-295 Training	2,000	0.00	0.00	1,006.36	993.64	50%	
37-501-301 Computer Maint	4,900	0.00	0.00	3,004.87	1,895.13	61%	
37-501-302 Software Support	6,150	0.00	0.00	5,666.91	483.09	92%	
37-501-309 Advertising	492	0.00	0.00	75.00	417.00	15%	
37-501-351 Maint & Repair Equip	3,433	0.00	0.00	3,200.15	232.85	93%	
37-501-370 2008 Ford Car 100	1,000	0.00	0.00	767.33	232.67	77%	

## Budget vs Actual

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Period Ending 6/30/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-501-371 2017 Dodge Car 200	1,500	0.00	0.00	1,366.72	133.28	91%	
37-501-372 2016 Dodge Car 300	1,000	0.00	0.00	489.85	510.15	49%	
37-501-373 2017 Dodge Car 400	1,000	0.00	0.00	249.59	750.41	25%	
37-501-374 2010 Ford Car 500	1,832	0.00	0.00	1,675.83	156.17	91%	
37-501-375 2008 Ford Car 600	1,000	0.00	0.00	627.86	372.14	63%	
37-501-376 1993 Chevy Car 700	975	0.00	0.00	689.40	285.60	71%	
37-501-400 Liability Insurance	12,000	0.00	0.00	6,363.66	5,636.34	53%	
37-501-415 Police Shots Medical	500	0.00	0.00	168.00	332.00	34%	
37-501-422 Town Hall Rent	1,138	0.00	0.00	1,137.50	0.00	100%	
37-501-433 COP Program	500	0.00	0.00	115.15	384.85	23%	
37-501-436 PD Narcotics Tax/Proceeds	142	0.00	0.00	50.00	92.00	35%	
37-501-499 Miscellaneous	4,610	0.00	0.00	2,965.27	1,644.73	64%	
37-501-801 Town Hall Roof Loan Principal	5,147	0.00	0.00	3,003.63	2,143.70	58%	
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	0.00	302.19	217.48	58%	
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	0.00	0.00	310,613.56	137,533.44	69%	
37-601-014 Salary - Part Time Code Enforcement	3,000	0.00	0.00	3,019.20	(19.20)	101%	
37-601-020 ER-FICA Taxes	200	0.00	0.00	180.96	19.04	90%	
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	0.00	0.00	40,833.31	29,166.69	58%	
37-601-475 Donation to Town Fire	1,504	0.00	0.00	1,503.75	0.25	100%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-601-476 Code Enforcement Exp	150	0.00	0.00	0.00	150.00		
Fire Totals:	75,489	0.00	0.00	46,171.22	29,317.78	61%	
37-651-330 Christmas Lights/Santa House	600	0.00	0.00	600.00	0.00	100%	
37-651-331 Haley Haywood Park	910	0.00	0.00	77.97	832.03	9%	
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	2,500	0.00	0.00	1,121.39	1,378.61	45%	
37-651-335 Street Lighting Electric Bill	23,000	0.00	0.00	14,249.74	8,750.26	62%	
Signs and Lights Totals:	30,250	0.00	0.00	19,197.91	11,052.09	63%	
37-701-010 Salary - Full Time	51,389	0.00	0.00	35,319.15	16,069.85	69%	
37-701-014 Salary - Part Time	15,679	0.00	0.00	9,739.21	5,939.79	62%	
37-701-019 Over-Time	1,714	0.00	0.00	268.22	1,445.78	16%	
37-701-020 ER-FICA Taxes	5,262	0.00	0.00	3,456.84	1,805.16	66%	
37-701-030 ER - Retirement - Orbit	10,868	0.00	0.00	7,063.74	3,804.26	65%	
37-701-040 ER-Health Insurance	10,473	0.00	0.00	8,796.02	1,676.98	84%	
37-701-050 ER-Life Insurance	269	0.00	0.00	197.82	71.18	74%	
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	0.00	0.00	3,080.66	538.34	85%	
37-701-204 Uniforms	3,450	0.00	0.00	2,281.68	1,168.32	66%	
37-701-251 Telephone & Postage	540	0.00	0.00	290.31	249.69	54%	
37-701-252 Fuel	8,297	0.00	0.00	5,470.07	2,826.93	66%	
37-701-312 Tree Removal	1,200	0.00	0.00	1,200.00	0.00	100%	
37-701-351 Maint & Repair Equip	9,914	0.00	0.00	9,913.80	0.20	100%	
37-701-352 Vehicle Maintenance	2,528	0.00	0.00	1,821.56	706.44	72%	
37-701-400 Liability Insurance	7,112	0.00	0.00	3,572.36	3,539.64	50%	
37-701-431 Street Debris Disposal	5,500	0.00	0.00	1,000.00	4,500.00	18%	
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	0.00	0.00	111,865.29	44,343.71	72%	
37-710-361 Maint & Repair POWELL BILL	20,004	0.00	0.00	5,627.00	14,377.00	28%	
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	100.00		
37-710-810 BB&T Battle Ave Sewer Loan POWELL - Prin	5,215	0.00	0.00	0.00	5,215.00		
37-710-830 BB&T Battle Ave Sewer Loan POWELL - Int	646	0.00	0.00	0.00	646.00		
Powell Bill Totals:	25,965	0.00	0.00	5,627.00	20,338.00	22%	
37-801-010 Salary - Full Time Sanitation	46,758	0.00	0.00	31,244.90	15,513.10	67%	
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	0.00	0.00	2,349.81	1,326.19	64%	
37-801-030 ER - Retirement - Orbit Sanitation	7,593	0.00	0.00	4,992.47	2,600.53	66%	
37-801-040 ER - Health Insurance	10,018	0.00	0.00	7,598.44	2,419.56	76%	
37-801-050 ER - Life Insurance	227	0.00	0.00	170.10	56.90	75%	
37-801-060 Workman's Compensation	3,388	0.00	0.00	3,387.74	0.26	100%	
37-801-203 Supplies	559	0.00	0.00	506.59	52.41	91%	
37-801-204 Uniforms	2,690	0.00	0.00	1,222.43	1,467.57	45%	
37-801-251 Telephone & Postage	350	0.00	0.00	210.45	139.55	60%	
37-801-252 Fuel	2,787	0.00	0.00	1,598.72	1,188.28	57%	
37-801-350 Landfill Fees	17,596	0.00	0.00	10,282.49	7,313.51	58%	
37-801-352 Vehicle Maintenance	5,823	0.00	0.00	5,612.01	210.99	96%	
37-801-400 Liability Insurance	2,588	0.00	0.00	1,668.52	919.48	64%	
Sanitation Totals:	104,661	0.00	0.00	71,452.42	33,208.58	68%	
Expenses Totals:	1,196,530	0.00	0.00	795,171.12	401,358.88	66%	
37 GENERAL FUND Revenues Over/(Under) Expenses:		0.00	0.00	25,231.86			

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>							
38-351-401 Water Sales	575,306	0.00	0.00	364,524.92	(210,781.08)	63%	
38-351-402 Debt Setoff WATER	35	0.00	0.00	0.00	(35.00)		
38-351-404 Sewer Services	641,634	0.00	0.00	347,592.60	(294,041.40)	54%	
38-351-407 Debt Setoff SEWER	53	0.00	0.00	0.00	(53.00)		
38-351-408 Town Taps	2,350	0.00	0.00	15,584.60	13,234.60	663%	
38-351-416 Dis/Reconnection Fee	5,846	0.00	0.00	3,997.02	(1,848.98)	68%	
38-351-417 Fire Sprinkler	2,236	0.00	0.00	1,501.92	(734.08)	67%	
38-351-418 Late Fees/Penalty/Cut Off	17,540	0.00	0.00	9,494.30	(8,045.70)	54%	
38-351-419 Returned Check Fee	900	0.00	0.00	450.00	(450.00)	50%	
38-365-410 Interest/investment Income	104	0.00	0.00	0.00	(104.00)		
38-365-421 Account Activation Fee	2,950	0.00	0.00	1,950.00	(1,000.00)	66%	
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)		
<b>Revenues Totals:</b>	<b>1,249,190</b>	<b>0.00</b>	<b>0.00</b>	<b>745,158.24</b>	<b>(504,031.76)</b>	<b>60%</b>	
<b>Expenses</b>							
38-851-010 Salary Full Time	81,268	0.00	0.00	55,101.06	26,166.94	68%	
38-851-014 Salary - Part Time	15,630	0.00	0.00	11,569.94	4,060.06	74%	
38-851-019 Salary Over-Time	6,227	0.00	0.00	3,159.67	3,066.83	51%	
38-851-020 ER-FICA Taxes	7,889	0.00	0.00	5,144.23	2,744.77	65%	
38-851-030 ER - Retirement Orbit	12,480	0.00	0.00	8,175.67	4,303.83	66%	
38-851-040 ER - Health Insurance WATER	13,704	0.00	0.00	9,982.79	3,721.21	73%	
38-851-050 ER - Life Insurance	310	0.00	0.00	231.84	77.66	75%	
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	1,900	0.00	0.00	1,086.31	813.69	57%	
38-851-204 Uniforms	2,360	0.00	0.00	1,360.06	999.94	58%	
38-851-205 Materials & Supplies	27,500	0.00	0.00	27,311.72	188.28	99%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-851-250 Light & Heat & Security	4,731	0.00	0.00	3,353.90	1,376.60	71%	
38-851-251 Telephone & Postage	7,826	0.00	0.00	5,011.83	2,814.17	64%	
38-851-252 Fuel	5,000	0.00	0.00	3,079.61	1,920.39	62%	
38-851-255 Bldg. Maint/Clean Svs	639	0.00	0.00	55.00	584.00	9%	
38-851-260 Electric Tank/Pumps	8,000	0.00	0.00	1,696.79	6,303.21	21%	
38-851-296 Continuing Education	625	0.00	0.00	0.00	625.00		
38-851-301 Computer Maintenance	1,969	0.00	0.00	1,302.37	666.13	66%	
38-851-302 Software Support	1,684	0.00	0.00	1,384.91	299.09	82%	
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	377	0.00	0.00	338.75	38.25	90%	
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	0.00	0.00	2,014.28	5,485.72	27%	
38-851-352 Vehicle Maintenance	2,376	0.00	0.00	1,996.67	379.33	84%	
38-851-400 Town Liability Insurance	5,911	0.00	0.00	4,482.07	1,428.93	76%	
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	0.00	0.00	780.00	720.00	52%	
38-851-448 External Contract	16,233	0.00	0.00	13,967.20	2,265.30	86%	
38-851-451 Water Purchase	220,288	0.00	0.00	138,052.80	82,235.20	63%	
38-851-801 Town Hall Roof Loan - Principal	2,574	0.00	0.00	1,502.33	1,071.84	58%	
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	0.00	150.58	109.25	58%	
38-851-836 USDA Public Works Trucks - Int Water	509	0.00	0.00	509.21	0.00	100%	
38-851-889 RESERVE FOR USDA LOANS	4,210	0.00	0.00	0.00	4,209.50		



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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
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	0.00	24,550.03	15,877.47	61%	
38-851-998 Contingency	36,456	0.00	0.00	0.00	36,455.50		
Water Totals:	575,424	0.00	0.00	355,214.92	220,209.29	62%	
38-852-010 Salary - Full Time	81,268	0.00	0.00	54,763.61	26,504.39	67%	
38-852-014 Salary - Part Time	15,630	0.00	0.00	11,570.50	4,059.50	74%	
38-852-019 Salary - Over Time Sewer	6,227	0.00	0.00	2,718.47	3,508.03	44%	
38-852-020 ER - FICA Sewer	7,889	0.00	0.00	5,259.89	2,629.11	67%	
38-852-030 ER-Retirement Orbit	12,480	0.00	0.00	8,068.81	4,410.69	65%	
38-852-040 ER-Health Insurance SEWER	13,704	0.00	0.00	10,244.16	3,459.84	75%	
38-852-050 ER-Life Insurance	310	0.00	0.00	231.84	77.66	75%	
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	2,423	0.00	0.00	1,032.19	1,390.81	43%	
38-852-204 Uniforms	2,360	0.00	0.00	1,362.13	997.87	58%	
38-852-205 Materials & Supplies	27,500	0.00	0.00	17,340.22	10,159.78	63%	
38-852-250 Light & Heat & Security	3,719	0.00	0.00	3,103.72	614.78	83%	
38-852-251 Telephone & Postage	7,881	0.00	0.00	5,089.81	2,791.19	65%	
38-852-252 Fuel	5,000	0.00	0.00	3,054.26	1,945.74	61%	
38-852-255 Bldg. Maint/Clean Svs	639	0.00	0.00	55.00	584.00	9%	
38-852-260 Electric Tank/Pumps	8,000	0.00	0.00	5,773.72	2,226.28	72%	
38-852-296 Continuing Education	625	0.00	0.00	0.00	625.00		
38-852-301 Computer Maint.	1,587	0.00	0.00	1,204.00	382.50	76%	
38-852-302 Software Support	1,684	0.00	0.00	1,384.91	299.09	82%	
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	377	0.00	0.00	338.75	38.25	90%	
38-852-313 State Permits	1,250	0.00	0.00	200.00	1,050.00	16%	
38-852-351 Maint & Repair Equip	7,500	0.00	0.00	1,923.26	5,576.74	26%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-852-352 Vehicle Maintenance	2,297	0.00	0.00	1,917.75	379.25	83%	
38-852-400 Liability Insurance	5,911	0.00	0.00	4,482.04	1,428.96	76%	
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	0.00	165,417.51	130,619.49	56%	
38-852-448 External Contract	38,552	0.00	0.00	35,491.10	3,060.40	92%	
38-852-473 WWTP Rehab Annual Payment	24,989	0.00	0.00	0.00	24,989.00		
38-852-801 Town Hall Roof Loan - Principal	2,574	0.00	0.00	1,502.34	1,071.82	58%	
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	0.00	6,206.19		
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	769	0.00	0.00	0.00	768.81		
38-852-831 Town Hall Roof Loan - Interest Sewer	260	0.00	0.00	150.57	109.27	58%	
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	0.00	1,925.00	1,925.00	50%	
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	0.00	24,550.04	15,877.46	61%	
38-852-998 Contingency	15,589	0.00	0.00	0.00	15,588.50		
Sewer Expenses Totals:	676,362	0.00	0.00	381,991.97	294,370.24	56%	
38-901-037 Transfer to General Fund	8,000	0.00	0.00	0.00	8,000.00		
38-901-064 Transfer Out to Unity Bute, Battle	19,470	0.00	0.00	19,470.00	0.00	100%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Sewer Grant							
Transfers Out Totals:	27,470	0.00	0.00	19,470.00	8,000.00	71%	
Expenses Totals:	1,279,256	0.00	0.00	756,676.89	522,579.53	59%	
38 WATER / SEWER	Revenues Over/(Under) Expenses:	0.00	0.00	(963.90)			

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39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>							
39-351-470 Town Sewer Revenues	296,037	0.00	0.00	165,417.51	(130,619.49)	56%	
39-351-471 Sewer Revenues - County	209,003	0.00	0.00	116,785.11	(92,217.89)	56%	
39-351-472 Sewer Rev Norlina	165,486	0.00	0.00	92,468.95	(73,017.05)	56%	
39-365-861 Misc Revenue WWTP	19,828	0.00	0.00	8,790.00	(11,038.00)	44%	
<b>Revenues Totals:</b>	690,354	0.00	0.00	383,461.57	(306,892.43)	56%	
<b>Expenses</b>							
39-861-010 Salary - Full Time	155,004	0.00	0.00	109,020.92	45,983.08	70%	
39-861-014 Salary - Part Time	15,361	0.00	0.00	11,795.93	3,565.07	77%	
39-861-019 Over-Time	13,520	0.00	0.00	6,938.77	6,581.23	51%	
39-861-020 ER-FICA Taxes	14,067	0.00	0.00	8,065.67	6,001.33	57%	
39-861-030 ER - Retirement Orbit	26,805	0.00	0.00	17,405.55	9,399.45	65%	
39-861-040 ER- Health Insurance	24,791	0.00	0.00	18,791.43	5,999.57	76%	
39-861-050 ER-Life Insurance	568	0.00	0.00	428.40	139.60	75%	
39-861-060 ER-Workman's Comp	4,004	0.00	0.00	3,220.30	783.70	80%	
39-861-200 Travel Expense	500	0.00	0.00	0.00	500.00		
39-861-203 Supplies	750	0.00	0.00	315.63	434.37	42%	
39-861-204 Uniforms	4,706	0.00	0.00	1,926.33	2,779.67	41%	
39-861-205 OP Material & supplies	44,000	0.00	0.00	25,912.60	18,087.40	59%	
39-861-250 Light, Heat & Security	95,341	0.00	0.00	60,875.36	34,465.64	64%	
39-861-251 Telephone & Postage	7,297	0.00	0.00	5,615.73	1,681.27	77%	
39-861-252 Fuel	9,000	0.00	0.00	4,905.59	4,094.41	55%	
39-861-296 Continuing Education	2,430	0.00	0.00	2,430.00	0.00	100%	
39-861-301 Computer Maint.	3,172	0.00	0.00	2,144.57	1,027.43	68%	
39-861-302 Software Support	3,209	0.00	0.00	2,397.28	811.72	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	1,650	0.00	0.00	1,272.33	377.67	77%	

