



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

P.O. Box 281
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**BOARD OF COMMISSIONERS
REGULAR MEETING 7:00 PM
February 10, 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 January 13, 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)
 - c. Public Safety (Mr. Hardy)
 - d. Human Resources/Information Technology (Mr. Blalock)
 - e. Revitalization/Historic District Commission (Mr. Coffman)
 - f. Beautification/Facilities (Ms. Britt)
 - g. Planning/Zoning/Annexation (Mr. Packer)
7. Old Business
 - a. Status of Grants
 - b. Skill Zone – Continue Waive Security Requirement
 - c. Frontier Warren - Agreement Contingency For First Building
 - d. Visibility at Intersections
 - e. Opal Jones lot update (title search complete, atty contacting heirs)
8. New Business
 - a. Required Ordinance Language for Criminal Checks
 - b. KLRWS Planned Water Costs Increases
 - c. PARTF grant – Church/Hall Street potential park
 - d. Budget Amendment
9. Announcements
10. Adjournment

Conflict of Interest Disclaimer

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

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

Citizen Comments

Rules for Citizen Comments

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

**Town of Warrenton
Board of Commissioners**

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
Town Administrator

Town of Warrenton

"Historically Great - Progressively Strong"

Post Office Box 281
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Warrenton, NC 27589-0281
PHONE (252) 257-1122 FAX (252)257-9219

Town of Warrenton Board of Commissioners Regular Meeting January 13, 2020

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

Robert Davie Town Administrator
Sgt Mark Oakley
Jennifer Harris – Warren Record
Meredith Valentine -Finance Officer
Mitch Styers, Attorney
William "Bill" Perkinson – Public Works
Annette Silver – Minute Taker

There were 2 guest present Rebecca Harris - CIBCO and April Adams -Cherry Bekaert

Call to Order/Pledge of Allegiance/ Moment of Silence

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order on Monday, January 13, 2020 at 7:00pm. The Pledge of Allegiance was led by Commissioner Hardy. A Moment of Silence was held for victims of the weather conditions throughout the world as well as those serving in the military.

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 Hunter with second by Commissioner Coffman to approve the Proposed Agenda. The motion was approved by unanimous vote.

Public Comments

No Public Comments were voiced.

Minutes of Board Meeting from December 9, 2019

Minutes of the Board meeting of December 9, 2019 were presented. A motion was made by Commissioner Coffman with second by Commissioner Harding to approve the Minutes of December 9, 2019. The motion was approved by unanimous vote.

Consent Agenda

The Consent Agenda was presented.

- (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 Report

A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve the Consent Agenda. The motion was approved unanimously.

Committee Reports

Finance and Administration

Commissioner Hunter had no additions other than liability insurance renewal and audit report outlined on the agenda. Ms. Rebecca Harris of CIBCO was present to answer questions regarding renewal of the Town's liability insurance policy. There was an increase of approximately \$3,000 from 2019 to 2020 due to the addition of two police patrol cars and the renovated Town Hall and its contents. A motion was made by Commissioner Blalock with second by Commissioner Hunter to approve the liability insurance renewal. The motion was approved by unanimous vote.

The Town Audit for year ending June 30, 2019 was presented by Ms. April Adams of Cherry Bekaert CPA's and Advisors of Raleigh. The auditor congratulated the Town for receiving all clean opinions. There was an extra audit process required due to the amount of grant expenditures. Mr. Davie and Mrs. Valentine were congratulated on outstanding work by Board of Commissioners. The available fund balance showed a substantial increase which pleased all commissioners.

Public Works

Commissioner Harding and Bill Perkinson had no report in addition to written report. Commissioner Harding stated that new water meters should eliminate water losses that two customers have experienced recently.

Public Safety

Commissioner Hardy and Sgt Oakley had nothing in addition to written submissions but stated there was a decrease in shoplifting incidents. All was quiet over the holidays. Mayor Gardner reported all was quiet in the fire department as well.

Human Resources/Information Technology

Commissioner Blalock reported the purchase of two new PCs for Administration offices. Mrs. Tracy Stevenson has joined the Town staff as a full-time Assistant Finance Clerk, effective January 2, 2020. Mrs. Stevenson is the daughter of former Police Chief Freddie Robinson. She is coming from Franklin County as a payroll specialist/finance specialist. It was found that the part-time position was not sufficient to address the workload in the finance department and is now replaced by a full-time position. Mrs. Bettie Davis and the Town were amenable to the change.

Revitalization/Historic District

There was no December meeting for the Revitalization Committee. Commissioner Coffman stated there were 3 COAs presented to the Historic District Commission in December. Mary Hehl (204 Church Street) was approved to replace a slate roof with asphalt shingles that look like slate. Valerie Beatty (207 Plummer Street) was approved to paint over exterior stucco. Walter Hurst (114 Wilcox Street) was approved to remove 3 trees which had damaged the house.

The Historic District Commission is recommending Preservation Warrenton's choice of Audrey Tippett to fill an open seat on the Commission. Mrs. Tippett has served on the Commission before. A motion was made by Commissioner Hunter with second by Commissioner Hardy to approve Audrey Tippett. The motion was approved by unanimous vote. Mayor Gardner thanked Mrs. Tippett for her willingness to serve.

Beautification/Facilities

Commissioner Britt stated all looked good in Town. For the third consecutive year, Bill Lynch of Norlina has voluntarily assisted in the set-up and removal of the Santa House from Main Street. Commissioner Britt suggested writing a thank you letter and including a gift card of appreciation. It was agreed upon to give Mr. Lynch a \$50.00 gift card. Town Administrator Davie mentioned that the new weight limitation signs throughout Warrenton streets appear to be working with little truck traffic in residential areas. Directional, way-finding signs for Hailey-Haywood Park will be ordered at the request of Commissioner Hardy. Street pavement dates will be known, hopefully, this week after a meeting with the USDA, stated the Town Administrator.

Planning/Zoning/Annexation Commissioner Packer had no report.

Old Business

Fund 51 & 61 USDA Rural Development A pre-final inspection of the water/sewer project on January 15th will determine if any contingency funds can reduce amount of additional grant/loan needed. Upon determination the USDA will release funds for paving and ADA access.

Fund 53 NC Commerce Main Street Downtown redevelopment Project might not go to Phase 2 but instead continue as part of Phase 1, thereby eliminating any rebidding requirements.

Fund 55 NC DEQ Water Infrastructure WWTP With reduced scope of project, additional loan is still required. Norlina and Warren County have been provided information on additional financial commitments. Warren County approved and we are still awaiting a reply from Norlina.

NC Main Street Solutions Warrenton Brewery Grant Expect to start construction shortly with target completion date of Spring 2020

NC Neighborhood Revitalization Program Awaiting notification from NC Commerce on CDBG funds for repair of approximately eight houses.

Volkswagen Settlement Grant Awards to be announced in the winter 2020.

Building Reuse Grant Warrenton awarded \$50,000 from NC Commerce for the Warrenton Animal Clinic.

EPA Brownfield Grant Application submitted Award notification will be May 2020.

The Town of Oxford Historic District Ordinances Penalty Section was presented as an example of possible penalties for non-compliance as currently being reviewed by the Warrenton Historic District Commission. After thorough review of all COAs submitted in the prior year, the Historic District Commission will recommend potential changes to the ordinances for Commissioners' review. Commissioner Packer asked about the situations when penalties had been applied in the past. Town Administrator outlined only two instances. Commissioner Harding suggested adding a compliance detail to the existing COA request form.

The house on the corner of Spring Street and W. Ridgeway Street was discussed at length because of falling down buildings in rear of lot. Town Administrator Davie will look into the situation for possible nuisance violations.

New Business

A new usage agreement with US Cellular was presented. A motion was made by Commissioner Blalock with second by Commissioner Coffman to approve the US Cellular Agreement. Commissioner Hardy brought attention to a needed address change on page 10 of Agreement. Mr. Davie will be sure it is corrected. The motion was approved by unanimous vote.

Commissioner Hunter brought up visibility issues and accident risks at the intersection of S. Bragg Street and Plummer Street, where bushes block the views. F. D. Blaylock, the owner of the bushes, is complying with the ordinance as requested. After much discussion, the item will be revisited at the February 10th meeting after Commissioner Britt and the Town Administrator (Beautification and Facilities) have had time to investigate ordinance language to resolve the issue.

Claude O'Hagen – owner of Skill Zone located at 305 E. Macon Street -- has requested a temporary waiver of security requirements as part of his Special Use permit, due to no problems and high expense. Sgt. Oakley stated that no reports of trouble at the gaming establishment had been made. A motion was made by Commissioner Hardy with second by Commissioner Blalock to temporarily waive the security requirement from January 13th until February 10th when the Board meets again. The vote is five yea

(Commissioners Coffman, Packer, Harding, Blalock, and Hardy) and two nay (Commissioners Hunter and Britt)

The establishment at 222 S Main Street will be issued another hand delivered letter that they are not in compliance with requirements as ownership has changed.

A recent event at the truffle farm, located just outside the town limits, was discussed by Town Administrator Davie as having economic development potential.

Commissioner Britt asked about the RTP partnership and how it would benefit Warrenton. Davie replied that the CIO of Chapel Hill had read a recent article in the Warren Record about the partnership and wanted to be involved. He offered to refer companies from Chapel Hill to the Frontier Warren space. Davie stated that the partnership will generate significant publicity, share the expertise of RTP, and establish a firm foundation for entrepreneurial development in the Town. Because of the branded Frontier Warren space a small software company has expressed interest in leasing space for a potential five employees.

Announcements

- The Secretary of the Department of Environmental Quality, Michael Reagan, will be in Warrenton on Wednesday, January 15, 2020 to discuss economic development.
- Monday, January 27, 2020 Tour of Frontier RTP by Town commissioners
- COG Thursday February 20, 2020 Small Town Regional Economic Summit in Henderson
- Main Street Conference Registration is open (conference dates are March 10-12)

Motion by Commissioner Blalock with second by Commissioner Hunter to go into closed session to discuss contract negotiations. The motion was approved by unanimous vote. Commissioner Blalock motioned to return to open session with second by Commissioner Hunter. The motion was approved by unanimous vote. No further action was taken in open session. Commissioner Blalock motioned to adjourn with second from Commissioner Hardy. Upon a unanimous vote the meeting was adjourned.

