



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

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

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**BOARD OF COMMISSIONERS REGULAR MEETING**  
**7:00 PM FEBRUARY 8, 2021**  
**AGENDA**

Regular Meeting

1. Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement, Proposed Agenda
3. Public Comments
4. Minutes of Board Meeting on January 11, 2021
5. Consent Agenda
  - a. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
  - b. Monthly Checks Report
  - c. Public Works Monthly Report
  - d. WWTP Monthly Report
  - e. Police Activity Reports
6. Committee Reports
  - a. Finance and Administration (Ms. Hunter)
  - b. Public Works (Ms. Harding)
  - c. Public Safety
  - d. Human Resources/Information Technology (Mr. Blalock)
  - e. Revitalization/Historic District Commission (Mr. Coffman)
  - f. Beautification/Facilities (Ms. Britt)
  - g. Planning/Zoning/Annexation (Mark Wethington)
7. Old Business
  - a. Status of Grants
  - b. CDBG Neighborhood Revitalization Grant
    - i. Optional Relocation Policy
    - ii. Citizen Participation Plan
    - iii. Code of Conduct
    - iv. Procurement Plan and Resolution
    - v. Residential Anti-displacement and Relocation Plan
  - c. Applicants for Board Vacancy
  - d. Review of W/S Revenue
  - e. Rezoning Recommendation - Planning Board
  - f. Budget Amendment – Brick Sidewalk Repairs
8. New Business
  - a. Acceptance of Donation from Jane Wilson
9. Announcements
  - a. Goal-Setting Session: February 11<sup>th</sup> (1-5pm) and 12<sup>th</sup> (9am-1pm)
10. Adjournment

## **Conflict of Interest Disclaimer**

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

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

## **Citizen Comments**

### **Rules for Citizen Comments**

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

**Town of Warrenton  
Board of Commissioners**

Walter M. Gardner, Jr.  
Mayor

Robert F. Davie  
Town Administrator

## Town of Warrenton

*"Historically Great - Progressively Strong"*

Post Office Box 281  
113 S. Bragg Street  
Warrenton, NC 27589-0281  
PHONE (252) 257-1122 FAX (252)257-9219

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### BOARD OF COMMISSIONERS MONTHLY MEETING

JANUARY 11, 2021

Attending were Mayor Walter Gardner	Robert Davie, Town Administrator
Commissioners Mary Hunter	Police Chief Goble Lane
John Blalock	Public Works Director, William Perkinson
Margaret Britt	Annette Silver Minute Taker
Kimberly Harding (via Zoom)	
Michael Coffman	
Mark Wethington	

1 citizen was in attendance and several on Zoom.

#### **Call to Order - Pledge of Allegiance – Moment of Silence**

The meeting was called to order by Mayor Gardner on January 11, 2021 at 7:00 pm. The Pledge of Allegiance was led by Commissioner Britt. A Moment of Silence was held for those infected by COVID-19 as well as other sicknesses.

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

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

#### **Public Comments**

Public Comment was voiced by Mrs. Jereann King-Johnson. Mrs. King-Johnson asked the Board to be more vigilant in the needs of Town of Warrenton citizens concerning COVID-19 awareness. She also spoke on The Nineteen Twenty-One Project's purpose around historical truth-telling. The Project invites all Warren County citizens to open their hearts and minds to deliberate on what can be done to make a future that is equitable and just for all. Conversations should be held everywhere (churches, book clubs, and committees), and she is willing to facilitate as needed and as she is available. Mayor thanked Mrs. King-Johnson for her comments.

#### **Minutes of Board Meeting of December 14, 2020**

The Minutes of Board Meeting of December 14, 2020 were presented. A motion was made by Commissioner Coffman with second by Commissioner Hunter to approve the Minutes. A roll call vote was held with the motion being approved by unanimous vote.

## **Consent Agenda**

The Consent Agenda was presented.

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

A motion was made by Commissioner Blalock with second by Commissioner Hunter to approve the Consent Agenda. A roll call vote was held and the motion was approved by unanimous vote.

## **COMMITTEE REPORTS**

**Finance and Administration** In addition to written report, Commissioner Hunter reported that sales tax revenue is higher than anticipated and that if it continues on its current rate, revenues should exceed budget predictions by an additional \$35,000.

**Public Works** Commissioner Harding and Public Works Director reported nothing in addition to written report. Mayor suggested a COVID-19 insert could be mailed with water bills, which would address concerns and suggestions made by Mrs. King-Johnson during public comments. This suggestion was agreeable to all.

**Public Safety** In absence of a Commissioner, Chief Lane reported in addition to written report that he has applied for a 100% grant for officer equipment and should hear something in the next 60 days. Commissioner Hunter inquired as to Google results showing high crime in Warrenton. Chief Lane stated that he is not sure where the Google data is from because the crime rate in Warrenton is lower than it has been in many years. Mayor stated in the Fire Department the new apparatus should be in service in the next 30 days.

**Human Resources/Information Technology** Commissioner Blalock reported the HR Committee met on January 8, 2021 to discuss changes to the Town's vacation accrual rate. A comparison was made of comparable towns and counties. The Committee recommended the following revision:

<b>Years of Service</b>	<b>Proposed Accrual Rate</b>
0-2	8 hours
2-10	10 hours
10-20	14 hours
20+	16 hours

A motion was made by Commissioner Blalock with second by Commissioner Coffman to approve the recommendation of the Human Resource Committee retro-active to January 1, 2021. A roll call vote was held and the motion was approved by unanimous vote. All agreed that the new vacation accrual rate showed strong support for employees.

**Revitalization/Historic District Commission** Commissioner Coffman stated the Revitalization Committee had not met in December and will not meet until February. The Historic District Commission recommended the appointment of Cynthia Jenkins to Committee. A motion was made by Commissioner Hunter with second by Commissioner Britt to appoint Cynthia Jenkins to the Historic District Commission. A roll call vote was held and the motion was approved by unanimous vote.

**Beautification/Facilities** Commissioner Britt stated in addition to written submissions the brickwork on Main Street is outstanding.

**Planning/Zoning/Annexation** Commissioner Wethington reported the Planning Board will meet on Wednesday, January 13, 2021 to consider zoning changes along US Highway 158 Business.

## **OLD BUSINESS**

### **Status of Grants**

**Fund 51 & 61 USDA Rural Development** Project is being closed out.

**Fund 55 NC DEQ Water Infrastructure WWTP \$2,100,000** Grit screen delivered Backup generator delivered. Several pay requests processed.

**Fund 64 & 65 NC DEQ** Grant projects are being closed out.

**EDA SPRINT GRANT** Award notice Spring of 2021.

Commissioner Blalock inquired into the status of the grant project involving the brewery. Mr. Davie described the difficulty in sourcing funding for a business type that the Governor has temporarily closed due to COVID-19 and in an industry where similar businesses are permanently closing. Davie stated that an extension of time is being sought from the granting agency beyond the October 2021 current end date. Mark Wethington suggested reaching out to brewery owners offering help from the BOC and Mr. Davie will advise.

Mr. Davie described the situation with the grant for the new Milano's building, stating that the Town has sought additional funding to complete the project but was told by NC Commerce that no additional funding is available. Mr. Davie stated the building owner must demonstrate the ability to finance the project after all grant funding is used up.

John Blalock inquired about the Dameron building. Mr. Davie stated that the building is under contract.

### **Board Vacancy**

Information has been received from UNC School of Government – Frayda Bluestein and Bob Joyce -- in reference to the Board Vacancy and Appointment Process. Due to the recent resignation of a Town Commissioner, the Board of Commissioners of the Town of Warrenton will consider an appointment at its regularly-scheduled meeting on March 8, 2021. Persons interested in being considered for the appointment may submit a Statement of Interest to Serve. The Board requests a response no later than February 5, 2021 along with a sixty-word statement summarizing their interest in serving, which will be shared with the Warren Record. Letters and notice shall be mailed to prior applicants, who were not selected to fill the previous vacancy.

The appointment will be handled as follows. In an open meeting, board members will nominate citizens to fill the vacancy. Then, each board member will vote on paper for the person he or she would like to have fill the vacancy. Robert Davie will read aloud the results of the vote, indicating how each Commissioner voted. The person who receives a majority of the votes will be selected to fill the vacancy. Because this seat is a mid-term appointment, North Carolina General Statutes govern the election process (160A-63). An appointed commissioner must run for office in the next general election, whether or not the term expires at that time. In the general election scheduled for November 2021 three seats will be designated for a four-year term and one seat for a two-year term. At the time of filing in July, all candidates must specify for which seat they are running.

## **NEW BUSINESS**

Budget Amendment # 5, totaling \$8,328.90, was presented to cover expenses for bicycle symbols and arrows on Ridgeway Street, excavation and repair of a storm drain box and curb and gutter on Front

Street and striping on W. Macon Street, using money from Powell Bill fund balance. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve Budget Amendment #5. A roll call was held and the motion was approved by unanimous vote.

A Grant Project Ordinance was presented for the NC Department of Commerce Building Reuse Grant – on behalf of Warrenton Animal Clinic 327 E. Macon Street in the amount of \$52,500 (town match \$2500 grant \$50,000). A motion was made by Commissioner Blalock with second by Commissioner Wethington to approve Grant Project Ordinance. A roll call was held and the motion was approved by unanimous vote. Contracts/Exhibits for the NC Commerce Building Reuse Grant were presented. A motion was made by Commissioner Coffman with a second by Commissioner Hunter to approve the Contract and Exhibits. A roll call was held and the motion was approved by unanimous vote.

William “Tom” Hardy was appointed to fill the vacancy of Travis Packer on the Planning Board by motion of Commissioner Coffman and seconded by Commissioner Harding. A roll call was held and the motion was approved by unanimous vote.

#### **ANNOUNCEMENTS**

None were voiced.

A motion was made by Commissioner Hunter with second by Commissioner Coffman to adjourn into closed session to discuss industry expansion per NC General Statute 143-318.11(a)(4). A roll call vote was held and the motion was approved by unanimous vote. Commissioner Harding did not attend closed session.

Commissioner Blalock made a motion with second by Commissioner Hunter to enter back into open session. The motion was approved by unanimous vote.