## Budget vs Actual

Town of Warrenton  
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Period Ending 6/30/2020

39 WWTP								
Description	Budget	MTD	QTD	YTD	Variance	Percent		
39-861-342 Maint & Repair Plant	51,570	0.00	0.00	50,617.78	952.22	98%		
39-861-344 Sludge Removal	55,000	0.00	0.00	21,592.50	33,407.50	39%		
39-861-345 Beaver Control	2,000	0.00	0.00	0.00	2,000.00			
39-861-346 Lab Material & Supplies	11,500	0.00	0.00	4,360.34	7,139.66	38%		
39-861-347 Lab Analysis	16,600	0.00	0.00	9,355.50	7,244.50	56%		
39-861-348 Tar - Pamlico Dues	3,000	0.00	0.00	0.00	3,000.00			
39-861-349 OSHAComp/Safety M&S	1,000	0.00	0.00	737.00	263.00	74%		
39-861-352 Vehicle Maintenance	4,214	0.00	0.00	3,904.39	309.61	93%		
39-861-400 Liability Insurance	18,649	0.00	0.00	7,633.67	11,015.33	41%		
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 Debri removal	4,352	0.00	0.00	2,563.09	1,788.91	59%		
39-861-447 WWTP Grant Expense	24,000	0.00	0.00	0.00	24,000.00			
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	0.00	27,522.21	14,171.79	66%		
39-861-998 Contingency	4,690	0.00	0.00	0.00	4,690.00			
WWTP - Expenses Totals:	690,354	0.00	0.00	435,803.37	254,550.63	63%		
Expenses Totals:	690,354	0.00	0.00	435,803.37	254,550.63	63%		
39 WWTP Revenues Over/(Under) Expenses:		0.00	0.00	(52,341.29)				

## A/P Check Listing

Vendor Range - A & L EASTERN LABORATORIES, I' - 'YOUR TRADEMARK ATTORNEY

Date From - 2/1/2020 Date To - 2/29/2020

Town of Warrenton  
03/04/2020 10:53 AM

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Check Number	Bank	Vendor	Date	Amount
62181	30	JOHN W RIGGAN	02/04/2020	\$1,000.00
62182	30	LAKE GASTON CHAMBER OF COMMERCE	02/04/2020	\$230.00
62183	30	NCL OF WISCONSIN, INC.	02/04/2020	\$78.91
62184	30	ROBIN SMALL ENGINE SERVICE	02/04/2020	\$203.17
62185	30	UNIFIRST CORPORATION	02/04/2020	\$353.67
62186	30	BANZET, THOMPSON, STYERS & MAY, PLLC	02/06/2020	\$2,150.00
62187	30	CAROLINA DIGITAL PHONE INC	02/06/2020	\$316.00
62188	30	DOCUMENT SYSTEMS, INC	02/06/2020	\$1,600.18
62189	30	DUKE ENERGY PROGRESS	02/06/2020	\$128.08
62190	30	HARRIS ENTERPRISES	02/06/2020	\$1,462.98
62191	30	MERITECH INC	02/06/2020	\$1,280.50
62192	30	MIRANDA E. MEDLIN	02/06/2020	\$150.00
62193	30	Mission Communications, LLC	02/06/2020	\$505.00
62194	30	NORTH CAROLINA 811, INC	02/06/2020	\$25.00
62195	30	SONITROL INTEGRATED SECURITY	02/06/2020	\$574.00
62196	30	TIME WARNER CABLE	02/06/2020	\$124.98
62197	30	USA Bluebook	02/06/2020	\$176.42
62198	30	WALKER AUTO STORES	02/06/2020	\$19.19
62199	30	WARREN AUTO PARTS, INC.	<b>VOIDED</b> 02/06/2020	\$254.19
62200	30	AAA GAS AND APPLIANCE CO.	02/11/2020	\$340.79
62201	30	AMAZON CAPTIAL SERVICES, INC.	02/11/2020	\$600.42
62202	30	CASHMAN, JUSTIN	02/11/2020	\$56.29
62203	30	CHERYL BELL	02/11/2020	\$25.50
62204	30	Community Eye Care	02/11/2020	\$100.95
62205	30	DIANNE PALMER	02/11/2020	\$67.43
62206	30	DOCUMENT SYSTEMS, INC	02/11/2020	\$32.01
62207	30	MARY LOUISE MAYO	02/11/2020	\$150.00
62208	30	MEREDITH L TUCKER	02/11/2020	\$150.00
62209	30	PECOLIA G COPPEDGE	02/11/2020	\$100.81
62210	30	PITNEY BOWES GLOBAL	02/11/2020	\$224.18

## A/P Check Listing

Vendor Range - A & L EASTERN LABORATORIES, I' - 'YOUR TRADEMARK ATTORNEY

Date From - 2/1/2020 Date To - 2/29/2020

Town of Warrenton  
03/04/2020 10:53 AM

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Check Number	Bank	Vendor	Date	Amount
62211	30	ROSEMARIE PHILLIPS	02/11/2020	\$45.00
62212	30	SENIOR RESPITE ASSISTANCE	02/11/2020	\$129.47
62213	30	SONITROL INTEGRATED SECURITY	02/11/2020	\$372.17
62214	30	UNIFIRST CORPORATION	02/11/2020	\$301.70
62215	30	UNITED PARCEL SERVICE	02/11/2020	\$124.00
62216	30	VICTORIA HEBERT	02/11/2020	\$51.62
62217	30	WRIGHT EXPRESS FSC	02/11/2020	\$1,436.74
62218	30	AAA GAS AND APPLIANCE CO.	02/14/2020	\$395.47
62219	30	AHNER SECURITY INC.	02/14/2020	\$149.45
62220	30	DOCUMENT SYSTEMS, INC	02/14/2020	\$1,306.61
62221	30	H.B. Poythress & Assoc.LLC	02/14/2020	\$550.00
62222	30	HARRIS ENTERPRISES	02/14/2020	\$64.05
62223	30	KING'S FITNESS & NUTRITION CENTER	02/14/2020	\$480.00
62224	30	Melinda Andrews	02/14/2020	\$450.00
62225	30	MUNICIPAL ENGINEERING	02/14/2020	\$10,623.75
62226	30	WARREN AUTO PARTS, INC.	02/14/2020	\$246.95
62227	30	WARREN COUNTY PUBLIC WORKS	02/14/2020	\$1,323.25
62228	30	BLUE RIDGE SPRINGS, INC	02/17/2020	\$146.25
62229	30	CENTURY LINK COMMUNICATIONS	02/17/2020	\$166.40
62230	30	FIRST CITIZENS BANK	02/17/2020	\$3,146.46
62231	30	NCDEQ-DIVISION OF ENERGY,MINERAL AND LAND RESOURC	02/17/2020	\$100.00
62232	30	UNIFIRST CORPORATION	02/17/2020	\$303.30
62233	30	WARREN COUNTY PUBLIC UTILITIES	02/17/2020	\$16,434.88
62234	30	WARRENTON RURAL FIRE DEPT.	02/17/2020	\$1,847.75
62235	30	ALWAYS CARE BENEFITS, INC.	02/19/2020	\$452.48
62236	30	AMAZON CAPTIAL SERVICES, INC.	02/19/2020	\$294.72
62237	30	CNA SURETY DIRECT BILL	02/19/2020	\$289.80
62238	30	DUKE ENERGY PROGRESS	02/19/2020	\$9,764.78
62239	30	GFL ENVIRONMENTAL	02/19/2020	\$326.84

## A/P Check Listing

Vendor Range - A & L EASTERN LABORATORIES, I' - 'YOUR TRADEMARK ATTORNEY

Date From - 2/1/2020 Date To - 2/29/2020

Town of Warrenton  
03/04/2020 10:53 AM

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Check Number	Bank	Vendor	Date	Amount
62240	30	HARRIS ENTERPRISES	02/19/2020	\$8,786.63
62241	30	HOLLAND INDUSTRIAL	02/19/2020	\$139.84
62242	30	INFORMATION TECHNOLOGY SERVICE	02/19/2020	\$203.39
62243	30	MUNICIPAL INSURANCE TRUST	02/19/2020	\$666.91
62244	30	United Healthcare	02/19/2020	\$11,649.79
62245	30	VAUGHAN & SON AUTOBODY	02/19/2020	\$606.15
62246	30	VERIZON WIRELESS	02/19/2020	\$173.64
62247	30	FLEMING INVESTMENT COMPANY	02/21/2020	\$1,500.00
62248	30	CAMPBELL-BROWN, INC.	02/25/2020	\$21.31
62249	30	FRONTIER NATURAL GAS	02/25/2020	\$204.49
62250	30	HACH COMPANY	02/25/2020	\$527.32
62251	30	HARRIS ENTERPRISES	02/25/2020	\$1,217.51
62252	30	HUMANA SPECIALTY BENEFITS	02/25/2020	\$29.38
62253	30	INDEPENDENT MAILING SYSTEMS INC	02/25/2020	\$97.68
62254	30	Michael Coffman	02/25/2020	\$58.20
62255	30	NC GOV. FINANCE OFFICERS ASSOC	02/25/2020	\$50.00
62256	30	PETE SMITH TIRE & QUICK LUBE, INC	02/25/2020	\$3,876.27
62257	30	PROFESSIONAL MAIL SERVICES, INC	02/25/2020	\$494.42
62258	30	QUALITY EQUIPMENT LLC	02/25/2020	\$62.94
62259	30	TAR HEEL TIRE SALES/SERVICE	02/25/2020	\$16.01
62260	30	UNIFIRST CORPORATION	02/25/2020	\$299.73
62261	30	US CELLULAR	02/25/2020	\$1,243.26
62262	30	WRIGHT EXPRESS FSC	02/25/2020	\$1,001.22
62263	30	CITIZENS INSURANCE & BONDING,	02/27/2020	\$15,862.00
62264	30	HARRIS ENTERPRISES	02/27/2020	\$128.10
62265	30	JR's Diesel Repair, Inc.	02/27/2020	\$194.29
62266	30	PRUDENTIAL RETIREMENT	02/27/2020	\$1,057.80
62267	30	Thrifty Office Furniture	02/27/2020	\$37,090.03
62268	30	AMAZON CAPTIAL SERVICES, INC.	02/28/2020	\$16.00
62269	30	DUKE ENERGY PROGRESS	02/28/2020	\$1,957.69



## A/P Check Listing

Vendor Range - A & L EASTERN LABORATORIES, I' - 'YOUR TRADEMARK ATTORNEY  
Date From - 2/1/2020 Date To - 2/29/2020

Town of Warrenton  
03/04/2020 10:53 AM

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Check Number	Bank	Vendor	Date	Amount
62270	30	RESIDENTIAL INSPECTIONS, INC.	02/28/2020	<b>\$3,500.00</b>
62271	30	USA Bluebook	02/28/2020	<b>\$523.03</b>
91	Checks Totaling -			<b>\$157,059.57</b>

### Totals By Fund

	Checks	Voids	Total
36	\$5,113.63	\$5,113.63	\$0.00
37	\$41,255.41	\$41,255.41	\$0.00
38	\$35,339.72	\$35,339.72	\$0.00
39	\$31,246.94	\$31,246.94	\$0.00
61	\$33,480.12	\$33,480.12	\$0.00
64	\$4,497.13	\$4,497.13	\$0.00
65	\$6,126.62	\$6,126.62	\$0.00
Totals:	\$157,059.57	\$157,059.57	\$0.00

# Activity Log Event Summary (Totals)

## Warrenton Police Department

(02/01/2020 - 02/29/2020)

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<No Event Type Specified>	3	911 Hang-up	5
Accident	9	Alarm Activation	14
Animal Complaint	1	Assault-Physical	1
Assist NPD	9	Assist Other Department	2
Assist WC EMS	7	Assist WCSO	6
B & E	1	C.O.P.S. - Main St	27
C.O.P.S.- Neighborhood Patrol	3	Careless and Reckless Driving	1
Civil Dispute	1	Complaint	3
Court	1	Credit Card Theft/Fraud	1
Disabled Vehicle	1	Disturbance	5
Downed Tree / Power Line	4	Escort	3
Foot Patrol	11	Found Property/Item	2
Fraud	1	Funeral Escort	1
Larceny	2	Non Law Enforcement Issue	4
Non-Law Enforcement Issue	1	Open Door (Residence)	1
Ordinance Violation	1	Parking Violation	11
Property Check – Business	18	Property Check – Residential	3
Suspicious Person / Vehicle	7	Talk with Officer	4
Traffic Control	2	Traffic Stop	47
Welfare Check	2		

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**Total Number Of Events: 226**

# Activity Detail Summary (by Category)

Warrenton Police Department

(02/01/2020 - 02/29/2020)

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## Incident/Investigations

23H - All Other Larceny	2
240 - Motor Vehicle Theft	1
250 - Counterfeiting/Forgery	2
290 - Destruction/Damage/Vandalism of Property	1
35A - Drug/Narcotic Violations	1
35B - Drug Equipment Violations	1
90D - Driving Under the Influence	1
90Z - All Other Offenses	6

Total Offenses	15
Total Incidents	8

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## Arrests

90D - Driving Under the Influence	1
90Z - All Other Offenses	2

Total Charges	3
Total Arrests	1

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## Accidents

Total Accidents	7
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## Citations

Driving While License Revoked	1
Other (Infraction)	1
Other (Misdemeanor)	1
Secondary Charge	0

Total Charges	3
Total Citations	3

# Activity Detail Summary (by Category)

Warrenton Police Department

(02/01/2020 - 02/29/2020)

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## Warning Tickets

Total Charges 0

Total Warning Tickets 0

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## Ordinance Tickets

Double Parking Violation 1

Noise Ordinance 1

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Total Ordinance Tickets 2

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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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# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator  
**Date:** March 5, 2020  
**Re:** February 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) Repair Parts – John Deere Tractor. Replacement canopy lights. Supplier: Quality Equipment (Parts - \$58.96). (2) Repair – John Riggan Sewer Lift Station. Replacement Circuit Board for Mission SCADA Unit. Supplier: Mission Communications (Parts - \$505.00). (3) Installation – WWTP Security System. Installed wireless repeater to correct switch signal loss (WS Department's portion). Contractor: Ahner Security (Labor and Materials - \$70.00) (4) Installation – Water System Master Meters Antennas. Drilled holes in manhole lids for antennas installation. Contractor: Harris Enterprises (Labor - \$180.00, Materials - \$30.00). (5) Repair – Water System PRV Vault. Replaced electrical conduit, receptacle, and sump pump. Repaired hatch latch. Contractor: Harris Enterprises (Labor - \$900.00, Materials - \$240.52). (6) Critical Spare Parts – For John Riggan and F & M Sewer Lift Stations. 2 vacuum system water traps. Supplier: Harris Enterprises (Materials - \$418.74). (7) Preventative Maintenance – John Riggan Sewer

Lift Station. Mission SCADA System. Calibrated wet well level transducer and pump pressure transducers. Contractor: Harris Enterprises (Labor - \$360.00). **(8)** Repair – Red Hill Loop Road Sewer Lift Station. Pump control repair. Contractor: Harris Enterprises (Labor - \$120.00, Parts supplied from spare parts inventory).

**Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$563.96**

**Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$2,319.26**

- **Water and Sewer Adjustment Request:** For consideration at the March 9, 2020 meeting of the Board of Commissioners. **Tashayna Seward** – 114 Lynch Street, Account #0040000270-4. Leak occurred on customer side at the meter box. Leak occurred just after new radio meter installation and was the result of improper meter hardware installation by Town's contractor. Normal usage 2,000. Request is for sewer adjustment of 30,000 gallons at \$13.65/1000. Total \$409.50. Request is for water adjustment of 30,000 gallons at \$7.03/1000. Total \$210.90. Adjustment recommended by staff.

## Streets and Sanitation

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

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator, Warren County Director of Public Works, Norlina Director of Public Works  
**Date:** March 5, 2020  
**Re:** February 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)** **(4)** Replace Wash Water Pump No. 1. **(Estimated Cost - \$20,000.00)**
- **Completed Plant Maintenance/Repair Related Information:** **(1)** Repair – Grit Pump. Serviced and replaced suction check valve. Contractor: Harris Enterprises. (Labor - \$420.00, Parts supplied from spare parts inventory). **(2)** Installation – Plant Security System – Installed wireless repeater to correct switch signal loss. Contractor: Ahner Security (Labor and Materials - \$70.00). **(3)** Critical Spare Parts Replenishment – Spare rotor motor end bearing. Supplier: Harris Enterprises (Parts - \$5,145.22). **(4)** Emergency Repair – Wash Water System – Pump 1. Troubleshooted pump failure issue. Pump was taken out of service and replacement ordered. Contractor: Harris Enterprises (Labor - \$60.00). **(5)** Repair – Chlorine Gas Dispensing System. Repaired diffuser. Contractor: Harris Enterprises (Labor - \$120.00).

**Total cost for Repairs (Account No. 39-861-342) - \$5,815.22**

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month. 18.64 million gallons were treated.



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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### **John Riggan's Water/Sewer Adjustment**

**Account #: 003-0000010-1**  
**Service Address: 168 NC Highway 58**

**Total bill: \$808.45**  
**Adjustments: \$404.22**

The Town is making a special recommendation for a very special situation. This request is out of the ordinary and should be considered separately from other regular adjustments.

The Riggan's Pump Station, located on the property of John Riggan, is critical infrastructure to the Town of Warrenton. A recent antennae addition to the Riggan's Pump Station expanding the footprint was allowed by the property owner without additional cost to the Town. The Town pays Mr. Riggan annually for this critical infrastructure and that cost has not increased. Therefore, staff feel that the Town benefits by crediting John Riggan 50% of this particular bill caused by a water leak.



Walter M. Gardner, Jr.  
Mayor

Robert F. Davie  
Town Administrator

**TOWN OF WARRENTON**

*Historically Great - Progressively Strong*

P O Box 281

Warrenton, NC 27589-0281

PHONE (252)257-3315 FAX (252)257-9219

www.warrenton.nc.gov

**REQUEST FOR SEWER ADJUSTMENT**

To be eligible for a sewer adjustment consumption must be at least 1,000 gallons out of the range of normal usage. For instance, if a customer has a history of 2,000 to 3,000 gallons, 4,000 gallons is not considered out of the range of normal usage and an adjustment would only be considered for 5,000 gallons or more. If a customer has a history of 8,000 to 9,000 gallons, 10,000 gallons is not considered out of range and an adjustment would only be considered for 11,000 gallons or more.

An adjustment may be considered if:

Outdoor watering - the customer must state that the excess water usage is due to outdoor watering during limited dry periods.

Leaks - the customer must state specifically where the leak is; an adjustment may be considered for leaks underground, under the house, etc. An adjustment is not given for leaks that send water into the sewer system, such as toilets or faulty washing machines.

REASON FOR REQUEST:  OUTDOOR WATERING  LEAKS

DATE 2-26-2020 PHONE 257-3017 ACCT# 003-0030104

JOHN W. RIGGAN  
CUSTOMER NAME

CUSTOMER SIGNATURE

168 NC HWY 58  
LOCATION ADDRESS

1-15 THRU 2-17-2020  
MONTH IN QUESTION

**OFFICE USE ONLY BELOW THIS LINE**

<u>7000 (6833)</u>	<u>115000</u>	<u>\$ 13.65</u>
NORMAL RANGE OF USAGE	REQ GALLON ADJUSTMENT	RATE PER GALLON
<u>M/R 2-26-2020</u>	<u>\$ 1569.75</u>	<u>3-9-2020</u>
CLERK SIGNATURE	REQ \$ ADJUSTMENT	DATE OF BOC MEETING

APPROVAL (MUST BE APPROVED BY BOC IF OVER \$200) APPROVAL DENIED

Meter ID	Trans Type	Trans Code	Account Num	Full Name	Service Add	Curr Read	Prev Read	Calc Usage/vly Use Am	Bill Date	Entry Date	Serial No	
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	349	0	6003	2/22/2018	2/6/2018	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	349	0	6109	1/31/2018	1/11/2018	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	349	0	6219	12/28/201	12/5/2017	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	349	0	6333	11/27/201	11/7/2017	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	349	0	6451	10/24/201	10/3/2017	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	349	0	6573	9/25/2017	9/6/2017	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	349	0	6700	8/24/2017	8/9/2017	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	349	0	6832	7/25/2017	7/6/2017	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	349	0	6969	6/26/2017	6/8/2017	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	349	0	7112	5/24/2017	5/4/2017	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	349	0	7261	4/25/2017	4/3/2017	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	343	6000	7416	3/23/2017	3/7/2017	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	343	336	7000	7447	2/23/2017	2/7/2017	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	336	330	6000	7457	1/24/2017	1/5/2017	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	330	324	6000	7491	12/28/201	12/8/2016	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	324	315	9000	7526	11/29/201	11/14/201	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	315	310	5000	7491	10/24/201	10/7/2016	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	310	300	10000	7552	9/22/2016	9/13/2016	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	300	294	6000	7491	8/24/2016	8/5/2016	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	294	286	8000	7530	7/25/2016	7/6/2016	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	286	281	5000	7518	6/22/2016	6/7/2016	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	281	274	7000	7587	5/23/2016	5/4/2016	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	274	267	7000	7604	4/25/2016	4/6/2016	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	267	260	7000	7622	3/28/2016	3/8/2016	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	260	252	8000	7641	2/24/2016	2/8/2016	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	252	246	6000	7631	1/26/2016	1/4/2016	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	246	239	7000	7682	12/28/201	12/8/2015	52216816T

Meter ID	Trans Type	Trans Code	Account Num	Full Name	Service Add	Curr Read	Prev Read	Calc Usage	Use Amt	Bill Date	Entry Date	Serial No
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	239	230	9000	7704	11/30/201	11/9/2015	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	230	223	7000	7661	10/28/201	10/6/2015	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	223	212	11000	7684	9/23/2015	9/10/2015	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	212	196	16000	7566	8/25/2015	8/10/2015	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	196	190	6000	7254	7/23/2015	6/30/2015	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	190	183	7000	7303	6/24/2015	6/5/2015	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	183	176	7000	7316	5/26/2015	5/5/2015	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	176	168	8000	7330	4/22/2015	4/7/2015	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	168	163	5000	7301	3/25/2015	3/11/2015	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	163	155	8000	7406	2/25/2015	2/11/2015	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	155	148	7000	7378	1/27/2015	1/6/2015	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	148	141	7000	7397	12/30/201	12/9/2014	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	141	131	10000	7418	12/1/2014	11/13/201	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	122	122	9000	7275	10/23/201	10/7/2014	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	115	115	7000	7174	9/29/2014	9/12/2014	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	115	106	9000	7185	8/26/2014	8/14/2014	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	106	96	10000	7064	7/23/2014	7/8/2014	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	96	87	9000	6855	6/24/2014	6/6/2014	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	87	82	5000	6691	5/22/2014	5/6/2014	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	82	75	7000	6832	4/28/2014	4/9/2014	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	75	68	7000	6817	3/26/2014	3/11/2014	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	68	62	6000	6799	2/26/2014	2/5/2014	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	62	53	9000	6888	1/24/2014	1/7/2014	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	53	48	5000	6624	12/23/201	12/3/2013	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	48	42	6000	6856	11/25/201	11/6/2013	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	42	36	6000	6999	10/25/201	10/8/2013	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	36	25	11000	7199	9/26/2013	9/11/2013	52216816T

Meter ID	Trans Type	Trans Code	Account Num	Full Name	Service Add	Curr Read	Prev Read	Calc Usage/vg	Use Amt	Bill Date	Entry Date	Serial No
1343	Manual Entr	Manual Enty	003-0000010-1	JOHN W. RIGGAN	HWY 58	25	19	6000	6249	8/27/2013	8/7/2013	52216816T
1343	Manual Entr	Manual Enty	003-0000010-1	JOHN W. RIGGAN	HWY 58	19	14	5000	6333	7/25/2013	7/8/2013	52216816T
1343	Manual Entr	Manual Enty	003-0000010-1	JOHN W. RIGGAN	HWY 58	14	5	9000	7000	6/28/2013	6/14/2013	52216816T
1343	Manual Entr	Manual Enty	003-0000010-1	JOHN W. RIGGAN	HWY 58	5	0	5000	5000	5/24/2013	5/9/2013	52216816T
Meter ID: 32849						20243	19894	349000				
32849	Manual Entr	Manual Enty	003-0000010-1	JOHN W. RIGGAN	168 NC H	122	0	122000	122000	2/24/2020	2/17/2020	1552086846
						122	0	122000				
						28241	27760	481000				

Walter M. Gardner, Jr.  
Mayor

Robert F. Davie  
Town Administrator

**TOWN OF WARRENTON**

*Historically Great - Progressively Strong*

P O Box 281

Warrenton, NC 27589-0281

PHONE (252)257-3315 FAX (252)257-9219

www.warrenton.nc.gov

**REQUEST FOR SEWER ADJUSTMENT**

*WATER*

To be eligible for a sewer adjustment consumption must be at least 1,000 gallons out of the range of normal usage. For instance, if a customer has a history of 2,000 to 3,000 gallons, 4,000 gallons is not considered out of the range of normal usage and an adjustment would only be considered for 5,000 gallons or more. If a customer has a history of 8,000 to 9,000 gallons, 10,000 gallons is not considered out of range and an adjustment would only be considered for 11,000 gallons or more.

An adjustment may be considered if:

Outdoor watering - the customer must state that the excess water usage is due to outdoor watering during limited dry periods.

Leaks - the customer must state specifically where the leak is; an adjustment may be considered for leaks underground, under the house, etc. An adjustment is not given for leaks that send water into the sewer system, such as toilets or faulty washing machines.

REASON FOR REQUEST:      OUTDOOR WATERING     LEAKS

DATE 3-4-2020 PHONE 257-3017 ACCT# 033-0000010-1

JOHN W. RIGGAN

CUSTOMER NAME

CUSTOMER SIGNATURE

168 NC Hwy 58

LOCATION ADDRESS

1-15 THRU 2-17-2020

MONTH IN QUESTION

**OFFICE USE ONLY BELOW THIS LINE**

<u>7000 (6833)</u>	<u>115000</u>	<u>\$ 7.03</u>
NORMAL RANGE OF USAGE	REQ GALLON ADJUSTMENT	RATE PER GALLON

<u>MR 3-4-2020</u>	<u>\$ 808.45 ÷ 2 = 404.22</u>	<u>3-9-2020</u>
CLERK SIGNATURE	REQ \$ ADJUSTMENT	DATE OF BOC MEETING

APPROVAL (MUST BE APPROVED BY BOC IF OVER \$200)      APPROVAL DENIED

Meter ID	Trans Type	Trans Code	Account Num	Full Name	Service Add	Curr Read	Prev Read	Calc Usage	Avg Use	Am	Bill Date	Entry Date	Serial No
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	25	19	6000	6249	8/27/2013	8/7/2013	52216816T	
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	19	14	5000	6333	7/25/2013	7/8/2013	52216816T	
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	14	5	9000	7000	6/28/2013	6/14/2013	52216816T	
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	5	0	5000	5000	5/24/2013	5/9/2013	52216816T	
Meter ID: 32849						20243	19894	349000					
32849	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	168 NC H	122	0	122000	122000	2/24/2020	2/17/2020	1552086846	
						122	0	122000					
						28241	27760	481000					

Meter ID	Trans Type	Trans Code	Account Num	Full Name	Service Add	Curr Read	Prev Read	Calc Usage	Vg Use Am	Bill Date	Entry Date	Serial No
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	349	0	6003	2/22/2018	2/6/2018	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	349	0	6109	1/31/2018	1/11/2018	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	349	0	6219	12/28/2017	12/5/2017	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	349	0	6333	11/27/2017	11/7/2017	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	349	0	6451	10/24/2017	10/3/2017	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	349	0	6573	9/25/2017	9/6/2017	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	349	0	6700	8/24/2017	8/9/2017	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	349	0	6832	7/25/2017	7/6/2017	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	349	0	6969	6/26/2017	6/8/2017	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	349	0	7112	5/24/2017	5/4/2017	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	349	0	7261	4/25/2017	4/3/2017	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	349	343	6000	7416	3/23/2017	3/7/2017	52216816T
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1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	336	330	6000	7457	1/24/2017	1/5/2017	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	330	324	6000	7491	12/28/2016	12/8/2016	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	324	315	9000	7526	11/29/2016	11/14/2016	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	315	310	5000	7491	10/24/2016	10/7/2016	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	310	300	10000	7552	9/22/2016	9/13/2016	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	300	294	6000	7491	8/24/2016	8/5/2016	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	294	286	8000	7530	7/25/2016	7/6/2016	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	286	281	5000	7518	6/22/2016	6/7/2016	52216816T
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1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	274	267	7000	7604	4/25/2016	4/6/2016	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	267	260	7000	7622	3/28/2016	3/8/2016	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	260	252	8000	7641	2/24/2016	2/8/2016	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	252	246	6000	7631	1/26/2016	1/4/2016	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	246	239	7000	7682	12/28/2015	12/8/2015	52216816T

Meter ID	Trans Type	Trans Code	Account Num	Full Name	Service Add	Curr Read	Prev Read	Calc Usage	Avg Use Am	Bill Date	Entry Date	Serial No
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	239	230	9000	7704	11/30/201	11/9/2015	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	230	223	7000	7661	10/28/201	10/6/2015	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	223	212	11000	7684	9/23/2015	9/10/2015	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	212	196	16000	7566	8/25/2015	8/10/2015	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	196	190	6000	7254	7/23/2015	6/30/2015	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	190	183	7000	7303	6/24/2015	6/5/2015	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	183	176	7000	7316	5/26/2015	5/5/2015	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	176	168	8000	7330	4/22/2015	4/7/2015	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	168	163	5000	7301	3/25/2015	3/11/2015	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	163	155	8000	7406	2/25/2015	2/11/2015	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	155	148	7000	7378	1/27/2015	1/6/2015	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	148	141	7000	7397	12/30/201	12/9/2014	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	141	131	10000	7418	12/1/2014	11/13/201	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	131	122	9000	7275	10/23/201	10/7/2014	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	122	115	7000	7174	9/29/2014	9/12/2014	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	115	106	9000	7185	8/26/2014	8/14/2014	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	106	96	10000	7064	7/23/2014	7/8/2014	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	96	87	9000	6855	6/24/2014	6/6/2014	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	87	82	5000	6691	5/22/2014	5/6/2014	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	82	75	7000	6832	4/28/2014	4/9/2014	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	75	68	7000	6817	3/26/2014	3/11/2014	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	68	62	6000	6799	2/26/2014	2/5/2014	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	62	53	9000	6888	1/24/2014	1/7/2014	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	53	48	5000	6624	12/23/201	12/3/2013	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	48	42	6000	6856	11/25/201	11/6/2013	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	42	36	6000	6999	10/25/201	10/8/2013	52216816T
1343	Manual Entr	Manual Entry	003-0000010-1	JOHN W. RIGGAN	HWY 58	36	25	11000	7199	9/26/2013	9/11/2013	52216816T