Budget vs Actual

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Period Ending 1/31/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
37-302-301 Ad Velorem Taxes - Current	436,022	75,234.51	75,234.51	137,376.96	(298,645.04)	32%	
37-302-302 Ad Velorem Taxes - Prior Years	3,000	(112.85)	(112.85)	1,086.11	(1,913.89)	36%	
37-302-303 Ad Velorem Taxes - all other prior years	1,000	139.16	139.16	516.24	(483.76)	52%	
37-302-304 Ad Velorem Taxes - Penalties & Interest	1,300	12.12	12.12	204.41	(1,095.59)	16%	
37-307-310 Motor Vehicles - Current	28,302	2,388.71	2,388.71	12,752.14	(15,549.86)	45%	
37-320-320 Local Option Sales Tax	220,000	0.00	0.00	121,517.65	(98,482.35)	55%	
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	511.49	511.49	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	375.00	(125.00)	75%	
37-345-346 Code Enforcement	2,500	250.00	250.00	1,690.00	(810.00)	68%	
37-351-350 Run Warrenton 5K	1,000	0.00	0.00	0.00	(1,000.00)		
37-351-353 Landfill Fees Residential	150,000	12,754.50	12,754.50	86,737.58	(63,262.42)	58%	
37-351-355 Cemetery Fees	1,800	0.00	0.00	0.00	(1,800.00)		
37-351-356 Police Rpt Fees	50	10.00	10.00	45.00	(5.00)	90%	
37-351-357 Court Fees	300	45.00	45.00	184.50	(115.50)	62%	
37-351-360 Cell Tower Rent	29,400	2,450.00	2,450.00	17,150.00	(12,250.00)	58%	
37-351-361 Parking/Ordinance Collections PD	250	65.00	65.00	325.00	75.00	130%	
37-365-001 Interest Income	12,000	0.00	0.00	4.49	(11,995.51)	0%	
37-365-351 Revitalization Comm	9,500	200.00	200.00	3,320.00	(6,180.00)	35%	
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 1/31/2020

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	3,313.18	3,313.18	24,460.25	(17,233.75)	59%	
37-365-371 WS 25% of GF Exp	80,855	6,850.76	6,850.76	41,950.88	(38,904.12)	52%	
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)		
Revenues Totals:	1,192,030	104,111.58	104,111.58	555,311.79	(636,718.21)	47%	
Expenses							
37-401-010 Salary - Full Time	122,500	9,796.40	9,796.40	71,598.00	50,902.00	58%	
37-401-012 Salary - Adm Assistant	30,910	2,233.98	2,233.98	16,295.23	14,614.77	53%	
37-401-014 Salary - Part Time	5,000	444.13	444.13	3,874.36	1,125.64	77%	
37-401-020 ER-FICA Taxes	9,377	739.88	739.88	5,159.20	4,217.69	55%	
37-401-021 ER-FICA Taxes - Adm Assistant	1,489	204.88	204.88	1,421.32	67.34	95%	
37-401-030 ER-Retirement - Orbit	25,030	1,547.84	1,547.84	11,454.53	13,575.47	46%	
37-401-040 ER-Health Insurance	22,428	2,252.15	2,252.15	10,714.37	11,713.63	48%	
37-401-050 ER-Life Insurance	504	42.00	42.00	238.00	266.00	47%	
37-401-060 ER-Workman's Comp	383	51.29	51.29	367.47	15.53	96%	
37-401-200 Travel Expense	1,200	0.00	0.00	500.00	700.00	42%	
37-401-203 Supplies	3,800	488.58	488.58	3,195.88	604.12	84%	
37-401-250 Light, Heat & Security	4,990	1,070.57	1,070.57	3,334.62	1,655.38	67%	
37-401-251 Telephone & Postage	3,000	246.45	246.45	1,780.62	1,219.38	59%	
37-401-255 Bldg. Maint/ Clean SVS	5,060	56.66	56.66	691.23	4,368.77	14%	
37-401-256 Bank Fees/ Petty Cash	2,000	0.00	0.00	800.00	1,200.00	40%	
37-401-295 Training	1,400	0.00	0.00	0.00	1,400.00		
37-401-301 Computer Maint	2,620	199.08	199.08	1,681.74	938.26	64%	
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 1/31/2020

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	983.40	983.40	983.40	266.60	79%	
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	266.10	266.10	2,326.10	873.90	73%	
37-401-325 NC Sales/Use Tax Paid	2,500	368.56	368.56	812.34	1,687.66	32%	
37-401-400 Liability Insurance	5,521	175.00	175.00	1,713.55	3,807.45	31%	
37-401-401 County Tax Collection Svs	8,000	1,298.64	1,298.64	2,929.24	5,070.76	37%	
37-401-405 Audit Expense	7,584	4,545.84	4,545.84	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	(114.00)	3,614.00	-3%	
37-401-422 Town Hall Rent	650	(1,950.00)	(1,950.00)	1,137.50	(487.50)	175%	
37-401-497 Sales & Uses Tax Expense	22,000	0.00	0.00	11,989.58	10,010.42	54%	
37-401-499 Miscellaneous Expense	15,330	97.50	97.50	3,300.76	12,029.24	22%	
37-401-700 WDRI Grant Expense	396	0.00	0.00	0.00	396.00		
37-401-801 Town Hall Roof Loan-Principal	5,148	0.00	0.00	2,790.79	2,357.54	54%	
37-401-831 Town Hall Roof Loan - Interest Admin	520	0.00	0.00	42.77	476.90	8%	
37-401-889 Reserve for USDA Loans	3,144	0.00	0.00	0.00	3,144.00		
37-401-998 Contingency	670	0.00	0.00	0.00	670.25		
General Government Totals:	338,423	25,158.93	25,158.93	179,946.23	158,476.57	53%	
37-402-014 Mayor Part Time Salary	1,500	125.00	125.00	875.00	625.00	58%	
37-402-020 ER - FICA TAXES	1,253	19.12	19.12	124.28	1,129.17	10%	
37-402-200 Travel Expense	500	150.00	150.00	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	294.12	294.12	1,274.28	2,029.17	39%	
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	500.00		

Budget vs Actual

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Period Ending 1/31/2020

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	2,099.50	7,400.50	22%	
37-405-470 Small Town Maint St	2,200	0.00	0.00	473.66	1,726.34	22%	
Non-Departmental Totals:	14,922	0.00	0.00	2,573.16	12,348.59	17%	
37-501-010 SALARY FULL TIME	184,037	14,142.75	14,142.75	99,047.33	84,989.67	54%	
37-501-014 Salary - Part Time	25,000	3,350.85	3,350.85	21,057.02	3,942.98	84%	
37-501-016 Police Clerical Salary	33,446	2,572.80	2,572.80	19,846.00	13,600.00	59%	
37-501-019 Salary - Over-Time	5,000	393.75	393.75	3,195.95	1,804.05	64%	
37-501-020 ER-FICA Taxes	18,336	1,556.00	1,556.00	10,876.67	7,459.33	59%	
37-501-030 ER - Retirement Orbit	31,485	2,812.29	2,812.29	20,015.28	11,469.22	64%	
37-501-031 ER - 401K 5%	10,297	935.91	935.91	6,572.48	3,724.52	64%	
37-501-040 ER - Health Insurance	32,115	6,010.31	6,010.31	19,589.64	12,525.36	61%	
37-501-050 ER - Life Insurance	1,010	70.00	70.00	560.00	450.00	55%	
37-501-060 ER - Workman's Comp	6,420	873.43	873.43	6,256.92	163.08	97%	
37-501-200 Travel Expense	1,000	0.00	0.00	24.18	975.82	2%	
37-501-203 Supplies	3,669	101.83	101.83	3,092.81	575.85	84%	
37-501-204 Uniforms	2,000	0.00	0.00	1,081.93	918.07	54%	
37-501-205 Equipment & Material	6,845	1,990.98	1,990.98	5,295.50	1,549.50	77%	
37-501-250 Light, Heat & Security	6,658	687.06	687.06	3,662.72	2,995.28	55%	
37-501-251 Telephone & Postage	6,837	1,465.61	1,465.61	4,018.91	2,818.09	59%	
37-501-252 Fuel	16,000	2,852.43	2,852.43	9,233.55	6,766.45	58%	
37-501-255 Bldg Maint/Clean Svs	2,041	23.33	23.33	166.66	1,874.68	8%	
37-501-295 Training	2,000	0.00	0.00	1,006.36	993.64	50%	
37-501-301 Computer Maint	4,900	320.00	320.00	2,364.87	2,535.13	48%	
37-501-302 Software Support	6,150	150.00	150.00	5,666.91	483.09	92%	
37-501-309 Advertising	492	75.00	75.00	75.00	417.00	15%	
37-501-351 Maint & Repair Equip	3,433	1,757.90	1,757.90	2,967.15	465.85	86%	
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 1/31/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-501-371 2017 Dodge Car 200	1,500	0.00	0.00	1,293.07	206.93	86%	
37-501-372 2016 Dodge Car 300	1,000	0.00	0.00	304.69	695.31	30%	
37-501-373 2017 Dodge Car 400	1,000	0.00	0.00	93.42	906.58	9%	
37-501-374 2010 Ford Car 500	1,832	81.58	81.58	1,553.78	278.22	85%	
37-501-375 2008 Ford Car 600	1,000	105.87	105.87	627.86	372.14	63%	
37-501-376 1993 Chevy Car 700	975	0.00	0.00	451.86	523.14	46%	
37-501-400 Liability Insurance	12,000	0.00	0.00	3,039.68	8,960.32	25%	
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	407.11	407.11	2,751.44	1,858.56	60%	
37-501-801 Town Hall Roof Laon Principal	5,147	0.00	0.00	2,790.79	2,356.54	54%	
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%	
37-501-830 Police Loan pymt Interest	835	0.00	0.00	834.56	0.00	100%	
37-501-831 Town Hall Roof Loan - Interest PD	520	0.00	0.00	42.77	476.90	8%	
37-501-833 Police Security Camera Loan Interest (USDA)	148	0.00	0.00	147.51	0.00	100%	
Police Department Totals:	448,147	42,736.79	42,736.79	266,974.18	181,172.82	60%	
37-601-014 Salary - Part Time Code Enforcement	3,000	351.30	351.30	2,697.90	302.10	90%	
37-601-020 ER-FICA Taxes	200	19.90	19.90	156.39	43.61	78%	
37-601-252 Fuel	100	0.00	0.00	0.00	100.00		
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	34,999.98	35,000.02	50%	
37-601-475 Donation to Town Fire	1,000	0.00	0.00	90.00	910.00	9%	

