



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

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**BOARD OF COMMISSIONERS  
REGULAR MEETING 7:00 PM  
January 13, 2020  
AGENDA**

Regular Meeting

1. Regular Meeting Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement, Proposed Agenda
3. Public Comments
4. Minutes of Board Meeting from December 9, 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)
    - i. Liability Insurance Renewal
    - ii. Audit Report
  - b. Public Works (Ms. Harding)
  - c. Public Safety (Mr. Hardy)
  - d. Human Resources/Information Technology (Mr. Blalock)
    - i. Two new PCs for Admin
    - ii. New hire in Finance – Tracy Stevenson
  - 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. Historic District Ordinance – Oxford Example
8. New Business
  - a. US Cellular Agreement
  - b. Visibility at Plummer and S. Bragg Streets
  - c. Skill Zone – Temporarily Waive Security Requirement
9. Closed Session to discuss contract negotiations per NC General Statute § 143-318.11 (a)(5)
10. Announcements
  - a. Main Street Conference Registration is Open (March 10-12)
11. Adjournment

## **Conflict of Interest Disclaimer**

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

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

## **Citizen Comments**

### **Rules for Citizen Comments**

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

**Town of Warrenton**  
**Board of Commissioners**

Walter M. Gardner, Jr.  
Mayor

Robert F. Davie  
Town Administrator

## Town of Warrenton

*"Historically Great - Progressively Strong"*

Post Office Box 281  
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Town of Warrenton - Board of Commissioners  
Regular Meeting December 9, 2019

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

There were 7 citizens present.

### **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, December 9, 2019 at 7:00pm. The Pledge of Allegiance was led by Commissioner Holt. A Moment of Silence was held for the Christmas season and the family of Robert (Bobby) Fleming (a relative of Mayor Gardner and Commissioner Blalock).

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

The Conflict of Interest Statement was reviewed. Mayor requested a flip flop of Item 3, Public Comments, and Item 5, Minutes of Board Meeting from November 12, 2019, also flip flop Item 10, Closed Session, and Item 11, Announcements. In addition he added Item F, Service Contract Elevator, to New Business. A motion was made by Commissioner Coffman with second by Commissioner Harding to approve Proposed Agenda with changes. The motion was approved by unanimous vote.

### **Minutes of Board Meeting from November 12, 2019**

The Minutes of Board Meeting from November 12, 2019 were presented. A motion was made by Commissioner Coffman with second by Commissioner Hunter to approve Minutes of November 12, 2019. The motion was approved by unanimous vote.

### **Swearing in Ceremony for New Board Members**

Mayor Gardner thanked Commissioner Holt for his contributions to the Town and Board as a commissioner and hoped he would continue attending meetings and being involved in the Town of Warrenton. Mr. Holt thanked the Board for accepting him and his creative ideas. Mayor then congratulated Travis Packer as the newly elected Commissioner replacing Commissioner Holt. Mrs. Lisa Blalock, Clerk of Court, came forward and swore in Commissioners Michael Coffman, John Blalock, Margaret Britt and Travis Packer.



Ex-Officio: Town Administrator Robert Davie, Cheryl Bell, Mark Wethington, Bob Shingler, Adam Foreman, Victoria Lehman, Zayne Taber, Jonte Hawkins, Vacant, Luke McCullough Jereann King, Mike Kelley, Rose Derring

**Plummer Hook & Ladder Co. Museum Committee**

Sylvia Juanita Ransom Fletcher, Anne A. Harris, Jennifer Harris Franks, Sherman Johnson, Walter Gardner, W. Hermenia Salmon, Annette Silver, Don Stith

**Beautification Committee**

Richard Hunter – Chair, Fern Boyd, Hermenia Salmon, Margaret Britt

**Quilter's Lane Committee**

Commissioner Tom Hardy – Chair

Representative from Revitalization Committee – Charla Duncan

Representative from Preservation Warrenton – Victoria Lehman

Representative from Quilt Lizzy – Susan Harris

Representative from Heritage Quilters – Jereann King

A citizen in town – Betty Rollinson

A citizen out of town – (appointed by County Commissioners) Magnolia Clanton

A motion was made by Commissioner Blalock with second by Commissioner Hardy to approve all other Town appointments. The motion was approved by unanimous vote.

**Public Comments**

None were voiced.

**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 Reports

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

**Committee Reports**

**Finance and Administration** In addition to written report, information will be presented by Administrator. Commissioner Hunter congratulated Town Administrator and Finance Department for preliminary audit report and for having zero findings.

**Public Works** Commissioner Harding and Bill Perkinson had no additional reports.

**Public Safety** Commissioner Hardy and Chief Lane had no additional reports.

Commissioner Hardy complimented Mayor on Thanksgiving Breakfast. There were approximately 600 participants.

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

**Revitalization/Historic District Commission** Commissioner Coffman advised Board that Crystal Smith submitted her resignation from Revitalization Committee due to schedule conflicts. The Revitalization Committee submitted the name of Georgiana Weddington as a replacement. A motion was made by Commissioner Hardy with second by Commissioner Harding to approve Georgiana Weddington as replacement to Revitalization Committee. The motion was approved by unanimous vote. Coffman discussed three COA's on behalf of the Historic District Commission: Cynthia Jenkins (534 Eaton Ave) requested removal of dead trees from her property and was approved; Roanoke Tar Forestry & Realty Co. (106

W. Macon St) requested a change of window frame from wood to vinyl which was denied; and Mary Hehl (204 Church Street) requested change of roofing which was tabled.

**Beautification/Facilities** Commissioner Britt had no report.

**Planning/Zoning/Annexation** There was no report given.

## **Old Business**

### **Grant Status**

**Fund 51&61 USDA Rural Development** The Town is expecting funding approval for final additions to the project any day. A question regarding recent paving was addressed, indicating that it was included in the sewer project and did not represent the additional resurfacing to Town Streets to be done later.

**Fund 53 NC Commerce Main Street Downtown Redevelopment** – Bids came in higher than expected. Only two bids were received and because the minimum requirement is three bidders, the project will be rebid soon.

**Fund 55 NC DEQ Water Infrastructure WWTP** After reducing the scope of the project and consulting with WWTP partners Norlina and Warren County, an additional loan in the amount of \$472,132 at zero percent interest will be sought from NC DEQ. Details to be addressed in New Business.

**NC Main Street Solutions Warrenton Brewery Grant** – The building owners have changed the internal layout of the building and must submit those changes to Main Street for approval. Owners expect a target completion date in the Spring of 2020.

**Building Reuse Grant** Awaiting notification

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

**Volkswagen Grant** Commissioner Blalock asked for an update on the Volkswagen Settlement Grant as he was absent from November meeting. On-road vehicles were submitted with no match required. The off-road vehicles were dropped from the grant application due to match requirement.

## **New Business**

Town Administrator Davie gave an explanation of WWTP Phase 2 Rehabilitation Grant/Loan (Fund 55). To cover the cost of increased bids a loan is needed in addition the grant. The estimated cost of the loan to Norlina is \$520.60 monthly, Town of Warrenton \$931.30 monthly and Warren County \$657.50 monthly for 240 months or 20 years at zero percent interest. A motion was made by Commissioner Blalock with second by Commissioner Hunter to adopt the resolution for the WWTP Rehab Phase 2 additional loan in the amount \$472,132. The motion was approved by unanimous vote.

The MiFleet agreement represents the terms and conditions of software use for new devices that will track and transmit data regarding Town vehicles, both trucks and patrol cars. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve the terms and conditions. The motion was approved by unanimous vote.

An Absentee Voting Resolution was presented for discussion purposes only. After speaking with the Board of Elections office to identify cost savings in the election process, the Town Administrator was offered an example resolution adopted by the Town of Macon, NC which eliminated One Stop Early Voting. After much discussion, a motion was made by Commissioner Britt with second by Commissioner Packer to decline the Resolution. The vote was 6 yea (Commissioners Hunter, Coffman, Packer, Harding, Britt and Hardy) and 1 nay (Commissioner Blalock). It was suggested that the Town continue to investigate and identify potential savings.

A proposed Budget Amendment increase sales tax revenue by \$12,000. Commissioner Blalock made a motion with second by Commissioner Hardy to approve Budget Amendment. The motion was approved by unanimous vote.

The Preliminary Audit Report for 2018-2019 shows “**zero**” findings, which means that the Town of Warrenton’s financial operations are in excellent order. The General Fund’s fund balance shows a total of \$1,022,136 representing an increase of over \$144,000 over the prior year. Commissioners Britt and Blalock stated this was excellent news as both had been on the Board when news regarding fund balance was quite the opposite. Audit report will be presented at the January meeting.

The Platinum Service Agreement for the elevator in Town Hall, from Thyssen Krupp, was presented at a cost of \$360 per month. Given the recent incidents where individuals were stuck in the elevator, a motion was made by Commissioner Blalock with second by Commissioner Hardy to approve the Platinum Service Agreement. The motion was approved by unanimous vote. It was noted that the service level and same agreement are currently in effect at Warren County.

**Announcement**

Mayor Gardner reminded the Board that the Employee Appreciation Luncheon is scheduled for Wednesday, December 11, 2019 at noon at the Fire Station.

Regular meeting adjourned to enter into closed session with a motion by Mary Hunter and a second by Tom Hardy with unanimous approval.

A motion was made to return to open session. With no further business the meeting was adjourned.





## Budget vs Actual

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Period Ending 12/31/2019

37 GENERAL FUND					
Description	Budget		YTD	Variance	Percent
<b>Revenues</b>					
37-302-301 Ad Velorem Taxes - Current	436,022		62,142.45	(373,879.55)	14%
37-302-302 Ad Velorem Taxes - Prior Years	3,000		1,198.96	(1,801.04)	40%
37-302-303 Ad Velorem Taxes - all other prior years	1,000		377.08	(622.92)	38%
37-302-304 Ad Velorem Taxes - Penalties & Interest	1,300		192.29	(1,107.71)	15%
37-307-310 Motor Vehicles - Current	28,302		10,363.43	(17,938.57)	37%
37-320-320 Local Option Sales Tax	220,000		121,517.65	(98,482.35)	55%
37-320-321 Annual Refund of Sales Tax the Town paid	34,000		34,741.73	741.73	102%
37-325-325 Utility Franchise Tax Quarterly	86,000		43,165.72	(42,834.28)	50%
37-325-326 Beer & Wine Tax Annual	3,600		0.00	(3,600.00)	
37-325-328 Refund of Gas Tax paid monthly	1,000		0.00	(1,000.00)	
37-325-329 PD Narcotics Tax	142		0.00	(142.00)	
37-335-335 Powell Bill	25,965		12,791.32	(13,173.68)	49%
37-345-345 Zone Board of Adj	500		375.00	(125.00)	75%
37-345-346 Code Enforcement	2,500		1,440.00	(1,060.00)	58%
37-351-350 Run Warrenton 5K	1,000		0.00	(1,000.00)	
37-351-353 Landfill Fees Residential	150,000		73,983.08	(76,016.92)	49%
37-351-355 Cemetery Fees	1,800		0.00	(1,800.00)	
37-351-356 Police Rpt Fees	50		35.00	(15.00)	70%
37-351-357 Court Fees	300		139.50	(160.50)	47%
37-351-360 Cell Tower Rent	29,400		12,250.00	(17,150.00)	42%
37-351-361 Parking/Ordinance Collections PD	250		260.00	10.00	104%
37-365-001 Interest Income	12,000		2,681.10	(9,318.90)	22%
37-365-351 Revitalization Comm	9,500		3,120.00	(6,380.00)	33%
37-365-358 Branded Merchandise for Sales	500		64.00	(436.00)	13%
37-365-359 Mower Service	500		0.00	(500.00)	
37-365-366 Surplus Property	4,000		1,550.00	(2,450.00)	39%
37-365-370 WWTP 25% of GF Exp	41,694		17,487.34	(24,206.66)	42%
37-365-371 WS 25% of GF Exp	80,855		28,605.65	(52,249.35)	35%
37-365-372 WS Reimburse Streets for mowing	16,000		0.00	(16,000.00)	
37-365-401 Mis/Revenue/License Tags	350		0.00	(350.00)	
37-365-501 Misc Revenue POLICE	500		0.00	(500.00)	
Revenues Totals	1,192,030	0.00	428,481.30	(763,548.70)	36%