# Town of Warrenton

## Bicycle & Pedestrian Plan

March 2020



# Project Timeline

## Existing Conditions

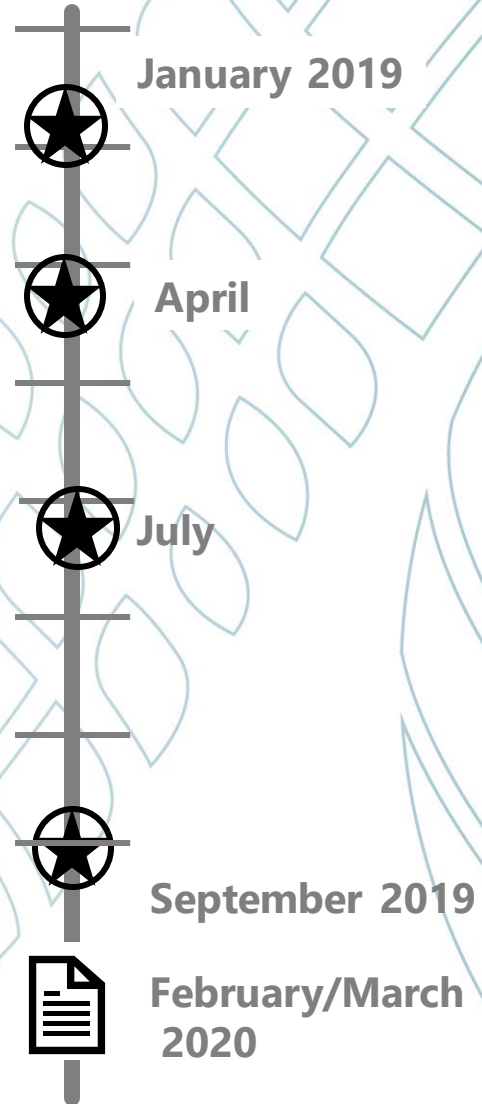
- Steering Committee Meetings #1-2
- Public Workshop #1

## Analysis & Outreach




- Steering Committee Meeting #3
- Public Workshop #2

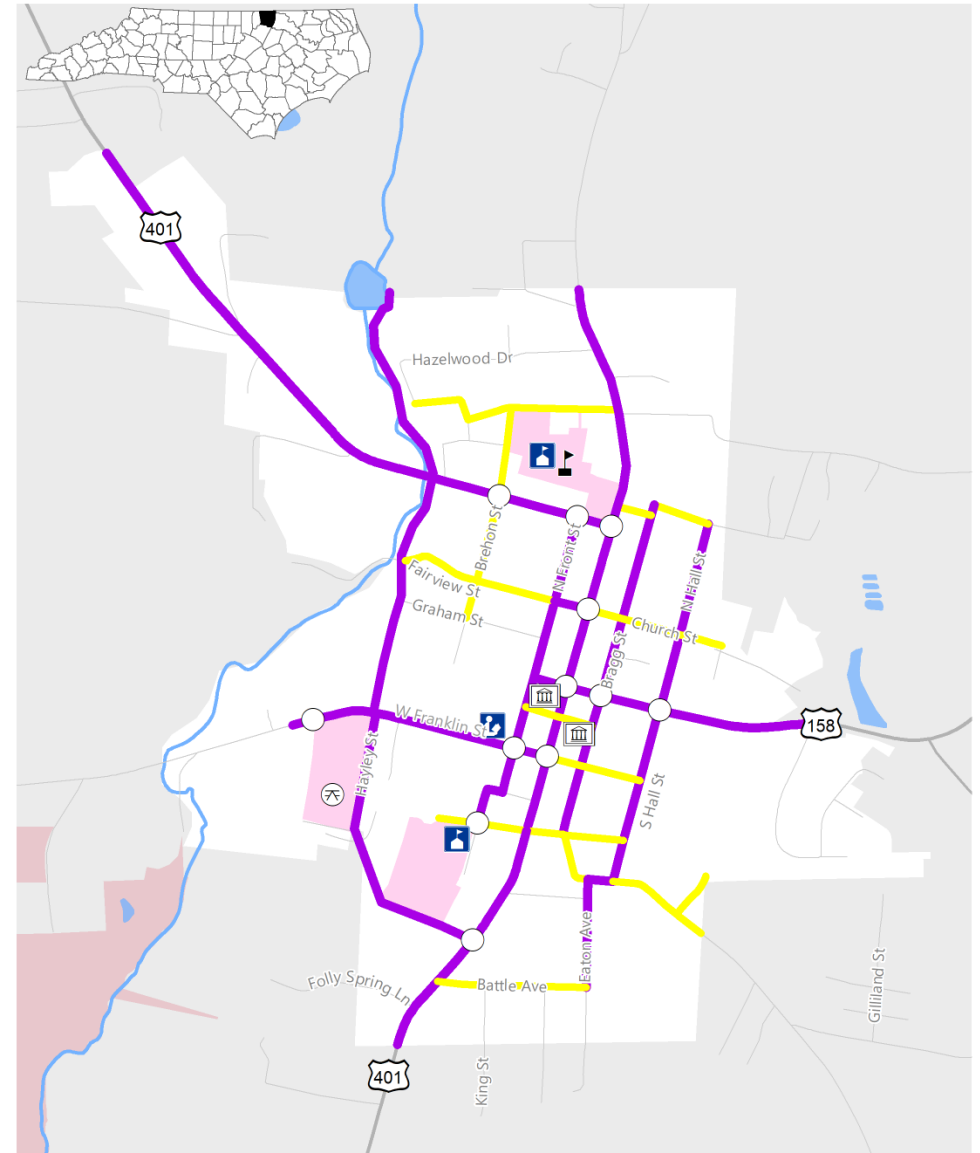
## Plan Development

- Draft Plan
- Steering Committee Meeting #4 – *Virtual Meeting*
- Final Plan & Adoption



# Priority Corridors






-  **Primary corridors** – form the “spine” network; directly connect to major destinations.
-  **Secondary corridors** – supplement the spine; allow for recreational loops.
-  Steering Committee vetted



**Bicycle and Pedestrian Plan** | Town of Warrenton, NC

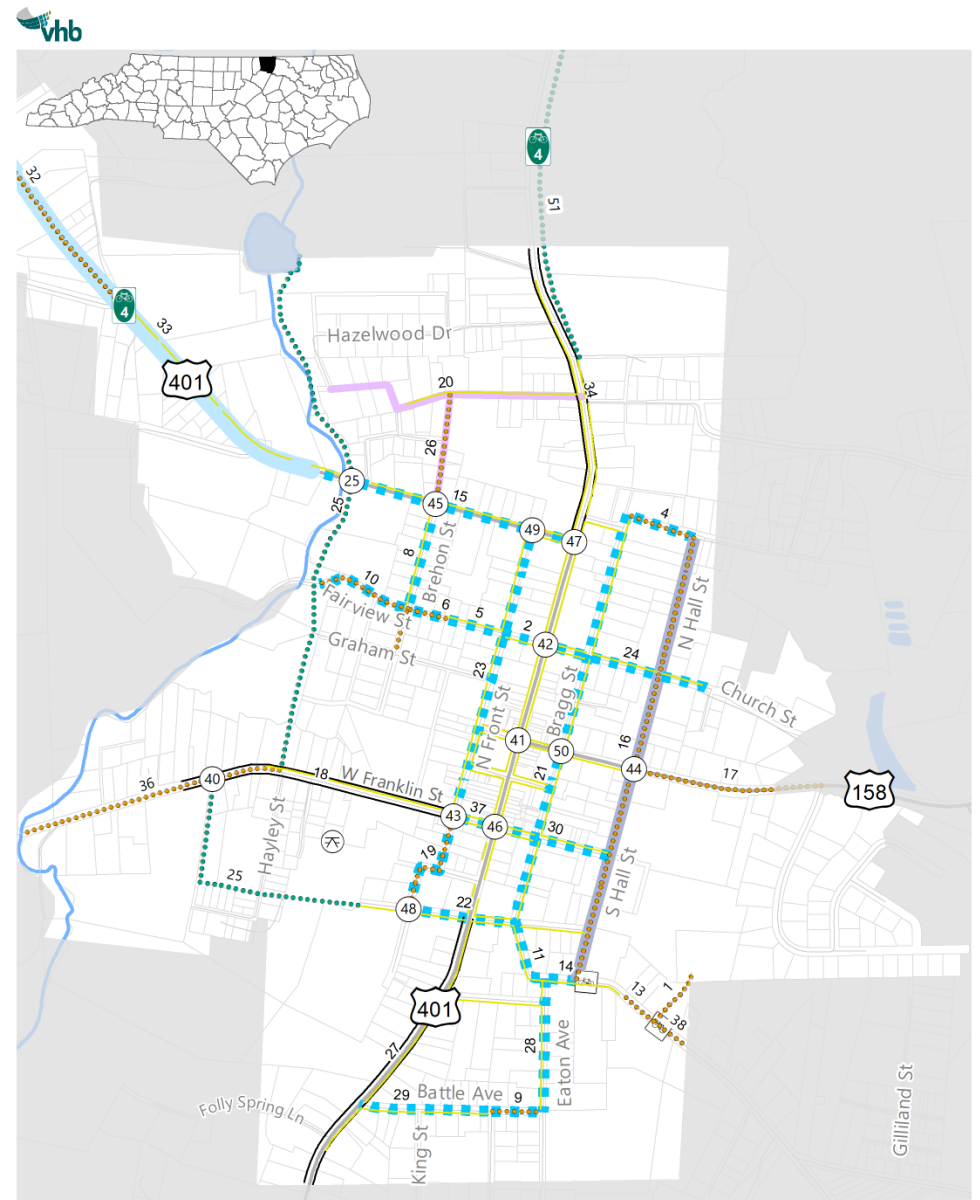
0 250 500 1000 Feet

Priority Corridors

-  Intersection Improvement (Proposed)
-  Primary
-  Secondary
-  State Owned Lands
-  Warrenton ETJ

Source Info: NCDOT, NC One Map, VHB

Goal	Objective	Priority – Weight (Max Score)
Funding Eligibility	Initial determination of proposed project’s eligibility for available funding sources, such as through an incidental project within NCDOT’s Complete Streets policy, Powell Bill funds, and federal programs	10 - 0
Community Priority	Identification and intensity of project’s preference from the Warrenton community during the public engagement process	10 - 0
Cost	Relative ranking of the proposed project’s planning level cost (in 2019 \$USD) to the other considered projects. Planning level cost does not include design costs nor Right-of-Way (ROW) acquisition	5 - 1
Connectivity to Network	Evaluation of the proposed project’s connection to an existing sidewalk or bicycle facility (within 100’)	5 - 0
Community Connectivity	Award of points to proposed projects that provided a connection to an identified community resource during the public engagement process; schools and park received the highest scores	5 - 0
Safety	Ranking of the proposed project’s bicycle and pedestrian safety score relative to the list of considered projects (in thirds)	3 - 1
Plan Coordination	Award of points for projects that corridors or at locations where a funded project is planned or scheduled	3 - 0



**Bicycle and Pedestrian Plan** | Town of Warrenton, NC  
**Recommended Projects**  
 Source Info: NCDOT, NC One Map, VHB

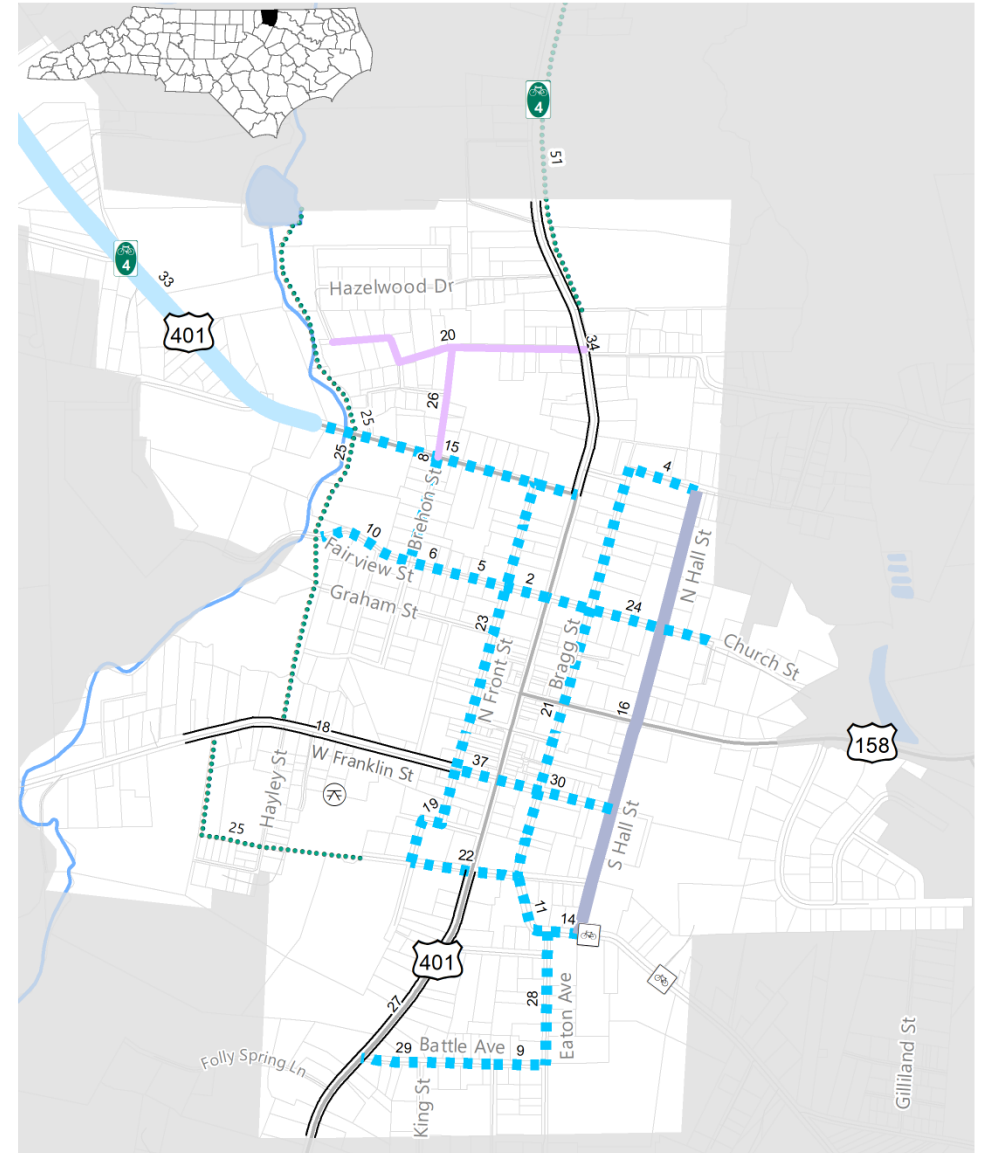


**Bicycle and Pedestrian Plan** | Town of Warrenton, NC

**Recommended Pedestrian Projects**

- Crossing Improvements
- Shared-Use Path
- Shared-Use Path
- Sidewalk
- Sidewalk - Existing
- Property Boundary
- Warrenton ETJ

Source Info: NCDOT, NC One Map, VHB



**Bicycle and Pedestrian Plan** | Town of Warrenton, NC

**Recommended Bicycle Projects**

- Shared-Use Path
- Bicycle Boulevard
- Buffered Bike Lane and Road Diet
- Paved Shoulder/Bike Lane
- Shared Lane Marking
- Signage
- Property Boundary
- Warrenton ETJ

Source Info: NCDOT, NC One Map, VHB

### Project #40: Crossing at Hayley-Haywood Park

This project would create a new crossing across W Franklin Street at Hawkins Campus Drive for pedestrians and bicyclists to access the Hayley-Haywood Park. The connection would include high visibility crosswalk markings, signage, lighting, and curb ramps to safely cross W Franklin Street. The connection would also provide a link between the north and south sections of the Horse Creek Shared Use Path, Project #25. The sidewalk extension on the northside of W Franklin Street from Hayley Street west to the Town Limit is Project #36, the longer-term inclusion of bicycle lanes on W Franklin Street is Project # 18.