Budget vs Actual

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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:	74,650	371.20	371.20	38,144.27	36,505.73	51%	
37-651-330 Christmas Lights/Santa House	600	300.00	300.00	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	3,036.31	203.69	94%	
37-651-333 Street Beautification - Below \$5,000	2,500	0.00	0.00	1,065.44	1,434.56	43%	
37-651-335 Street Lighting Electric Bill	23,000	3,569.87	3,569.87	12,408.36	10,591.64	54%	
Signs and Lights Totals:	30,250	3,869.87	3,869.87	17,188.08	13,061.92	57%	
37-701-010 Salary - Full Time	51,389	3,902.72	3,902.72	29,545.92	21,843.08	57%	
37-701-014 Salary - Part Time	15,679	1,155.25	1,155.25	8,133.10	7,545.90	52%	
37-701-019 Over-Time	1,714	53.56	53.56	161.10	1,552.90	9%	
37-701-020 ER-FICA Taxes	5,262	389.85	389.85	2,885.91	2,376.09	55%	
37-701-030 ER - Retirement - Orbit	10,868	807.62	807.62	5,880.89	4,987.11	54%	
37-701-040 ER-Health Insurance	10,473	1,371.72	1,371.72	7,898.62	2,574.38	75%	
37-701-050 ER-Life Insurance	269	21.98	21.98	175.84	93.16	65%	
37-701-060 ER-Workman's Comp	4,801	670.13	670.13	4,800.63	0.37	100%	
37-701-203 Supplies	3,647	476.26	476.26	3,017.46	629.54	83%	
37-701-204 Uniforms	3,450	293.05	293.05	2,045.44	1,404.56	59%	
37-701-251 Telephone & Postage	185	71.08	71.08	133.06	51.94	72%	
37-701-252 Fuel	8,652	1,801.71	1,801.71	4,906.72	3,745.28	57%	
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	1,348.32	1,348.32	9,293.80	620.20	94%	
37-701-352 Vehicle Maintenance	2,500	527.65	527.65	1,187.08	1,312.92	47%	
37-701-400 Liability Insurance	7,112	0.00	0.00	1,777.95	5,334.05	25%	
37-701-431 Street Debris Disposal	1,000	0.00	0.00	1,000.00	0.00	100%	
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:	151,709	12,890.90	12,890.90	97,636.74	54,072.26	64%	
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		
37-710-804 BB&T Battle Ave Sewer Loan POWELL - Prin	5,861	0.00	0.00	0.00	5,861.00		
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	3,472.00	3,472.00	26,033.70	20,724.30	56%	
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	255.72	255.72	1,964.01	1,711.99	53%	
37-801-030 ER - Retirement - Orbit Sanitation	7,593	548.58	548.58	4,169.09	3,423.91	55%	
37-801-040 ER - Health Insurance	10,018	2,237.97	2,237.97	6,821.55	3,196.45	68%	
37-801-050 ER - Life Insurance	227	18.90	18.90	151.20	75.80	67%	
37-801-060 Workman's Compensation	3,388	472.90	472.90	3,387.74	0.26	100%	
37-801-203 Supplies	1,135	19.05	19.05	494.54	640.46	44%	
37-801-204 Uniforms	2,690	161.85	161.85	1,092.95	1,597.05	41%	
37-801-251 Telephone & Postage	185	41.10	41.10	103.08	81.92	56%	
37-801-252 Fuel	3,537	443.51	443.51	1,420.74	2,116.26	40%	
37-801-350 Landfill Fees	17,596	1,618.05	1,618.05	8,959.24	8,636.76	51%	
37-801-352 Vehicle Maintenance	4,008	85.23	85.23	3,087.18	920.82	77%	
37-801-400 Liability Insurance	3,242	0.00	0.00	810.41	2,431.59	25%	
Sanitation Totals:	104,661	9,374.86	9,374.86	59,103.18	45,557.82	56%	
Expenses Totals:	1,192,030	94,696.67	94,696.67	668,467.12	523,562.88	56%	
37 GENERAL FUND Revenues Over/(Under) Expenses:		9,623.99	9,623.99	(102,440.83)			

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
38-351-401 Water Sales	575,306	41,123.26	41,123.26	322,357.52	(252,948.48)	56%	
38-351-402 Debt Setoff WATER	35	0.00	0.00	0.00	(35.00)		
38-351-404 Sewer Services	641,634	43,082.98	43,082.98	302,080.54	(339,553.46)	47%	
38-351-407 Debt Setoff SEWER	53	0.00	0.00	0.00	(53.00)		
38-351-408 Town Taps	2,350	10,724.09	10,724.09	15,584.60	13,234.60	663%	
38-351-416 Dis/Reconnection Fee	5,846	745.00	745.00	3,339.94	(2,506.06)	57%	
38-351-417 Fire Sprinkler	2,236	187.74	187.74	1,314.18	(921.82)	59%	
38-351-418 Late Fees/Penalty/Cut Off	17,540	1,543.11	1,543.11	8,240.85	(9,299.15)	47%	
38-351-419 Returned Check Fee	900	75.00	75.00	425.00	(475.00)	47%	
38-365-410 Interest/investment Income	104	0.00	0.00	43.78	(60.22)	42%	
38-365-421 Account Activation Fee	2,950	200.00	200.00	1,650.00	(1,300.00)	56%	
38-365-851 Misc Revenue WATER	118	0.00	0.00	0.00	(118.00)		
38-365-852 Misc Revenue SEWER	118	0.00	0.00	0.00	(118.00)		
Revenues Totals:	1,249,190	97,681.18	97,681.18	655,036.41	(594,153.59)	52%	
Expenses							
38-851-010 Salary Full Time	81,268	6,166.14	6,166.14	46,567.81	34,700.19	57%	
38-851-014 Salary - Part Time	15,630	1,269.82	1,269.82	9,746.67	5,883.33	62%	
38-851-019 Salary Over-Time	6,227	92.75	92.75	2,737.84	3,488.66	44%	
38-851-020 ER-FICA Taxes	7,889	555.43	555.43	4,350.47	3,538.53	55%	
38-851-030 ER - Retirement Orbit	12,480	897.29	897.29	6,913.96	5,565.54	55%	
38-851-040 ER - Health Insurance WATER	13,704	1,679.74	1,679.74	8,959.07	4,744.93	65%	
38-851-050 ER - Life Insurance	310	25.76	25.76	206.08	103.42	67%	
38-851-060 ER - Workman's Comp	1,643	229.19	229.19	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	221.65	221.65	900.21	999.79	47%	
38-851-204 Uniforms	2,360	171.86	171.86	1,196.68	1,163.32	51%	
38-851-205 Materials & Supplies	27,500	2,326.47	2,326.47	26,925.40	574.60	98%	