## Budget vs Actual

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Period Ending 12/31/2019

37 GENERAL FUND				
Description	Budget	YTD	Variance	Percent
<b>Expenses</b>				
37-401-010 Salary - Full Time	122,500	61,801.60	60,698.40	50%
37-401-012 Salary - Adm Assistant	30,910	14,061.25	16,848.75	45%
37-401-014 Salary - Part Time	5,000	3,430.23	1,569.77	69%
37-401-020 ER-FICA Taxes	9,377	4,419.32	4,957.57	47%
37-401-021 ER-FICA Taxes - Adm Assistant	1,489	1,216.44	272.22	82%
37-401-030 ER-Retirement - Orbit	25,030	9,906.69	15,123.31	40%
37-401-040 ER-Health Insurance	22,428	8,462.22	13,965.78	38%
37-401-050 ER-Life Insurance	504	196.00	308.00	39%
37-401-060 ER-Workman's Comp	383	316.18	66.82	83%
37-401-200 Travel Expense	1,200	500.00	700.00	42%
37-401-203 Supplies	3,800	2,720.49	1,079.51	72%
37-401-250 Light, Heat & Security	4,990	2,264.05	2,725.95	45%
37-401-251 Telephone & Postage	3,000	1,516.42	1,483.58	51%
37-401-255 Bldg. Maint/ Clean SVS	5,060	634.57	4,425.43	13%
37-401-256 Bank Fees/ Petty Cash	2,000	700.00	1,300.00	35%
37-401-295 Training	1,400	0.00	1,400.00	
37-401-301 Computer Maint	2,620	1,482.66	1,137.34	57%
37-401-302 Software Support	4,433	1,533.85	2,899.15	35%
37-401-303 Software Purchase less than \$5,000	20	0.00	20.00	
37-401-304 Website	5,624	5,597.16	26.84	100%
37-401-305 Technology Upgrades	1,250	0.00	1,250.00	
37-401-306 Awning 25% Fund	500	0.00	500.00	
37-401-307 Special Events	500	300.00	200.00	60%
37-401-309 Advertising	1,300	879.79	420.21	68%
37-401-310 Dues & Subscriptions	3,200	2,060.00	1,140.00	64%
37-401-325 NC Sales/Use Tax Paid	2,500	443.78	2,056.22	18%
37-401-400 Liability Insurance	5,521	1,538.55	3,982.45	28%
37-401-401 County Tax Collection Svs	8,000	1,630.60	6,369.40	20%
37-401-405 Audit Expense	7,584	2,901.04	4,682.96	38%
37-401-410 Election Cost	4,942	3,169.95	1,772.05	64%
37-401-420 Attorney Fees	3,500	(114.00)	3,614.00	-3%
37-401-422 Town Hall Rent	650	1,137.50	(487.50)	175%
37-401-497 Sales & Uses Tax Expense	22,000	11,989.58	10,010.42	54%
37-401-499 Miscellaneous Expense	15,330	3,203.26	12,126.74	21%
37-401-700 WDRI Grant Expense	396	0.00	396.00	
37-401-801 Town Hall Roof Loan	5,668	2,361.30	3,306.70	42%
37-401-889 Reserve for USDA Loans	3,144	0.00	3,144.00	
37-401-998 Contingency	670	0.00	670.25	
General Government Totals	338,423	0.00	152,260.48	45%
37-402-014 Mayor Part Time Salary	1,500	750.00	750.00	50%
37-402-020 ER - FICA TAXES	1,253	105.16	1,148.29	8%

## Budget vs Actual

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Period Ending 12/31/2019

37 GENERAL FUND					
Description	Budget		YTD	Variance	Percent
37-402-200 Travel Expense	500		250.00	250.00	50%
37-402-402 Commission offsite meetings	50		25.00	25.00	50%
Governing Body Totals	3,303	0.00	1,130.16	2,173.29	34%
37-405-407 Branded Clothing Sales	500		0.00	500.00	
37-405-430 Historic District Comm	222		0.00	221.75	
37-405-440 Runn Warrenton 5K	2,500		0.00	2,500.00	
37-405-450 Revitalization Comm	9,500		2,099.50	7,400.50	22%
37-405-470 Small Town Maint St	2,200		473.66	1,726.34	22%
Non-Departmental Totals	14,922	0.00	2,573.16	12,348.59	17%
37-501-010 SALARY FULL TIME	187,237		84,904.58	102,332.42	45%
37-501-014 Salary - Part Time	22,000		17,706.17	4,293.83	80%
37-501-016 Police Clerical Salary	33,446		17,273.20	16,172.80	52%
37-501-019 Salary - Over-Time	5,000		2,802.20	2,197.80	56%
37-501-020 ER-FICA Taxes	18,639		9,320.67	9,318.33	50%
37-501-030 ER - Retirement Orbit	31,485		17,202.99	14,281.51	55%
37-501-031 ER - 401K 5%	10,297		5,636.57	4,660.43	55%
37-501-040 ER - Health Insurance	32,115		13,579.33	18,535.67	42%
37-501-050 ER - Life Insurance	1,010		490.00	520.00	49%
37-501-060 ER - Workman's Comp	6,420		5,383.49	1,036.51	84%
37-501-200 Travel Expense	1,000		24.18	975.82	2%
37-501-203 Supplies	3,632		2,990.98	641.02	82%
37-501-204 Uniforms	2,000		1,081.93	918.07	54%
37-501-205 Equipment & Material	6,845		3,200.41	3,644.59	47%
37-501-250 Light, Heat & Security	6,658		2,975.66	3,682.34	45%
37-501-251 Telephone & Postage	6,837		2,553.30	4,283.70	37%
37-501-252 Fuel	16,000		7,628.31	8,371.69	48%
37-501-255 Bldg Maint/Clean Svs	2,500		143.33	2,356.67	6%
37-501-295 Training	2,000		1,006.36	993.64	50%
37-501-301 Computer Maint	4,900		2,044.87	2,855.13	42%
37-501-302 Software Support	6,150		5,516.91	633.09	90%
37-501-351 Maint & Repair Equip	3,000		1,209.25	1,790.75	40%
37-501-370 2008 Ford Car 100	1,000		767.33	232.67	77%
37-501-371 2017 Dodge Car 200	1,500		1,293.07	206.93	86%
37-501-372 2016 Dodge Car 300	1,000		304.69	695.31	30%
37-501-373 2017 Dodge Car 400	1,000		93.42	906.58	9%
37-501-374 2010 Ford Car 500	1,832		1,472.20	359.80	80%
37-501-375 2008 Ford Car 600	1,000		521.99	478.01	52%
37-501-376 1993 Chevy Car 700	975		451.86	523.14	46%
37-501-400 Liability Insurance	12,000		3,039.68	8,960.32	25%
37-501-415 Police Shots Medical	500		168.00	332.00	34%
37-501-422 Town Hall Rent	1,138		1,137.50	0.00	100%
37-501-433 COP Program	500		115.15	384.85	23%
37-501-436 PD Narcotics Tax/Proceeds	142		50.00	92.00	35%

## Budget vs Actual

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Period Ending 12/31/2019

37 GENERAL FUND					
Description	Budget		YTD	Variance	Percent
37-501-499 Miscellaneous	4,610		2,315.39	2,294.61	50%
37-501-801 Town Hall Roof Laon Principal	5,667		2,361.30	3,305.70	42%
37-501-802 Police Loan pymt prinicipal	5,131		3,945.44	1,185.56	77%
37-501-830 Police Loan pymt Interest	982		834.56	147.44	85%
Police Department Totals	448,147	0.00	223,546.27	224,600.73	50%
37-601-014 Salary - Part Time Code Enforcement	3,000		2,346.60	653.40	78%
37-601-020 ER-FICA Taxes	200		136.49	63.51	68%
37-601-252 Fuel	100		0.00	100.00	
37-601-352 Vehicle Maintenance	200		200.00	0.00	100%
37-601-437 Contract Srvs Fire Protection	70,000		29,166.65	40,833.35	42%
37-601-475 Donation to Town Fire	1,000		90.00	910.00	9%
37-601-476 Code Enforcement Exp	150		0.00	150.00	
Fire Totals	74,650	0.00	31,939.74	42,710.26	43%
37-651-330 Christmas Lights/Santa House	551		300.00	251.00	54%
37-651-331 Haley Haywood Park	1,159		77.97	1,081.03	7%
37-651-332 Signs below \$5,000	3,040		3,036.31	3.69	100%
37-651-333 Street Beautification - Below \$5,000	2,500		1,065.44	1,434.56	43%
37-651-335 Street Lighting Electric Bill	23,000		8,838.49	14,161.51	38%
Signs and Lights Totals	30,250	0.00	13,318.21	16,931.79	44%
37-701-010 Salary - Full Time	51,389		25,643.20	25,745.80	50%
37-701-014 Salary - Part Time	15,679		6,977.85	8,701.15	45%
37-701-019 Over-Time	1,714		107.54	1,606.46	6%
37-701-020 ER-FICA Taxes	5,262		2,496.06	2,765.94	47%
37-701-030 ER - Retirement - Orbit	10,868		5,073.27	5,794.73	47%
37-701-040 ER-Health Insurance	11,663		6,526.90	5,136.10	56%
37-701-050 ER-Life Insurance	269		153.86	115.14	57%
37-701-060 ER-Workman's Comp	4,131		4,130.50	0.50	100%
37-701-203 Supplies	5,120		2,541.20	2,578.80	50%
37-701-204 Uniforms	3,450		1,752.39	1,697.61	51%
37-701-251 Telephone & Postage	185		61.98	123.02	34%
37-701-252 Fuel	8,652		3,105.01	5,546.99	36%
37-701-312 Tree Removal	1,200		1,200.00	0.00	100%
37-701-351 Maint & Repair Equip	7,921		7,945.48	(24.48)	100%
37-701-352 Vehicle Maintenance	2,500		659.43	1,840.57	26%
37-701-400 Liability Insurance	7,112		1,777.95	5,334.05	25%
37-701-431 Street Debris Disposal	1,000		1,000.00	0.00	100%
37-701-803 Street Loan Principal	13,000		12,999.98	0.02	100%
37-701-832 Street Loan Interest	594		593.24	0.76	100%
Streets Totals	151,709	0.00	84,745.84	66,963.16	56%