<b>Location:</b> Intersection of W Franklin Street and Hawkins Campus Drive	
<b>Length:</b> N/A	
<b>Planning-Level Cost Estimate:</b> \$16,000	
<b>BPCE Estimate:</b> \$30,000	
<b>Amenities:</b> High visibility crosswalk with continental pattern, warning signage, curb ramps, truncated domes, and overhead lighting.	
<b>Constraints:</b> The pilot project is at a location that does not currently have sidewalks. Utilities and trees are located on the south side of the roadway, potentially in the right of way of the proposed sidewalk connections. Private property is located along the north side of the roadway.	
<b>Estimated Unit Costs:</b>	Crosswalk ~ \$2800 each
Curb ramp ~ \$890 each	Lighting ~ \$5400 each
Truncated domes ~ \$46 ft²	Signage ~ \$330 each

### Project #25: Horse Creek Greenway

This project is a new 1 mile shared-use path facility for pedestrians and bicyclists that runs North-South on the west side of Warrenton. The greenway parallels Horse Creek and crosses W Ridgeway Street, W Franklin Street, and ends at Cousin Lucy's Lane. The path uses a new portion of sidewalk along W Franklin St as an overland connector before transitioning south at the Hawkins Campus Drive crosswalk (Project #40).



<b>Location:</b> Along Horse Creek	
<b>Length:</b> Approximately 1 mile	
<b>Planning-Level Cost Estimate:</b> \$563,000	
<b>BPCE Estimate:</b> \$2,415,000	
<b>Amenities:</b> Paved shared-use path, curb ramps, truncated domes, lighting, signage, and high visibility continental marked crosswalks.	
<b>Constraints:</b> The pilot project is located within a riparian zone, near wetlands on the north section, and passes through private property.	
<b>Estimated Unit Costs:</b>	Lighting ~ \$5400 each
Curb ramp ~ \$890 each	Signage ~ \$330 each
Truncated domes ~ \$46 ft <sup>2</sup>	Shared-use path (paved) ~ \$530,000 / mile
Crosswalk ~ \$2800 each	

### Project #41: Macon Street at Main Street

This project includes the marking of crosswalks at the intersection of Macon Street and Main Street. The intersection plays a key role in connecting the downtown area with county and town-wide resources. The intersection is also a major junction for regional transportation and local pedestrian traffic.



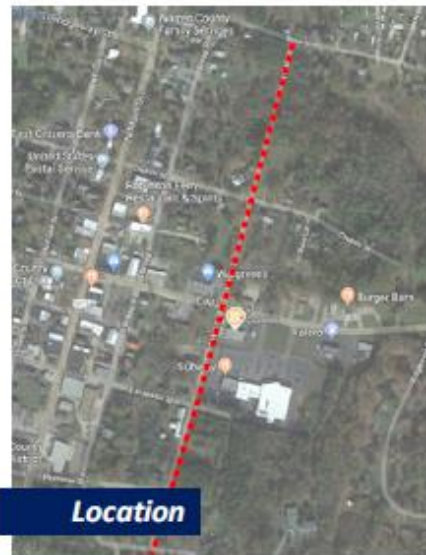
**Location**

<b>Location:</b> Intersection of Macon Street and Main Street
<b>Length:</b> N/A
<b>Planning-Level Cost Estimate:</b> \$11,000
<b>BPCE Estimate:</b> \$110,000
<b>Amenities:</b> High visibility marked crosswalks across all four legs of the intersection.
<b>Constraints:</b> No constraints are anticipated. The curb ramps are scheduled for ADA-compliance upgrade as part of routine NCDOT maintenance.
<b>Estimated Unit Costs:</b> Crosswalk ~ \$2800 each



### Project # 16: Hall Street Sidewalks and Advisory Shoulders

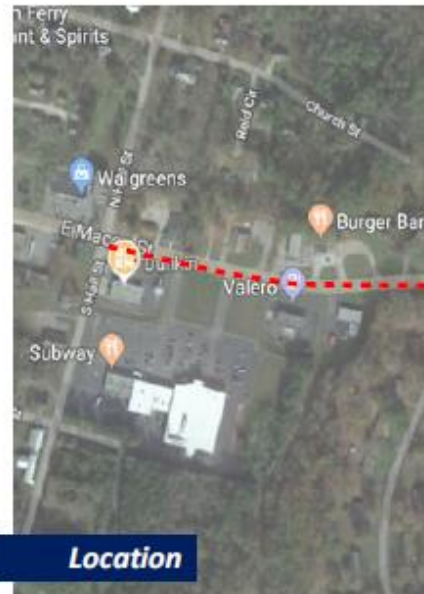
This project includes the addition of sidewalk on one side of Hall Street with advisory shoulders from Bute Street to Halifax Street. The new sidewalk and space for bicycles provides a north/south connection for the residents on the east side of town. The marked crossing at N Hall Street and E Macon Street is a separate project (#44).



<b>Location:</b> Hall Street from Bute Street to Halifax Street
<b>Length:</b> .5 miles
<b>Planning-Level Cost Estimate:</b> \$164,000
<b>BPCE Estimate:</b> \$1,635,000
<b>Amenities:</b> Sidewalk on one side and advisory shoulder pavement markings on both sides of the roadway. Advisory shoulders create usable shoulders for bicyclists on a roadway that is otherwise too narrow to accommodate one. The shoulder is delineated by pavement markings and optional pavement color.
<b>Constraints:</b> This pilot project has trees and water and sewer on both sides of the roadway throughout the project's length and portions of a small retaining wall on the south east section. Electric utility poles are located along the west side. Location of the sidewalk will be dependent on the least constrained side.
<b>Estimated Unit Costs:</b> Pavement striping ~ \$4 ft Sidewalk ~ \$35 linear ft Curb and gutter ~ \$23 linear ft

### Project #17: E Macon Street Sidewalks

This project is the addition of sidewalk on one side of the roadway along E Macon Street from Hall Street to Ridgecrest Drive with curb ramps and high visibility crosswalks across major driveways. The sidewalk provides access to stores and employment centers along E Macon Street and a connection to the neighborhood off of Ridgecrest Drive.

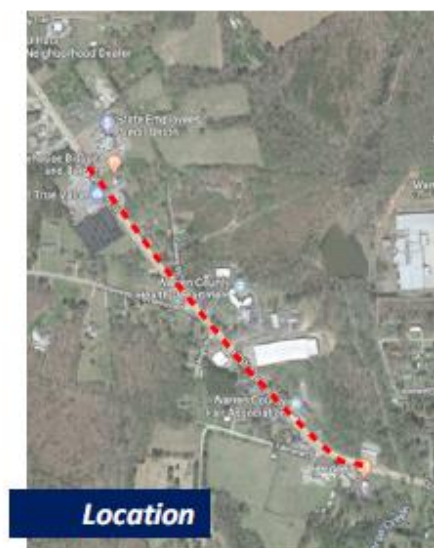


**Location**

<b>Location:</b> E Macon Street (US 158) from Hall Street to Ridgecrest Drive	
<b>Length:</b> 1,272 feet	
<b>Planning-Level Cost Estimate:</b> \$62,000	
<b>BPCE Estimate:</b> \$345,000	
<b>Amenities:</b> Sidewalk, curb ramps, truncated domes, and high visibility crosswalks.	
<b>Constraints:</b> The pilot project has electric utilities on both sides of the road in the right of way, and the existing interior curb and guard rail on the south side of the roadway may conflict with the needed width of the sidewalk. Curb and gutter ends east of 850' east of Hall St.	
<b>Estimated Unit Costs:</b>	
Sidewalk ~ \$35 linear ft	Truncated domes ~ \$46 ft <sup>2</sup>
Curb ramp ~ \$890 each	Crosswalk ~ \$2800 each

### Project #33: W Ridgeway Street Road Diet

This project is the reconfiguration of the existing 4-lane section of W Ridgeway Street (US 401) from the Town Limits to 300' west of Harris Street. The conversion to a 2-lane roadway with a center two-way left turn lane and on-street buffered bicycle lanes extends the bicycle network, supports the North Line Trace State Bicycle Route 4, provides motorists safer access to homes and businesses, reduces roadway speeds within the Town, and is compatible with traffic volumes. The extension of the sidewalk to the Town limit is a separate project (#32).



<b>Location:</b> W Ridgeway Street (US 401) from Town Limit to 300' west of Harris Street.
<b>Length:</b> 0.6 mile
<b>Planning-Level Cost Estimate:</b> \$67,000
<b>BPCE Estimate:</b> \$4,920,000
<b>Amenities:</b> Buffered bicycle lanes, signage, and road diet. A road diet is the reconfiguration of a roadway with amenities for all modes. This road diet would include a new center two-way left turn lane and buffered bicycle lanes within a three-lane cross section instead of the existing four-lane cross section.
<b>Constraints:</b> This pilot project does not affect areas outside of the existing curb and gutter. Anticipate questions from business owners and residents on access.
<b>Estimated Unit Costs:</b> Bicycle signage ~ \$250 each Pavement striping ~ \$3.30 ft

Location

Strategy	Contributing Stakeholders	Lead Agency/ Stakeholder	Time Frame	Duration
<b>POLICY</b>				
Adopt this Plan	Town Council	Town Staff	Immediate	Initial
Amend the CTP	Town Council, Warren County Commissioners, KTRPO	Warren County Commissioners	Near Future	Once
Finalize the Bicycle and Pedestrian Committee	Town Staff, Bicycle Pedestrian Advisory Committee	Town Staff	Immediate	Periodic
Continue to Enforce State and Local Regulations	Town Staff, Law Enforcement, Bicycle Pedestrian Advisory Committee	Police	Near Future – Long-Range	Ongoing
<b>PROGRAM</b>				
Create Educational Outreach Programs	Bicycle Pedestrian Advisory Committee	Town Staff	Near Future – Long-Range	Ongoing
Create Encouragement Outreach Programs	Bicycle Pedestrian Advisory Committee	Town Staff	Near Future – Long-Range	Ongoing
Establish a Monitoring and Benchmarking Program	Town Staff, Bicycle Pedestrian Advisory Committee	Town Staff	Immediate – Long-Range	Ongoing
Become Registered as Walk and Bike Friendly Communities	Town Staff, Bicycle Pedestrian Advisory Committee	Town Staff	Near Future – Long Range	Periodic
<b>INFRASTRUCTURE</b>				
Identify Funding Sources	Town Staff, Bicycle Pedestrian Advisory Committee	NCDOT & Town Staff	Immediate – Long-Range	Periodic
Perform a Road Safety Audit	NCDOT Transportation Safety & Mobility Unit, FHWA Division Office, Town Staff	NCDOT & Town Staff	Near Future – Intermediate	Once
Build the Priority Projects Outlined in this Plan	NCDOT, Warren County, Town Staff, KTRPO	NCDOT	Near Future – Intermediate	Ongoing
Review the Applicability of Future Projects	NCDOT, KTRPO, Warren County, Town Staff, Bicycle Pedestrian Advisory Committee	NCDOT	Long Range	Periodic

**Time Frame:**

- Immediate = initial steps in Plan, short-term;
- Near Future = implementation phases;
- Intermediate = final implementation phases;
- Long-Range = post-implementation, evaluation and maintenance phases

**Duration:**

- Initial = preliminary action;
- Ongoing = continual updates needed, no clear end;
- Periodic = occasional, non-specified milestones

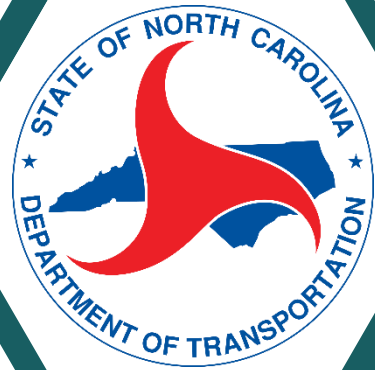
# THANK YOU



Steering Committee



Robert Davie  
Town Administrator



Mike Coffman  
Committee Chair



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

**Kathryn Zeringue** | [kezeringue@ncdot.gov](mailto:kezeringue@ncdot.gov) | 919.707.2610

**Joseph Seymour** | [jseymour@vhb.com](mailto:jseymour@vhb.com) | 919.744.5516

[www.vhb.com](http://www.vhb.com)



Offices located throughout the east coast



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 February 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. Meet with Lowes agent to determine equipment that stays in grocery (cont.)
3. Work with Mitch Styers on ordinance language for HDC penalty (cont.)
4. Initiate letter of understanding between County and Town regarding RTF Partnership
5. Work with Mitch Styers on Opal Jones purchase offer for lot on Market St.
  - ✓ Mitch tracking down heir owners
6. Execute lease agreements for Frontier Warren
  - ✓ Two signed, three more to go, for initial offices
7. Order 14 replacement banners and bracket kits as needed
  - ✓ Done
8. Execute lease on Frontier Warren building
  - ✓ Done
9. Determine costs to demolish and dispose of green house on Church Street, in an environmentally sound way
  - ✓ Quotation in BOC Packet
10. Work with Chief and Frankie Blaylock on speeding issue and cutting down bushes
  - ✓ Chief posting speed radar sign. Bushes cut by Mr. Blaylock. Thank you letter sent. Reply letter received.
11. Work with Chief and Mitch on language for State requirement of criminal searches
  - ✓ Mitch approved of prior language proposed by Chief



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

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## **STATUS OF GRANTS**

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

- Elevator install at Town Hall and awaiting inspection.
- Awaiting release of funds from USDA for paving and ADA access.

**(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 estimate to continue on as Phase 1. Awaiting decision of property owner.

**(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.
- Awaiting approval of loan portion by LGC. Expect at April meeting.

**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.



- Bids were opened on Thursday, June 27 at 2:00 PM at Town Hall. H. G. Reynolds of Henderson was low bidder and will be awarded combined construction contract for \$862,119.
- Right of ways are being cleared. Erosion control set up. Materials being delivered.

**(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.
- 95% complete

**National Park Service Grant** – Professional services grant

- Park service provides assistance with planning trail.
- Michael Coffman will update.

**NC DOT Bicycle and Pedestrian Planning Grant** –

- 90%/10% grant with the Town responsible for 10%
- Consultant waiting on feedback from DOT as well. Michael Coffman making formal presentation on behalf of VHB.

**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 summer of 2020.

**NC Neighborhood Revitalization Program**

- Application underway for CDGB funds to assist in repairing houses owned by citizens of low or moderate incomes.
- Still awaiting notification from NC Commerce. Funds still available, Warrenton still in mix.

**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.
- Application for “off-road” vehicles; backhoe and tractor has been retracted by Town due to match requirement. “On-road” vehicles: dump truck and garbage truck remain as valid applications with no match requirement from the Town.
- Awaiting award announcements in Winter of 2020

**Building Reuse Grant**

- Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic.

**EPA Brownfield Grant**

- Application submitted. Award notification will be May 2020. Includes various buildings for environmental study.

This is **EXHIBIT K**, consisting of 3 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated October 21, 2016.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT  
Amendment No. 3**

**The Effective Date of this Amendment is: February 5, 2020.**

Background Data

Effective Date of Owner-Engineer Agreement: October 21, 2016

Owner: Town of Warrenton, NC

Engineer: Municipal Engineering Services Company, PA

Project: USDA-RD Water and Sewer Improvements

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

- 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 Agreement Between Owner and Engineer for Professional Services has been modified as follows:

**Exhibit C – COMPENSATION PACKET BC-1 – Payments to Engineer**

- Revise Article 2, Section C2.01.A.1 to read “A lump sum amount of \$321,075 based on the following estimated distribution of compensation:”
- Revise Article 2, Section C2.01.A.1.e, Construction Phase to read “\$82,750.00”

The revisions are necessary to extend the Construction Phase services an additional 120 calendar days.

**Exhibit C – COMPENSATION PACKET RPR-2 – Resident Project Representative – Standard Hourly Rates**

- Revise the last sentence of Article 2, Section C2.04.A.1 to read “The total compensation under this paragraph is estimated to be \$266,200.00 based upon full-time RPR services on an eight-hour workday, Monday through Friday, over a 665-day construction schedule.

The revision is necessary to extend Resident Project Representation an additional 120 calendar days.

**RUS CERTIFICATION PAGE – RUS Bulletin 1780-26, Exhibit C**

- Revise the “SUMMARY OF ENGINEERING FEES” as follows:

Basic Services	\$321,075.00
Resident Project Observation	\$266,200.00
<u>Additional Services</u>	<u>\$ 30,000.00</u>
<b>TOTAL:</b>	<b>\$617,275.00</b>

**Agreement Summary:**

Original agreement amount:	\$542,475.00
Net change for prior amendments:	\$ 53,200.00
<u>This amendment amount:</u>	<u>\$ 51,600.00</u>
<b>Adjusted Agreement amount:</b>	<b>\$647,275.00</b>

**Change in time for rendering services (days or date, as applicable):**

- Substantial Completion: 665 calendar days (February 10, 2020)
- Final Completion: 695 calendar days (March 11, 2020)

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

*THIS SPACE INTENTIONALLY LEFT BLANK*

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:

Town of Warrenton, North Carolina

By: \_\_\_\_\_

Print

name: Walter M. Gardner, Jr.