Budget vs Actual

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-851-250 Light & Heat & Security	4,731	805.25	805.25	2,451.41	2,279.09	52%	
38-851-251 Telephone & Postage	5,425	1,693.72	1,693.72	4,614.61	810.39	85%	
38-851-252 Fuel	5,000	397.10	397.10	2,791.39	2,208.61	56%	
38-851-255 Bldg. Maint/Clean Svs	627	11.67	11.67	11.67	615.33	2%	
38-851-260 Electric Tank/Pumps	8,000	81.25	81.25	1,502.60	6,497.40	19%	
38-851-296 Continuing Education	625	0.00	0.00	0.00	625.00		
38-851-301 Computer Maintenance	1,969	128.85	128.85	1,105.37	863.13	56%	
38-851-302 Software Support	1,684	69.97	69.97	1,384.91	299.09	82%	
38-851-305 Technology Upgrades	2,191	0.00	0.00	1,450.40	740.60	66%	
38-851-309 Advertising	250	0.00	0.00	0.00	250.00		
38-851-310 Dues & Subscriptions	377	50.00	50.00	326.25	50.75	87%	
38-851-313 State Permits	1,250	0.00	0.00	990.00	260.00	79%	
38-851-345 Water Tank Contract	16,620	4,154.87	4,154.87	12,464.61	4,155.39	75%	
38-851-351 Maint. & Repair Equip	7,500	389.66	389.66	1,984.80	5,515.20	26%	
38-851-352 Vehicle Maintenance	2,226	860.88	860.88	1,514.17	711.83	68%	
38-851-400 Town Liability Insurance	5,911	0.00	0.00	2,449.57	3,461.43	41%	
38-851-405 Audit Expense	3,792	2,272.91	2,272.91	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	285.00	285.00	780.00	720.00	52%	
38-851-448 External Contract	16,233	794.17	794.17	12,581.68	3,650.82	78%	
38-851-451 Water Purchase	220,288	16,453.35	16,453.35	121,617.92	98,670.08	55%	
38-851-801 Town Hall Roof Loan - Principal	2,574	0.00	0.00	1,395.89	1,178.28	54%	
38-851-806 Debt/Loans/Leases - Interest	509	0.00	0.00	509.21	0.00	100%	
38-851-807 Debt/Loans/Leases - Principal	2,408	0.00	0.00	2,407.79	0.00	100%	
38-851-831 Town Hall Roof Loan - Interest	260	0.00	0.00	20.89	238.94	8%	
Water							
38-851-889 RESERVE FOR USDA LOANS	4,210	0.00	0.00	0.00	4,209.50		
38-851-895 Grass Cutting Expense	8,000	0.00	0.00	0.00	8,000.00		
38-851-896 WS 25% of GF Expense	40,428	3,425.38	3,425.38	20,975.44	19,452.06	52%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-851-998 Contingency	39,135	0.00	0.00	0.00	39,134.50		
Water Totals:	575,424	45,510.13	45,510.13	309,768.77	265,655.23		54%
38-852-010 Salary - Full Time	81,268	6,166.16	6,166.16	46,231.02	35,036.98		57%
38-852-014 Salary - Part Time	15,630	1,269.41	1,269.41	9,747.09	5,882.91		62%
38-852-019 Salary - Over Time Sewer	6,227	489.81	489.81	2,579.09	3,647.41		41%
38-852-020 ER - FICA Sewer	7,889	603.62	603.62	4,460.99	3,428.01		57%
38-852-030 ER-Retirement Orbit	12,480	946.47	946.47	6,851.80	5,627.70		55%
38-852-040 ER-Health Insurance SEWER	13,704	1,679.78	1,679.78	9,220.43	4,483.57		67%
38-852-050 ER-Life Insurance	310	25.76	25.76	206.08	103.42		67%
38-852-060 ER-Workman's Comp	1,643	229.19	229.19	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	221.62	221.62	846.10	1,576.90		35%
38-852-204 Uniforms	2,360	171.86	171.86	1,198.77	1,161.23		51%
38-852-205 Materials & Supplies	27,500	1,476.67	1,476.67	16,953.89	10,546.11		62%
38-852-250 Light & Heat & Security	3,035	773.69	773.69	2,201.24	833.26		73%
38-852-251 Telephone & Postage	5,480	1,693.72	1,693.72	4,692.60	787.40		86%
38-852-252 Fuel	5,000	397.09	397.09	2,766.04	2,233.96		55%
38-852-255 Bldg. Maint/Clean Svs	627	11.67	11.67	11.67	615.33		2%
38-852-260 Electric Tank/Pumps	8,000	1,038.71	1,038.71	4,919.43	3,080.57		61%
38-852-296 Continuing Education	625	0.00	0.00	0.00	625.00		
38-852-301 Computer Maint.	1,587	128.84	128.84	1,007.00	579.50		63%
38-852-302 Software Support	1,684	69.96	69.96	1,384.91	299.09		82%
38-852-305 Technology Upgrades	2,191	0.00	0.00	1,450.38	740.62		66%
38-852-309 Advertising	419	0.00	0.00	418.50	0.50		100%
38-852-310 Dues & Subscriptions	377	50.00	50.00	326.25	50.75		87%
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	236.95	236.95	1,388.78	6,111.22		19%
38-852-352 Vehicle Maintenance	2,147	860.86	860.86	1,435.26	711.74		67%
38-852-400 Liability Insurance	5,911	0.00	0.00	2,449.57	3,461.43		41%

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38 WATER / SEWER						
Description	Budget	MTD	QTD	YTD	Variance	Percent
38-852-405 Audit Expense	3,792	2,272.91	2,272.91	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	114,630.01	181,406.99	39%
38-852-448 External Contract	38,552	2,829.10	2,829.10	34,557.36	3,994.14	90%
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	1,395.90	1,178.26	54%
38-852-806 Debt/loans/Leases - Interest	509	0.00	0.00	509.21	0.00	100%
38-852-807 Debt/loans/leases - Principal	2,408	0.00	0.00	2,407.79	0.00	100%
38-852-809 John Riggans Easement Pmt	1,000	0.00	0.00	0.00	1,000.00	
38-852-810 BB&T Battle Avenue Sewer Loan - Principal	6,975	0.00	0.00	0.00	6,975.00	
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	17,600	0.00	0.00	1,925.00	15,675.00	11%
38-852-831 Town Hall Roof Loan - Interest Sewer	260	0.00	0.00	20.88	238.96	8%
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	3,425.38	3,425.38	20,975.44	19,452.06	52%
38-852-998 Contingency	18,952	0.00	0.00	0.00	18,951.50	
Sewer Expenses Totals:	676,362	27,069.23	27,069.23	305,302.47	371,059.53	45%
38-901-037 Transfer to General Fund	8,000	0.00	0.00	4,500.00	3,500.00	56%
38-901-064 Transfer Out to Unity Bute, Battle Sewer Grant	19,470	0.00	0.00	19,470.00	0.00	100%
Transfers Out Totals:	27,470	0.00	0.00	23,970.00	3,500.00	87%
Expenses Totals:	1,279,256	72,579.36	72,579.36	639,041.24	640,214.76	50%
38 WATER / SEWER Revenues Over/(Under) Expenses:		25,101.82	25,101.82	26,514.99		

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39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
39-351-470 Town Sewer Revenues	296,037	0.00	0.00	114,630.01	(181,406.99)	39%	
39-351-471 Sewer Revenues - County	209,003	0.00	0.00	80,929.02	(128,073.98)	39%	
39-351-472 Sewer Rev Norlina	165,486	0.00	0.00	64,078.56	(101,407.44)	39%	
39-365-861 Misc Revenue WWTP	19,828	0.00	0.00	5,650.00	(14,178.00)	28%	
Revenues Totals:	690,354	0.00	0.00	265,287.59	(425,066.41)	38%	
Expenses							
39-861-010 Salary - Full Time	155,004	12,148.30	12,148.30	92,160.79	62,843.21	59%	
39-861-014 Salary - Part Time	15,361	1,387.94	1,387.94	9,959.32	5,401.68	65%	
39-861-019 Over-Time	13,520	1,373.35	1,373.35	5,689.67	7,830.33	42%	
39-861-020 ER-FICA Taxes	14,067	944.28	944.28	6,805.76	7,261.24	48%	
39-861-030 ER - Retirement Orbit	26,805	2,063.50	2,063.50	14,686.94	12,118.06	55%	
39-861-040 ER- Health Insurance	24,791	3,702.92	3,702.92	16,886.09	7,904.91	68%	
39-861-050 ER-Life Insurance	568	47.60	47.60	380.80	187.20	67%	
39-861-060 ER-Workman's Comp	4,004	449.53	449.53	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	77.62	77.62	247.24	502.76	33%	
39-861-204 Uniforms	4,706	243.35	243.35	1,702.57	3,003.43	36%	
39-861-205 OP Material & supplies	44,000	6,724.57	6,724.57	23,895.07	20,104.93	54%	
39-861-250 Light, Heat & Security	95,341	8,510.56	8,510.56	52,729.27	42,611.73	55%	
39-861-251 Telephone & Postage	7,297	1,462.06	1,462.06	4,871.31	2,425.69	67%	
39-861-252 Fuel	9,000	601.45	601.45	4,511.43	4,488.57	50%	
39-861-296 Continuing Education	2,430	0.00	0.00	2,430.00	0.00	100%	
39-861-301 Computer Maint.	3,172	257.70	257.70	1,750.56	1,421.44	55%	
39-861-302 Software Support	3,209	139.94	139.94	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	196.91	196.91	1,119.64	530.36	68%	

Budget vs Actual

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Period Ending 1/31/2020

39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
39-861-342 Maint & Repair Plant	51,570	10,459.91	10,459.91	44,626.14	6,943.86	87%	
39-861-344 Sludge Removal	55,000	7,565.00	7,565.00	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	1,010.92	1,010.92	3,384.99	8,115.01	29%	
39-861-347 Lab Analysis	16,600	2,359.00	2,359.00	8,075.00	8,525.00	49%	
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	116.00	116.00	737.00	263.00	74%	
39-861-352 Vehicle Maintenance	3,864	1,764.80	1,764.80	2,992.49	871.51	77%	
39-861-400 Liability Insurance	18,649	0.00	0.00	2,940.27	15,708.73	16%	
39-861-405 Audit Expense	7,584	4,545.84	4,545.84	7,446.87	137.13	98%	
39-861-444 Permits & Fees	6,153	0.00	0.00	6,152.50	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	331.27	331.27	2,236.25	2,115.75	51%	
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	3,313.18	3,313.18	24,460.25	17,233.75	59%	
39-861-998 Contingency	5,140	0.00	0.00	0.00	5,140.00		
WWTP - Expenses Totals:	690,354	71,797.50	71,797.50	380,443.43	309,910.57	55%	
Expenses Totals:	690,354	71,797.50	71,797.50	380,443.43	309,910.57	55%	
39 WWTP Revenues Over/(Under) Expenses:		(71,797.50)	(71,797.50)	(115,155.33)			

A/P Check Listing

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

Date From - 1/1/2020 Date To - 1/31/2020

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Check Number	Bank	Vendor	Date	Amount
62051	30	- A & S PEST CONTROL, INC.	01/02/2020	\$100.00
62052	30	- AAA GAS AND APPLIANCE CO.	01/02/2020	\$134.87
62053	30	- AHNER SECURITY INC.	01/02/2020	\$2,139.48
62054	30	- AMAZON CAPTIAL SERVICES, INC.	01/02/2020	\$85.52
62055	30	- DUKE ENERGY PROGRESS	01/02/2020	\$2,117.38
62056	30	- FRONTIER NATURAL GAS	01/02/2020	\$91.58
62057	30	- HARRIS ENTERPRISES	01/02/2020	\$192.15
62058	30	- INFORMATION TECHNOLOGY SERVICE	01/02/2020	\$197.68
62059	30	- MIRANDA E. MEDLIN	01/02/2020	\$150.00
62060	30	- PRUDENTIAL RETIREMENT	01/02/2020	\$1,161.41
62061	30	- ROBIN SMALL ENGINE SERVICE	01/02/2020	\$8.00
62062	30	- SONITROL INTEGRATED SECURITY	01/02/2020	\$665.00
62063	30	- ULINE	01/02/2020	\$413.40
62064	30	- UNIFIRST CORPORATION	01/02/2020	\$302.89
62065	30	- United Healthcare	01/02/2020	\$11,109.87
62066	30	- ALFREDO CASTILLO	01/06/2020	\$30.76
62067	30	- ANNETTE GUPTON	01/06/2020	\$67.43
62068	30	- BRUCE SHERRON	01/06/2020	\$168.50
62069	30	- CHARLA MORAN	01/06/2020	\$150.00
62070	30	- ClearWater, Inc	01/06/2020	\$106.75
62071	30	- COLUMBIAN MUTUAL LIFE INS CO	01/06/2020	\$37.88
62072	30	- CT WILSON CONSTRCTION CO.	01/06/2020	\$104.62
62073	30	- DOCUMENT SYSTEMS, INC	01/06/2020	\$75.19
62074	30	- EARLIE GARNER	01/06/2020	\$10.00
62075	30	- FELISHA PENN	01/06/2020	\$17.58
62076	30	- HARRIS ENTERPRISES	01/06/2020	\$7,416.91
62077	30	- JENNIFER/VICTOR TUCKER	01/06/2020	\$200.00
62078	30	- JONATHAN KEVIN WATKINS	01/06/2020	\$10.63
62079	30	- KIMBERLY RENE HALSEY	01/06/2020	\$38.26
62080	30	- LENOVO	01/06/2020	\$1,054.90