## Budget vs Actual

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Period Ending 12/31/2019

37 GENERAL FUND					
Description	Budget		YTD	Variance	Percent
37-710-361 Maint & Repair POWELL BILL	20,004		5,627.00	14,377.00	28%
37-710-405 Audit Expense POWELL BILL	100		0.00	100.00	
37-710-804 Battle Ave Payment POWELL BILL	5,861		0.00	5,861.00	
Powell Bill Totals	25,965	0.00	5,627.00	20,338.00	22%
37-801-010 Salary - Full Time Sanitation	46,758		22,561.70	24,196.30	48%
37-801-019 Salary - Over Time Sanitation	608		607.75	0.25	100%
37-801-020 ER - FICA Sanitation	3,676		1,708.29	1,967.71	46%
37-801-030 ER - Retirement - Orbit Sanitation	7,593		3,620.51	3,972.49	48%
37-801-040 ER - Health Insurance	10,028		4,583.58	5,444.42	46%
37-801-050 ER - Life Insurance	227		132.30	94.70	58%
37-801-060 Workman's Compensation	2,915		2,914.84	0.16	100%
37-801-203 Supplies	1,135		475.49	659.51	42%
37-801-204 Uniforms	2,690		931.10	1,758.90	35%
37-801-251 Telephone & Postage	185		61.98	123.02	34%
37-801-252 Fuel	4,000		977.23	3,022.77	24%
37-801-350 Landfull Fees	17,596		7,341.19	10,254.81	42%
37-801-352 Vehicle Maintenance	4,008		3,001.95	1,006.05	75%
37-801-400 Liability Insurance	3,242		810.41	2,431.59	25%
Sanitation Totals	104,661	0.00	49,728.32	54,932.68	48%
Expenses Totals	1,192,030	0.00	564,869.18	627,160.82	47%

# Budget vs Actual

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Period Ending 12/31/2019

37 GENERAL FUND Totals

(130,643.57)

## Budget vs Actual

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Period Ending 12/31/2019

38 WATER / SEWER					
Description	Budget		YTD	Variance	Percent
<b>Revenues</b>					
38-351-401 Water Sales	575,306		281,243.11	(294,062.89)	49%
38-351-402 Debt Setoff WATER	35		0.00	(35.00)	
38-351-404 Sewer Services	641,634		259,019.51	(382,614.49)	40%
38-351-407 Debt Setoff SEWER	53		0.00	(53.00)	
38-351-408 Town Taps	2,350		4,860.51	2,510.51	207%
38-351-416 Dis/Reconnection Fee	5,846		2,594.94	(3,251.06)	44%
38-351-417 Fire Sprinkler	2,236		1,126.44	(1,109.56)	50%
38-351-418 Late Fees/Penalty/Cut Off	17,540		6,697.74	(10,842.26)	38%
38-351-419 Returned Check Fee	900		350.00	(550.00)	39%
38-365-410 Interest/investment Income	104		43.78	(60.22)	42%
38-365-421 Account Activation Fee	2,950		1,450.00	(1,500.00)	49%
38-365-851 Misc Revenue WATER	118		0.00	(118.00)	
38-365-852 Misc Revenue SEWER	118		0.00	(118.00)	
Revenues Totals	1,249,190	0.00	557,386.03	(691,803.97)	45%

## Budget vs Actual

Town of Warrenton  
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Period Ending 12/31/2019

38 WATER / SEWER					
Description	Budget	YTD	Variance	Percent	
<b>Expenses</b>					
38-851-010 Salary Full Time	81,268	40,401.67	40,866.33	50%	
38-851-014 Salary - Part Time	15,630	8,476.85	7,153.15	54%	
38-851-019 Salary Over-Time	6,227	2,645.09	3,581.41	42%	
38-851-020 ER-FICA Taxes	7,889	3,795.04	4,093.96	48%	
38-851-030 ER - Retirement Orbit	12,480	6,016.67	6,462.83	48%	
38-851-040 ER - Health Insurance	13,704	7,279.33	6,424.67	53%	
<b>WATER</b>					
38-851-050 ER - Life Insurance	310	180.32	129.18	58%	
38-851-060 ER - Workman's Comp	1,642	1,412.63	228.87	86%	
38-851-200 Travel Expense	225	0.00	225.00		
38-851-203 Supplies	1,900	678.56	1,221.44	36%	
38-851-204 Uniforms	2,360	1,024.82	1,335.18	43%	
38-851-205 Materials & Supplies	27,500	24,587.30	2,912.70	89%	
38-851-250 Light & Heat & Security	4,731	1,646.16	3,084.34	35%	
38-851-251 Telephone & Postage	4,765	2,913.44	1,851.56	61%	
38-851-252 Fuel	5,000	2,394.29	2,605.71	48%	
38-851-260 Electric Tank/Pumps	8,000	1,421.35	6,578.65	18%	
38-851-296 Continuing Education	625	0.00	625.00		
38-851-301 Computer Maintenance	1,969	976.52	991.98	50%	
38-851-302 Software Support	1,684	1,314.94	369.06	78%	
38-851-305 Technology Upgrades	2,191	1,450.40	740.60	66%	
38-851-309 Advertising	250	0.00	250.00		
38-851-310 Dues & Subscriptions	377	276.25	100.75	73%	
38-851-313 State Permits	1,250	990.00	260.00	79%	
38-851-345 Water Tank Contract	16,219	8,309.74	7,909.26	51%	
38-851-351 Maint. & Repair Equip	7,500	1,595.14	5,904.86	21%	
38-851-352 Vehicle Maintenance	1,500	653.29	846.71	44%	
38-851-400 Town Liability Insurance	5,911	2,449.57	3,461.43	41%	
38-851-405 Audit Expense	3,792	1,450.52	2,341.48	38%	
38-851-422 WS Town Hall Rent	570	568.75	1.25	100%	
38-851-441 Certify Lab Services	1,500	495.00	1,005.00	33%	
38-851-448 External Contract	16,233	11,787.51	4,444.99	73%	
38-851-451 Water Purchase	220,288	105,164.57	115,123.43	48%	
38-851-801 Town Hall Roof Loan	2,834	2,361.30	472.70	83%	
38-851-806 Debt/Loans/Leases - Interest	509	509.21	0.00	100%	
38-851-807 Debt/Loans/Leases - Principal	2,408	2,407.79	0.00	100%	
38-851-889 RESERVE FOR USDA	4,210	0.00	4,209.50		
<b>LOANS</b>					
38-851-895 Grass Cutting Expense	8,000	0.00	8,000.00		
38-851-896 WS 25% of GF Expense	40,428	14,302.82	26,124.68	35%	
38-851-998 Contingency	41,550	0.00	41,549.50		
Water Totals	575,424	0.00	261,936.84	313,487.16	46%



## Budget vs Actual

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38 WATER / SEWER					
Description	Budget	YTD	Variance	Percent	
38-852-010 Salary - Full Time	81,268	40,064.86	41,203.14	49%	
38-852-014 Salary - Part Time	15,630	8,477.68	7,152.32	54%	
38-852-019 Salary - Over Time Sewer	6,227	2,089.28	4,137.22	34%	
38-852-020 ER - FICA Sewer	7,889	3,857.37	4,031.63	49%	
38-852-030 ER-Retirement Orbit	12,480	5,905.33	6,574.17	47%	
38-852-040 ER-Health Insurance SEWER	13,704	7,540.65	6,163.35	55%	
38-852-050 ER-Life Insurance	310	180.32	129.18	58%	
38-852-060 ER-Workman's Comp	1,642	1,412.62	228.88	86%	
38-852-200 Travel Expense	225	0.00	225.00		
38-852-203 Supplies	2,423	624.48	1,798.52	26%	
38-852-204 Uniforms	2,360	1,026.91	1,333.09	44%	
38-852-205 Materials & Supplies	27,500	15,465.60	12,034.40	56%	
38-852-250 Light & Heat & Security	2,731	1,427.55	1,302.95	52%	
38-852-251 Telephone & Postage	4,765	2,998.88	1,766.12	63%	
38-852-252 Fuel	5,000	2,368.95	2,631.05	47%	
38-852-260 Electric Tank/Pumps	8,000	3,880.72	4,119.28	49%	
38-852-296 Continuing Education	625	0.00	625.00		
38-852-301 Computer Maint.	1,587	878.16	708.34	55%	
38-852-302 Software Support	1,684	1,314.95	369.05	78%	
38-852-305 Technology Upgrades	2,191	1,450.38	740.62	66%	
38-852-309 Advertising	419	418.50	0.50	100%	
38-852-310 Dues & Subscriptions	377	276.25	100.75	73%	
38-852-313 State Permits	1,250	200.00	1,050.00	16%	
38-852-351 Maint & Repair Equip	7,500	1,151.83	6,348.17	15%	
38-852-352 Vehicle Maintenance	1,500	574.40	925.60	38%	
38-852-400 Liability Insurance	5,911	2,449.57	3,461.43	41%	
38-852-405 Audit Expense	3,792	1,450.52	2,341.48	38%	
38-852-422 Town Hall Rent	569	568.75	0.25	100%	
38-852-434 WS Grant Expense	20	0.00	20.00		
38-852-435 Purchase of Sewer Services	296,037	114,630.01	181,406.99	39%	
38-852-448 External Contract	38,552	31,728.26	6,823.24	82%	
38-852-473 WWTP Rehab Annual Payment	24,989	0.00	24,989.00		
38-852-801 Town Hall Roof Loan	2,834	0.00	2,834.00		
38-852-806 Debt/loans/Leases - Interest	509	509.21	0.00	100%	
38-852-807 Debt/loans/leases - Principal	2,408	2,407.79	0.00	100%	
38-852-809 John Riggans Easement Pmt	1,000	0.00	1,000.00		
38-852-810 Battle Avenue Loan	6,975	0.00	6,975.00		
38-852-811 NCDEQ Sewer Rehab Annual Loan Pymt	17,600	1,925.00	15,675.00	11%	
38-852-889 Reserve for USDA Loans	4,210	0.00	4,209.50		
38-852-896 WS 25% of GF Expense	40,428	14,302.83	26,124.67	35%	
38-852-998 Contingency	21,246	0.00	21,245.50		
Sewer Expenses Totals	676,362	0.00	273,557.61	402,804.39	40%

## Budget vs Actual

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Period Ending 12/31/2019

38 WATER / SEWER					
Description	Budget		YTD	Variance	Percent
38-901-037 Transfer to General Fund	8,000		4,500.00	3,500.00	56%
38-901-064 Transfer Out to Unity Bute, Battle Sewer Grant	19,470		19,470.00	0.00	100%
Transfers Out Totals	27,470	0.00	23,970.00	3,500.00	87%
Expenses Totals	1,279,256	0.00	559,464.45	719,791.55	44%