With no further business, the meeting adjourned.

## Budget vs Actual

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Period Ending 1/31/2021

34 FRONTIER WARREN							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>							
34-351-422 Rent Paid to Town Frontier Warren	22,000	2,580.00	2,580.00	15,200.00	(6,800.00)	69%	
34-352-363 Donations	34,500	157.50	157.50	375.00	(34,125.00)	1%	
<b>Revenues Totals:</b>	56,500	2,737.50	2,737.50	15,575.00	(40,925.00)	28%	
<b>Expenses</b>							
34-405-203 Supplies	2,000	0.00	0.00	181.56	1,818.44	9%	
34-405-250 Lights/Heat/Security	4,985	324.57	324.57	1,759.65	3,225.35	35%	
34-405-251 Telephone/Internet	3,000	193.94	193.94	2,022.98	977.02	67%	
34-405-255 Bldg Maint/Clean Svcs	7,500	160.00	160.00	719.96	6,780.04	10%	
34-405-309 Advertising	1,500	0.00	0.00	1,020.00	480.00	68%	
34-405-332 Signs below \$5,000	500	0.00	0.00	156.25	343.75	31%	
34-405-400 Liability Insurance	15	0.00	0.00	0.00	15.00		
34-405-422 Rent Paid by Town	36,000	3,000.00	3,000.00	24,000.00	12,000.00	67%	
34-405-499 Miscellaneous	1,000	540.00	540.00	690.00	310.00	69%	
<b>Non-Departmental Totals:</b>	56,500	4,218.51	4,218.51	30,550.40	25,949.60	54%	
<b>Expenses Totals:</b>	56,500	4,218.51	4,218.51	30,550.40	25,949.60	54%	
<b>34 FRONTIER WARREN</b>	<b>Revenues Over/(Under) Expenses:</b>	(1,481.01)	(1,481.01)	(14,975.40)			

## Budget vs Actual

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Period Ending 1/31/2021

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>							
37-302-301 Ad Valorem Taxes - Current	454,562	0.00	0.00	174,565.26	(279,996.74)	38%	
37-302-302 Ad Valorem Taxes - Prior Year	5,000	0.00	0.00	1,338.04	(3,661.96)	27%	
37-302-303 Ad Valorem Taxes - all other prior years	2,000	0.00	0.00	3,271.62	1,271.62	164%	
37-302-304 Ad Valorem Taxes - Penalties & Interest	1,900	0.00	0.00	504.38	(1,395.62)	27%	
37-307-310 Motor Vehicles - Current	33,024	0.00	0.00	15,212.77	(17,811.23)	46%	
37-320-320 Local Option Sales Tax Monthly	240,000	0.00	0.00	91,015.49	(148,984.51)	38%	
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	0.00	41,138.59	(44,861.41)	48%	
37-325-326 Beer & Wine Tax Annual	3,600	0.00	0.00	0.00	(3,600.00)		
37-325-328 Refund of Gas Tax paid monthly	1,000	89.53	89.53	540.97	(459.03)	54%	
37-325-329 PD Narcotics Tax	142	0.00	0.00	86.25	(55.75)	61%	
37-335-335 Powell Bill	25,583	0.00	0.00	24,127.79	(1,455.21)	94%	
37-345-345 Zone Board of Adj	1,000	25.00	25.00	125.00	(875.00)	13%	
37-345-346 Code Enforcement	2,750	550.00	550.00	2,025.00	(725.00)	74%	
37-351-353 Landfill Fees Residential	178,176	15,057.15	15,057.15	100,452.34	(77,723.66)	56%	
37-351-355 Cemetery Fees	1,800	0.00	0.00	0.00	(1,800.00)		
37-351-356 Police Rpt Fees	50	0.00	0.00	10.00	(40.00)	20%	
37-351-357 Court Fees	300	18.00	18.00	126.00	(174.00)	42%	
37-351-360 Cell Tower Rent	29,400	0.00	0.00	16,170.00	(13,230.00)	55%	
37-351-361 Parking/Ordinance Collections PD	300	0.00	0.00	55.00	(245.00)	18%	
37-365-001 Interest Income	50	0.00	0.00	9.05	(40.95)	18%	
37-365-033 Mary Hehl Beautification Donations	2,265	0.00	0.00	2,365.00	100.00	104%	
37-365-351 Revitalization Comm	9,500	0.00	0.00	0.00	(9,500.00)		
37-365-358 Branded Merchandise for Sales	500	20.00	20.00	50.00	(450.00)	10%	
37-365-370 WWTP 25% of GF Exp	42,674	0.00	0.00	21,391.29	(21,282.71)	50%	



## Budget vs Actual

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Period Ending 1/31/2021

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-365-371 WS 25% of GF Exp	93,167	0.00	0.00	39,339.21	(53,827.79)	42%	
37-365-410 Interest Investment NCCMT	6,000	0.00	0.00	68.52	(5,931.48)	1%	
37-381-039 Transfer In from WWTP	32,497	0.00	0.00	0.00	(32,497.00)		
37-395-395 Powell Bill Apropropriated Fund Balance (Budget Only)	15,822	0.00	0.00	0.00	(15,821.90)		
37-395-396 Apropropriated Fund Balance (Budget Only)	13,255	0.00	0.00	0.00	(13,255.00)		
<b>Revenues Totals:</b>	<b>1,282,317</b>	<b>15,759.68</b>	<b>15,759.68</b>	<b>533,987.57</b>	<b>(748,329.33)</b>	<b>42%</b>	
<b>Expenses</b>							
37-401-010 Salary - Full Time	134,928	9,992.20	9,992.20	70,454.24	64,473.76	52%	
37-401-012 Salary - Adm Assistant	46,450	3,529.60	3,529.60	25,635.37	20,814.63	55%	
37-401-014 Salary - Part Time	175	0.00	0.00	175.04	0.00	100%	
37-401-020 ER-FICA Taxes	9,557	763.84	763.84	5,269.78	4,287.22	55%	
37-401-021 ER-FICA Taxes - Adm Assistant	4,306	269.46	269.46	2,077.26	2,228.74	48%	
37-401-030 ER-Retirement - Orbit	29,135	2,298.72	2,298.72	16,335.33	12,799.67	56%	
37-401-040 ER-Health Insurance	21,596	1,752.18	1,752.18	14,086.17	7,509.83	65%	
37-401-050 ER-Life Insurance	504	42.00	42.00	336.00	168.00	67%	
37-401-060 ER-Workman's Comp	383	0.00	0.00	317.43	65.57	83%	
37-401-099 Salary Reimbursement COVID	1	0.00	0.00	(419.14)	420.14	-	41914%
37-401-200 Travel Expense	485	0.00	0.00	216.31	268.69	45%	
37-401-203 Supplies	5,000	535.08	535.08	1,647.59	3,352.41	33%	
37-401-250 Light, Heat & Security	12,000	579.98	579.98	3,707.63	8,292.37	31%	
37-401-251 Telephone & Postage	3,000	190.64	190.64	1,488.88	1,511.12	50%	
37-401-255 Bldg. Maint/ Clean SVS	5,000	440.35	440.35	4,901.72	98.28	98%	
37-401-256 Bank Fees/ Petty Cash	1,500	0.00	0.00	825.00	675.00	55%	
37-401-295 Training	1,400	0.00	0.00	115.00	1,285.00	8%	
37-401-301 Computer Maint	3,500	222.80	222.80	1,970.94	1,529.06	56%	
37-401-302 Software Support	1,760	29.98	29.98	1,722.19	37.81	98%	

## Budget vs Actual

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Period Ending 1/31/2021

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-401-303 Software Purchase less than \$5,000	500	0.00	0.00	0.00	500.00		
37-401-304 Website	1,575	0.00	0.00	1,575.00	0.00	100%	
37-401-305 Technology Upgrades	1,250	0.00	0.00	(1,391.64)	2,641.64	-111%	
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	500.00		
37-401-307 Special Events	715	0.00	0.00	715.00	0.00	100%	
37-401-309 Advertising	1,300	0.00	0.00	455.48	844.52	35%	
37-401-310 Dues & Subscriptions	3,000	268.00	268.00	2,363.62	636.38	79%	
37-401-325 NC Sales/Use Tax Paid (No Tax)	700	175.05	175.05	486.30	213.70	69%	
37-401-400 Liability Insurance	5,500	175.00	175.00	2,050.33	3,449.67	37%	
37-401-401 County Tax Collection Svs	8,000	0.00	0.00	3,371.07	4,628.93	42%	
37-401-405 Audit Expense	7,600	0.00	0.00	5,550.00	2,050.00	73%	
37-401-415 Economic Development Consultant	11,000	1,000.00	1,000.00	6,000.00	5,000.00	55%	
37-401-420 Attorney Fees	3,500	0.00	0.00	1,737.50	1,762.50	50%	
37-401-499 Miscellaneous Expense	1,765	79.97	79.97	1,414.75	350.21	80%	
37-401-700 WDRI Grant Expense	264	0.00	0.00	0.00	264.00		
37-401-801 Town Hall Roof Loan-Principal	5,280	0.00	0.00	2,573.70	2,706.30	49%	
37-401-803 USDA Town Hall/WS Loan Principal	11,485	0.00	0.00	0.00	11,485.00		
37-401-831 Town Hall Roof Loan - Interest Admin	388	0.00	0.00	259.80	128.20	67%	
37-401-889 Reserve for USDA Loans	2,304	0.00	0.00	0.00	2,304.00		
37-401-998 Contingency	500	0.00	0.00	0.00	500.00		
General Government Totals:	347,806	22,344.85	22,344.85	178,023.65	169,782.35	51%	
37-402-014 Mayor Part Time Salary	1,500	125.00	125.00	776.79	723.21	52%	
37-402-020 ER - FICA TAXES	115	9.56	9.56	59.41	55.59	52%	
37-402-200 Travel Expense	500	0.00	0.00	0.00	500.00		
37-402-402 Commission offsite meetings	50	0.00	0.00	0.00	50.00		