A/P Check Listing

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

Date From - 1/1/2020 Date To - 1/31/2020

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Check Number	Bank	Vendor	Date	Amount
62081	30	MERITECH INC	01/06/2020	\$2,644.00
62082	30	MOBILE COMMUNICATIONS AMERICA	01/06/2020	\$811.30
62083	30	MUNICIPAL ENGINEERING	01/06/2020	\$143,500.00
62084	30	NC DEPARTMENT OF REVENUE	01/06/2020	\$368.56
62085	30	PETE SMITH TIRE & QUICK LUBE, INC	01/06/2020	\$86.68
62086	30	PROFESSIONAL MAIL SERVICES, INC	01/06/2020	\$493.09
62087	30	SANDRA K ADAMS	01/06/2020	\$79.60
62088	30	STARLIN L BEATTY	01/06/2020	\$87.15
62089	30	THE SCARLET ROOSTER	01/06/2020	\$50.00
62090	30	TIME WARNER CABLE	01/06/2020	\$124.98
62091	30	TRI-COUNTY POWER EQUIPMENT INC	01/06/2020	\$293.35
62092	30	UNIFIRST CORPORATION	01/06/2020	\$299.40
62093	30	US CELLULAR	01/06/2020	\$3,148.49
62094	30	VAUGHAN & SON AUTOBODY	01/06/2020	\$743.25
62095	30	WOMACK PUBLISHING CO. INC.	01/06/2020	\$43.00
62096	30	WRIGHT EXPRESS FSC	01/06/2020	\$1,379.47
62097	30	ALWAYS CARE BENEFITS, INC.	01/08/2020	\$452.48
62098	30	AMAZON CAPTIAL SERVICES, INC.	01/08/2020	\$304.88
62099	30	BLUE RIDGE SPRINGS, INC	01/08/2020	\$29.30
62100	30	CAROLINA DIGITAL PHONE INC	VOIDED 01/08/2020	\$316.00
62101	30	CNA SURETY DIRECT BILL	01/08/2020	\$175.00
62102	30	GRANVILLE FARMS, INC.	01/08/2020	\$7,565.00
62103	30	NORTH CAROLINA 811, INC	01/08/2020	\$25.00
62104	30	PETE SMITH TIRE & QUICK LUBE, INC	01/08/2020	\$2,006.80
62105	30	SOUTHERN CORROSION, INC.	01/08/2020	\$4,154.87
62106	30	TRIANGLE BUSINESS JOURNAL	01/08/2020	\$128.10
62107	30	WALKER AUTO STORES	01/08/2020	\$31.90
62108	30	WRIGHT EXPRESS FSC	01/08/2020	\$1,605.24
62109	30	AMAZON CAPTIAL SERVICES, INC.	01/13/2020	\$277.15
62110	30	CAROLINA DIGITAL PHONE INC	01/13/2020	\$316.00

A/P Check Listing

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

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Check Number	Bank	Vendor	Date	Amount
62111	30	Community Eye Care	01/13/2020	\$100.96
62112	30	HARRIS ENTERPRISES	01/13/2020	\$523.08
62113	30	KING'S FITNESS & NUTRITION CENTER	01/13/2020	\$450.00
62114	30	NC STATE BUREAU OF INVESTIGATION	01/13/2020	\$150.00
62115	30	PERSONNEL CONCEPTS INC	01/13/2020	\$277.44
62116	30	PETE SMITH TIRE & QUICK LUBE, INC	VOIDED 01/13/2020	\$199.16
62117	30	WARRENTON SUPPLY CO., INC.	VOIDED 01/13/2020	\$11.90
62118	30	WRIGHT EXPRESS FSC	01/13/2020	\$1,247.19
62119	30	Herring-Rivenbark, Inc.	01/14/2020	\$89,109.81
62120	30	KERR-TAR REG COUNCIL OF GOV	01/14/2020	\$138.00
62121	30	MUNICIPAL ENGINEERING	01/14/2020	\$40,710.00
62122	30	SOUTHERN SOFTWARE, INC.	01/14/2020	\$140.89
62123	30	UNITED PARCEL SERVICE	01/14/2020	\$118.00
62124	30	WARREN COUNTY PUBLIC WORKS	01/14/2020	\$1,618.05
62125	30	WARRENTON SUPPLY CO., INC.	01/14/2020	\$12.56
62126	30	BLUE RIDGE SPRINGS, INC	01/16/2020	\$94.95
62127	30	CENTURY LINK COMMUNICATIONS	01/16/2020	\$166.37
62128	30	CHERRY BEKAERT LLP	01/16/2020	\$13,300.00
62129	30	ClearWater, Inc	01/16/2020	\$20.28
62130	30	DOCUMENT SYSTEMS, INC	01/16/2020	\$1,307.80
62131	30	HARRIS ENTERPRISES	01/16/2020	\$1,886.25
62132	30	Melinda Andrews	01/16/2020	\$450.00
62133	30	MIRANDA E. MEDLIN	01/16/2020	\$70.00
62134	30	PETE SMITH TIRE & QUICK LUBE, INC	01/16/2020	\$112.48
62135	30	United Healthcare	01/16/2020	\$11,649.79
62136	30	VAUGHAN & SON AUTOBODY	01/16/2020	\$996.54
62137	30	WARREN COUNTY PUBLIC UTILITIES	01/16/2020	\$16,453.35
62138	30	Core & Main	01/21/2020	\$2,762.08
62139	30	FIRST CITIZENS BANK	01/21/2020	\$4,305.84
62140	30	FRONTIER NATURAL GAS	01/21/2020	\$113.30

A/P Check Listing

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

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Check Number	Bank	Vendor	Date	Amount
62141	30	GFL ENVIRONMENTAL	01/21/2020	\$331.27
62142	30	HACH COMPANY	01/21/2020	\$709.86
62143	30	LOCAL GOVERNMENT COMMISSION	01/21/2020	\$40.00
62144	30	NORTH CAROLINA 811, INC	01/21/2020	\$75.00
62145	30	ROBIN SMALL ENGINE SERVICE	01/21/2020	\$155.51
62146	30	SMILEY'S TRUCK & DIESEL, LLC	01/21/2020	\$385.00
62147	30	UNIFIRST CORPORATION	01/21/2020	\$384.98
62148	30	DUKE ENERGY PROGRESS	01/21/2020	\$10,428.32
62149	30	ALWAYS CARE BENEFITS, INC.	01/23/2020	\$452.48
62150	30	AMAZON CAPTIAL SERVICES, INC.	01/23/2020	\$447.01
62151	30	COBLE PRINTING CO.	01/23/2020	\$104.08
62152	30	HARRIS ENTERPRISES	01/23/2020	\$1,830.70
62153	30	HUMANA SPECIALTY BENEFITS	01/23/2020	\$29.38
62154	30	INFORMATION TECHNOLOGY SERVICE	01/23/2020	\$203.06
62155	30	MUNICIPAL INSURANCE TRUST	01/23/2020	\$666.91
62156	30	NC INTERLOCAL RISK MANAGMENT	01/23/2020	\$3,066.86
62157	30	NCL OF WISCONSIN, INC.	01/23/2020	\$301.10
62158	30	RICK EDWARDS ELECTRIC	01/23/2020	\$300.00
62159	30	UNIFIRST CORPORATION	01/23/2020	\$485.03
62160	30	VAUGHAN & SON AUTOBODY	01/23/2020	\$996.54
62161	30	WATER GUARD, INC.	01/23/2020	\$1,822.95
62162	30	WOMACK PUBLISHING CO. INC.	01/23/2020	\$75.00
62163	30	AAA GAS AND APPLIANCE CO.	01/27/2020	\$298.11
62164	30	BLUE RIDGE SPRINGS, INC	01/27/2020	\$29.30
62165	30	CAROLINA INDUSTRIAL EQUIPMENT, INC	01/27/2020	\$1,300.56
62166	30	DOCUMENT SYSTEMS, INC	01/27/2020	\$1,278.87
62167	30	DUKE ENERGY PROGRESS	01/27/2020	\$1,971.39
62168	30	GREER INDUSTRIES, INC.	01/27/2020	\$4,428.90
62169	30	PITNEY BOWES GLOBAL	01/27/2020	\$224.18
62170	30	QUILL CORPORATION	01/27/2020	\$57.61

A/P Check Listing

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

Date From - 1/1/2020 Date To - 1/31/2020

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Check Number	Bank	Vendor	Date	Amount
62171	30	SONITROL INTEGRATED SECURITY	01/27/2020	\$900.00
62172	30	VERIZON WIRELESS	01/27/2020	\$341.80
62173	30	WRIGHT EXPRESS FSC	01/27/2020	\$1,401.89
62174	30	COLUMBIAN MUTUAL LIFE INS CO	01/30/2020	\$37.88
62175	30	DRAWINGBOARD PRINTING	01/30/2020	\$175.29
62176	30	HARRIS ENTERPRISES	01/30/2020	\$64.05
62177	30	PROFESSIONAL MAIL SERVICES, INC	01/30/2020	\$500.75
62178	30	PRUDENTIAL RETIREMENT	01/30/2020	\$1,115.83
62179	30	SONITROL INTEGRATED SECURITY	01/30/2020	\$434.00
62180	30	US CELLULAR	01/30/2020	\$1,243.26
130	Checks Totaling -			\$427,489.46