# Budget vs Actual

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Period Ending 12/31/2019

38 WATER / SEWER Totals

8,436.95

## Budget vs Actual

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39 WWTP					
Description	Budget		YTD	Variance	Percent
Revenues					
39-351-470 Town Sewer Revenues	296,037		114,630.01	(181,406.99)	39%
39-351-471 Sewer Revenues - County	209,003		80,929.02	(128,073.98)	39%
39-351-472 Sewer Rev Norlina	165,486		64,078.56	(101,407.44)	39%
39-365-861 Misc Revenue WWTP	19,828		5,650.00	(14,178.00)	28%
Revenues Totals	690,354	0.00	265,287.59	(425,066.41)	38%

## Budget vs Actual

Town of Warrenton  
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Period Ending 12/31/2019

39 WWTP					
Description	Budget	YTD	Variance	Percent	
<b>Expenses</b>					
39-861-010 Salary - Full Time	155,004	80,012.49	74,991.51	52%	
39-861-014 Salary - Part Time	15,361	8,571.38	6,789.62	56%	
39-861-019 Over-Time	13,520	4,316.32	9,203.68	32%	
39-861-020 ER-FICA Taxes	14,067	5,861.48	8,205.52	42%	
39-861-030 ER - Retirement Orbit	26,805	12,623.44	14,181.56	47%	
39-861-040 ER- Health Insurance	24,791	13,183.17	11,607.83	53%	
39-861-050 ER-Life Insurance	568	333.20	234.80	59%	
39-861-060 ER-Workman's Comp	4,004	2,770.77	1,233.23	69%	
39-861-200 Travel Expense	500	0.00	500.00		
39-861-203 Supplies	750	169.62	580.38	23%	
39-861-204 Uniforms	4,706	1,459.22	3,246.78	31%	
39-861-205 OP Material & supplies	44,000	17,147.25	26,852.75	39%	
39-861-250 Light, Heat & Security	95,341	44,218.71	51,122.29	46%	
39-861-251 Telephone & Postage	7,297	3,394.20	3,902.80	47%	
39-861-252 Fuel	9,000	3,909.98	5,090.02	43%	
39-861-296 Continuing Education	2,430	2,430.00	0.00	100%	
39-861-301 Computer Maint.	3,172	1,492.86	1,679.14	47%	
39-861-302 Software Support	3,209	2,257.34	951.66	70%	
39-861-305 Technology Upgrades	2,000	1,146.28	853.72	57%	
39-861-309 Advertising	643	355.73	287.27	55%	
39-861-318 Freight Charges	1,650	922.73	727.27	56%	
39-861-342 Maint & Repair Plant	51,570	34,166.23	17,403.77	66%	
39-861-344 Sludge Removal	55,000	14,027.50	40,972.50	26%	
39-861-345 Beaver Control	2,000	0.00	2,000.00		
39-861-346 Lab Material & Supplies	11,500	2,374.07	9,125.93	21%	
39-861-347 Lab Analysis	16,600	5,716.00	10,884.00	34%	
39-861-348 Tar - Pamlico Dues	3,000	0.00	3,000.00		
39-861-349 OSHAComp/Safety M&S	1,000	621.00	379.00	62%	
39-861-352 Vehicle Maintenance	3,000	1,227.69	1,772.31	41%	
39-861-400 Liability Insurance	18,649	2,940.27	15,708.73	16%	
39-861-405 Audit Expense	7,584	2,901.03	4,682.97	38%	
39-861-444 Permits & Fees	6,153	6,152.50	0.50	100%	
39-861-445 Certify Lab Expense	1,000	423.12	576.88	42%	
39-861-446 Influent Debri removal	4,352	1,904.98	2,447.02	44%	
39-861-447 WWTP Grant Expense	24,000	0.00	24,000.00		
39-861-500 Capital Outlay \$5000 and Over	8,430	8,430.00	0.00	100%	
39-861-897 WWTP 25% of GF Exp	41,694	17,487.34	24,206.66	42%	
39-861-998 Contingency	6,004	0.00	6,004.00		
WWTP - Expenses Totals	690,354	0.00	304,947.90	385,406.10	44%
Expenses Totals	690,354	0.00	304,947.90	385,406.10	44%

# Budget vs Actual

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39 WWTP Totals

(39,659.88)

## A/P Check Listing

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

Date From - 12/1/2019 Date To - 12/31/2019

Town of Warrenton  
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Check Number	Bank	Vendor	Date	Amount
61969	30	Coastal AgroBusiness	12/03/2019	<b>\$10.04</b>
61970	30	Greg W. Isley, CPA, PA	12/03/2019	<b>\$8,100.00</b>
61971	30	PRUDENTIAL RETIREMENT	12/03/2019	<b>\$1,256.90</b>
61972	30	Purchase Power (Pitney Bowes)	12/03/2019	<b>\$300.00</b>
61973	30	USA Bluebook	12/03/2019	<b>\$65.92</b>
61974	30	WESLEY MEMORIAL UMC	12/03/2019	<b>\$120.00</b>
61975	30	NCDMV	12/03/2019	<b>\$6.00</b>
61976	30	DUKE ENERGY PROGRESS	12/04/2019	<b>\$132.07</b>
61977	30	HACH COMPANY	12/04/2019	<b>\$602.73</b>
61978	30	HARRIS EQUIPMENT COMPANY	<span style="background-color: red; color: white; padding: 2px;">VOIDED</span> 12/04/2019	<b>\$1,000.00</b>
61979	30	NCWTFO CERTIFICATION BOARD	12/04/2019	<b>\$120.00</b>
61980	30	WARREN AUTO PARTS, INC.	12/04/2019	<b>\$145.24</b>
61981	30	WARRENTON SUPPLY CO., INC.	12/04/2019	<b>\$19.80</b>
61982	30	WPCSOCC	12/04/2019	<b>\$200.00</b>
61983	30	AMAZON CAPTIAL SERVICES, INC.	12/05/2019	<b>\$364.15</b>
61984	30	CAROLINA DIGITAL PHONE INC	12/05/2019	<b>\$5,272.38</b>
61985	30	Cash	12/05/2019	<b>\$50.00</b>
61986	30	ENVIRONMENTAL SAFETY PROFESSIONALS, INC.	12/05/2019	<b>\$95.00</b>
61987	30	NORTH CAROLINA 811, INC	12/05/2019	<b>\$25.00</b>
61988	30	PETE SMITH TIRE & QUICK LUBE, INC	12/05/2019	<b>\$17.54</b>
61989	30	Spectrum Business	12/05/2019	<b>\$124.98</b>
61990	30	Thrifty Office Furniture	12/05/2019	<b>\$1,541.47</b>
61991	30	AAA GAS AND APPLIANCE CO.	12/10/2019	<b>\$190.94</b>
61992	30	AMAZON CAPTIAL SERVICES, INC.	12/10/2019	<b>\$724.61</b>
61993	30	Community Eye Care	12/10/2019	<b>\$100.96</b>
61994	30	COUNTRYBOY'S EXCAVATING	12/10/2019	<b>\$3,360.00</b>
61995	30	Kim Vaughan	12/10/2019	<b>\$40.00</b>
61996	30	PETE SMITH TIRE & QUICK LUBE, INC	12/10/2019	<b>\$1,373.38</b>
61997	30	RICK EDWARDS ELECTRIC	12/10/2019	<b>\$300.00</b>

## A/P Check Listing

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

Date From - 12/1/2019 Date To - 12/31/2019

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Check Number	Bank	Vendor	Date	Amount
61998	30	WARREN COUNTY PUBLIC UTILITIES	12/10/2019	\$17,142.30
61999	30	WRIGHT EXPRESS FSC	12/10/2019	\$1,247.19
62000	30	C&L Catering Service	12/11/2019	\$300.00
62001	30	CITIZENS INSURANCE & BONDING,	12/11/2019	\$123.00
62002	30	MIRANDA E. MEDLIN	12/11/2019	\$130.00
62003	30	PETE SMITH TIRE & QUICK LUBE, INC	12/11/2019	\$67.17
62004	30	TRI-COUNTY POWER EQUIPMENT INC	12/11/2019	\$431.49
62005	30	WASTE INDUSTRIES	12/11/2019	\$317.78
62006	30	AAA GAS AND APPLIANCE CO.	12/11/2019	\$100.87
62007	30	DOCUMENT SYSTEMS, INC	12/11/2019	\$327.61
62008	30	MERITECH INC	12/11/2019	\$1,075.00
62009	30	SCHOOL OF GOVERNMENT AT UNC	12/11/2019	\$150.00
62010	30	UNIFIRST CORPORATION	12/11/2019	\$595.18
62011	30	WARREN COUNTY PUBLIC WORKS	12/11/2019	\$1,264.96
62012	30	OPTIMAL LIVING, LLC	12/12/2019	\$500.00
62013	30	AMAZON CAPTIAL SERVICES, INC.	12/18/2019	\$269.23
62014	30	AMERICAN WATER WORKS	12/18/2019	\$371.00
62015	30	Brimar Industries	12/18/2019	\$53.72
62016	30	CENTURY LINK COMMUNICATIONS	12/18/2019	\$167.24
62017	30	CROSSROADS FORD OF HENDERSON	12/18/2019	\$488.11
62018	30	DOCUMENT SYSTEMS, INC	12/18/2019	\$1,324.45
62019	30	HARRIS ENTERPRISES	12/18/2019	\$5,789.89
62020	30	INFORMATION TECHNOLOGY SERVICE	12/18/2019	\$185.97
62021	30	King's Fitness	12/18/2019	\$405.00
62022	30	KONECRANES INC	12/18/2019	\$883.89
62023	30	ROBERT DAVIE	12/18/2019	\$155.34
62024	30	TAR HEEL TIRE SALES/SERVICE	12/18/2019	\$1,817.38
62025	30	UNIFIRST CORPORATION	12/18/2019	\$297.29
62026	30	WALKER AUTO STORES	12/18/2019	\$3.62
62027	30	WARREN AUTO PARTS, INC.	12/18/2019	\$351.87



## A/P Check Listing

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

Date From - 12/1/2019 Date To - 12/31/2019

Town of Warrenton  
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Check Number	Bank	Vendor	Date	Amount
62028	30	WARRENTON SUPPLY CO., INC.	12/18/2019	\$1.90
62029	30	AMAZON CAPTIAL SERVICES, INC.	12/19/2019	\$1,208.43
62030	30	BLUE RIDGE SPRINGS, INC	12/19/2019	\$53.00
62031	30	FIRST CITIZENS BANK	12/19/2019	\$945.52
62032	30	HARRIS INVESTMENTS	12/19/2019	\$1,000.00
62033	30	Herring-Rivenbark, Inc.	12/19/2019	\$221,489.17
62034	30	DUKE ENERGY PROGRESS	12/19/2019	\$8,005.81
62035	30	FIRST CITIZENS BANK	12/19/2019	\$131.85
62036	30	UNIFIRST CORPORATION	12/19/2019	\$357.60
62037	30	UNITED PARCEL SERVICE	12/19/2019	\$116.00
62038	30	DUKE ENERGY PROGRESS	12/20/2019	\$1,479.32
62039	30	DOCUMENT SYSTEMS, INC	12/23/2019	\$3,582.53
62040	30	GALLS QUARTERMASTER	12/23/2019	\$370.59
62041	30	HUMANA SPECIALTY BENEFITS	12/23/2019	\$29.38
62042	30	NC GRAPHIC PROS, LLC	12/23/2019	\$21.35
62043	30	PETE SMITH TIRE & QUICK LUBE, INC	12/23/2019	\$345.23
62044	30	WARREN COUNTY	12/23/2019	\$3,169.95
62045	30	BLUE RIDGE SPRINGS, INC	12/23/2019	\$37.20
62046	30	Lee Roy West Plumbing & Heating	12/23/2019	\$66.17
62047	30	MUNICIPAL INSURANCE TRUST	12/23/2019	\$630.04
62048	30	STEPHEN J WHITE	12/23/2019	\$50.00
62049	30	United Healthcare	12/23/2019	\$11,109.87
62050	30	CAROLINA DIGITAL PHONE INC	12/30/2019	\$316.00
82	Checks Totaling -			\$316,512.57