## Budget vs Actual

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Period Ending 1/31/2021

Governing Body Totals:	2,165	134.56	134.56	836.20	1,328.80	39%
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	500.00	
37-405-430 Historic District Comm	220	0.00	0.00	218.82	1.18	99%
37-405-440 Runn Warrenton 5K	2,500	0.00	0.00	0.00	2,500.00	
37-405-450 Revitalization Comm	9,500	0.00	0.00	1,747.32	7,752.68	18%
37-405-470 Small Town Maint St	2,200	0.00	0.00	375.00	1,825.00	17%
Non-Departmental Totals:	14,920	0.00	0.00	2,341.14	12,578.86	16%
37-501-010 SALARY FULL TIME	200,855	14,939.70	14,939.70	96,117.57	104,737.43	48%
37-501-014 Salary - Part Time	19,000	730.32	730.32	15,346.77	3,653.23	81%
37-501-016 Police Clerical Salary	34,112	2,624.00	2,624.00	19,199.14	14,912.86	56%
37-501-019 Salary - Over-Time	5,000	26.78	26.78	2,236.13	2,763.87	45%
37-501-020 ER-FICA Taxes	19,552	1,390.31	1,390.31	10,100.92	9,451.08	52%
37-501-030 ER - Retirement Orbit	44,904	3,093.64	3,093.64	18,382.07	26,521.93	41%
37-501-031 ER - 401K 5%	10,573	748.32	748.32	5,040.02	5,532.98	48%
37-501-040 ER - Health Insurance	37,370	2,338.98	2,338.98	16,325.36	21,044.64	44%
37-501-050 ER - Life Insurance	1,010	70.00	70.00	518.00	492.00	51%
37-501-060 ER - Workman's Comp	6,420	0.00	0.00	4,026.80	2,393.20	63%
37-501-099 Salary Reimbursement COVID	1	0.00	0.00	(5,700.00)	5,701.00	-
						570000
						%
37-501-200 Travel Expense	1,000	0.00	0.00	0.00	1,000.00	
37-501-203 Supplies	3,000	214.32	214.32	1,530.22	1,469.78	51%
37-501-204 Uniforms	2,000	0.00	0.00	1,325.10	674.90	66%
37-501-205 Equipment & Material	3,000	353.36	353.36	1,880.44	1,119.56	63%
37-501-250 Light, Heat & Security	10,908	500.61	500.61	3,405.06	7,502.94	31%
37-501-251 Telephone & Postage	7,494	633.85	633.85	4,465.68	3,028.32	60%
37-501-252 Fuel	14,000	1,124.52	1,124.52	6,943.85	7,056.15	50%
37-501-255 Bldg Maint/Clean Svs	4,475	467.36	467.36	4,252.82	222.18	95%
37-501-295 Training	2,000	0.00	0.00	0.00	2,000.00	
37-501-301 Computer Maint	5,848	679.00	679.00	2,988.87	2,859.13	51%
37-501-302 Software Support	6,165	0.00	0.00	6,030.37	134.63	98%

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-501-309 Advertising	500	0.00	0.00	125.00	375.00	25%	
37-501-351 Maint & Repair Equip	6,000	3,167.30	3,167.30	5,079.44	920.56	85%	
37-501-370 2008 Ford Car 100	1,000	0.00	0.00	0.00	1,000.00		
37-501-371 2017 Dodge Car 200	1,000	190.45	190.45	560.88	439.12	56%	
37-501-372 2016 Dodge Car 300	2,300	46.71	46.71	1,456.96	843.04	63%	
37-501-373 2017 Dodge Car 400	1,000	29.10	29.10	686.91	313.09	69%	
37-501-374 2010 Ford Car 500	1,000	277.15	277.15	489.75	510.25	49%	
37-501-375 2008 Ford Car 600	700	0.00	0.00	0.00	700.00		
37-501-376 1993 Chevy Car 700	1,000	66.70	66.70	214.67	785.33	21%	
37-501-400 Liability Insurance	12,400	0.00	0.00	2,504.18	9,895.82	20%	
37-501-415 Police Shots Medical	500	0.00	0.00	0.00	500.00		
37-501-433 COP Program	540	265.81	265.81	505.41	34.59	94%	
37-501-436 PD Narcotics Tax/Proceeds	142	0.00	0.00	0.00	142.00		
37-501-499 Miscellaneous	4,160	122.22	122.22	3,139.53	1,020.47	75%	
37-501-801 Town Hall Roof Loan Principal	5,280	0.00	0.00	2,573.76	2,706.24	49%	
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,072	0.00	0.00	4,071.73	0.00	100%	
37-501-803 Police Security Camera Loan Principal (USDA)	1,213	0.00	0.00	1,213.32	0.00	100%	
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,428	0.00	0.00	4,409.22	18.63	100%	
37-501-831 Town Hall Roof Loan - Interest PD	388	0.00	0.00	259.86	128.14	67%	
37-501-832 Police 2017 Cars Loan Interest (USDA)	708	0.00	0.00	708.27	0.00	100%	
37-501-833 Police Security Camera Loan Interest (USDA)	120	0.00	0.00	119.68	0.00	100%	
37-501-834 Police 2019 Cars Loan Interest (UDSA)	1,256	0.00	0.00	1,016.78	239.37	81%	
Police Department Totals:	488,394	34,100.51	34,100.51	243,550.54	244,843.46	50%	
37-601-014 Salary - Part Time Code	3,500	183.60	183.60	2,020.91	1,479.09	58%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Enforcement							
37-601-252 Fuel/Truck Expense/Insurance	435	0.00	0.00	0.00	435.00		
37-601-352 Vehicle Maintenance	200	0.00	0.00	0.00	200.00		
37-601-437 Contract Srvs Fire Protection	70,000	5,833.33	5,833.33	40,833.31	29,166.69	58%	
37-601-475 Donation to Town Fire	1,000	0.00	0.00	90.00	910.00	9%	
37-601-476 Code Enforcement Exp	150	0.00	0.00	0.00	150.00		
37-601-710 Fire Museum Expense	15,000	0.00	0.00	0.00	15,000.00		
Fire Totals:	90,285	6,016.93	6,016.93	42,944.22	47,340.78	48%	
37-651-330 Christmas Lights/Santa House	600	300.00	300.00	600.00	0.00	100%	
37-651-331 Haley Haywood Park	1,650	0.00	0.00	119.00	1,531.00	7%	
37-651-332 Signs below \$5,000	2,500	133.75	133.75	2,282.48	217.52	91%	
37-651-333 Street Beautification - Below \$5,000	4,765	0.00	0.00	735.20	4,029.80	15%	
37-651-335 Street Lighting Electric Bill	23,000	3,617.16	3,617.16	12,917.23	10,082.77	56%	
Signs and Lights Totals:	32,515	4,050.91	4,050.91	16,653.91	15,861.09	51%	
37-701-010 Salary - Full Time	52,709	3,843.66	3,843.66	28,799.20	23,909.80	55%	
37-701-014 Salary - Part Time	15,993	1,311.66	1,311.66	8,606.60	7,386.40	54%	
37-701-019 Over-Time	1,748	6.83	6.83	47.81	1,700.19	3%	
37-701-020 ER-FICA Taxes	5,389	393.76	393.76	2,856.96	2,532.04	53%	
37-701-030 ER - Retirement - Orbit	11,976	797.27	797.27	5,637.12	6,338.88	47%	
37-701-040 ER-Health Insurance	11,800	986.16	986.16	7,527.19	4,272.81	64%	
37-701-050 ER-Life Insurance	269	21.98	21.98	175.84	93.16	65%	
37-701-060 ER-Workman's Comp	4,801	0.00	0.00	1,745.83	3,055.17	36%	
37-701-099 Salary Reimbursement COVID	1	0.00	0.00	(1,571.43)	1,572.43	-	157143%
37-701-203 Supplies	13,374	3,820.25	3,820.25	7,201.30	6,172.70	54%	
37-701-204 Uniforms	3,624	312.18	312.18	1,686.59	1,937.41	47%	
37-701-251 Telephone & Postage	864	77.97	77.97	540.23	323.77	63%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-701-252 Fuel	8,000	1,126.05	1,126.05	3,429.16	4,570.84	43%	
37-701-312 Tree Removal	1,200	0.00	0.00	0.00	1,200.00		
37-701-351 Maint & Repair Equip	11,229	109.14	109.14	9,249.38	1,979.62	82%	
37-701-352 Vehicle Maintenance	4,912	111.54	111.54	4,911.29	0.71	100%	
37-701-400 Liability Insurance	6,589	0.00	0.00	1,647.20	4,941.80	25%	
37-701-431 Street Debris Disposal	2,500	0.00	0.00	1,000.00	1,500.00	40%	
37-701-803 LGFCU Street Truck & Trailer Loan Principal	13,294	0.00	0.00	12,339.12	954.88	93%	
37-701-832 LGFCU Street Truck & Trailer Loan Interest	299	0.00	0.00	253.77	45.23	85%	
Streets Totals:	170,571	12,918.45	12,918.45	96,083.16	74,487.84	56%	
37-710-361 Maint & Repair POWELL BILL	35,444	2,100.00	2,100.00	34,556.45	887.45	97%	
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	100.00		
37-710-810 BB&T Battle Ave Sewer Loan POWELL - Prin	5,215	0.00	0.00	0.00	5,215.00		
37-710-830 BB&T Battle Ave Sewer Loan POWELL - Int	646	0.00	0.00	0.00	646.00		
Powell Bill Totals:	41,405	2,100.00	2,100.00	34,556.45	6,848.45	83%	
37-801-010 Salary - Full Time Sanitation	50,696	3,633.64	3,633.64	26,839.47	23,856.53	53%	
37-801-019 Salary - Over Time Sanitation	608	0.00	0.00	0.00	608.00		
37-801-020 ER - FICA Sanitation	3,984	272.04	272.04	2,011.04	1,972.96	50%	
37-801-030 ER - Retirement - Orbit Sanitation	8,853	529.88	529.88	3,829.80	5,023.20	43%	
37-801-040 ER - Health Insurance	9,999	826.37	826.37	6,439.40	3,559.60	64%	
37-801-050 ER - Life Insurance	227	18.90	18.90	151.20	75.80	67%	
37-801-060 Workman's Compensation	3,388	0.00	0.00	2,675.03	712.97	79%	
37-801-099 Salary Reimbursement COVID	1	0.00	0.00	(1,935.96)	1,936.96	-	
							193596 %
37-801-203 Supplies	750	23.52	23.52	410.74	339.26	55%	
37-801-204 Uniforms	1,944	165.36	165.36	844.17	1,099.83	43%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-801-251 Telephone & Postage	504	41.75	41.75	289.51	214.49	57%	
37-801-252 Fuel	2,824	303.22	303.22	1,144.23	1,679.77	41%	
37-801-350 Landfill Fees	17,500	1,652.22	1,652.22	11,666.71	5,833.29	67%	
37-801-352 Vehicle Maintenance	6,134	54.94	54.94	5,761.34	372.66	94%	
37-801-400 Liability Insurance	2,844	0.00	0.00	710.89	2,133.11	25%	
Sanitation Totals:	110,256	7,521.84	7,521.84	60,837.57	49,418.43	55%	
Expenses Totals:	1,298,317	89,188.05	89,188.05	675,826.84	622,490.06	52%	
37 GENERAL FUND	Revenues Over/(Under) Expenses:	(73,767.79)	(73,767.79)	(94,036.59)			