Title: Mayor

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

ENGINEER:

Municipal Engineering Services, Co. PA

By: 

Print

name: Jimmy D. Woodie

Title: President

Date Signed: 2-12-2020

**RUS CERTIFICATION PAGE**

PROJECT NAME: Warrenton Water and Sewer System Improvements

The Engineer and Owner hereby concur in the Funding Agency required revisions to E-500. In addition, Engineer certifies to the following:

All modifications required by RUS Bulletin 1780-26 have been made in accordance the terms of the license agreement, which states in part that the Engineer “must plainly show all changes to the Standard EJCDC Text, using ‘Track Changes’ (redline/strikeout), highlighting, or other means of clearly indicating additions and deletions.” Such other means may include attachments indicating changes (e.g. Supplementary Conditions modifying the General Conditions).

**SUMMARY OF ENGINEERING FEES**

Note that the fees indicated on this table are only a summary and if there is a conflict with any provision of Exhibit C, the provisions there overrule the values on this table. Fees shown in will not be exceeded without the concurrence of the Agency.

Basic Services	\$ <u>321,075</u>
Resident Project Observation	\$ <u>266,200</u>
Additional Services	\$ <u>30,000</u>
TOTAL:	\$ <u>617,275</u>

Any adjustments to engineering fees or changes to maximum estimated values must be approved by the Agency and must include a table of what specific category or categories of fees are being changed, what fees were before and after the change, and the resulting total fee.

Municipal Engineering Services, Co., PA 2-12-2020  
Engineer Date

Jimmy D. Woodie, President Jimmy D Woodie  
Name and Title

Town of Warrenton, North Carolina  
Owner Date

Walter M. Gardner, Jr., Mayor  
Name and Title

Agency Concurrence:

As lender or insurer of funds to defray the costs of this Contract, and without liability for any payments thereunder, the Agency hereby concurs in the form, content, and execution of this Agreement.

\_\_\_\_\_  
Agency Representative Date

\_\_\_\_\_  
Name and Title

Detailed Summary of Engineering Fees				
Description of Services (EJCDC E-500)	Total USDA Scope of Work			Total
	USDA-RD <sup>(1)</sup>	Other Funding Agency <sup>(2)</sup>	Non-Eligible Costs <sup>(3)</sup>	
<b>C.2.01.A.1 Basic Services</b>	\$ 321,075.00	\$ 30,000.00	\$ -	\$ 351,075.00
1. Study and Report Phase:	\$ -	\$ 30,000.00	\$ -	\$ 30,000.00
a. Preliminary Engineering Report	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00
b. Environmental Report	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
c. Other Tasks/Deliverables: ( )	\$ -	\$ -	\$ -	\$ -
2. Preliminary Design Phase:	\$ 111,662.50	\$ -	\$ -	\$ 111,662.50
3. Final Design Phase:	\$ 89,330.00	\$ -	\$ -	\$ 89,330.00
4. Bidding or Negotiating Phase	\$ 13,846.15	\$ -	\$ -	\$ 13,846.15
5. Construction Phase:	\$ 97,750.00	\$ -	\$ -	\$ 97,750.00
6. Post Construction Phase:	\$ 8,486.35	\$ -	\$ -	\$ 8,486.35
**BS Reimbursable Expenses	\$ -	\$ -	\$ -	\$ -
<b>C.2.04.A.1 - Resident Project Representative Services</b>	\$ 266,200.00	\$ -	\$ -	\$ 266,200.00
1. RPR Hourly Rate Budget	\$ 266,200.00	\$ -	\$ -	\$ 266,200.00
**RPR Reimbursable Expenses	\$ -	\$ -	\$ -	\$ -
<b>C.2.05.A.1 - Total Additional Services</b>	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00
1 Property survey, easement maps	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00
2 -	\$ -	\$ -	\$ -	\$ -
3 -	\$ -	\$ -	\$ -	\$ -
4 -	\$ -	\$ -	\$ -	\$ -
5 -	\$ -	\$ -	\$ -	\$ -
6 -	\$ -	\$ -	\$ -	\$ -
7 -	\$ -	\$ -	\$ -	\$ -
8 -	\$ -	\$ -	\$ -	\$ -
9 -	\$ -	\$ -	\$ -	\$ -
10 -	\$ -	\$ -	\$ -	\$ -
**AS Reimbursable Expenses	\$ -	\$ -	\$ -	\$ -
<b>Subtotal - USDA Scope of Work:</b>	\$ 617,275.00	\$ 30,000.00	\$ -	\$ 647,275.00
<b>Totals</b>	\$ 617,275.00	\$ 647,275.00	\$ -	\$ 647,275.00

(1) Rural Development will provide funding for reasonable engineering services based on costs observed on similar projects.

(2) If other services are required to meet third party funding requirements these should be itemized separately. Rural Development will not provide funding for the duplication of services. Any costs listed should be for services specifically covered by the third party funder. Specific details need to be provided in Exhibit J.

(3) Non-Eligible costs represent other services or costs not agreed to by Rural Development or a third party funder.

**Rural Development will make funding determinations based on the Total USDA Scope of Work. Non-Eligible Costs will not be considered. The Owner will need to cover these costs in addition to the typical Owner Contribution expected as part of the overall project application. Furthermore, the costs listed above need to represent all engineering fees for this company. No secondary engineering agreement with this company shall be developed for this proposed project.**

**Warrenton USDA-RD Water/Sewer Improvements  
Summary - Engineering Services Agreement Fees**

Description of Services	USDA-RD	Other Funding Agency	Approved ESA Amendment 1 (Easements)	Pending Amendments		Total Revised ESA Fees
				ESA Amendment 2 (180 day ext.)	ESA amendment 3 (120 day ext.)	
Preliminary Engineering Report		\$ 20,000.00				\$ 20,000.00
Environmental Report		\$ 10,000.00				\$ 10,000.00
Preliminary Design Phase	\$ 111,662.50					\$ 111,662.50
Final Design Phase	\$ 89,330.00					\$ 89,330.00
Bidding Phase	\$ 13,846.15					\$ 13,846.15
Construction Phase	\$ 61,750.00			\$ 24,000.00	\$ 12,000.00	\$ 97,750.00
Post Construction Phase	\$ 8,486.35					\$ 8,486.35
Full-Time Resident Representative Easements/Surveys	\$ 147,400.00		\$ 30,000.00	\$ 79,200.00	\$ 39,600.00	\$ 266,200.00
	<b>\$ 432,475.00</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 103,200.00</b>	<b>\$ 51,600.00</b>	<b>\$ 647,275.00</b>



This is **EXHIBIT K**, consisting of 3 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated October 21, 2016.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT**  
**Amendment No. 4**

**The Effective Date of this Amendment is: February 10, 2020.**

Background Data

Effective Date of Owner-Engineer Agreement: October 21, 2016

Owner: Town of Warrenton, NC

Engineer: Municipal Engineering Services Company, PA

Project: USDA-RD Water and Sewer Improvements

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

- 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 Agreement Between Owner and Engineer for Professional Services has been modified as follows:

**Exhibit C – COMPENSATION PACKET BC-1 – Payments to Engineer**

- Revise Article 2, Section C2.01.A.1 to read "A lump sum amount of \$341,075 based on the following estimated distribution of compensation:"
- Revise Article 2, Section C2.01.A.1.e, Construction Phase to read "\$102,750.00"

The revisions are necessary to extend the Construction Phase services an additional 30 calendar days for the separate asphalt overlay contract.

**RUS CERTIFICATION PAGE – RUS Bulletin 1780-26, Exhibit C**

- Revise the "SUMMARY OF ENGINEERING FEES" as follows:

Basic Services	\$341,075.00
Resident Project Observation	\$266,200.00
<u>Additional Services</u>	<u>\$ 30,000.00</u>
<b>TOTAL:</b>	<b>\$637,275.00</b>

**Agreement Summary:**

Original agreement amount:	\$542,475.00
Net change for prior amendments:	\$ 104,800.00
<u>This amendment amount:</u>	<u>\$ 20,000.00</u>
<b>Adjusted Agreement amount:</b>	<b>\$667,275.00</b>

**Change in time for rendering services (days or date, as applicable):**

- Substantial Completion: 695 calendar days (March 11, 2020)
- Final Completion: 725 calendar days (April 10, 2020)

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:

By:

Print

Print

name: Walter M. Gardner, Jr.

name:  Jimmy D. Woodie

Title: Mayor

Title: President

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

Date Signed: 2-12-2020

**RUS CERTIFICATION PAGE**

PROJECT NAME: Warrenton Water and Sewer System Improvements

The Engineer and Owner hereby concur in the Funding Agency required revisions to E-500. In addition, Engineer certifies to the following:

All modifications required by RUS Bulletin 1780-26 have been made in accordance the terms of the license agreement, which states in part that the Engineer "must plainly show all changes to the Standard EJCDC Text, using 'Track Changes' (redline/strikeout), highlighting, or other means of clearly indicating additions and deletions." Such other means may include attachments indicating changes (e.g. Supplementary Conditions modifying the General Conditions).

**SUMMARY OF ENGINEERING FEES**

Note that the fees indicated on this table are only a summary and if there is a conflict with any provision of Exhibit C, the provisions there overrule the values on this table. Fees shown in will not be exceeded without the concurrence of the Agency.

Basic Services	\$ <u>341,075</u>
Resident Project Observation	\$ <u>266,200</u>
Additional Services	\$ <u>30,000</u>
TOTAL:	\$ <u>637,275</u>

Any adjustments to engineering fees or changes to maximum estimated values must be approved by the Agency and must include a table of what specific category or categories of fees are being changed, what fees were before and after the change, and the resulting total fee.

Municipal Engineering Services, Co., PA 2-12-2020  
Engineer Date

Jimmy D. Woodie, President Jimmy D. Woodie  
Name and Title

Town of Warrenton, North Carolina  
Owner Date

Walter M. Gardner, Jr., Mayor  
Name and Title

Agency Concurrence:

As lender or insurer of funds to defray the costs of this Contract, and without liability for any payments thereunder, the Agency hereby concurs in the form, content, and execution of this Agreement.

\_\_\_\_\_  
Agency Representative Date

\_\_\_\_\_  
Name and Title

Detailed Summary of Engineering Fees

Description of Services (EJCDC E-500)	Total USDA Scope of Work			Non-Eligible Costs <sup>(3)</sup>	Total
	USDA-RD <sup>(1)</sup>	Other Funding Agency <sup>(2)</sup>			
<b>C.2.01.A.1 Basic Services</b>	\$ 341,075.00	\$ 30,000.00		\$ -	\$ 371,075.00
1. Study and Report Phase:	\$ -	\$ 30,000.00		\$ -	\$ 30,000.00
a. Preliminary Engineering Report	\$ -	\$ 20,000.00		\$ -	\$ 20,000.00
b. Environmental Report	\$ -	\$ 10,000.00		\$ -	\$ 10,000.00
c. Other - Tasks/Deliverables: ( )	\$ -	\$ -		\$ -	\$ -
2. Preliminary Design Phase:	\$ 111,662.50	\$ -		\$ -	\$ 111,662.50
3. Final Design Phase:	\$ 89,330.00	\$ -		\$ -	\$ 89,330.00
4. Bidding or Negotiating Phase	\$ 13,846.15	\$ -		\$ -	\$ 13,846.15
5. Construction Phase:	\$ 117,750.00	\$ -		\$ -	\$ 117,750.00
6. Post Construction Phase:	\$ 8,486.35	\$ -		\$ -	\$ 8,486.35
**BS Reimbursable Expenses	\$ -	\$ -		\$ -	\$ -
<b>C.2.04.A.1 - Resident Project Representative Services</b>	\$ 266,200.00	\$ -		\$ -	\$ 266,200.00
1. RPR Hourly Rate Budget	\$ 266,200.00	\$ -		\$ -	\$ 266,200.00
**RPR Reimbursable Expenses	\$ -	\$ -		\$ -	\$ -
<b>C.2.05.A.1 - Total Additional Services</b>	\$ 30,000.00	\$ -		\$ -	\$ 30,000.00
1 Property survey, easement maps	\$ 30,000.00	\$ -		\$ -	\$ 30,000.00
2 -	\$ -	\$ -		\$ -	\$ -
3 -	\$ -	\$ -		\$ -	\$ -
4 -	\$ -	\$ -		\$ -	\$ -
5 -	\$ -	\$ -		\$ -	\$ -
6 -	\$ -	\$ -		\$ -	\$ -
7 -	\$ -	\$ -		\$ -	\$ -
8 -	\$ -	\$ -		\$ -	\$ -
9 -	\$ -	\$ -		\$ -	\$ -
10 -	\$ -	\$ -		\$ -	\$ -
**AS Reimbursable Expenses	\$ -	\$ -		\$ -	\$ -
<b>Subtotal - USDA Scope of Work:</b>	\$ 637,275.00	\$ 30,000.00		\$ -	\$ 667,275.00
<b>Totals</b>	\$ 637,275.00	\$ 667,275.00		\$ -	\$ 667,275.00

(1) Rural Development will provide funding for reasonable engineering services based on costs observed on similar projects.  
 (2) If other services are required to meet third party funding requirements these should be itemized separately. Rural Development will not provide funding for the duplication of services. Any costs listed should be for services specifically covered by the third party funder. Specific details need to be provided in Exhibit J.  
 (3) Non-Eligible costs represent other services or costs not agreed to by Rural Development or a third party funder.  
**Rural Development will make funding determinations based on the Total USDA Scope of Work. Non-Eligible Costs will not be considered. The Owner will need to cover these costs in addition to the typical Owner Contribution expected as part of the overall project application. Furthermore, the costs listed above need to represent all engineering fees for this company. No secondary engineering agreement with this company shall be developed for this proposed project.**

**Warrenton USDA-RD Water/Sewer Improvements  
Summary - Engineering Services Agreement Fees**

Description of Services	USDA-RD	Other Funding Agency	Approved ESA Amendment 1 (Easements)	Pending Amendments				Total Revised ESA Fees
				ESA Amendment 2 (180 day ext.)	ESA Amendment 3 (120 day ext.)	ESA Amendment 4 (30 day ext.)		
Preliminary Engineering Report		\$ 20,000.00					\$	20,000.00
Environmental Report		\$ 10,000.00					\$	10,000.00
Preliminary Design Phase	\$ 111,662.50						\$	111,662.50
Final Design Phase	\$ 89,330.00						\$	89,330.00
Bidding Phase	\$ 13,846.15						\$	13,846.15
Construction Phase	\$ 61,750.00		\$	24,000.00	\$	12,000.00	\$	20,000.00
Post Construction Phase	\$ 8,486.35		\$	79,200.00	\$	39,600.00	\$	8,486.35
Full-Time Resident Representative Easements/Surveys	\$ 147,400.00		\$	30,000.00	\$	51,600.00	\$	266,200.00
	\$ 432,475.00	\$ 30,000.00	\$ 30,000.00	\$ 103,200.00	\$ 51,600.00	\$ 20,000.00	\$	667,275.00

NCSBI  
3320 Garner Road  
Raleigh, NC 29500

Attn: Compliance Unit

Reference: Purpose Codes E28, E50 and E56

To Whom it May Concern,

Attached you will find our Town of Warrenton Ordinances, pertaining to criminal history checks, amended to include procedures for of E Purpose Codes in DCI. We are requesting approval to run Codes E28 for ABC Local Opinion, E50 for game rooms/pool halls/sweepstakes, and E56 for town employees and denials. We feel that we have adequately amended our current ordinances to reflect the use of the above-mentioned E Purpose Codes.

Should you need anything else from our police department or town administration, please contact Chief Goble Lane at [chiefofpolice@warrenton.nc.gov](mailto:chiefofpolice@warrenton.nc.gov) or by phone 252-257-3123.

Kindest Regards,

Barbara W. Medlin

Administrative Assistant  
DCI operator/TAC

Changes are highlighted

**§111.02 LICENSES / INVESTIGATION REQUIRED**

(A) Every operator of a game room/pool hall/sweepstakes shall be required to pay a privilege license tax in accordance with the privilege license ordinance of the town.