### Totals By Fund

	Checks	Voids	Total
36	\$1,551.31	\$1,551.31	\$0.00
37	\$31,945.88	\$31,945.88	\$0.00
38	\$32,640.62	\$32,640.62	\$0.00
39	\$23,985.59	\$23,985.59	\$0.00
51	\$221,489.17	\$221,489.17	\$0.00
61	\$4,900.00	\$4,900.00	\$0.00

## A/P Check Listing

Vendor Range - A & L EASTERN LABORATORIES, I' - 'YOUR TRADEMARK ATTORNEY  
Date From - 12/1/2019 Date To - 12/31/2019

Town of Warrenton  
01/09/2020 03:08 PM

Page: 4 of 4

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Check Number	Bank	Vendor	Date	Amount
		Checks	Voids	Total
	Totals:	\$316,512.57	\$316,512.57	\$0.00

# Activity Detail Summary (by Category)

Warrenton Police Department

(12/01/2019 - 12/31/2019)

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## Incident\Investigations

220 - Burglary/Breaking & Entering	1
23H - All Other Larceny	1
35A - Drug/Narcotic Violations	1
35B - Drug Equipment Violations	1
90D - Driving Under the Influence	1
90F - Family Offenses, Nonviolent	1
90Z - All Other Offenses	19
<b>Total Offenses</b>	<b>25</b>
<b>Total Incidents</b>	<b>10</b>

---

## Arrests

90D - Driving Under the Influence	1
90F - Family Offenses, Nonviolent	1
90Z - All Other Offenses	12
<b>Total Charges</b>	<b>14</b>
<b>Total Arrests</b>	<b>5</b>

---

## Accidents

**Total Accidents** 4

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## Citations

Driving While License Revoked	8
Expired Registration	2
Failure To Stop (Stop Sign/Flashing Red Light)	1
Inspection	2
No Insurance	1
No Operator License	1
Other (Infraction)	5
Speeding (Infraction)	3
Unsafe Movement	1

# Activity Detail Summary (by Category)

Warrenton Police Department

(12/01/2019 - 12/31/2019)

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## Citations

Secondary Charge	11
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Total Charges	35
---------------	----

Total Citations	24
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## Warning Tickets

Total Charges	0
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Total Warning Tickets	0
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## Ordinance Tickets

Total Ordinance Tickets	0
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## Criminal Papers

Total Criminal Papers Served	0
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Total Criminal Papers	0
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## Civil Papers

Total Civil Papers Served	0
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Total Civil Papers	0
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# Activity Log Event Summary (Cumulative Totals)

## Warrenton Police Department

(12/01/2019 - 12/31/2019)

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<No Event Type Specified>	1	911 Hang-up	3
Accident	5	Alarm Activation	15
Arrest	1	Assault w/weapon (non- physical)	1
Assist Animal Control	1	Assist Elderly/Lost person	1
Assist NPD	16	Assist Other Department	2
Assist WC EMS	13	Assist WCSO	4
B & E	2	C.O.P.S. - Main St	37
C.O.P.S.- Foot Patrol	1	C.O.P.S.- Neighborhood Patrol	1
Careless and Reckless Driving	3	Check Station/ Checkpoint	2
Civil Dispute	1	Communicating Threats	1
Complaint	1	Disturbance	3
Domestic	2	Escort	6
Follow up Investigation	1	Foot Patrol	10
Investigation and/or Interview	2	Lost property	1
Medical / Person Hurt or Sick	4	Non-Law Enforcement Issue	1
Other	1	Parking Violation	10
Patrol	3	Property Check – Business	36
Property Check – Residential	3	Shoplifting	1
Shots fired	1	Suspected Drunk Driver	1
Suspicious Person / Vehicle	5	Talk with Officer	8
Traffic Light / Street Safety Issue	2	Traffic Stop	70
Trespassing	1		

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**Total Number Of Events: 284**

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator  
**Date:** January 8, 2019  
**Re:** December 2019 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) Cleaning Services – Town Hall (WS Department's portion). Contractor: Miranda E. Medlin (Labor and Materials - \$93.34). (2) Emergency Repair – F & M Sewer Lift Station Generator. Coolant system leak repair. Contractor: Harris Enterprises (Labor - \$180.00, Materials - \$77.48). (3) Maintenance – JCB Backhoe. Replaced 4 tires. Shop: Tarheel Tire (Labor and materials - \$1,703.85) (4) Preventative Maintenance – John Riggan Sewer Lift Station. Annual inspection of permanent overhead crane (OSHA requirement). Contractor: Konecranes (Labor and Materials - \$207.00).

**Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$1,910.85**

**Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$350.82**

- **Sewer Adjustment Requests:** For consideration at the January 13, 2020 meeting of the Board of Commissioners. **William Dickerson** – 816 N. Main Street, Account #003-00001510-1. Leak was between meter and house. Normal usage 1,000. Request is for sewer adjustment of 42,000 gallons at \$13.65/1000. Total \$573.30. Adjustment recommended by staff. **Linda Soloman** – 200 Red Hill Loop Road, Account #004-0002210-2. Leak was under house. Normal usage 2,000. Request is for sewer adjustment of 49,000 gallons at \$13.65/1000. Total \$668.85. 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:** January 8, 2019  
**Re:** December 2019 Monthly Activity Report for WWTP

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- **Pending Equipment Repairs:** **(1)** Effluent filter controls – Safety issue - Replace cylinders and control mechanism for valves located in pit area of filter building. **(2)** Sand blast and refinish site metal structures. **(Estimated Cost – Refinishing remaining structures - \$58,000)** **(3)** Replace Influent pump No. 2 and 3 motor base stands. **(Estimated Cost - \$4,000 per pump)** **(4)** Replace Wash Water Pump No. 1. **(Estimated Cost - \$20,000.00)**
- **Completed Plant Maintenance/Repair Related Information:** **(1)** Repair – Effluent Composite Sampler. Replaced conduit and low voltage communication wire from effluent flow meter to effluent composite sampler located at foot of cascade unit (Involved trenching, burying plastic conduit, and pulling 16/2 2 pair shielded wire – approximately 200 linear feet). Contractor: Country Boy's Excavating (Labor and Materials - \$1,285.00). **(2)** Emergency Repair – Oxidation Ditch No. 1 – Rotor 2C. Replaced motor end bearing. Contractor: Harris Enterprises (Labor - \$960.00 and Materials - \$55.94 (Note: Bearing was supplied from Plant spare parts inventory).

**Total cost for Repairs (Account No. 39-861-342) - \$2,300.94**

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month. 14.25 million gallons were treated.



<b>COVERAGE</b>	<b>2019 PREMIUM</b>	<b>2020 PREMIUM</b>
<b>PROPERTY</b>	<b>\$ 19,677.00</b>	<b>\$ 22,372.00</b>
<b>INLAND MARINE</b>	<b>\$ 1,264.00</b>	<b>\$ 1,343.00</b>
<b>CRIME</b>	<b>\$ 267.00</b>	<b>\$ 267.00</b>
<b>GENERAL LIABILITY</b>	<b>\$ 13,839.00</b>	<b>\$ 13,977.00</b>
<b>POLICE LIABILITY</b>	<b>INCLUDED</b>	<b>INCLUDED</b>
<b>AUTO</b>	<b>\$ 11,405.00</b>	<b>\$ 12,642.00</b>
<b>EXCESS LIABILITY</b>	<b>\$ 4,554.00</b>	<b>\$ 4,501.00</b>
<b>STATE IMPOSED FEES</b>	<b>\$ 676.00</b>	<b>\$ 736.00</b>
<b>TOTAL PREMIUM</b>	<b>\$ 58,212.00</b>	<b>\$ 61,236.00</b>

## Robert Davie

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**From:** Lenovo US <lenovo.orders@lenovo.com>  
**Sent:** Friday, December 13, 2019 4:35 PM  
**To:** DavieRobert  
**Subject:** Thanks for your order 4294291724

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Your Lenovo order is processing!

Lenovo



Robert, your order below is processing and you will be notified via email when it has been shipped.

To view the most up-to-date information regarding your order, click the "Order Status" link below. It may take a few hours for this information to become available online.

**Order number:**

4294291724

**Date and Time:**

Fri 13 Dec 2019  
16:34 EST

[ORDER STATUS ►](#)

### Your Order Summary:

Item:	Status:	Qty:	Price:
ThinkCentre M720 SFF	Received*	2	\$983.40

**Part No:**  
10STCTO1WW

**Configuration Details**

- Intel Core i5-9400 Processor (9MB Cache, up to 4.10GHz)
- Windows 10 Pro 64
- Windows 10 Pro 64 English
- Small Form Factor 85% Power 210W
- 8GB DDR4 2666MHz

- Integrated Intel HD Graphic card
- 256GB Solid State Drive, 2.5", SATA3, Opal - Capable
- Slim DVD-RW Multiburner
- Integrated Intel Gigabit Ethernet
- Black USB Traditional Keyboard - English
- USB Mouse - Black
- Internal Speaker Small Form Factor
- Vertical Stand Small Form Factor
- Publication-English
- 1 Year On-site

**Sub total:** \$983.40  
**Tax :** \$66.38  
**Shipping Fees:** FREE  
**Total:** \$1,049.78

**Payment Method:**

Card Payment

**Billing Address:**

PO Box 281  
 Warrenton North  
 Carolina 27589  
 United States  
 (PH:2522571122)

**Shipping Address:**

113 S Bragg St  
 Warrenton North  
 Carolina 27589-2035  
 United States

Please note, this is an authorization hold only, not an actual charge. Your card will be charged at the time your order ships.

To submit a cancellation request for one or more items in your order, [click here](#).

We're Here to Help



1-855-253-6686



Contact Us



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

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

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### **New Hire – Finance Dept.**

The reducing of a full-time to part-time position was not sufficient to address the workload in the Finance Department. Bettie Davis and the Town mutually agreed to allow for a full-time person to come on board. Tracy Stevenson has joined the town as Assistant Finance Clerk effective January 2, 2020. Her background is as follows:

#### **Franklin County**

##### **Payroll Specialist/Finance Specialist;**

- Processed payroll for 600+ employees and processed monthly, quarterly and annual reports.