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>							
38-351-401 Water Sales	804,541	62,678.41	62,678.41	413,729.13	(390,811.87)	51%	
38-351-402 Debt Setoff WATER	302	0.00	0.00	0.00	(302.00)		
38-351-404 Sewer Services	585,218	44,614.34	44,614.34	341,582.86	(243,635.14)	58%	
38-351-407 Debt Setoff SEWER	501	0.00	0.00	0.00	(501.00)		
38-351-408 Town Taps	2,350	0.00	0.00	3,049.15	699.15	130%	
38-351-416 Dis/Reconnection Fee	5,168	995.40	995.40	3,300.00	(1,868.00)	64%	
38-351-417 Fire Sprinkler	2,253	205.74	205.74	1,327.98	(925.02)	59%	
38-351-418 Late Fees/Penalty/Cut Off	12,741	136.46	136.46	1,330.93	(11,410.07)	10%	
38-351-419 Returned Check Fee	545	25.00	25.00	330.04	(214.96)	61%	
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	173	0.00	0.00	0.00	(173.00)		
38-365-001 Interest Income	58	0.00	0.00	10.72	(47.28)	18%	
38-365-366 Sale of Fixed Assets/Surplus Property	2,000	0.00	0.00	0.00	(2,000.00)		
38-365-421 Account Activation Fee	2,875	275.00	275.00	1,650.00	(1,225.00)	57%	
38-365-851 Misc Revenue WATER	63	0.00	0.00	89.56	26.56	142%	
38-395-396 Apropriated Fund Balance (Budget Only)	32,497	0.00	0.00	0.00	(32,497.00)		
<b>Revenues Totals:</b>	<b>1,451,285</b>	<b>108,930.35</b>	<b>108,930.35</b>	<b>766,400.37</b>	<b>(684,884.63)</b>	<b>53%</b>	
<b>Expenses</b>							
38-851-010 Salary Full Time	84,922	6,409.53	6,409.53	46,256.60	38,665.40	54%	
38-851-014 Salary - Part Time	15,943	1,295.35	1,295.35	9,453.05	6,489.95	59%	
38-851-019 Salary Over-Time	6,351	276.86	276.86	1,668.33	4,682.67	26%	
38-851-020 ER-FICA Taxes	8,202	579.17	579.17	4,233.08	3,968.92	52%	
38-851-030 ER - Retirement Orbit	13,801	1,025.51	1,025.51	7,222.94	6,578.06	52%	
38-851-040 ER - Health Insurance WATER	13,474	1,083.82	1,083.82	8,606.05	4,867.95	64%	
38-851-050 ER - Life Insurance	310	25.76	25.76	206.08	103.92	66%	
38-851-060 ER - Workman's Comp	1,643	0.00	0.00	1,194.66	448.34	73%	



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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-851-099 Salary Reimbursement COVID	1	0.00	0.00	(792.79)	793.79	-	79279%
38-851-200 Travel Expense	250	0.00	0.00	0.00	250.00		
38-851-203 Supplies	2,827	179.12	179.12	1,241.56	1,585.44	44%	
38-851-204 Uniforms	2,160	232.66	232.66	1,151.16	1,008.84	53%	
38-851-205 Materials & Supplies	34,950	1,973.25	1,973.25	25,242.58	9,707.42	72%	
38-851-250 Light & Heat & Security	5,981	710.09	710.09	2,710.64	3,270.36	45%	
38-851-251 Telephone & Postage	8,658	866.87	866.87	5,017.45	3,640.55	58%	
38-851-252 Fuel	6,000	426.61	426.61	2,205.97	3,794.03	37%	
38-851-255 Bldg. Maint/Clean Svs	2,214	219.84	219.84	2,149.71	64.29	97%	
38-851-260 Electric Tank/Pumps	2,965	117.90	117.90	1,536.68	1,428.32	52%	
38-851-296 Continuing Education	625	0.00	0.00	0.00	625.00		
38-851-301 Computer Maintenance	2,364	111.40	111.40	1,028.57	1,335.43	44%	
38-851-302 Software Support	1,243	69.97	69.97	963.67	279.33	78%	
38-851-305 Technology Upgrades	2,250	0.00	0.00	0.00	2,250.00		
38-851-309 Advertising	250	0.00	0.00	0.00	250.00		
38-851-310 Dues & Subscriptions	389	25.00	25.00	289.25	99.75	74%	
38-851-313 State Permits	1,250	0.00	0.00	960.00	290.00	77%	
38-851-345 Water Tank Contract	16,620	4,208.88	4,208.88	12,572.63	4,047.37	76%	
38-851-347 Lab Analysis	1,340	0.00	0.00	965.00	375.00	72%	
38-851-351 Maint. & Repair Equip	4,500	135.44	135.44	349.70	4,150.30	8%	
38-851-352 Vehicle Maintenance	2,900	420.62	420.62	2,535.55	364.45	87%	
38-851-400 Town Liability Insurance	7,643	0.00	0.00	1,910.60	5,732.40	25%	
38-851-405 Audit Expense	3,724	0.00	0.00	2,774.99	949.01	75%	
38-851-448 External Contract	15,656	775.00	775.00	12,317.91	3,338.09	79%	
38-851-451 Water Purchase	256,182	16,214.90	16,214.90	117,260.43	138,921.57	46%	
38-851-801 Town Hall Roof Loan - Principal	2,640	0.00	0.00	1,286.82	1,353.18	49%	
38-851-802 USDA Public Works Trucks - Princ Water	2,485	0.00	0.00	2,484.86	0.14	100%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-851-803 USDA Town Hall/WS Loan Principal	41,150	0.00	0.00	0.00	41,150.00		
38-851-831 Town Hall Roof Loan - Interest Water	194	0.00	0.00	129.90	64.10	67%	
38-851-836 USDA Public Works Trucks - Int Water	433	0.00	0.00	432.14	0.86	100%	
38-851-889 Reserve for USDA Loans	4,407	0.00	0.00	0.00	4,407.00		
38-851-895 Grass Cutting Expense	16,000	1,125.00	1,125.00	7,875.00	8,125.00	49%	
38-851-896 WS 25% of GF Expense	46,584	0.00	0.00	19,669.59	26,914.41	42%	
38-851-998 Contingency	30,696	0.00	0.00	0.00	30,696.00		
Water Totals:	672,177	38,508.55	38,508.55	305,110.36	367,066.64	45%	
38-852-010 Salary - Full Time	84,922	6,406.40	6,406.40	45,998.77	38,923.23	54%	
38-852-014 Salary - Part Time	15,943	1,295.20	1,295.20	9,452.92	6,490.08	59%	
38-852-019 Salary - Over Time Sewer	6,351	330.94	330.94	2,156.05	4,194.95	34%	
38-852-020 ER - FICA Sewer	8,202	611.87	611.87	4,400.21	3,801.79	54%	
38-852-030 ER-Retirement Orbit	13,801	1,017.70	1,017.70	7,149.63	6,651.37	52%	
38-852-040 ER-Health Insurance SEWER	13,474	1,083.80	1,083.80	8,605.96	4,868.04	64%	
38-852-050 ER-Life Insurance	310	25.76	25.76	206.08	103.92	66%	
38-852-060 ER-Workman's Comp	1,642	0.00	0.00	1,194.66	447.34	73%	
38-852-099 Salary Reimbursement COVID	1	0.00	0.00	(792.78)	793.78	-	79278%
38-852-200 Travel Expense	225	0.00	0.00	0.00	225.00		
38-852-203 Supplies	2,827	179.11	179.11	1,264.88	1,562.12	45%	
38-852-204 Uniforms	2,160	232.62	232.62	1,151.00	1,009.00	53%	
38-852-205 Materials & Supplies	24,950	1,226.21	1,226.21	14,223.11	10,726.89	57%	
38-852-250 Light & Heat & Security	5,981	710.06	710.06	2,605.60	3,375.40	44%	
38-852-251 Telephone & Postage	8,658	863.17	863.17	5,013.55	3,644.45	58%	
38-852-252 Fuel	6,000	426.61	426.61	2,205.91	3,794.09	37%	
38-852-255 Bldg. Maint/Clean Svs	2,214	219.84	219.84	2,149.69	64.31	97%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-852-260 Electric Tank/Pumps	9,500	1,299.87	1,299.87	6,886.16	2,613.84	72%	
38-852-296 Continuing Education	625	0.00	0.00	375.00	250.00	60%	
38-852-301 Computer Maint.	2,364	111.40	111.40	1,068.08	1,295.92	45%	
38-852-302 Software Support	1,243	69.96	69.96	963.63	279.37	78%	
38-852-305 Technology Upgrades	2,250	0.00	0.00	0.00	2,250.00		
38-852-309 Advertising	500	0.00	0.00	418.50	81.50	84%	
38-852-310 Dues & Subscriptions	400	25.00	25.00	289.25	110.75	72%	
38-852-313 State Permits	1,250	0.00	0.00	100.00	1,150.00	8%	
38-852-351 Maint & Repair Equip	4,500	135.44	135.44	491.00	4,009.00	11%	
38-852-352 Vehicle Maintenance	2,900	420.62	420.62	2,535.54	364.46	87%	
38-852-400 Liability Insurance	7,264	0.00	0.00	1,910.60	5,353.87	26%	
38-852-405 Audit Expense	3,724	0.00	0.00	2,775.01	948.99	75%	
38-852-435 Purchase of Sewer Services	300,500	0.00	0.00	114,937.29	185,562.71	38%	
38-852-448 External Contract	20,000	2,332.36	2,332.36	17,506.76	2,493.24	88%	
38-852-473 WWTP Rehab Annual Payment	24,032	0.00	0.00	0.00	24,032.00		
38-852-801 Town Hall Roof Loan - Principal	2,640	0.00	0.00	1,286.88	1,353.12	49%	
38-852-802 USDA Public Works Trucks - Princ Sewer	2,485	0.00	0.00	2,484.86	0.14	100%	
38-852-803 USDA Town Hall/WS Loan Principal	41,150	0.00	0.00	0.00	41,150.00		
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,977	0.00	0.00	0.00	14,977.00		
38-852-809 John Riggans Easement Pmt	1,000	1,000.00	1,000.00	1,000.00	0.00	100%	
38-852-810 BB&T Battle Avenue Sewer Loan - Principal	6,452	0.00	0.00	0.00	6,452.00		
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	0.00	0.00	0.00	13,750.00		
38-852-830 BB&T Battle Ave Sewer Loan - Int	523	0.00	0.00	0.00	523.00		
38-852-831 Town Hall Roof Loan - Interest Sewer	194	0.00	0.00	129.96	64.04	67%	