Totals By Fund

	Checks	Voids	Total
36	\$2,275.74	\$6,827.22	(\$4,551.48)
37	\$45,972.43	\$137,917.29	(\$91,944.86)
38	\$49,571.77	\$148,715.31	(\$99,143.54)
39	\$56,309.71	\$168,929.13	(\$112,619.42)
44	\$25,710.00	\$77,130.00	(\$51,420.00)
51	\$89,129.81	\$267,389.43	(\$178,259.62)
61	\$20.00	\$60.00	(\$40.00)
63	\$15,000.00	\$45,000.00	(\$30,000.00)
64	\$77,500.00	\$232,500.00	(\$155,000.00)
65	\$66,000.00	\$198,000.00	(\$132,000.00)
Totals:	\$427,489.46	\$1,282,468.38	(\$854,978.92)

Memo

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

Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) West Ridgeway St. sewer main (general location is in area between Ridgeway Street and Fairlane Drive) – Determine exact location of sewer main and right of way. (2) Install magnetic flow meter in 14 inch sewer force main where Town of Norlina's and Warren County's Sewer enters Town of Warrenton's sewer system (meter would give us precise measurement of volume of sewer in route to the wastewater treatment plant from our partners thus helping to ensure accurate portioning of monthly wastewater treatment expense between the three partners). (3) Purchase water and sewer line locating equipment. (4) Purchase water main valve exercising equipment.
- **Water and Sewer System Needs – Funded:** (1) Comprehensive water system map (Required by NC DENR) – Creation will be funded by NC DEQ grant. (2) Sewer main located between Bragg St. and Macon St. (serves all businesses located on the east side of South Main Street between Odom's Motor Service and Macon Street and Quilt Lizzy) – Line is failing and will need to be repaired or relocated. Repair will be very difficult due to location of line – Replacement of line will be funded by USDA Rural Development grant. (3) Replace sewer main on Bute Street and Unity Drive – Replacement of lines funded by NC DEQ grant. (4) Replace sewer main on South Main Street from Battle Avenue intersection to sewer trunk line at Horse Creek - Replacement of line funded by NC DEQ grant. (5) Purchase and install public works 2-way radio repeater. Funded by USDA Rural Development grant. (6) Purchase and install SCADA systems on Town's 3 sewer lift stations - Funded by USDA Rural Development grant.
- **Completed Water and Sewer System Maintenance/Repair Related Information:** (1) Repair – Kioti Tractor. Repaired air-ride seat mechanism and starter. Contractor: Harris Enterprises (Labor - \$360.00). (2) Repair – Mud Hog Auxiliary Pump. Repaired air filter base. Contractor: Robin's Small Engine Repair (Labor and Materials - \$266.60). (3) Preventative Maintenance – Town Hall. Pest Control (WS Department's portion). Contractor: A & S (Labor and materials - \$33.33) (4) Repair – WWTP Office Building (WS Department's portion). Replaced defective PTZ video security camera. Contractor: Ahner Security (Labor and Materials - \$885.00). (5) Town Hall Related Moving Expense – Removed video/security equipment from previous Town Hall location. Contractor: Ahner Security (Labor - \$250.00). (6) Repair – John Riggan Sewer Lift Station. Repaired chain link fence and installed 12-foot-wide gate. Contractor: Big Jerry's Fencing of Rocky Mount (Labor and Materials - \$1,600.00). (7) Preventative Maintenance – Mission SCADA Systems (Elevated tanks and PRV vault). Replaced back-up batteries.

Contractor: Harris Enterprises (Labor - \$120.00, Parts provided from WS Department spare parts inventory). **(8)** Repair – F & M Sewer Lift Station. Electrical system repair. Contractor: Harris Enterprises (Labor - \$60.00). **(9)** New Installation – Town Hall. Installed new drop box, involved cutting exterior metal entrance door on Market St. side. Contractor: Harris Enterprises (Labor - \$240.00, materials provide by WS Department). **(10)** Repair – John Riggan Sewer Lift Station. Electrical system and vacuum system repair. Contractor: Harris Enterprises (Labor - \$240.00 and Materials - \$194.94).

Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$626.61

Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$3,623.27

- **Water System Repairs By Town Staff:** Four repairs were made; Repaired 3/4 inch water service line at 248 Hayley Street...Repaired 2 inch water main at 410 Rodwell Street...Repaired 1 inch water service line near Speedway...Repaired 2 inch water main near 581 Baltimore Road. Materials provided from spare parts inventory.

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: February 5, 2020
Re: January 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 – Plant Office Building. Replaced defective PTZ security video camera. Contractor: Ahner Security, Inc. (Labor and Materials - \$885.00). **(2)** Repair – Oxidation Ditch No. 2 – Rotor 2C. Repaired gear reducer. Replaced seals and adjusted bearings. Contractor: Harris Enterprises (Labor - \$600.00 and Materials - \$753.34). **(3)** Critical Spare Parts Replenishment – Spare rotor motor end bearing. Supplier: Harris Enterprises (Parts - \$5,174.59). **(4)** Emergency Repair – Oxidation Ditch No. 2 – Rotor 2A. Replaced motor end bearing. Contractor: Harris Enterprises (Labor - \$1,260.00 and Materials - \$20.00 (Note: Bearing was supplied from Plant spare parts inventory)). **(5)** Repair – Filter Building. Replaced 40-year-old electric heater. Contractor: Harris Enterprises (Labor - \$180.00 and Materials - \$791.26). **(6)** Repair – Influent Pump Station – Pump No. 2. Replaced mechanical seal. Contractor: Harris Enterprises (Labor - \$780.00 and Materials - \$15.72 (Note: Seal and gaskets were supplied from Plant spare parts inventory)).

Total cost for Repairs (Account No. 39-861-342) - \$10,459.91

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month. 16.39 million gallons were treated.

Activity Detail Summary (by Category)

Warrenton Police Department

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

Incident\Investigations

13B - Simple Assault	2
220 - Burglary/Breaking & Entering	1
23C - Shoplifting	1
23H - All Other Larceny	2
26A - False Pretenses/Swindle/Confidence Game	1
280 - Stolen Property Offenses	1
90D - Driving Under the Influence	1
90Z - All Other Offenses	6
Total Offenses	15
Total Incidents	8

Arrests

280 - Stolen Property Offenses	1
90D - Driving Under the Influence	1
90Z - All Other Offenses	4
Total Charges	6
Total Arrests	2

Accidents

Total Accidents	2
------------------------	----------

Citations

Driving While License Revoked	7
Expired Registration	1
No Insurance	1
No Operator License	2
Other (Infraction)	3
Speeding (Infraction)	4
Secondary Charge	5

Activity Detail Summary (by Category)

Warrenton Police Department

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

Citations

Total Charges 23

Total Citations 18

Warning Tickets

Total Charges 0

Total Warning Tickets 0

Ordinance Tickets

Total Ordinance Tickets 0

Criminal Papers

Total Criminal Papers Served 0

Total Criminal Papers 0

Civil Papers

Total Civil Papers Served 0

Total Civil Papers 0

Activity Log Event Summary (Cumulative Totals)

Warrenton Police Department

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

911 Hang-up	6	Accident	3
Alarm Activation	14	Animal Complaint	1
Assist Motorist	2	Assist NPD	10
Assist Other Department	1	Assist WC EMS	18
Assist WCSO	11	C.O.P.S. - Main St	25
C.O.P.S.- Neighborhood Patrol	4	Check Station/ Checkpoint	2
Disturbance	3	Domestic	2
Escort	2	Fight	1
Follow up Investigation	2	Foot Patrol	18
Found Property/Item	1	Fraud	1
Funeral Escort	1	Harrassment	1
Injury to Real Property	1	Investigation and/or Interview	2
Larceny	3	Loitering	2
Lost property	1	Medical / Person Hurt or Sick	5
Non Law Enforcement Issue	1	Ordinance Violation	1
Other	1	Parking Violation	17
Patrol	4	Property Check – Business	34
Property Check – Residential	1	Recovered Stolen Vehicle	1
Suspicious Person / Vehicle	2	Talk with Officer	10
Traffic Stop	54	Warrant	1
Welfare Check	1		

Total Number Of Events: 271



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

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.
- 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 -- \$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.

(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.

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.
- 75% 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. A formal presentation to the BOC will occur in the not too distant future.

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. Expect to start construction shortly with target completion date in Spring of 2020.
- Updated drawings submitted to Main Street.

NC Neighborhood Revitalization Program

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

Volkswagen Settlement Grant

- Application submitted on September 30 seeking replacement of garbage truck, dump truck, tractor and back hoe. No Town match was included in the application.
- 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.
- Awards to be announced 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.



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Visibility at Intersections

Examples

- Indian Trail, NC
- Orange County, NC

Current Town Language

§151.023 VISIBILITY AT INTERSECTIONS.