(B) In addition, every operator of a game room/pool room/sweepstakes shall apply for and obtain a license from the Town Board to operate a game room. Application for such a license shall be made upon forms provided by division (B).

(C) When an application is made for a license under this division, it shall be referred to the chief of police or his designee of the town, who shall make an investigation of the person making such application and the place wherein the business is to be located and shall submit his findings in writing to the Town Administrator. The police chief or his designee is authorized to require information from the applicant necessary to complete such an investigation. Failure of the applicant to provide such information shall be grounds to deny the issuance of such a license.

(Ord. passed 10-11-82) Penalty, see §10.99



**Changes are highlighted**

## **§32.04 DUTIES OF POLICE OFFICERS**

### **(A) It shall be the duty of all officers to:**

- (1) To see that no persons other than police officers or authorized persons operate or use any telephone, radio system, motor vehicle, or any other equipment of the Police Department.
- (2) To make a complete check of all parked automobiles on streets every hour from 9 a.m. to 5 p.m. for parking violations and be especially watchful for other traffic violations at all times.
- (3) To be on alert at all times while on duty to see that the laws of the town and state are enforced.
- (4) To be available to perform or assist in any special duty upon order of Mayor or Chief of Police, whether or not such duty falls within regular tour of duty.  
( '63 Code, Ch. B, Art. V, §2)
- (5) Especially preserve public peace, prevent crimes, detect and arrest offenders, suppress riots and unlawful gatherings which obstruct the free passage of public streets, sidewalks, parks and public places.
- (6) Protect the rights of persons and property.
- (7) Guard the public health.
- (8) Preserve order at elections and all public meetings and assemblages.
- (9) Regulate the movements of teams and vehicles in the streets, bridges, parks, public squares and highways.
- (10) Arrest all street mendicants and beggars.
- (11) Provide proper police attendance at fires.
- (12) Carefully observe and inspect all places of public amusement; all places of business having license to carry on such business and to suppress and restrain all unlawful and disorderly conduct or practices therein.
- (13) Enforce penalties for the violation of laws and ordinances in the town.
- (14) Arrest all persons guilty of violating any law or ordinance.
- (15) Prevent as far as possible any injury to property and buildings, streets and sidewalks.
- (16) Report to the Chief of Police any repairs needed to any public property.
- (17) Serve all processes issued to them.
- (18) Summon as many persons as may be necessary to assist them in the duties herein outlined.
- (19) Perform any and all other duties that may be assigned to them either by the Board, Mayor or Chief of Police.  
( '63 Code, Ch. F, §8)

### **(B) Police authority regarding criminal history information for applicants for ABC permits.**

- (1) The police department shall be authorized to seek state access to SBI/DCI criminal history record information to obtain criminal history information on all persons applying for ABC permits for proposed locations within the town.

## (C) Sec. C - 1 CRIMINAL HISTORY CHECKS

(a) In order to protect the citizens of the Town and their properties, the procedures herein are established to provide for fingerprinting and criminal history checks on all final applicants for regular fulltime, part-time and temporary positions where the position works with youth, the collection of, access to, and/or administration of fees and financial transactions, and any other position deemed to be appropriate, or due to the disclosure of criminal information on an employment application, provided in an interview or by any other means during the hiring process. In accordance with §143B-945 **Criminal record checks for municipalities and county governments.** The Department of Public Safety may provide to a city or county from the State and National Repositories of Criminal Histories the criminal history of any person who applies for employment with the city or county. The city or county shall provide to the Department of Public Safety, along with the request, the fingerprints of the applicant, a form signed by the applicant consenting to the criminal record check and use of fingerprints and other identifying information required by the State and National Repositories, and any additional information required by the Department of Public Safety. The applicant's fingerprints shall be forwarded to the State Bureau of Investigation for a search of the State's criminal history record file, and the State Bureau of Investigation shall forward a set of fingerprints to the Federal Bureau of Investigation for a national criminal history record check. The city or county shall keep all information obtained pursuant to this section confidential. The Department of Public Safety may charge a fee to offset the cost incurred by it to conduct a criminal record check under this section. The fee shall not exceed the actual cost of locating, editing, researching, and retrieving the information. (2003-214, s. 4; 2005-358, s. 1; 2014-100, ss. 17.1(m), (o).)

Employment with the Town may be denied or employment may be terminated for those persons convicted of any crime against a person, or crimes against property where intent is an element, or any drug or gambling related offense, or any crime of moral turpitude or crimes against society .

(1) The Town Administrator, or designee, may conduct an investigation of any final candidate for a regular fulltime, part-time and temporary position with the Town government and it shall be a condition of employment that an applicant for such a position shall upon request, provide fingerprints and all other necessary personal identification including a birth certificate, social security number and driver's license, if available, so that the Town Administrator, or designee, may cause a thorough search to be made of local and state criminal records to determine if the applicant has a history of criminal convictions or the crimes enumerated above by the use of the Division of Criminal Information Network (DCI). Prior to denial or termination of employment based on CHRI received from the Warrenton Police Department, the Town of Warrenton shall verify the existence of a record by either obtaining a certified public record or by submitting a fingerprint card of the individual to the SBI for verification that the CHRI record belongs to the individual.

(2) The Police Department shall provide the findings from the use of the DCI to the Town Administrator, or designee, provided that all necessary agreements with the State Bureau of Investigations Division of Criminal Information have been executed.

This ordinance shall become effective upon adoption.

Duly adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Mayor Walter Garner

ATTEST:

\_\_\_\_\_  
Town Administrator, Robert F. Davie

APPROVED AS TO FORM:

\_\_\_\_\_  
Mitchell Styers, Town Attorney



# SITECH

**Consulting, P.C.**

9000 Breeland Way

Raleigh, NC 27613

919 215 5894

Fax: 866 415 1164

[www.sitechenv.com](http://www.sitechenv.com)

February 16, 2020

Mr. Robert Davie  
Town Administrator  
Town of Warrenton  
133 S. Main Street  
Warrenton NC  
27589

*Re: Proposal of Costs for Environmental Consulting Services  
316 Church Street, Warrenton NC  
SITECH Consulting, P.C. Proposal No: 3835*

Dear Mr. Davie:

SITECH Consulting, P.C. is pleased to submit this proposal and cost estimate for environmental services at the above referenced property location. Property information, scope of services and anticipated costs are provided below.

## **PROJECT DESCRIPTION**

The property is a 3,000 s.f. two story structure that will be demolished.

## **SCOPE OF SERVICES**

SITECH Consulting, P.C. shall provide NC Licensed asbestos inspector(s) to conduct a limited inspection of the structure in order to facilitate a abatement (if required) and then building demolition permit and in accordance with NC State Law.

Asbestos testing requires obtaining small samples of building materials in. Because the building is proposed for demolition, roofing materials, including suspect roof sealants or cements, will also be sampled.

Sample locations will not be repaired. The inspection will be performed on readily accessible areas only. We will not perform an exhaustive inspection of areas that may be hidden or inaccessible, such as water line insulation/conduit behind walls or buried underground and we reserve the right to analyze hidden areas that could be identified during demolition or renovation. We anticipate the field work to take 2-3 business days.

We understand the Town will provide an employee to allow expedited access to the structure on the date of the inspection. We understand the building has not been condemned and is structurally safe to enter and perform this inspection.

**COST ESTIMATE**

Based on our proposed scope of services, SITECH Consulting, P.C. is recommending a not to exceed budget of **\$2,000.00**.

This fee includes all sampling and analyses by Polarized Light Microscopy by a NVLAP Certified Lab in accordance with NC Rules. The fee also includes a report of findings with photographic documentation.

SITECH Consulting, P.C. will not exceed this amount without prior authorization from you. If you find this proposal acceptable, please sign and return the enclosed Agreement for Services form. If you have any questions regarding this proposal, please contact our office.

SITECH Consulting P.C. appreciates the opportunity to submit this proposal to the Town of Warrenton and looks forward to working with you on this project. This estimate is good for 3-business days from the date of issue.

Very Truly Yours,  
**SITECH Consulting, P.C.**



Simon R. List, P.G.  
*Managing Director*  
Enclosure

## **AGREEMENT FOR PROFESSIONAL SERVICES**

This Agreement for Professional Services (the "Agreement"), effective is by and between Town of Warrenton with its principal office in Warrenton, NC (hereinafter "Client"), and SITECH Consulting, P.C. a corporation, with its principal office at Raleigh, NC (hereinafter the "Company").

WHEREAS, Client finds that the Company is willing to perform certain work hereinafter described in accordance with the provisions of this Agreement; and

WHEREAS, Client finds that the Company is qualified to perform the work, all relevant factors considered, and that such performance will be in furtherance of Client's business.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and intending to be legally bound, the parties hereto agree as follows:

### 1. SERVICES.

1.1 Services to Client. The Company shall provide the following ("Services") to Client:  
**Asbestos Inspection for Building Demolition**

#### 1.2 Invoicing.

(a) Invoices will submitted monthly by the Company for payment by Client. Payment is due upon receipt and is past due seven (7) business days from receipt of invoice. If Client has any valid reason for disputing any portion of an invoice, Client will so notify the Company within seven (7) calendar days of receipt of invoice by Client, and if no such notification is given, the invoice will be deemed valid. The portion of the Company's invoice which is not in dispute shall be paid in accordance with the procedures set forth herein.

(b) A finance charge of 8% per month on the unpaid amount of an invoice, or the maximum amount allowed by law, will be charged on past due accounts. Payments by Client will thereafter be applied first to accrued interest and then to the principal unpaid balance. Any attorney fees, court costs, or other costs incurred in collection of delinquent accounts shall be paid by Client. If payment of invoices is not current, the Company may suspend performing further work.

1.3 Taxes. All amounts payable pursuant to this Agreement are exclusive of taxes. Accordingly, there will be added to any such amount payable by Client the monetary sum equal to any and all current and future applicable taxes, however designated, incurred as a result of or otherwise in connection with this Agreement or the Services, including without limitation state and local privilege, excise, sales, services, withholding, and use taxes and any taxes or other amounts in lieu thereof paid or payable by Client (other than taxes based on the Company's net income). If Client does not pay such taxes, the Company may make such payments and Client will reimburse the Company for those payments. Client will hold the Company harmless for any payments made by Client pursuant to this Section 2.4.

2. CHANGES.

Client may, with the approval of the Company, issue written directions within the general scope of any Services to be ordered. Such changes (the "Change Order") may be for additional work or the Company may be directed to change the direction of the work covered by the Task Order, but no change will be allowed unless agreed to by the Company in writing.

3. STANDARD OF CARE.

The Company warrants that its services shall be performed by personnel possessing competency consistent with applicable industry standards. No other representation, express or implied, and no warranty or guarantee are included or intended in this Agreement, or in any report, opinion, deliverable, work product, document or otherwise. Furthermore, no guarantee is made as to the efficacy or value of any services performed or software developed. THIS SECTION SETS FORTH THE ONLY WARRANTIES PROVIDED BY THE COMPANY CONCERNING THE SERVICES AND RELATED WORK PRODUCT. THIS WARRANTY IS MADE EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, NON-INFRINGEMENT, TITLE OR OTHERWISE.

4. LIABILITY.

4.1 Limitation. The Company's liability, including but not limited to Client's claims of contributions and indemnification related to third party claims arising out of services rendered by the Company, and for any losses, injury or damages to persons or properties or work performed arising out of or in connection with this Agreement and for any other claim, shall be limited to the lesser of (i) Five Thousand dollars (\$5,000.00) or (ii) payment received by the Company from Client for the particular service provided giving rise to the claim. Notwithstanding anything to the contrary in this Agreement, the Company shall not be liable for any special, indirect, consequential, lost profits, or punitive damages. Client agrees to limit the Company's liability to Client and any other third party for any damage on account of any error, omission or negligence to a sum not to exceed the lesser of (i) Five Thousand dollars (\$5,000.00) or (ii) the payment received by the Company for the particular service provided giving rise to the claim. The limitation of liability set forth herein is for any and all matters for which the Company may otherwise have liability arising out of or in connection with this Agreement, whether the claim arises in contract, tort, statute, or otherwise.

4.2 Remedy. Client's exclusive remedy for any claim arising out of or relating to this Agreement will be for the Company, upon receipt of written notice, either (i) to use commercially reasonable efforts to cure, at its expense, the matter that gave rise to the claim for which the Company is at fault, or (ii) return to Client the fees paid by Client to the Company for the particular service provided that gives rise to the claim, subject to the limitation contained in Section 5.1. Client agrees that it will not allege that this remedy fails its essential purpose.

4.3 Survival. Articles 2, 4, 5, and 6 survive the expiration or termination of this Agreement for any reason.

5. MISCELLANEOUS.

5.1 Insecurity and Adequate Assurances. If reasonable grounds for insecurity arise with respect to Client's ability to pay for the Services in a timely fashion, the Company may demand in writing adequate assurances of Client's ability to meet its payment obligations under this Agreement. Unless Client provides the assurances in a reasonable time and manner acceptable to the Company, in addition to any other rights and remedies available, Client may partially or totally suspend its performance while awaiting assurances, without liability to Client.

5.2 Severability. Should any part of this Agreement for any reason be declared invalid, such decision shall not affect the validity of any remaining provisions, which remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid portion thereof eliminated, and it is hereby declared the intention of the parties that they would have executed the remaining portion of this Agreement without including any such part, parts, or portions which may, for any reason, be hereafter declared invalid. Any provision shall nevertheless remain in full force and effect in all other circumstances.

5.3 Modification and Waiver. Waiver of breach of this Agreement by either part shall not be considered a waiver of any other subsequent breach.

5.4 Independent Contractor. The Company is an independent contractor of Client.

5.5 Notices. Client shall give the Company written notice within one hundred eighty (180) days of obtaining knowledge of the occurrence of any claim or cause of action which Client believes that it has, or may seek to assert or allege, against the Company, whether such claim is based in law or equity, arising under or related to this Agreement or to the transactions contemplated hereby, or any act or omission to act by the Company with respect hereto. If Client fails to give such notice to the Company with regard to any such claim or cause of action and shall not have brought legal action for such claim or cause of action within said time period, Client shall be deemed to have waived, and shall be forever barred from bringing or asserting such claim or cause of action in any suit, action or proceeding in any court or before any governmental agency or authority or any arbitrator. All notices or other communications hereunder shall be in writing, sent by courier or the fastest possible means, provided that recipient receives a manually signed copy and the transmission method is scheduled to deliver within 48 hours, and shall be deemed given when delivered to the address specified below or such other address as may be specified in a written notice in accordance with this Section.

If to the Company:

SITECH Consulting, P.C.  
9000 Breeland Way  
Raleigh, NC 27613

If to Client:

Town of Warrenton  
133 S. Main Street  
Warrenton NC 27589



Any party may, by notice given in accordance with this Section to the other parties, designate another address or person or entity for receipt of notices hereunder.

5.6 Assignment. The Agreement is not assignable or transferable by Client. This Agreement is not assignable or transferable by the Company without the written consent of Client, which consent shall not be unreasonably withheld or delayed.

5.7 Disputes. The Company and Client recognize that disputes arising under this Agreement are best resolved at the working level by the parties directly involved. Both parties are encouraged to be imaginative in designing mechanism and procedures to resolve disputes at this level. Such efforts shall include the referral of any remaining issues in dispute to higher authority within each participating party's organization for resolution. Failing resolution of conflicts at the organizational level, the Company and Client agree that any remaining conflicts arising out of or relating to this Contract shall be submitted to nonbinding mediation unless the Company and Client mutually agree otherwise. If the dispute is not resolved through non-binding mediation, then the parties may take other appropriate action subject to the other terms of this Agreement.

5.8 Section Headings. Title and headings of sections of this Agreement are for convenience of reference only and shall not affect the construction of any provision of this Agreement.

5.9 Representations; Counterparts. Each person executing this Agreement on behalf of a party hereto represents and warrants that such person is duly and validly authorized to do so on behalf of such party, with full right and authority to execute this Agreement and to bind such party with respect to all of its obligations hereunder. This Agreement may be executed (by original or telecopied signature) in counterparts, each of which shall be deemed an original, but all of which taken together shall constitute but one and the same instrument.