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38 WATER / SEWER								
Description	Budget	MTD	QTD	YTD	Variance	Percent		
38-852-836 USDA Public Works Trucks - Int Sewer	433	0.00	0.00	432.14	0.86	100%		
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	3,575	0.00	0.00	1,787.50	1,787.50	50%		
38-852-889 Reserve for USDA Loans	4,407	0.00	0.00	0.00	4,407.00			
38-852-896 WS 25% of GF Expense	46,584	0.00	0.00	19,669.62	26,914.38	42%		
38-852-998 Contingency	29,728	0.00	0.00	0.00	29,727.53			
Sewer Expenses Totals:	746,611	20,023.94	20,023.94	284,033.02	462,577.98	38%		
38-901-902 Transfer Out to Water Treatment Plant	32,497	0.00	0.00	0.00	32,497.00			
Transfers Out Totals:	32,497	0.00	0.00	0.00	32,497.00			
Expenses Totals:	1,451,285	58,532.49	58,532.49	589,143.38	862,141.62	41%		
38 WATER / SEWER Revenues Over/(Under) Expenses:		50,397.86	50,397.86	190,673.67				

## Budget vs Actual

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Period Ending 1/31/2021

39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>							
39-351-470 Town Sewer Revenues	300,500	0.00	0.00	114,937.29	(185,562.71)	38%	
39-351-471 Sewer Revenues - County	229,005	0.00	0.00	87,591.51	(141,413.49)	38%	
39-351-472 Sewer Rev Norlina	165,292	0.00	0.00	63,222.16	(102,069.84)	38%	
39-365-861 Misc Revenue WWTP	19,832	2,385.00	2,385.00	4,319.99	(15,512.01)	22%	
39-381-038 Transfer In from Water/Sewer	32,497	0.00	0.00	0.00	(32,497.00)		
<b>Revenues Totals:</b>	747,126	2,385.00	2,385.00	270,070.95	(477,055.05)	36%	
<b>Expenses</b>							
39-861-010 Salary - Full Time	163,202	13,210.08	13,210.08	92,479.18	70,722.82	57%	
39-861-014 Salary - Part Time	15,668	1,310.87	1,310.87	9,342.24	6,325.76	60%	
39-861-019 Over-Time	13,791	1,341.92	1,341.92	5,791.90	7,999.10	42%	
39-861-020 ER-FICA Taxes	14,739	1,000.88	1,000.88	6,906.31	7,832.69	47%	
39-861-030 ER - Retirement Orbit	30,015	2,176.38	2,176.38	14,855.36	15,159.64	49%	
39-861-040 ER- Health Insurance	24,545	2,013.45	2,013.45	15,864.72	8,680.28	65%	
39-861-050 ER-Life Insurance	572	47.60	47.60	380.80	191.20	67%	
39-861-060 ER-Workman's Comp	3,221	0.00	0.00	2,323.36	897.64	72%	
39-861-099 Salary Reimbursement COVID	1	0.00	0.00	(1,823.92)	1,824.92	-	182392 %
39-861-200 Travel Expense	500	0.00	0.00	0.00	500.00		
39-861-203 Supplies	2,549	198.19	198.19	789.91	1,759.09	31%	
39-861-204 Uniforms	2,916	318.89	318.89	1,610.49	1,305.51	55%	
39-861-205 OP Material & supplies	38,700	1,182.55	1,182.55	22,034.32	16,665.68	57%	
39-861-250 Light, Heat & Security	95,000	7,713.67	7,713.67	50,914.82	44,085.18	54%	
39-861-251 Telephone & Postage	7,722	672.33	672.33	4,891.63	2,830.37	63%	
39-861-252 Fuel	9,000	439.80	439.80	3,017.04	5,982.96	34%	
39-861-296 Continuing Education	1,225	0.00	0.00	525.00	700.00	43%	
39-861-301 Computer Maint.	4,607	222.80	222.80	1,807.25	2,799.75	39%	
39-861-302 Software Support	2,741	139.94	139.94	2,472.25	268.75	90%	

## Budget vs Actual

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Period Ending 1/31/2021

39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
39-861-305 Technology Upgrades	2,000	0.00	0.00	0.00	2,000.00		
39-861-309 Advertising	1,050	0.00	0.00	1,049.27	0.73	100%	
39-861-318 Freight Charges	1,650	130.00	130.00	1,106.60	543.40	67%	
39-861-342 Maint & Repair Plant	60,000	341.81	341.81	45,575.68	14,424.32	76%	
39-861-344 Sludge Removal	60,000	0.00	0.00	14,220.00	45,780.00	24%	
39-861-345 Beaver Control	2,000	0.00	0.00	0.00	2,000.00		
39-861-346 Lab Material & Supplies	9,000	96.15	96.15	8,215.76	784.24	91%	
39-861-347 Lab Analysis	17,948	1,474.00	1,474.00	7,154.50	10,793.50	40%	
39-861-348 Tar - Pamlico Dues	3,000	0.00	0.00	0.00	3,000.00		
39-861-349 OSHAComp/Safety M&S	1,000	116.00	116.00	888.50	111.50	89%	
39-861-352 Vehicle Maintenance	3,619	319.05	319.05	3,437.63	181.37	95%	
39-861-400 Liability Insurance	18,185	0.00	0.00	4,546.20	13,638.80	25%	
39-861-405 Audit Expense	7,500	0.00	0.00	5,550.00	1,950.00	74%	
39-861-441 Certify Lab Services	1,000	0.00	0.00	95.00	905.00	10%	
39-861-444 Permits & Fees	6,253	200.00	200.00	5,993.50	259.50	96%	
39-861-446 Influent Debri removal	3,856	338.47	338.47	2,299.77	1,556.23	60%	
39-861-447 WWTP Grant Expense	34,125	0.00	0.00	0.00	34,125.00		
39-861-897 WWTP 25% of GF Exp	42,674	0.00	0.00	21,391.29	21,282.71	50%	
39-861-998 Contingency	9,055	0.00	0.00	0.00	9,055.00		
WWTP - Expenses Totals:	714,629	35,004.83	35,004.83	355,706.36	358,922.64	50%	
39-901-901 Transfer Out to General Fund	32,497	0.00	0.00	0.00	32,497.00		
Transfers Out Totals:	32,497	0.00	0.00	0.00	32,497.00		
<b>Expenses Totals:</b>	<b>747,126</b>	<b>35,004.83</b>	<b>35,004.83</b>	<b>355,706.36</b>	<b>391,419.64</b>	<b>48%</b>	
39 WWTP Revenues Over/(Under) Expenses:		(32,619.83)	(32,619.83)	(76,056.49)			

## Check Listing

Date From: 1/1/2021 Date To: 1/31/2021

Vendor Range: 1 800 FLAGPOLE.COM - YOUR TRADEMARK ATTORNEY

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Check Number	Bank	Vendor	Date	Amount
63173	30	CAROLINA PARKS & PLAY	01/04/2021	<u>\$4,009.53</u>
63174	30	JAMES T. CLARK	01/04/2021	<u>\$300.00</u>
63175	30	TRIANGLE BUSINESS JOURNAL	01/04/2021	<u>\$138.78</u>
63176	30	VERIZON WIRELESS	01/04/2021	<u>\$280.07</u>
63177	30	WRIGHT EXPRESS FSC	01/04/2021	<u>\$1,106.94</u>
63178	30	CAROLINA DIGITAL PHONE INC	01/05/2021	<u>\$316.00</u>
63179	30	CNA SURETY DIRECT BILL	01/05/2021	<u>\$175.00</u>
63180	30	COLUMBIAN MUTUAL LIFE INS CO	01/05/2021	<u>\$37.88</u>
63181	30	COUNTRYBOY'S EXCAVATING	01/05/2021	<u>\$775.00</u>
63182	30	DOCUMENT SYSTEMS, INC	01/05/2021	<u>\$223.11</u>
63183	30	DUKE ENERGY PROGRESS	01/05/2021	<u>\$198.53</u>
63184	30	LAWMENS	01/05/2021	<u>\$2,538.93</u>
63185	30	SOUTHERN SOFTWARE, INC.	01/05/2021	<u>\$214.54</u>
63186	30	Spectrum Business	01/05/2021	<u>\$124.98</u>
63187	30	WPCSOCC	01/05/2021	<u>\$200.00</u>
63188	30	MIRANDA E. MEDLIN	01/07/2021	<u>\$160.00</u>
63189	30	NC DEPARTMENT OF REVENUE	01/07/2021	<u>\$175.05</u>
63190	30	COBLE PRINTING CO.	01/07/2021	<u>\$42.70</u>
63191	30	CAROLINA INDUSTRIAL EQUIPMENT, INC	01/07/2021	<u>\$701.24</u>
63192	30	NORTH CAROLINA 811, INC	01/07/2021	<u>\$25.00</u>
63193	30	ULINE	01/07/2021	<u>\$415.13</u>
63194	30	WARREN COUNTY PUBLIC UTILITIES	01/07/2021	<u>\$16,214.90</u>
63195	30	Community Eye Care	01/12/2021	<u>\$109.52</u>
63196	30	DUKE ENERGY PROGRESS	01/12/2021	<u>\$194.22</u>
63197	30	H.G. REYNOLDS COMPANY, INC	01/12/2021	<u>\$189,476.00</u>
63198	30	INFORMATION TECHNOLOGY SERVICE	01/12/2021	<u>\$89.84</u>
63199	30	KERR-TAR REG COUNCIL OF GOV	01/12/2021	<u>\$138.00</u>
63200	30	MIRANDA E. MEDLIN	01/12/2021	<u>\$320.00</u>
63201	30	MUNICIPAL ENGINEERING	01/12/2021	<u>\$51,347.50</u>
63202	30	WALKER AUTO STORES	01/12/2021	<u>\$28.57</u>
63203	30	WILLIAMS FIRE SPRINKLER	01/12/2021	<u>\$999.00</u>
63204	30	AMAZON CAPTIAL SERVICES, INC.	01/12/2021	<u>\$1,193.95</u>