#### **Vance Granville Community College**

##### **Processing Assistant/Administrative Assistant**

- Maintained fixed assets for four campuses, prepared and submitted reports required by the State, prepared purchase orders, prepared Accounts Receivables

Tracy is the daughter of Freddy Robinson, the former Police Chief of Warrenton. Her educational background is at Vance Granville in Accounting.



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

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### **BOC Meeting December 2019 – 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. Work with Mitch Styers on Opal Jones purchase offer for lot on Market St. (cont.)
5. Initiate letter of understanding between County and Town regarding RTF Partnership (cont.)
6. Execute lease agreements, MOU once County approves, regarding RTF Partnership (cont.)
7. Execute WWTP Loan Resolution
  - ✓ Done
8. Execute MiFleet Software License and Usage Agreement
  - ✓ Done
9. Execute Elevator Service Agreement after legal review
  - ✓ Done



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.
- A pre-final inspection of the water/sewer project on January 15 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** -- \$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 to be revised and rebid.

**(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 have been provided information on additional financial commitments.

**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.

**(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%
- A fourth and final Steering Committee meeting was held in September to receive feedback from citizens. 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.

**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**

- Application submitted to NC Commerce on behalf of Warrenton Animal Clinic. \$90,000 with required match of \$4500 by the Town. Town awarded \$50,000 from NC Commerce.

**EPA Brownfield Grant**

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

## OXFORD NC – HISTORIC DISTRICT ORDINANCES – PENALTY SECTION

REMEDIES, COMPLIANCE, and ENFORCEMENT 1) In case any building, structure, site, area or object designated as a landmark or located within an historic district is about to be demolished whether as the result of deliberate neglect or otherwise, materially altered, remodeled, removed or destroyed, except in compliance with the ordinance or other provisions of this ordinance, the Town, the HPC, or other person aggrieved by such action may institute any appropriate action or proceedings to prevent such unlawful demolition, destruction, material alteration, remodeling or removal, to restrain, correct or abate such violation, or to prevent any illegal act or conduct with respect to such building, structure, site, area or object. Such remedies shall be in addition to any others authorized by this Chapter for violation of a municipal ordinance, and shall constitute a misdemeanor, punishable by a fine of up to fifty dollars per day that the violation continues to exist, or a maximum thirty days imprisonment.

a) Failure to comply with the COA approval process shall be a violation of the zoning ordinance.

b) Compliance with the terms of the COA shall be enforced by the Warrenton Town Administrator or his designee.

c) Penalties and Procedures. It is the intent of these regulations that changes to landmark and district properties are made in accordance with the Design Guidelines, and that random demolition of buildings or architectural elements are not made. The HPC may require the reconstruction or restoration of buildings or architectural elements when changes were made to the property or landmark without COA approval.

i) In the event renovation work begins without a COA, the following procedures will be taken:

(a) A stop work order will be issued, and written notice will be sent to the owner;

(b) Work shall cease immediately;

(c) Owner will have seven (7) calendar days to file a completed COA application;

(d) If the owner fails to submit a complete application or fails to cease work, a fine of fifty dollars (\$50.00) per day will begin accruing for a period of ten (10) days; after which it will increase to one hundred dollars (\$100.00) per day.

ii) In the event demolition (partial or complete) takes place without a COA, the following procedures will be taken:

(a) A stop work order will be issued, and written notice will be sent to the owner;

(b) Work shall cease immediately and the site secured;

(c) Owner will have seven (7) calendar days to file a completed COA application;

(d) If owner fails to submit a complete application or fails to cease work, a penalty will be imposed, not to exceed the replacement value of the demolished property or element or a minimum fine of five hundred dollars (\$500.00).

d) Discontinuance of work or the lack of progress toward achieving compliance with a COA for a period of twelve (12) months shall be considered as a failure to comply with a COA.





Business Customer Service Agreement prepared for:

# Town of Warrenton



Submitted by:

**Devin Nichols**

252-567-5211

**Devin.nichols@uscellular.com**

---

**CONFIDENTIAL**

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## **BUSINESS CUSTOMER SERVICE AGREEMENT**

**THIS BUSINESS CUSTOMER SERVICE AGREEMENT** including all Exhibits attached hereto (this “Agreement”), dated December 31, 2019 (the “Effective Date”), is by and between USCC Services, LLC on behalf of its operating licensed affiliate doing business as U.S. Cellular in the Home Market (“USCC”), and Town of Warrenton on behalf of its employees and permitted subsidiaries and affiliates (“Customer”).

**WHEREAS**, Customer desires to purchase wireless telecommunication services and equipment from USCC; and

**WHEREAS**, USCC is willing to provide Customer with wireless telecommunication services and equipment in accordance with the provisions and conditions set forth herein.

**NOW, THEREFORE**, the parties agree as follows:

**1. DEFINITIONS.**

(a) “Equipment” means wireless telephone, data, and other similar devices and ancillary devices or accessories purchased by Customer from USCC, otherwise provided to Customer by USCC for use in connection with Service, or approved in writing by USCC for use in connection with Service(s).

(b) “Home Market” means the market in which the USCC switch, to which your account is assigned at the time your service is established, is located.

(c) “Service(s)” means each and every wireless service (including, without limitation, telecommunication, voice, and data services) and Business Solutions Services that USCC provides directly or indirectly to Customer.

**2. PROVISION OF SERVICE.**

(a) USCC shall provide and Customer shall purchase Service and Equipment pursuant to the terms and conditions set forth in this Agreement. This Agreement shall govern and control the provision of Service and any purchase of Equipment or other transaction.

(b) Service is available to Equipment only when such Equipment is within the operating range of Service as set forth in USCC’s standard coverage maps. The standard coverage maps are attached hereto as Exhibit A. Such maps may be updated periodically by USCC. For greater coverage detail and for the most up to date coverage maps, Customer may

refer to [uscellular.com/coverage](http://uscellular.com/coverage). Service is furnished for Customer's use only. Customer may not resell Service to third parties.

(c) At least 50% of Customer's monthly voice usage on each line of Service must be used in USCC's licensed markets. No more than 500 MB of Customer's data usage in any month on each line of Service may be used in USCC's non-licensed markets.

(d) USCC may impose usage or service limits, suspend service or block certain categories of transmissions in its sole discretion to protect its customers or its business. Customer may not use the service for any unlawful, improper, harassing or abusive purpose or in such a way that interferes with USCC's network, business operations, employees or customers.

(e) **Business Solutions Services.** Business Solutions Services is a subset of Services. Business Solutions Services consists of Internet of Things ("IoT") and Value Added Services ("VAS"). IoT and VAS are Services where data is transmitted over USCC's network between or among devices (including wireless devices, modems, computer servers, or other machines) and between devices and application servers in the cloud with limited to no manual administration, supervision, or intervention and which may or may not require additional Equipment. If Customer utilizes any Business Solutions Services, the requirements for use of such Services including data rates, equipment, and service-specific terms and conditions, shall be set forth in Exhibit B. Business Solutions Services are also governed by any applicable third party terms and conditions. Business Solution Services may require third party equipment, third party services such as software-as-a-service ("SAAS"), and/or the acceptance by Customer of third party end-user license agreements. USCC makes no warranties, representations, or other statements regarding such third party equipment, agreements, or services and Customer agrees that it may only use such third party equipment or services that are approved by USCC for use on its network. USCC may prohibit standard wireless devices and equipment from being activated on IoT lines.

(f) **Wireless Priority Service.** USCC is under contract with CSRA Inc. ("CSRA"), the Federal Government's Priority Telecommunications Services contractor, to provide call data for a user's Wireless Priority Service ("WPS") calls and Government Emergency Telecommunications Service ("GETS") calls to CSRA and the Department of Homeland Security Office of Emergency Communications for the purpose of evaluating service performance and protecting against fraudulent or unlawful use. If and when Customer uses WPS or GETS, Customer consents to USCC providing Customer's call data for WPS or GETS calls, as applicable, to these parties and for this purpose.

(g) Services offered by USCC may be subject to specific terms and conditions. Those additional terms and conditions are included in the applicable brochure or material for that specific Service and are incorporated herein and made a part of this Agreement.

**3. EQUIPMENT.**

(a) USCC will sell Equipment to Customer at the prices set forth in Exhibit B or Exhibit E for each new line of Service activated by Customer and each Eligible Upgrade. An “Eligible Upgrade” means Customer’s first upgrade of wireless handset Equipment for a line of Service after completing 24 months of Service on such line. Except for Eligible Upgrades and new activations, all other purchases or upgrades of wireless handset Equipment shall be at full retail price.

(b) Certain Equipment may be purchased utilizing installment plan pricing. Equipment eligible for installment plan pricing and the applicable pricing is set forth in Exhibit E. Customer will be required to execute a separate Retail Installment Contract for Equipment purchases made with installment plan pricing.

(c) At Customer’s option, Customer may change the Service plan for any of its then-existing Equipment to any other Service plan set forth on Exhibit B or Exhibit D, provided that such Equipment is compatible with the chosen Service plan.

(d) For Business Solutions Services, Customer may only utilize Equipment sold by or otherwise provided by USCC, or in the case of Equipment that is obtained directly from a third party, only Equipment that is approved by USCC for use on its network. USCC reserves the right to revoke any previous approval for Equipment and to refuse to provide Service(s) for any customer-owned Equipment at any time and for any reason in its sole discretion.

**4. CUSTOMER SUPPORT.**

USCC will provide Customer with customer support as set forth in Exhibit C.

**5. RATES AND CHARGES.**

(a) Customer shall pay for Service and Equipment at the rates set forth in this Agreement. Customer shall also pay applicable additional fees and charges including, without limitation, regulatory cost recovery charges (e.g., Universal Service Fund, Enhanced 911, and Wireless Number Portability), surcharges, and taxes. Customer acknowledges that such additional fees and charges are subject to change without prior notice. USCC will measure and bill voice Service usage in one-minute increments, and each partial minute of usage will be rounded up and billed as a full

minute. USCC may bill Customer for calls that are not completed but ring longer than 59 seconds. For completed calls, Customer will be billed from the time Customer pushes the “send” button until the call is terminated.

(b) The business address (not the billing address if different) will be deemed to be the primary place of use of Service for all Equipment for the purposes of calculating certain taxes, surcharges and fees. Customer agrees to inform USCC of any changes to the business address. That business address must always be within USCC’s licensed markets.

(c) If Customer desires to purchase any Services and/or Equipment offered by USCC for which rates and charges are not set forth in this Agreement then upon request from Customer, USCC may provide to Customer a written offer setting forth the applicable rates and charges therefor. If Customer accepts the rates and charges, USCC shall provide the Services and/or Equipment and the provision of such shall be controlled by the terms of this Agreement.

## **6. BILLING AND PAYMENT.**

(a) USCC shall bill Customer on a monthly basis for all amounts due hereunder. Billing for some calls made/received by Customer outside of Customer’s Home Market may occur after the close of the regular billing cycle. Typically this occurs when Customer makes/receives calls late in the billing cycle outside of the Home Market such as when Customer is roaming on another carrier’s network or is making/receiving calls on a USCC network other than the Home Market. When this occurs, the minutes used, and associated charges, will be applied against Customers monthly calling plan in the month that the usage appears on the bill rather than the month the calls actually occurred.