On a corner lot, nothing shall be left erected, planted, or allowed to grow in such a manner as materially to impede vision between a height of two and one-half and ten feet in a triangular area formed by a diagonal line between two points on the right-of-way lines, 20 feet from where they intersect. (Ord. passed 12-16-85)

Considerations

- Examples of existing fencing affected by changing ordinance:
 - Corner of Franklin and Bragg Streets
 - Corner of Warren and N. Main Streets

6.2.8 Additional Setbacks Required in for Non-Residential Lots Abutting Residential Zoning Districts

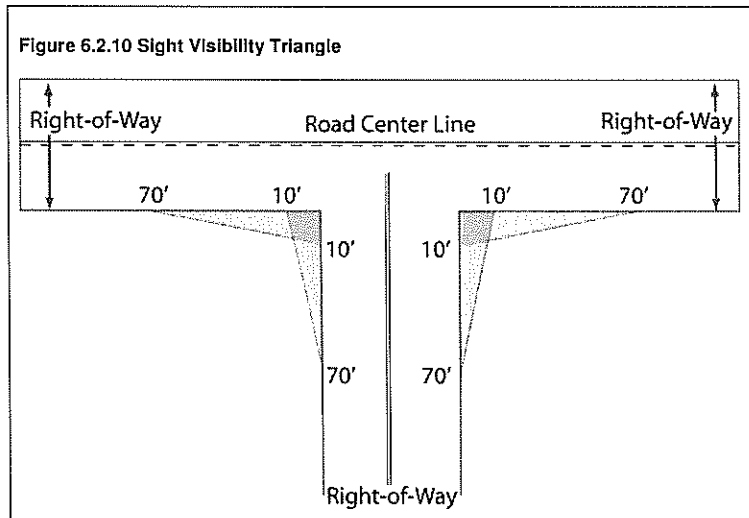
In all non-residential zoning districts, except I-1, I-2, I-3, and EI, required side and rear setbacks adjacent to residentially zoned land, shall be equal to the required side or rear setback of the adjacent residential district.

6.2.9 Permitted Projections Into Required Open Space

- (A) Certain architectural features, such as cornices, eaves and gutters, may project into the required open space as follows:
 - (1) Three feet into required front open space,
 - (2) One foot into the required rear open space, and
 - (3) One foot into required side open space.
- (B) An unenclosed balcony or porch, fire escape, or metal awning may project into the required open spaces as follows:
 - (1) A distance not to exceed five feet into the required front or rear open space, or
 - (2) A distance not to exceed three feet into the required side open space
- (C) A porch which is screen or glass enclosed shall be considered an enclosed porch
- (D) An enclosed vestibule, containing not more than 40 square feet, may project into the required front open space for a distance not to exceed four feet.

6.2.10 Visibility at Intersections

On a corner lot nothing shall be erected, placed, planted or allowed to grown in such a manner as to materially block vision between a height of three and ten feet above the center line grades of the intersecting streets in the area inscribed by triangles formed by connecting the point ten feet from the corner of right-of-way along the street with lesser traffic volume and 70 feet from the corner of right-of-way along the street of higher traffic volume (see Figure 6.2.10) unless otherwise required by the NCDOT. The area of the sight visibility triangle shall be included in the dedicated right-of-way. Setbacks shall be measured from the edge of right-of-way defined by the triangle.



Chapter 1340. Transportation Infrastructure and Traffic Impacts

1340.010 Consistency with Traffic Impact Study Policy

Consistent with the terms and conditions of the Town of Indian Trail's Traffic Impact Study Policy, new developments must demonstrate that they are served by roads with adequate traffic capacity and that any proposed development will not lead to conditions of excessive traffic congestion or dangerous driving conditions.

1340.020 Town to Require Traffic Impact Study

Consistent with the terms and conditions of the Town of Indian Trail's Traffic Impact Study Policy, the Town may require a traffic impact study as part of development approvals consistent with the terms and conditions of this Unified Development Ordinance. Said traffic impact study is subject to review and approval by the Town Engineer.

1340.030 Town to Require Traffic Impact Mitigation

Consistent with the terms and conditions of the Town of Indian Trail's Traffic Impact Analysis Policy, the Town may require a traffic impact mitigation and roadway improvements as part of development approvals consistent with the required Traffic Impact Study as approved by the Town Engineer and terms and conditions of this Unified Development Ordinance.

Chapter 1350. Intersection Visibility

1350.010 Scope and Purpose

The intersection visibility standards of this article establish triangular areas on corner lots, referred to as "intersection visibility triangles," within which the placement of buildings, fences, hedges, walls, and other structures is restricted in order to maintain clear lines of sight at street intersections for the purposes of traffic and pedestrian safety.

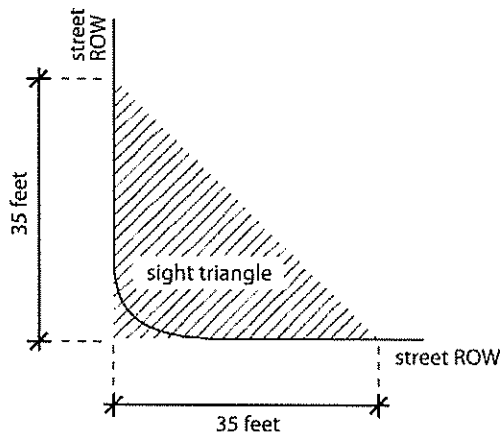
1350.020 Applicability

Lots located at the corner of any street intersection must comply with the requirements of this article.

1350.030 Intersection Visibility Triangles

- A.** At the intersection of 2 local streets, a local street and a collector street, or 2 collector streets, the legs of the intersection visibility triangle must be at least 35 feet in length, as measured along the curblines from the point where the curbs of the 2 streets intersect. In the absence of a curb, the legs of the triangle must be at least 35 feet in length, as measured along the edge of the street pavement from the point where the pavement of the 2 streets intersect..

Figure 39: Sight or Visibility Triangle



1350.040 Prohibited Obstructions

The following obstructions are prohibited within intersection visibility triangles:

- A. Hedges and walls higher than 2 feet above curb level.
- B. Fences higher than 2 feet above curb level. However, fences that are less than 20% solid, such as split rail, open weave, or wrought-iron are permitted within the intersection visibility triangle if they are kept free from plantings and other materials that are more than 2 feet in height. The “20% solid” threshold must be determined based on the proportion of the fence over a random area that is made up of solid, opaque material that does not allow light or air to pass through.
- C. Signs, except as expressly exempted.
- D. Structures of any type, including principal and accessory buildings, except as expressly exempted.
- E. Items of outdoor display or storage, including ornamental features, such as fountains, statues, garden structures and similar features.
- F. Parking and vehicular display areas.

1350.050 Exemptions

The following structures are exempt from the provisions of the intersection visibility standards of this section subject to review and approval by the Town Engineer.

- A. Structures including signs within the Downtown Overlay District.
- B. After review by the Town, buildings on lots at intersections where both streets are signalized. The Town may approve or deny a request to construct a building within the intersection visibility triangle based on such factors as street right-of-way width, speed and volume of traffic through the intersection, and the number of turning movements.
- C. Utility and street light poles.
- D. Traffic control equipment, including control boxes, traffic signs, and structures that support traffic signals.

- E. Signs attached to buildings that are exempt from the intersection visibility triangle requirements as specified in paragraphs “A” and “B,” above.
- F. A sign established in accordance with all applicable requirements of DIVISION 900 provided the bottom edge of the sign and any supporting structure is at least 9 feet above the adjacent curb level, so that visual clearance is maintained within the intersection visibility triangle. Poles and supporting structures for signs are prohibited within the intersection visibility triangle.

Chapter 1360. Flood Damage Reduction Ordinance

1360.010 Statutory Authorization

The Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Parts 3, 5, and 8 of Article 19 of Chapter 160A; and Article 8 of Chapter 160A of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare. Consistent with the requirements and standards of the North Carolina General Statutes the Town Council of Indian Trail, North Carolina has adopted the following standards in order to reduce property loss and damage associated with flooding. A complete Table of Contents for this Chapter is provided in Appendix 3 of this UDO.

1360.020 Purpose

- A. The Special Flood Hazard Area (SFHA) of the Town is subject to periodic inundation that could result in loss of life and property, hazards to public health and safety, disruption of commerce and governmental services, damage to and disruption of public utilities, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare. These losses and hazards are caused by the cumulative effect of obstructions in SFHAs, which increase flood heights and velocities, and by the occupancy in flood-prone areas by uses that are vulnerable to floods, or hazardous to other properties, because they are inadequately elevated, flood proofed, or otherwise protected from flood damages. Therefore, the regulations set forth in this section are designed to:
 - 1. restrict or prohibit uses that are dangerous to health, safety, and property due to water or erosion hazards or that result in damaging increases in erosion, flood heights or velocities;
 - 2. require that uses vulnerable to floods, including facilities that serve such uses, be protected against flood damage at the time of initial construction;
 - 3. control the alteration of natural SFHAs, stream channels, and natural protective barriers, which are involved in the accommodation of floodwaters;
 - 4. prevent or control filling, grading, dredging, and all other development that may increase erosion or flood damage; and
 - 5. prevent or regulate the construction of flood barriers that will unnaturally divert flood waters or which may increase flood hazards to other lands.
- B. The degree of flood protection required by this section is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This section does not imply that land outside the SFHA will be free from flooding or



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PLUMMER AND S. BRAGG STREET VISIBILITY

§151.023 VISIBILITY AT INTERSECTIONS.

On a corner lot, nothing shall be left erected, planted, or allowed to grow in such a manner as materially to impede vision between a height of two and one-half and ten feet in a triangular area formed by a diagonal line between two points on the right-of-way lines, 20 feet from where they intersect. (Ord. passed 12-16-85)

Possible Change to Ordinance Language

Insert at end: “unless the corner is part of a curve in the street, in which case the Town Administrator will determine the distance and height required for good visibility.”