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Check Number	Bank	Vendor	Date	Amount
63205	30	BILLY PERNELL	01/12/2021	<u>\$5.00</u>
63206	30	CAROLINA SUNROCK LLC	01/12/2021	<u>\$2,100.00</u>
63207	30	DANIELLE ANDREWS	01/12/2021	<u>\$73.73</u>
63208	30	DOCUMENT SYSTEMS, INC	01/12/2021	<u>\$893.24</u>
63209	30	HEALTHY YOU	01/12/2021	<u>\$81.55</u>
63210	30	JESSIE SIMPSON	01/12/2021	<u>\$81.55</u>
63211	30	KIARA FOGG	01/12/2021	<u>\$56.00</u>
63212	30	LATASHA FIELDS	01/12/2021	<u>\$80.83</u>
63213	30	LAWMENS	01/12/2021	<u>\$121.07</u>
63214	30	NC STATE BUREAU OF INVESTIGATION	01/12/2021	<u>\$150.00</u>
63215	30	PETE SMITH TIRE & QUICK LUBE, INC	01/12/2021	<u>\$651.29</u>
63216	30	PROFESSIONAL MAIL SERVICES, INC	01/12/2021	<u>\$506.31</u>
63217	30	RUDAL LLC	01/12/2021	<u>\$200.00</u>
63218	30	THEODORE DAVIS	01/12/2021	<u>\$48.49</u>
63219	30	WRIGHT EXPRESS FSC	01/12/2021	<u>\$1,124.52</u>
63220	30	COUNTRYBOY'S EXCAVATING	01/13/2021	<u>\$385.50</u>
63221	30	DUKE ENERGY PROGRESS	01/13/2021	<u>\$11,486.90</u>
63222	30	MERITECH INC	01/13/2021	<u>\$1,474.00</u>
63223	30	NORTH CAROLINA 811, INC	01/13/2021	<u>\$25.00</u>
63224	30	BLUE RIDGE SPRINGS, INC	01/14/2021	<u>\$79.85</u>
63225	30	CENTURY LINK COMMUNICATIONS	01/14/2021	<u>\$183.89</u>
63226	30	Core & Main	01/14/2021	<u>\$959.27</u>
63227	30	DOCUMENT SYSTEMS, INC	01/14/2021	<u>\$340.05</u>
63228	30	GFL ENVIRONMENTAL	01/14/2021	<u>\$338.47</u>
63229	30	H.B. Poythress & Assoc.LLC	01/14/2021	<u>\$721.63</u>
63230	30	HARRIS ENTERPRISES	01/14/2021	<u>\$1,299.10</u>
63231	30	SOUTHERN CORROSION, INC.	01/14/2021	<u>\$4,208.88</u>
63232	30	TIME WARNER CABLE	01/14/2021	<u>\$116.97</u>
63233	30	UNIFIRST CORPORATION	01/14/2021	<u>\$1,184.38</u>
63234	30	WARREN COUNTY PUBLIC WORKS	01/14/2021	<u>\$1,652.22</u>
63235	30	ALWAYS CARE BENEFITS, INC.	01/20/2021	<u>\$490.16</u>
63236	30	DUKE ENERGY PROGRESS	01/20/2021	<u>\$39.24</u>



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Check Number	Bank	Vendor	Date	Amount
63237	30	WARREN AUTO PARTS, INC.	01/20/2021	<u>\$372.00</u>
63238	30	Wash Depot	01/20/2021	<u>\$800.00</u>
63239	30	WOMACK PUBLISHING CO. INC.	01/20/2021	<u>\$272.03</u>
63240	30	AAA GAS AND APPLIANCE CO.	01/21/2021	<u>\$384.52</u>
63241	30	FIRST CITIZENS BANK	01/21/2021	<u>\$1,796.84</u>
63242	30	KING'S FITNESS & NUTRITION CENTER	01/21/2021	<u>\$375.00</u>
63243	30	TIME WARNER CABLE	01/21/2021	<u>\$76.97</u>
63244	30	United Healthcare	01/21/2021	<u>\$12,495.89</u>
63245	30	ALANNA FLYNNE MEARES	01/21/2021	<u>\$1,000.00</u>
63246	30	AAA GAS AND APPLIANCE CO.	01/25/2021	<u>\$48.45</u>
63247	30	DUKE ENERGY PROGRESS	01/25/2021	<u>\$1,725.01</u>
63248	30	FRONTIER NATURAL GAS	01/25/2021	<u>\$130.35</u>
63249	30	MUNICIPAL INSURANCE TRUST	01/25/2021	<u>\$672.61</u>
63250	30	OLD DOMINION BRUSH CO.	01/25/2021	<u>\$116.51</u>
63251	30	PETE SMITH TIRE & QUICK LUBE, INC	01/25/2021	<u>\$1,426.03</u>
63252	30	VERIZON WIRELESS	01/25/2021	<u>\$280.07</u>
63253	30	AMSTERDAM	01/26/2021	<u>\$41.25</u>
63254	30	COLUMBIAN MUTUAL LIFE INS CO	01/26/2021	<u>\$37.88</u>
63255	30	FLEMING INVESTMENT COMPANY	01/26/2021	<u>\$3,000.00</u>
63256	30	HUMANA SPECIALTY BENEFITS	01/26/2021	<u>\$29.38</u>
63257	30	JOHN W RIGGAN	01/26/2021	<u>\$1,000.00</u>
63258	30	PRUDENTIAL RETIREMENT	01/26/2021	<u>\$1,137.32</u>
63259	30	US CELLULAR	01/26/2021	<u>\$1,420.44</u>
63260	30	WRIGHT EXPRESS FSC	01/26/2021	<u>\$1,048.20</u>
63261	30	AAA GAS AND APPLIANCE CO.	01/28/2021	<u>\$485.54</u>
63262	30	DUKE ENERGY PROGRESS	01/28/2021	<u>\$123.95</u>
63263	30	FRONTIER NATURAL GAS	01/28/2021	<u>\$138.07</u>
63264	30	HARRIS ENTERPRISES	01/28/2021	<u>\$2,624.31</u>
63265	30	INFORMATION TECHNOLOGY SERVICE	01/28/2021	<u>\$258.30</u>
63266	30	ISAAC A BLOUNT	01/28/2021	<u>\$540.00</u>
63267	30	PROFESSIONAL MAIL SERVICES, INC	01/28/2021	<u>\$9.38</u>
63268	30	QUILL CORPORATION	01/28/2021	<u>\$608.46</u>

## Check Listing

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Check Number	Bank	Vendor	Date	Amount
63269	30	RICK EDWARDS ELECTRIC	01/28/2021	<b>\$300.00</b>
63270	30	UNIFIRST CORPORATION	01/28/2021	<b>\$892.52</b>
63271	30	UNITED PARCEL SERVICE	01/28/2021	<b>\$130.00</b>
99	Checks Totaling -			<b>\$339,226.28</b>

### Totals By Fund

	Checks	Voids	Total
34	\$4,218.51		\$4,218.51
36	\$1,494.72		\$1,494.72
37	\$34,274.77		\$34,274.77
38	\$39,139.00		\$39,139.00
39	\$19,003.75		\$19,003.75
55	\$150,987.00		\$150,987.00
64	\$46,139.30		\$46,139.30
65	\$43,697.20		\$43,697.20
67	\$272.03		\$272.03
Totals:	\$339,226.28		\$339,226.28

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator  
**Date:** February 1, 2021  
**Re:** January 2021 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) 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 exceedingly difficult due to location of line – Replacement of line will be funded by USDA Rural Development grant. (2) Purchase and install public works 2-way radio repeater. Funded by USDA Rural Development grant. (3) Purchase and install SCADA systems on Town's 3 sewer lift stations - Funded by USDA Rural Development grant.
- **Completed Water and Sewer System Maintenance/Repair Related Information:** (1) Repair – Kioti Tractor – Installed new battery. Parts Supplier: Warren Auto Parts (Parts - \$144.88) (2) Repair – Kioti Tractor Snow Blade – Rotated cutting edge. Contractor: Harris Enterprises (Labor - \$120, Materials - \$6.00) (3) Repair – Repaired leak in water service line at 209 Plummer St. Contractor: Country Boys Excavating (Labor and Materials - \$775.00) (4) Emergency Repair - Riggans Sewer Lift Station – Pump No. 1 - Repaired vacuum leak. Contractor: Harris Enterprises (Labor \$240.00, Materials - \$23.95) (5) Emergency Repair - Riggans Sewer Lift Station – Generator - Repaired coolant system. Contractor: Harris Enterprises (Labor \$720.00, Materials - \$146.23) (6) Critical Spare Parts – Restocked plumbing parts for Riggans Sewer Lift Station vacuum system. Contractor: Harris Enterprises (Materials – \$387.66) (7) Critical Spare Parts – Restocked starter relay and vacuum system parts for F & M Sewer Lift Station. Contractor: Harris Enterprises (Materials – \$793.47)

**Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$270.88**

**Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$3,107.36**

- **Water and Sewer Adjustment Request:** For consideration at the February 8, 2021 meeting of the Board of Commissioners. **Marisol Uribe** – 124 Park DR., Account #006-000120-5. Leak occurred between meter box and house. Normal usage 2,000. Request is for sewer adjustment of 28,000 gallons at \$9.01/1000. Total \$252.28. 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. Grass Cutting.