(b) USCC may charge a late fee of 18% per annum for any amount not paid when due. Except where prohibited by law, USCC may charge a processing fee of up to \$5.00 on any credit balance due upon termination of Service for any reason. Customer agrees that it may be charged a collection fee if the account is referred to a third party agency for collection. The collection fee will be assessed up to the maximum amount permitted by applicable law. Customer agrees to reimburse USCC for all costs (including, without limitation, reasonable attorneys’ fees, collection fees and similar expenses) incurred by USCC in connection with the collection of amounts due from Customer hereunder.

## **7. COVERAGE.**

Customer acknowledges that Service may be interrupted or unavailable due to atmospheric or topographical conditions, governmental regulations or orders, or system capacity limitations. Representations of coverage by USCC or its agents are not guarantees. Customer also acknowledges that Business Solutions Services may be interrupted or unavailable due to the

failure of third party suppliers or the termination of one of more third party supplier relationships.

## 8. **TERM AND TERMINATION.**

(a) **Term.** Unless terminated earlier as provided herein, the initial term of this Agreement shall commence as of the Effective Date and shall expire two years thereafter (the "Initial Term"). The term of this Agreement shall renew thereafter for successive thirty-day terms (each a "Renewal Term") unless either party notifies the other party in writing of its intent not to renew this Agreement, and such notice is provided at least thirty days prior to the expiration of the Initial Term or the then-current Renewal Term, as the case may be. The Initial Term and any subsequent Renewal Terms shall collectively be known as the "Term".

(b) **Termination.** Either party (the "Non-defaulting Party") may terminate this Agreement if the other party (the "Defaulting Party"): (i) is or becomes insolvent; (ii) makes an assignment for the benefit of creditors, or a receiver is appointed to take charge of all or any part of the Defaulting Party's assets or business; (iii) is the subject of a bankruptcy, whether voluntary or involuntary; or (iv) materially breaches any of its obligations under this Agreement, and such breach is not cured within ten days after the Non-defaulting Party notifies the Defaulting Party in writing of such breach. Additionally, USCC may terminate this Agreement at any time if it ceases to provide Service in Customer's Home Market. Monthly recurring charges for Services shall be prorated to coincide with the termination date and depending on the type of Service and usage incurred during the month of termination, such a proration may result in Customer incurring overage charges.

(c) **Early Termination Fees.** If this Agreement is terminated for any reason during the Term other than for a breach by USCC or due to USCC ceasing to provide Service in Customer's Home Market, Customer may be assessed an early termination fee ("ETF"). Customer's request to port any number will be considered notice to USCC to terminate Service immediately. The ETF shall be \$150.00 per line for basic phones, modems, hotspot devices and \$350.00 per line for smartphones, tablets, and Equipment utilized on Business Solutions Services lines. Regardless of the start and end date of the Term of this Agreement, the ETF will be prorated over twenty-four months starting from the date of initial activation of the Equipment in accordance with the following: an ETF of \$350.00 for a 24 month term will be reduced by \$8.33 for each of months 1 - 23, \$8.41 for month 23, and further reduced to \$0 after the last day of month 24 (\$150.00 remaining ETF applies during month 24); an ETF of \$150.00 for a 24 month term will be reduced by \$3.13 for each of months 1 - 23 and further reduced to \$0 at the conclusion of month 24 (\$75.00 remaining ETF applies during month 24). ETF's of any different amount or for a different term length will be specifically set forth in Exhibit E. Notwithstanding the aforementioned, ETF's shall only apply to lines of Service in which the Customer has

purchased subsidized Equipment. ETF's shall not apply to any line on Service in which the Equipment was purchased pursuant to a Retail Installment Contract. Exhibit B may state additional requirements for ETF's associated with Equipment on Business Solution Services lines.

**(d) Consequences of Termination.** Upon termination or expiration of this Agreement: (i) Customer shall pay all amounts due hereunder to USCC; (ii) USCC shall cease to provide Service hereunder; and (iii) Sections 7 and 9 through 19, as well as any other provision that should naturally extend beyond the termination or expiration of this Agreement, shall survive such expiration or termination of this Agreement for any reason.

**9. AUTHORIZED USERS.**

Customer may appoint one or more persons to manage Customer's account ("**Authorized Users**"). These Authorized Users will be able to access and make changes to Customer's account, including but not limited to; view information about the account, add and/or terminate lines of Service, purchase equipment, extend and/or renew the contract term, make payments on the account, etc. Customer is responsible for any account changes made by the Authorized Users.

**10. THEFT.**

If any Equipment is lost, stolen or otherwise absent from Customer's possession and control, Customer is responsible for all charges until Customer reports the loss, theft, or other occurrence to USCC. USCC may require Customer to provide USCC with a police report or sworn statement verifying the loss or theft before waiving any charges. No such report shall be deemed to be a notice of termination of this Agreement.

**11. ARBITRATION.**

ANY CONTROVERSY OR CLAIM ARISING OUT OF OR RELATING TO THIS AGREEMENT SHALL BE RESOLVED BY BINDING ARBITRATION AT THE REQUEST OF EITHER PARTY PURSUANT TO THE WIRELESS INDUSTRY ARBITRATION RULES AS MODIFIED BY THIS AGREEMENT AND AS ADMINISTERED BY THE AMERICAN ARBITRATION ASSOCIATION ("AAA"). THE AMERICAN ARBITRATION ASSOCIATION SHALL ADMINISTER THE ARBITRATION AND JUDGMENT ON THE AWARD RENDERED BY THE ARBITRATOR MAY BE ENTERED IN ANY COURT HAVING JURISDICTION. BOTH PARTIES ACKNOWLEDGE THAT THIS AGREEMENT IS A TRANSACTION INVOLVING INTERSTATE COMMERCE, AND IS THEREFORE GOVERNED BY THE FEDERAL ARBITRATION ACT. BY AGREEING TO ARBITRATION, BOTH PARTIES ARE WAIVING THEIR RIGHT TO LITIGATE IN COURT INCLUDING ANY RIGHT TO A JURY TRIAL. UNLESS USCC AND CUSTOMER OTHERWISE MUTUALLY

AGREE, ALL HEARINGS UNDER SUCH ARBITRATION SHALL TAKE PLACE IN THE COUNTY OF YOUR BILLING ADDRESS. AT YOUR OPTION, YOU MAY BRING AN ACTION AGAINST US IN SMALL CLAIMS COURT, NOTWITHSTANDING THIS AGREEMENT. THE PARTIES AGREE THAT ALL CLAIMS, WHETHER IN ARBITRATION OR IN SMALL CLAIMS COURT, SHALL BE TREATED INDIVIDUALLY AND THERE SHALL BE NO CONSOLIDATION OF CLAIMS, CLASS ACTIONS, REPRESENTATIVE ACTIONS OR PRIVATE ATTORNEY GENERAL ACTIONS. THIS PROVISION REQUIRING INDIVIDUAL TREATMENT OF ALL CLAIMS IS NOT SEVERABLE AND SHOULD THIS PROVISION BE DEEMED UNENFORCEABLE AT ANY TIME BY ANY ARBITRATOR OR BY ANY COURT OF COMPETENT JURISDICTION, THIS ARBITRATION CLAUSE SHALL BE NULL AND VOID IN ITS ENTIRETY. THIS ARBITRATION PROVISION SURVIVES THE TERMINATION OF THIS AGREEMENT. FOR ADDITIONAL INFORMATION ON COMMENCING ARBITRATION AND HOW THE ARBITRATION PROCESS WORKS, YOU MAY CALL THE AMERICAN ARBITRATION ASSOCIATION AT 800-778-7879 OR VISIT THEIR WEBSITE AT WWW.ADR.ORG.

**12. CERTIFICATE OF AUTHORITY.**

If Customer is a person, firm, or organization other than the individual user of the Service, the individual agreeing to this Agreement on behalf of such Customer hereby certifies having authority to agree on behalf of Customer.

**13. LIMITS OF LIABILITY.**

USCC'S LIABILITY REGARDING CUSTOMER'S USE OF THE SERVICES OR RELATED EQUIPMENT, OR THE FAILURE OF OR INABILITY TO USE THE SERVICE OR EQUIPMENT, IS LIMITED TO THE CHARGES CUSTOMER INCURS FOR THE APPLICABLE SERVICE OR EQUIPMENT DURING THE AFFECTED PERIOD. THIS MEANS USCC IS NOT LIABLE FOR ANY INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR LOST BUSINESS OPPORTUNITIES), PUNITIVE OR EXEMPLARY DAMAGES, OR ATTORNEYS' FEES.

**14. DISCLAIMER OF WARRANTIES.**

USCC MAKES NO WARRANTY REGARDING THE SERVICES, EQUIPMENT OR SOFTWARE AND DISCLAIMS ANY IMPLIED WARRANTY, INCLUDING ANY WARRANTIES OF MERCHANTABILITY, INFRINGEMENT OR FITNESS FOR A PARTICULAR PURPOSE. USCC IS NOT RESPONSIBLE FOR CIRCUMSTANCES BEYOND ITS CONTROL, INCLUDING WITHOUT LIMITATION, ACTS OR OMISSIONS OF OTHERS,



ATMOSPHERIC CONDITIONS, OR ACTS OF GOD. USCC DOES NOT MANUFACTURE EQUIPMENT OR SOFTWARE, AND CUSTOMER'S ONLY WARRANTIES AND REPRESENTATIONS WITH RESPECT TO EQUIPMENT OR SOFTWARE ARE THOSE PROVIDED BY THE MANUFACTURER (WITH RESPECT TO WHICH USCC HAS NO LIABILITY WHATSOEVER). USCC SHALL HAVE NO LIABILITY TO CUSTOMER OR ANY END USER FOR THE ACCURACY, TIMELINESS OR CONTINUED AVAILABILITY OF ANY SERVICE. USCC SHALL HAVE NO LIABILITY TO CUSTOMER OR ANY END USER FOR ANY INTELLECTUAL PROPERTY INFRINGEMENT OR MISAPPROPRIATION WITH RESPECT TO ANY ELEMENT OF THE SERVICE PROVIDED BY ANY THIRD PARTY THROUGH OR IN CONJUNCTION WITH USCC. IN ADDITION, WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, USCC SPECIFICALLY DISCLAIMS THE SUITABILITY OF THE SERVICE FOR USE IN MISSION CRITICAL APPLICATIONS OR IN HAZARDOUS ENVIRONMENTS REQUIRING FAIL SAFE CONTROLS, INCLUDING WITHOUT LIMITATION, OPERATION OF NUCLEAR FACILITIES, AIRCRAFT NAVIGATION OR COMMUNICATION SYSTEMS, AIR TRAFFIC CONTROL AND LIFE SUPPORT OR WEAPONS SYSTEMS.

**15. ASSIGNMENT.**

Neither party shall have the right to assign or transfer its rights or obligations pursuant to this Agreement without the prior written consent of the other party. Notwithstanding the foregoing, either party may assign or transfer this Agreement to a successor as a result of a merger, consolidation, acquisition, reorganization or sale of all or substantially all of such party's assets without the prior consent of the other party. No such assignment or transfer shall have the effect of increasing the obligations of either party under this Agreement. The terms and conditions of this Agreement will inure to the benefit of, and shall be binding upon, each party's successors and permitted assigns.