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 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

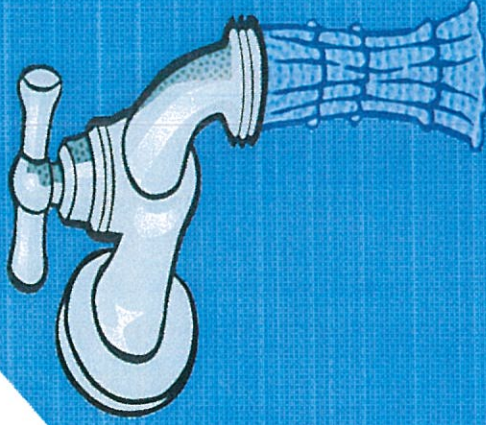
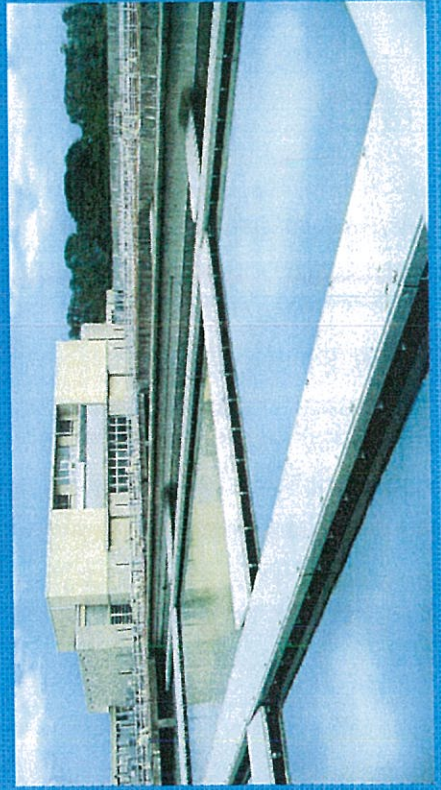
Mayor Walter Garner

ATTEST:

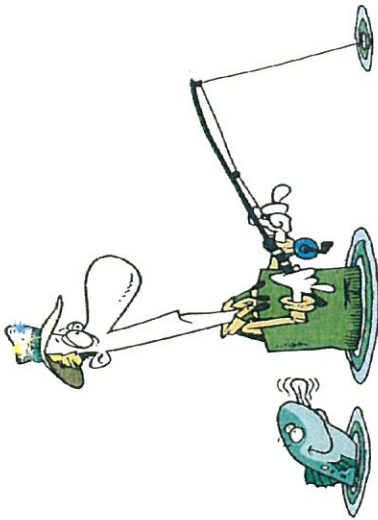
Town Administrator, Robert F. Davie

APPROVED AS TO FORM:

Mitchell Styers, Town Attorney



REGIONAL WATER SYSTEM UPGRADES AND
EXPANSION PROJECT



KERR LAKE REGIONAL WATER SYSTEM PLANT UPGRADE AND EXPANSION
PROJECT

1) Phase 1 – Plant Upgrades - \$19.863 million

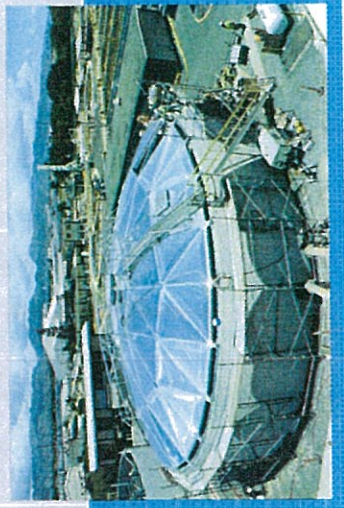
2) Phase 2 – Plant Expansion to 20 MGD Capacity - \$20 million

- Current Capacity 10 MGD
- Expansion increases capacity by an additional 10 MGD
- Increases Warren County capacity by 2 MGD for a total of 4 MGD

KLRWS Cost by Year to Warren County

Current	2021	2022	2023	2024	2025
Cost	\$ 932,035	\$1,162,995	1,100,561	1,123,415	1,342,781
Consumpti on per day	1,010,000	1,010,000	1,020,000	1,020,000	1,030,000
Billable Gallons	368,650	368,650	372,300	372,300	375,950
Cost per 1000	\$2.55	\$3.19	\$3.02	\$3.08	\$3.68

*from
county*





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Six-Month Review of Water Meters and Water Usage

Replacement of water meters throughout the Warrenton water district was nearly completed in August of 2019. Since that time the Town has been measuring water flow and billings to compare with what was anticipated and budgeted for the current FY. Since August the average billings for both water and sewer have been approximately \$93,450 per month. This average is 5% higher than prior years but also 5% lower than anticipated. In other words we are collecting 5% less in billables than we anticipated, but experiencing a 5% increase in usage over prior years. Drilling down in several levels of data: usage of top ten customers, total number of accounts, total monthly billings, we have determined several causes for the 5% difference:

- The Total # of water/sewer customers has dropped from 944 to 912 over a two-year period, representing a 3% reduction in total customers (commissioner and mayor accounts not charged)
- Total usage has also 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.
- Number of leaks and the resulting volume of water has been reduced significantly for customers and the Town.

Other customers are trending higher as anticipated.

Other Contributing Factors

Four out of the last five years the cost of water to the Town has risen by 5% each year, and the Town has not raised rates to keep pace, with the exception of the large volume users.

Impact

The impact on the water/sewer budget is significant, representing 5% of revenues that were anticipated but not being received.

Options

To make up the shortfall there are several options:

- Use restricted fund balance to make up the 5% difference (est. \$60,000 for FY)
- Raise rates immediately to lessen any use of fund balance
- Wait until it is determined how much water rates will be increased by the Kerr Lake Regional Water System and include the 5% at that time.

It is likely that expenses will also be lower than anticipated and use of fund balance could be halved to \$30,000, if expenditures continue as in recent years.



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Parks and Recreation Trust Fund Grant Opportunity

Deadline

- April 1, 2020 – Application review deadline
- May 1, 2020 – Application due deadline

Matching costs from Town/Grant amount

- \$40,000 from Town Fund Balance
- \$40,000 from Parks and Recreation Trust Fund

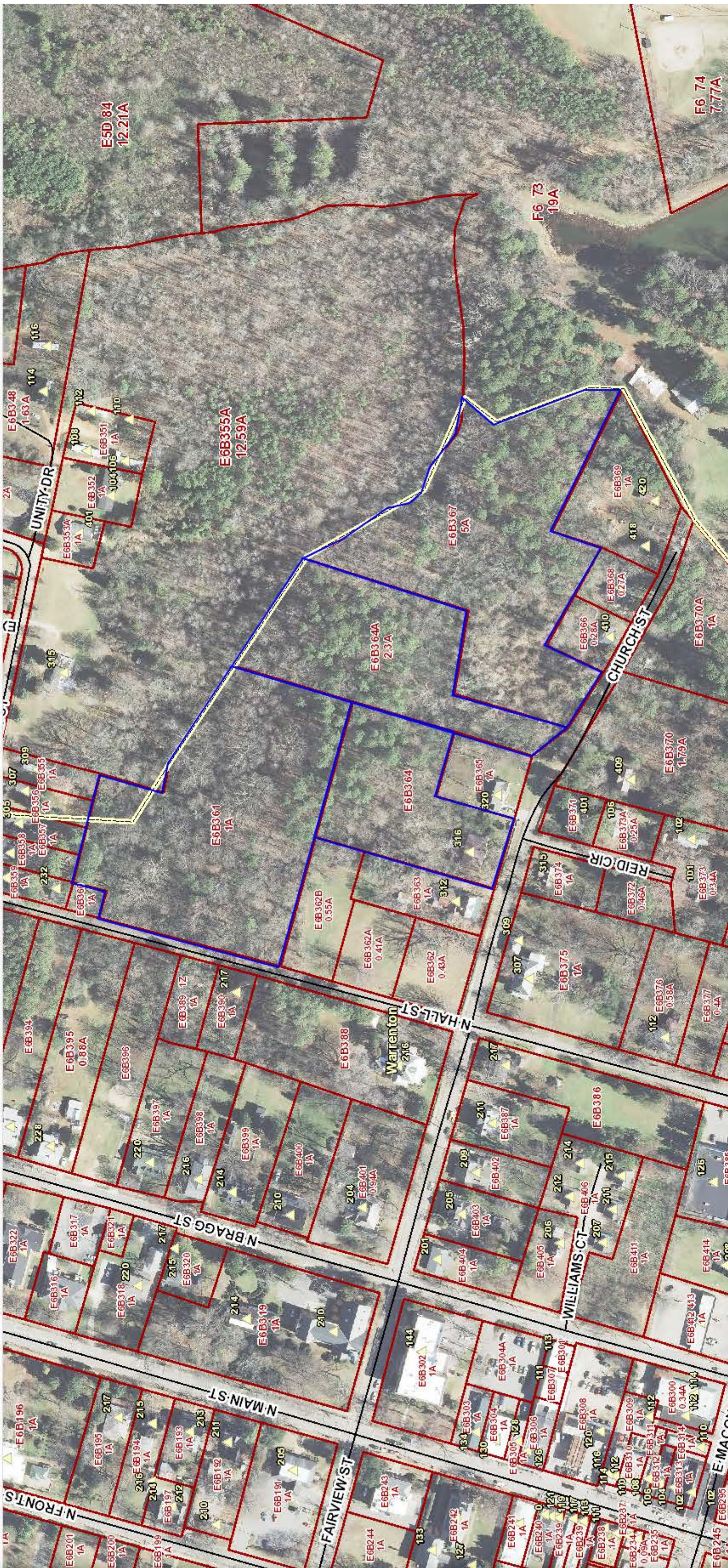
Description

Warrenton's first park, Hayley-Haywood Park, utilized a donation from Dr. Haywood as the match to obtain grant funding from the Parks and Recreation Trust Fund. However, this park proposal would require an appropriation from Fund Balance in order to obtain similar grant funding from the State. The Town's match of \$40,000 would be used to acquire the land: two parcels from Hillmon Poythress and two from Preservation North Carolina. The four parcels together would create one contiguous parcel totaling approximately 13 acres. The two parcels owned by Hillmon Poythress link the two parcels owned by Preservation North Carolina. The total tax value for all four parcels is \$51,695.

The land is currently completely wooded with the exception of a house, green in color, on a Church Street lot which is falling down. The Town would need to remove the house which will require specific environmental disposal.

\$40,000 of matching grant dollars would be used to remove the green house, create walking trails, a dog park and one other outdoor function.

A community meeting would be held to receive input from neighbors on potential uses of the park as well as its location.



Warrenton Budget Amendments

Date: 2/10/2020
Number: 2

Purpose of Amendment:

Increase Fire Department budget for insurance and NC State Firemen's Assoc. Dues

Fund Name: Fire

Revenue

Account Title/Number:	Increase Amount	Decrease Amount

Subtotal - -
Total - -
Grand Total - -

Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
37-601-252 Truck Expense/Insurance	335	
37-601-475 Donation to Town Fire	504	
37-401-499 Miscellaneous Exp		839

Subtotal 839 839