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator, Warren County Director of Public Works, Norlina Director of Public Works  
**Date:** February 1, 2021  
**Re:** January 2020 Monthly Activity Report for WWTP

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- **Pending Equipment Repairs:** **(1)** Effluent filter controls – Safety issue - Replace cylinders and control mechanism for valves located in pit area of filter building. **(2)** Sand blast and refinish site metal structures. **(Estimated Cost – Refinishing remaining structures - \$58,000)** **(3)** Replace Influent pump No. 2 and 3 motor base stands. **(Estimated Cost - \$4,000 per pump)**
- **Completed Plant Maintenance/Repair Related Information:** **(1)** Repair – Influent Pump No. 1. Repair spindle, install new drive belts. Contractor: Harris Enterprises (Labor - \$180.00, Parts supplied from Plant spare parts inventory) **(2)** Repair – Shop Air Compressor. Repaired air leak and serviced. Contractor: Harris Enterprises (Labor - \$180.00, Parts - \$41.81)  
**Total cost for Repairs (Account No. 39-861-342) - \$341.81**
- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month, 25.18 million gallons were treated.

# Activity Detail Summary (by Category)

Warrenton Police Department

(01/01/2021 - 01/31/2021)

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## Incident\Investigations

11D - Fondling	1
13A - Aggravated Assault	2
13B - Simple Assault	2
23C - Shoplifting	1
23H - All Other Larceny	1
250 - Counterfeiting/Forgery	1
26A - False Pretenses/Swindle/Confidence Game	1
26B - Credit Card/Automatic Teller Machine Fraud	1
290 - Destruction/Damage/Vandalism of Property	4
370 - Pornography/Obscene Material	1
90C - Disorderly Conduct	2
90Z - All Other Offenses	9
<b>Total Offenses</b>	<b>26</b>
<b>Total Incidents</b>	<b>13</b>

---

## Arrests

13A - Aggravated Assault	1
13B - Simple Assault	1
290 - Destruction/Damage/Vandalism of Property	2
90Z - All Other Offenses	1
<b>Total Charges</b>	<b>5</b>
<b>Total Arrests</b>	<b>5</b>

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## Accidents

**Total Accidents** 0

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## Citations

Driving While License Revoked	1
Speeding (Infraction)	3
Secondary Charge	3

# Activity Detail Summary (by Category)

Warrenton Police Department

(01/01/2021 - 01/31/2021)

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## Citations

Total Charges	7
Total Citations	4

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## Warning Tickets

Total Charges	0
Total Warning Tickets	0

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## Ordinance Tickets

Noise Ordinance	1
Parking Left Side to Curb	1
Total Ordinance Tickets	2

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## Criminal Papers

Total Criminal Papers Served	0
Total Criminal Papers	0

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## Civil Papers

Total Civil Papers Served	0
Total Civil Papers	0

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# Activity Log Event Summary (Cumulative Totals)

## Warrenton Police Department

(01/01/2021 - 01/31/2021)

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911 Hang-up	6	Abandoned Vehicle	1
Accident	6	Alarm Activation	8
Animal Complaint	2	Assault-Physical	1
Assist Elderly/Lost person	1	Assist Motorist	1
Assist NPD	4	Assist Other Department	2
Assist WC EMS	5	Assist WCSO	8
C.O.P.S. - Main St	17	Complaint	1
Disturbance	5	Domestic	1
Escort	5	Found Property/Item	1
Fraud	1	Funeral Escort	3
Injury to Personal Property	1	Investigation and/or Interview	2
Loitering	1	Medical / Person Hurt or Sick	1
Mental Patient	5	Ordinance Violation	2
Other	1	Parking Violation	5
Patrol	3	Property Check – Business	34
Property Check – Residential	12	Shoplifting	1
Shots fired	1	Suspected Drunk Driver	1
Suspicious Person / Vehicle	10	Talk with Officer	7
Traffic Light / Street Safety Issue	2	Traffic Stop	22
Trespassing	2	Wash Patrol Vehicle	2
Welfare Check	4		

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**Total Number Of Events: 198**





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

P.O. Box 281  
Warrenton, NC 27589-0281  
(252) 257-1122 Fax (252) 257-9219  
[www.warrenton.nc.gov](http://www.warrenton.nc.gov)

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### **BOC Meeting January 2021 – Action Items Checklist**

1. Execute annexation resolution, file copy of resolution with Register of Deeds, update Ordinance Book as addition to Table 1. (cont.)
  - ✓ Done for Hayley Haywood property. Mayor reviewing other annexed properties.
2. Execute Interlocal Agreement for building inspections with Warren County.
  - ✓ Awaiting executed agreement back from Warren County (cont.)
3. Announce dates, for consideration of commissioner candidates, on Sunshine List. Statement of Interest and 60-word summary due by February 5<sup>th</sup> for consideration at March 8th BOC meeting. Send letters to prior candidates. Include in communication the information regarding Option B selection and the state law application to the election process.
  - ✓ Done
4. Develop flyer for next water bill mailing encouraging use of CDC guidelines for COVID
  - ✓ Done
5. Update personnel manual with vacation accrual changes
6. Notify Cynthia Jenkins of her appointment to HDC
  - ✓ Done
7. Let the owners of proposed Bragging Rooster Brewery of the Board's willingness to assist in any way
  - ✓ Done
8. Execute budget amendment
  - ✓ Done
9. Execute Grant Project Ordinance – Warrenton Animal Clinic
  - ✓ Done
10. Execute agreements and exhibits relating to Grant Project – Warrenton Animal Clinic
  - ✓ Done
11. Notify Tom Hardy of his appointment to the Planning Board
  - ✓ Done

**OPTIONAL COVERAGE RELOCATION  
BENEFITS POLICY  
FOR**

**TOWN OF WARRENTON, NORTH CAROLINA**

**2018 CDBG-NEIGHBORHOOD  
REVITALIZATION PROJECT  
18-C-3079**

**Adopted  
February 8, 2020**

### **Organization and Administration**

The Town of Warrenton will administer and coordinate all relocation activities (temporary or permanent) resulting from Community Development Block Grant (CDBG) activities in the Proposed Target Areas. Citizens displaced by CDBG Program activities are eligible to receive relocation assistance in the form of financial assistance as permitted under Section 570.602 (c) of the Community Development Block Grant Regulations to design and administer "optional coverage" relocation benefits not covered under the Uniform Relocation Assistance (URA) and Real Property Acquisition Policies Act of 1970, as amended.

### **Displaced Person**

A displaced individual is someone whose home, which is located in the Town of Warrenton's CDBG Project area, is too dilapidated to be economically feasible to rehabilitate and will be demolished, or a person who is temporarily displaced while rehabilitation activities are underway.

### **Optional Coverage for The Town of Warrenton, North Carolina**

Under the the Town of Warrenton's Community Development Block Grant Program, the grantee shall provide relocation payments and assistance to:

1. Homeowners and their families who are displaced by rehabilitation activity of dwellings located within CDBG target area. These persons will be eligible for fixed payment and dislocation allowance or actual moving and related expenses if displacement occurs as a result of the activity.
2. Homeowners and their families, or persons with Life Rights to a property, who are displaced by the voluntary demolition of a dwelling occupied by the families and located within the CDBG target area. These persons will be eligible for fixed payment and dislocation allowance or actual moving and related expenses if displacement occurs as a result of the activity. These individuals or families will also be eligible for a replacement housing payment.

### **Recapture Provisions for Replacement Housing Costs**

CDBG Regulations require that a low interest or deferred loan be made equal to the amount of the replacement housing value. The Town of Warrenton will make the replacement housing available utilizing the deferred-forgivable loan method, as follows:

#### **Owner Occupants**

Provisions to recapture CDBG funds must be described and must extend for a minimum of five (5) years. As the level of CDBG assistance increases, the recapture period must lengthen according to the following minimums:

#### **CDBG Assistance Recapture**

Less than \$12,000 5 years  
\$12,001-16,000 6 years  
\$16,001-19,999 7 years  
\$20,000 or more 8 years

After the replacement housing is complete, if additional non-CDBG financial assistance for rehabilitation is obtained prior to the expiration of the CDBG recapture period, the CDBG deferred or low interest loan may be subordinated to the new rehabilitation loan. The CDBG deferred or low interest loan may not be subordinated to any other type of loan other than a first mortgage that existed prior to the rehabilitation.

CDBG loans for substantial rehabilitation may not be subordinated to any other loan. Any type of CDBG loan must be secured with a Note and Deed of Trust. The Deed of Trust must be filed with the Register of Deed prior to commencing replacement housing.

A Notice of the Right to Cancel and a Truth-in-Lending Statement must accompany every Deed of Trust and be provided to each owner at closing.

### **What is Standard Housing?**

A dwelling unit is in standard condition if it is decent, safe, and sanitary. A dwelling unit is considered decent, safe, and sanitary if (a) it is in good repair and is weather tight, with no leakage nor dampness; (b) it has no health, fire nor safety hazards within the structure or in the immediate vicinity; (c) it has running water, a private sewer-connected to a flush toilet, and a bathroom for exclusive use of the occupant, including tub or shower with hot and cold running water, all within the dwelling unit; (d) it has permanent, reasonably efficient kitchen facilities for exclusive use of the occupant, including sink with hot and cold running water, cooking stove connections, shelves and storage for food and utensils; (e) it has facilities or connections for washing and drying clothes; (f) it is large enough to accommodate the occupants without overcrowding; (g) it is equipped with adequate heating facilities; (h) it is adequately ventilated by at least one operable window in every room and is screened, or screens are available; (i) it is wired for electricity; and (j) it is located in a neighborhood which is free from industrial and other nuisances, is supplied with the community facilities of a standard neighborhood, and is reasonably accessible to transportation, schools, churches and stores.