5.10 Residuals. Nothing in this Agreement or elsewhere will prohibit or limit the Company's ownership and use of ideas, concepts, know-how, methods, models, data, techniques, skill knowledge and experience that were used, developed or gained in connection with this Agreement. The Company and Client shall each have the right to use all data collected or generated under this Agreement.

5.11 Cooperation. Client will cooperate with the Company in taking actions and executing documents, as appropriate, to achieve the objectives of this Agreement. Client agrees that the Company's performance is dependent on Client's timely and effective cooperation with the Company. Accordingly, Client acknowledges that any delay by Client may result in the Company being released from an obligation or scheduled deadline or in Client having to pay extra fees for the Company's agreement to meet a specific obligation or deadline despite the delay.

5.12 Governing Law and Construction. This Agreement will be governed by and construed in accordance with the laws of North Carolina, without regard to the principles of conflicts of law. The language of this Agreement shall be deemed to be the result of negotiation among the parties and their respective counsel and shall not be construed strictly for or against any party. Each party (i) agrees that any action arising out of or in connection with this Agreement shall be brought solely in courts of the State of North Carolina, in Wake County, or the United States District Court for Raleigh, NC, (ii) hereby consents to the jurisdiction of the courts of the State of North Carolina and the United States District Court for Raleigh, NC, and (iii) agrees that, whenever a party is requested to execute one or more documents evidencing such consent, it shall do so immediately.

5.13 Entire Agreement; Survival. This Agreement, including any Exhibits, states the entire Agreement between the parties and supersedes all previous contracts, proposals, oral or written, and all other communications between the parties respecting the subject matter hereof, and supersedes any and all prior understandings, representations, warranties, agreements or contracts (whether oral or written) between Client and the Company respecting the subject matter hereof. This Agreement may only be amended by an agreement in writing executed by the parties hereto.

5.14 Force Majeure. The Company shall not be responsible for delays or failures (including any delay by the Company to make progress in the prosecution of any Services) if such delay arises out of causes beyond its control. Such causes may include, but are not restricted to, acts of God or of the public enemy, fires, floods, epidemics, riots, quarantine restrictions, strikes, freight embargoes, earthquakes, electrical outages, computer or communications failures, and severe weather, and acts or omissions of subcontractors or third parties.

5.12 Use By Third Parties. Work performed by the Company pursuant to this Agreement are only for the purpose intended and may be misleading if used in another context. Client agrees not to use any documents produced under this Agreement for anything other than the intended purpose without the Company's written permission. This Agreement shall, therefore, not create any rights or benefits to parties other than to Client and the Company.

## 6.0 POLLUTION INCIDENTS

6.1 Underground Storage Tanks, Oil-Water Separator or other buried containers may be fractured or heavily oxidized, degraded, have visible leaks or holes or microscopic holes and leaks. Often the tanks and containers may be overlain by unknown or private utilities or beneath curbing, pavement or right of ways. The processes of UST and container removal involve significant forces which may rupture or damage weakened tanks and containers that have been in the ground. SITECH Consulting, P.C. is not liable for any pollution incident arising from this activity or the activities of any person or entity for whom we subcontract or are subcontracted to. We are not responsible for any utilities damaged that were not identified by the Local Utility 811 Call Process. We are not responsible for the replacement of curbing, pavement or right of way features.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

Town of Warrenton  
SITECH PROPOSAL 3835



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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## **Water / Sewer Rates**

### **Background and Considerations**

As mentioned in last month's BOC meeting, revenues from water and sewer collections have been dropping significantly (see chart below). In fact, over the last two years revenues have dropped by \$150,000 or approximately 13%, while at the same time the cost of water has increased by over 20% (5% annual increases passed along by KLRWS). Several specific stories from last month's report help paint a picture:

- The Total # of water/sewer customers has dropped from 944 to 912 over a two-year period,
- Total usage has been declining for certain large water customers – Colonial Lodge has reduced their water consumption by two thirds after a renovation and installation of water-saving appliances, and Just Save has not used any water/sewer for over 18 months.

In the last fiscal year expenses also increased. These expense increases are primarily due to the cost of several repairs to the water main outside of the grant project. Fortunately the grant project has replaced all the water main trouble spots and so recurrences are not expected.

While the Town is currently experiencing at 10% increase in water receivables over last year due to the water meters, it is insufficient to make up the difference. Water receivables are on an annual run rate of \$540,000 as compared to \$485,000 collected in total last year. However, these increases are insufficient to cover expenses, debt service and depreciation going forward.

Given the loan application to the LGC associated with the WWTP Phase II Rehab and given the decline in revenues, the LGC is now requiring the Town to increase rates. Various options for the Board to consider during the budget process will be presenting, showing both impacts to residential and commercial customers. While hopeful that the decline in water usage stabilizes, the rate analysis will take into account several factors:

- Declining revenues
- Debt service
- Water price increases from KLRWS
- Depreciation
- Comparables with surrounding municipalities and counties

**Water Sewer Fund for Past 3 Years**

	<b>2017</b>	<b>2018</b>	<b>2019</b>
Charges for Services	1,151,301	1,057,164	998,624
Other Operating Rev	36,181	45,921	68,364
Total Revenues	<u>1,187,482</u>	<u>1,103,085</u>	<u>1,066,988</u>
ADM	264,741	292,480	315,855
Water Sewer	759,588	781,137	856,456
Depreciation	265,850	271,633	266,126
Total Expenses	<u>1,290,179</u>	<u>1,345,250</u>	<u>1,438,437</u>
Operating loss	(102,697)	(242,165)	(371,449)
Depreciation	265,850	271,633	266,126
Operating loss less depreciation	<u>163,153</u>	<u>29,468</u>	<u>(105,323)</u>





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

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www.warrenton.nc.gov

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## **Apartment Complex ETJ**

*Requires ordinance change to allow for Special Use in Table of Permitted Uses for Multi-family Dwellings and Complexes in R-20*

### **Process:**

- March 9, 2020 BOC Meeting – BOC considers referral to Planning Board
- Planning Board considers late March
- April 13, 2020 BOC Meeting – BOC considers recommendation from Planning Board

### **Project:**

- Plans for 72 units, Low Income Housing Tax Credit Apartments, Not Section 8
- Landscape Plan (insert)
- Weaver Kirkland developer and owner for at least next 30 years. Been in development for 80 years and Tax Credit development since 1997 in North Carolina.
- **Weaver-Kirkland Development, LLC** is a for-profit company whose primary purpose is providing safe, decent and affordable housing for low-income families and the elderly. The company's focus has been the utilization of The Low Income Housing Tax Credit Program, HOME funding and USDA Rural Development Section 515 funding. Weaver-Kirkland is very familiar with the funding programs in the Carolinas and throughout the Southeast, as well as the rules and regulations governing them. Their good rapport and strong working relationships with the agencies involved, on local and state levels, makes them a premier choice for affordable housing development projects in North Carolina, South Carolina, Virginia and Georgia.

(D) O&I – Office and Institutional District. The purpose of this district is to provide areas for office and institutional use, and to establish a buffer between residential areas and commercial and industrial areas;

(E) C-1 – Downtown Business District. The purpose of this district is to provide areas for those retail trade and service purposes which are properly located in a downtown area;

(F) C-2 – Highway Business District. The purpose of this district is to provide areas for commercial and service uses which require larger sites than are available in the downtown areas, or which serve the needs of the traveling public;

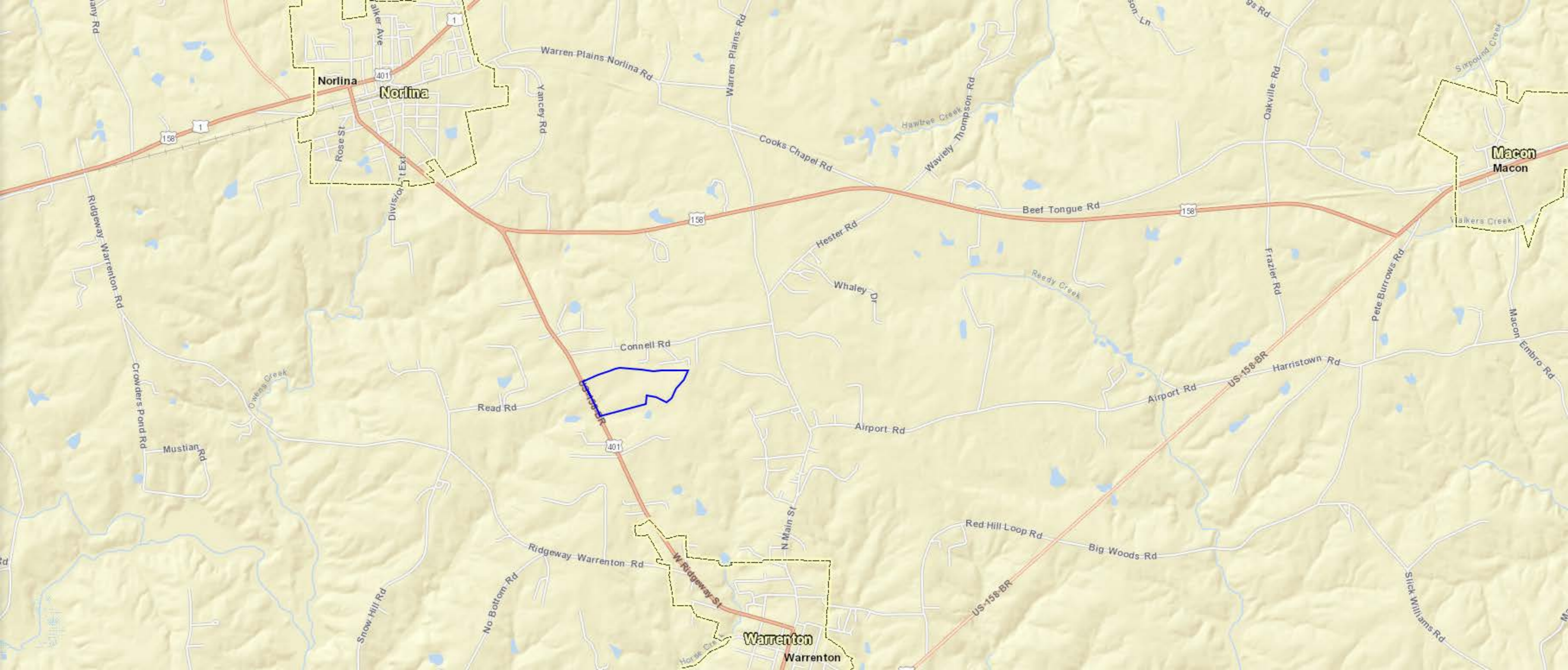
(G) I – Industrial District. The purpose of this district is to provide locations for manufacturing, wholesaling, and warehousing, uses which can be conducted without producing harmful effects on the citizens of the area.

(Ord. passed 12-16-85)

**§151.045 REGULATIONS FOR RESIDENTIAL, AGRICULTURAL, RESIDENTIAL-SUBDIVISION, SINGLE- AND MULTI-FAMILY RESIDENTIAL DISTRICTS.**

(A) Uses allowed in the districts named in this chapter shall be in accordance with the following table in which “X” signifies that the use is permitted as of right, “C” indicates that the use is a conditional use which requires approval of the Board of Adjustment, “S” indicates that the use is a special use which requires the approval of the Board of Commissioners, and a blank indicates that the use is not permitted in that zoning district.

<i>Residential Districts</i>	<i>Districts</i>		
<i>Use</i>	<i>R-20</i>	<i>R-12</i>	<i>R-8</i>
Single-family dwellings on individual lots	X	X	X
Two-family dwellings	X	X	X
Three or four-family dwellings in one building			X
Multi-family dwellings and complexes			S
Townhouses			S
Mobile homes on individual lots	C		X



Norlina  
Norlina

Macon  
Macon

Warrenton  
Warrenton

Warren Plains Norlina Rd

Cooks Chapel Rd

Beef Tongue Rd

Connell Rd

Read Rd

Airport Rd

Airport Rd

Ridgeway Warrenton Rd

Red Hill Loop Rd

Big Woods Rd

158

158

158

401

US-158-BR

US-158-BR

Rose St

Walker Ave

Division St Ext

Yancey Rd

Warren Plains Rd

Waverly Thompson Rd

Oakville Rd

Frazier Rd

Pete Burrows Rd

Harristown Rd

Macon Embro Rd

Ridgeway Warrenton Rd

Crowders Pond Rd

Mustian Rd

Owens Creek

Snow Hill Rd

No Bottom Rd

Horse Crk

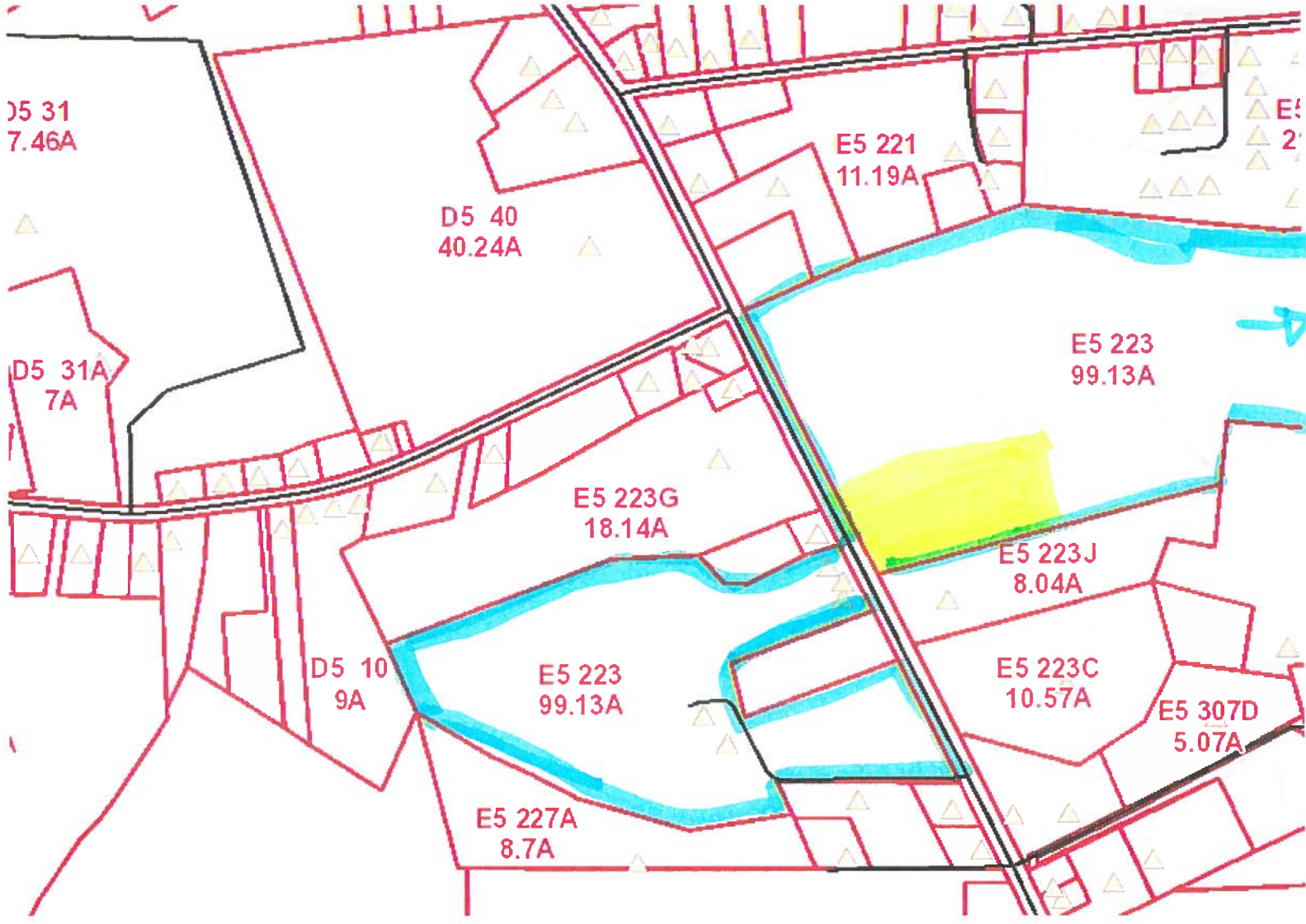
N Main St

W Ridgeway St

US-158-BR

Slick Williams Rd















OFFICE

LAUNDRY & MAIL