**16. ENTIRE AGREEMENT AND AMENDMENT.**

This Agreement is the entire agreement between Customer and USCC. This Agreement supersedes any inconsistent or additional promises made to Customer by any employee or agent of USCC, including but not limited to any customer service agreement between USCC and any affiliate or subsidiary of Customer. In the event of a conflict or inconsistency between the terms of this Agreement and any other referenced agreement or terms and conditions, the terms of this Agreement shall govern and control. Except as otherwise provided herein, this Agreement may not be modified or amended or any rights of a party to it waived except in a writing signed by duly authorized representatives of the parties hereto.

**17. GOVERNING LAW.**

This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Illinois. In the event of any conflict between this Agreement and the applicable laws or tariffs of any local, state or federal body, such laws or tariffs shall control to the extent applicable. All Exhibits to this Agreement are hereby incorporated into and made a part of this Agreement.

**18. NO WAIVER; SEVERABILITY.**

USCC's failure to enforce any right or remedy available under this Agreement is not a waiver. If any part of this Agreement is held invalid or unenforceable, the remainder of this Agreement will remain in force.

**19. NOTICE.**

All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed given when either personally served or after 3 business day if mailed by certified, registered mail, return receipt requested, or after 1 business day if delivered by a reputable overnight delivery service, or by facsimile transmission to:

**USCC:**  
Jeff Rothrock  
1125 Corporate Drive  
Greenville NC, 27858

**Customer:**  
Robert Davie  
133 S Main Street  
Warrenton NC, 27589

**With a copy to:**  
USCC Services, LLC  
Attn: Legal and Regulatory Affairs  
8410 West Bryn Mawr  
Chicago, IL 60631  
FAX #: (773) 864-3133

and to:

Stephen P. Fitzell, Esq.  
Sidley Austin LLP  
One S. Dearborn Street  
Chicago, IL 60603  
FAX #: (312) 853-7036

If either party changes its address during the Term, it shall so advise the other party in writing, and all notices thereafter required to be given shall be sent to such new address.

**20. COMPLIANCE WITH LAW.**

Each party shall comply with all applicable laws, rules and regulations in its performance hereunder.

**21. PUBLICITY AND ADVERTISING.**

Neither party shall, without the prior written consent of the other party: (i) use any name, trade name, trademark, service mark or symbol of the other party in advertising, publicity or otherwise, or (ii) represent, directly or indirectly, that any Service or Equipment provided by such party has been approved or endorsed by the other.

**22. IN BUILDING REPEATER SYSTEMS.**

Customer acknowledges that, pursuant to Section 22.383 of the FCC's Rules (47 C.F.R. Section 22.383), only FCC licensees are authorized to install and operate any "in building radiation systems" or "in building repeater systems" as defined in Section 22.99 of the FCC's Rules (47 C.F.R. Section 22.99) and that the installation and operation of any such system can take place only with USCC's consent and under its supervision and control. During the term of this Agreement, Customer shall not install on its premises any such system without USCC's prior written consent.

**23. AFFILIATES AND SUBSIDIARIES.**

Upon request by Customer and subject to USCC's written approval, which may be withheld in its sole discretion, Customer's affiliates and subsidiaries may purchase Service or Equipment from USCC pursuant to the terms and conditions of this Agreement. Customer shall guarantee the performance of its approved affiliates and subsidiaries obligations under this Agreement.

**24. CREDIT INFORMATION.**

Customer authorizes business references or consumer and credit agencies to furnish USCC with credit records, ratings, and history.

**25. PRIVACY/ACCEPTABLE USE/COPYRIGHT**

USCC may collect, process and share personal information about Customer or Customer's account consistent with USCC's privacy policy, available at [www.uscellular.com](http://www.uscellular.com), without further specific notice to Customer. Customer can also view USCC's acceptable use and copyright policies at [www.uscellular.com](http://www.uscellular.com). Customer authorizes and consents to allow USCC and/or its third party collection agencies to contact Customer regarding Customer's account status. Such contact may be made by live persons or pre-recorded messages to any mailing address, telephone number, wireless telephone number, e-mail address or any other electronic address that Customer provides. Customer agrees that such contact may be made by an

automatic telephone dialing system, automatic e-mailing system or any other automatic electronic messaging system.

**26. WIRELESS EMERGENCY ALERTS**

U.S. Cellular delivers wireless emergency alerts (“WEAs”), at no additional charge, to capable devices of customers throughout its service area and through roaming arrangements in most circumstances. Participation in the WEA program by wireless providers such as U.S. Cellular is voluntary, but those that offer the service must adhere to the technical and operational requirements established by the FCC. The FCC has recently adopted certain enhanced WEA features that U.S. Cellular is deploying in its network. However some devices may not be able to access some or all of these enhanced features. U.S. Cellular makes no representation concerning the suitability of any device to receive WEAs. For additional information about WEAs, please see our website at [uscellular.com/wea](http://uscellular.com/wea).

\* \* \* \* \*

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

**USCC SERVICES, LLC**

**Town of Warrenton**

By: DocuSigned by:  
Jeff Rothrock  
C9BD4EABF9B0450...

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

Name: Jeff Rothrock

Name: Robert Davie

Title: Business Area Sales Manager

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

Date 12/31/2019 | 8:11 AM CST



Date \_\_\_\_\_

SIGNATURE PAGE  
TO  
BUSINESS CUSTOMER SERVICE AGREEMENT  
BY AND BETWEEN  
USCC SERVICES, LLC  
AND  
TOWN OF WARRENTON

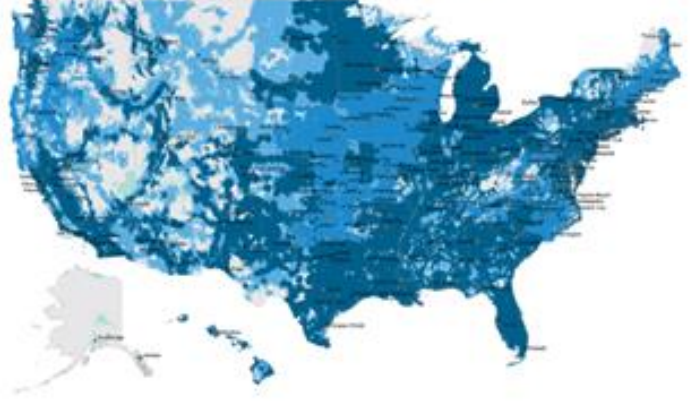
# EXHIBIT A CURRENT COVERAGE MAP

### National Voice Coverage



 National Coverage Area     No Coverage




### National Data/4G LTE Coverage



 4G LTE Data Coverage     4G LTE Data Partner Coverage\*     3G Data Coverage  
 Standard Data Coverage     No Coverage    \*Compatible device required

### U.S. Cellular Licensed Markets



 U.S. Cellular licensed markets     U.S. Cellular non-licensed markets     No Coverage

**EXHIBIT B****Business Solutions Services**

<b>IoT Rate Plans</b>			
<b>IoT Subscriber Plan Name</b>	<b>Data Allowance</b>	<b>MRC*</b>	<b>Overage Charges</b>
n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a

*\*monthly recurring charge*

<b>Business Solutions Equipment purchased from USCC</b>		
<b>Model and/or Description</b>	<b>Equipment Retail Price</b>	<b>Price with 2yr. Service Agreement</b>
n/a	n/a	n/a
n/a	n/a	n/a

<b>IP Addressing</b>			
<b>BO ID</b>	<b>Billing Offer (BO) Name</b>	<b>Charge</b>	<b>Frequency</b>
n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a

<b>Value Added Services</b>			
<b>VAS Name/or Description</b>	<b># of Licenses</b>	<b>MRC per License</b>	<b>Total MRC</b>
n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a

If Customer chooses to pay for any Business Solutions Service(s) via carrier billing, Customer agrees that USCC may include the applicable monthly charge on Customer's bill for the Business Solutions Services and that Customer shall pay those charges when due. USCC may include a one-time implementation charge and equipment charge on Customer's bill when applicable. Customer agrees that USCC may share Customer information with third-party Business Solution Services providers, including but not limited to name, company name, cellular telephone number, and e-mail address. Customer may be responsible to pay the third-party Business Solutions Services provider directly for any remaining charges for the Business Solutions Services upon expiration or termination of this Agreement.

## **EXHIBIT C**

### **CUSTOMER SUPPORT**

We support our business customers with specialized teams that include some of our most experienced associates.

#### **Account Team Contact Information:**

##### **Dedicated Local BASE**

USCC provides a **Business Account Sales Executive (BASE)** to business and government accounts for personal and local sales/service representation. These representatives work closely with customers to understand their business needs and offer solutions specifically suited to those needs. The Business Account Sales Executive is also available to assist your account in facilitating phone/live training for new users, fulfilling orders, delivering or shipping equipment, answering questions regarding products and services and other ongoing support.

##### **Devin Nichols**

Business Account Sales Executive

[Devin.nichols@uscellular.com](mailto:Devin.nichols@uscellular.com)

252-567-5211

##### **Dennis Ventura**

Wireless Solution Architect

[Dennis.ventura@uscellular.com](mailto:Dennis.ventura@uscellular.com)

910-231-4517

##### **Jeff Rothrock**

Business Area Sales Manager

[Jeffrey.rothrock@uscellular.com](mailto:Jeffrey.rothrock@uscellular.com)

828-777-3633

##### **Chris Stokes**

Business Director of Sales

[Chris.Stokes@uscellular.com](mailto:Chris.Stokes@uscellular.com)

865-216-2861

##### **Local Business Sales Support Specialists**

[bssenc@uscellular.com](mailto:bssenc@uscellular.com)

##### **Business Customer Support**

800-819-9373 (Mon – Fri 8:00 a.m. – 9:00 p.m. Sat: 10:00 a.m. – 7:00 p.m.)

##### **General Customer Support**

888-944-9400 (6:00 a.m. – 11p.m., 7 days a week)



**EXHIBIT D**  
**RATES**

Rate Plan				
# of Lines	Plan Description	Discounts	Cost Per Line/Per Month	Monthly Sub-Total
20	M2M Pooled Data 3MB	\$2.00	\$7.99	\$159.80
20	MiFleet Monthly Fee	-	\$11.00	\$220.00
3	Government Only Unlimited Voice & Msg	-	\$26.00	\$78.00
6	Government Only Unlimited Voice, Msg, & Data	-	\$39.99	\$239.94
10	Government Only Unlimited Data Connected Devices	-	\$39.00	\$390.00

<b>Total monthly plan cost:</b>	<b>\$1,087.74</b>
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**EXHIBIT E**  
**EQUIPMENT**

N/A



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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### **US Cellular Usage Agreement**

- Monthly bill going forward: \$1088
- Prior Verizon bill was \$1278 per month
- Remaining Verizon bill per month is \$280 for seven cellular MIFI units for water/sewer collection data. These devices were not compatible with US Cellular.
- Additional costs total \$90 per month

### **New US Cellular Services:**

- MiFleet: fleet maintenance tracking devices
- Generator backup on all area cell towers (availability during power outages)



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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## **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 nothing shall exceed 2.5 feet for a distance of 200 feet from the intersection.”