It is intended that all dwellings into which displaced families relocate will be inspected by local inspectors and the Project Administrator. If the dwellings are not found to be decent, safe and sanitary, the move will be considered a temporary relocation.

### **Relocation Assistance to Families and Individuals**

The Town shall provide relocation planning, advisory and coordination services consistent with those described in Section 24.205 of the URA. These shall include, but not be limited to, the provision of transportation services as needed to view comparable replacement dwellings, or other transportation as deemed necessary and reasonable to support the relocation, assistance in submitting claims for payment, counseling and education on relocation regulations and coordinating these activities with existing social and economic assistance programs as they are available.

### **Temporary Relocation**

Rehabilitation shall be conducted without relocation of the affected occupants to the greatest extent feasible. Should relocation be necessary and should available temporary housing be substandard by the above definition, the minimum standards set forth in Section C shall not apply. Such relocation shall be accomplished at the minimum feasible cost: Of the two moves involved, out of and back into the rehabilitated structure, both may be financed under a Fixed Payment or Actual Moving and Related Expense as described in the Summary of Relocation Payments available.

### **Permanent Relocation**

Homeowners and their families who are displaced because their homes were determined to be economically unfeasible for rehabilitation shall be considered as permanently displaced. These persons will be eligible for fixed payment and dislocation allowance or actual moving and related expenses for their move out of the unit and back into their unit and a replacement housing payment to provide replacement housing. Both of these moves, out of their unit and into their new unit, may be financed under the Fixed Payment or Actual Moving and Related Expense as described in the Summary of Relocation Payments Available.

### **Moving Expense Payment for Families and Individuals**

Payments for moving and related expenses are intended to cover expenditures which families and individuals incur in moving themselves and/or their personal property. Unlike business concerns and farm operations, families and individuals are not entitled to payments for actual direct loss of property. Payment for actual moving expenses may include insurance premiums covering loss and damage of personal property lost or damaged in the process of a move if the owner is not adequately covered.

### **Actual Reasonable Moving Expenses**

A family or individual who meets basic eligibility requirements may incur the following reimbursable expenditures:

1. The cost of transporting persons or personal property from the affected site to a replacement site;
2. Packing and crating personal property;
3. Obtaining (including advertising for) bids or estimated for transportation, packing and crating;
4. Storage of personal property, for a period generally not to exceed six months, when the Town determines that storage is necessary;
5. Insurance premiums covering loss or damage of personal property while in storage or transit;
6. Disconnecting, dismantling, removing, reassembling, reconnecting and installing machinery and the disconnection and reconnection of household appliances; and
7. Property lost, stolen, or damaged during the move when no negligence is shown by the displacee.

Note: In special hardship cases, the Town may authorize additional expenditures in order to achieve the overall goals of the CDBG Program.

**Fixed Payment and Dislocation Allowance**

A family or individual can elect to receive a fixed payment which is based on the number of rooms in the displaced dwelling. The following table provides the fixed moving allowance payment based on the number of rooms in the displaced dwelling:

Occupant Owns Furniture									Occupant Does Not Own Furniture	
Number of Rooms of Furniture									1 room no furn.	Add'l Rooms no furn.
1	2	3	4	5	6	7	8	Add'l Rooms	1 room no furn.	Add'l Rooms no furn.
\$550	\$750	\$900	\$1100	\$1350	\$1600	\$1700	\$1900	\$150	\$350	\$50

Under the Fixed Rate Method it should be noted that certain rooms are excluded from the calculations. These include unfurnished or unused rooms, halls, bathrooms, attics, porches, garages, dressing rooms and utility rooms. However, should the relocatee have sufficient storage room in the above stated rooms, the Town may count one additional room for the sum of these, but this is not to exceed one additional room of the number of eligible rooms in the dwelling.

**Actual Moving Expense Payment**

Actual moving expenses may include:

- A. The cost of transporting persons or personal property up to 50 miles supported by paid receipted bills;
- B. Packing and crating;
- C. Storage of personal property for up to six (6) months;
- D. Insurance premiums covering loss and/or damage of personal property while in storage or transit; and
- E. Disconnecting and reconnecting of household appliances.

**Guidelines for Household Moves**

A displaced individual or family is eligible to receive moving payments for his/her personal property, him or her or family. The relocatee has the option of payment on the basis of actual reasonable moving expenses or a moving expense schedule.

The above schedule excludes unfurnished or unused rooms, halls, baths, attics, porches, garages, dressing rooms, and utility rooms. However, should a relocatee have sufficient storage in carports, garages, enclosed porches, attics, sheds, basements or utility rooms, the Relocation Officer may count one additional room for these, but not to exceed one additional room per residence.

**Replacement Housing Benefits**

In the case of a housing unit being beyond feasible rehabilitation, the Town may provide comparable replacement housing. The determination of eligibility for replacement housing versus rehabilitation of the structure will be based on input from the Town of Warrenton Building Inspector and the CDBG Project Administrator.

The primary objective of the Town’s replacement housing policy is to provide decent, safe, and sanitary housing to eligible homeowners and provide replacement housing that is comparable to those

owner-occupied housing units unsuitable for rehabilitation. In providing replacement housing, The Town of Warrenton will utilize the following guidelines:

1. Three comparable housing prices will be obtained from area realtors for each unit. These comparables will be based on similar size and construction either currently for sale or sold or listed within the past 12 months within a twenty-five mile radius of Halifax Town.
2. The eligible replacement housing payment will be equal to the most comparable of the three comparables identified for each case.
3. In the event there are no reasonably available comparables, a replacement housing value may be established by obtaining three estimates from area manufactured home dealers for double wide units of a comparable size and configuration. In the event local building codes prohibit manufactured housing, modular housing units will be allowable.

An eligible homeowner will have one of the following options in obtaining replacement housing:

- a. Purchase qualified comparable replacement housing unit currently available for sale in the area. Unit may be of frame/masonry type construction or existing double wide manufactured home.
- b. Purchase new functionally equivalent manufactured/modular home unit set on the same lot after demolition and clearance of the dilapidated structure.
- c. Purchase new functionally equivalent manufactured/modular home unit as above and set on an available lot in the Town other than where their current structure is presently located.
- d. In the event a new manufactured/modular home unit is chosen as the replacement housing, all public utilities will be connected to the unit.
- e. In the event a conventionally built home is selected as the replacement housing, the Town will assess, through the Project Administrator and Town Building Inspector that the unit meets minimum housing codes and is in a safe, decent, and sanitary condition.
- f. In the event a double wide manufactured/modular home unit is selected as the replacement housing unit, the following criteria must be included in the unit:
  - Central Heat and Air Conditioning
  - Masonry foundation
  - Energy Efficient Rating
  - House type exterior doors and storm doors
  - A 5/12 pitch house-type roof
  - Washer and dryer connections
  - All kitchen appliances
  - Water cutoff valves at all sinks, toilets, etc.

- One (minimum) exterior water faucet
- One (minimum) exterior electrical outlet
- Front and rear 6'X6' porches constructed with treated lumber or brick with rails.
- Removal of axels, wheels, and trailer tongue

4. In the event of a housing unit that is determined to be unfit for rehabilitation, the following activities will take place. Owner occupants receiving substantial rehabilitation service will also be eligible for a temporary moving allowance.

- a. Voluntary donation of the unit to the Town of Warrenton for the purposes of demolition
- b. Unit will be submitted to DCA for approval for substantial rehabilitation and "same-site" relocation
- c. The Town of Warrenton will solicit bids for the construction of a comparably equivalent frame-built house to be constructed on the same approximate foot-print as the prior unit
- d. The new frame-built unit will include at a minimum the following:
  - 1) Three bedrooms
  - 2) One bathroom with tub/shower combination, toilet, vanity/sink, exhaust fan and medicine cabinet
  - 3) 200 amp electrical service
  - 4) Energy savings such as: Double-pane windows w/screens; solid entrance doors with storm doors; high efficiency HVAC; high efficiency water heater; R-30 attic insulation; R-19 crawl space insulation; R-19 wall insulation
  - 5) Vinyl siding
  - 6) 30-year shingles
  - 7) Floor coverings
  - 8) Connection to public water and sewer/septic tank
  - 9) Connection to electrical
  - 10) Washer and dryer connections
  - 11) All kitchen appliances
  - 12) Water cutoff valves at all sinks, toilets, etc.
  - 13) One (minimum) exterior water faucet
  - 14) One (minimum) exterior electrical outlet
  - 15) Front and rear 6'X6' porches constructed with treated lumber or brick with rails.



Purchase of qualified alternative housing with sales price above the established comparable replacement housing cost is allowable. However, the Town will provide only the established comparable replacement housing payment amount toward the purchase, once permanent financing or other resources have been secured by the owner to complete the purchase.

### **Complaint Procedure**

The Town of Warrenton conforms to standard, ethical practices in the relocation of individuals and families and desires to see that all interests are protected. If there are any questions or complaints, the Town of Warrenton will solicit the cooperation of all owners and request an opportunity to discuss them in an effort to satisfy all parties concerned. The Town has adopted the following Complaint Procedure:

Citizens may make comments at any point in the program including planning, implementation and closeout. The Town will respond in writing to written citizen comments. Citizen comments should be mailed to Mr. Robert Davie, Town Administrator, Town of Warrenton, 113 S. Bragg St., Warrenton, NC 27859. The Town will respond to all written comments within ten (10) calendar days of receipt of comments.

Should an individual, family or entity have a complaint concerning the Town's Community Development Program, the complaint should first be discussed with the Project Administrator. **ALL EFFORTS SHOULD BE EXHAUSTED TO RESOLVE THE COMPLAINT AT THIS LEVEL.**

If the complaint cannot be resolved in this manner, a meeting with the Town Administrator to discuss the complaint should be requested. The request should be in writing and should briefly outline the complaint. A meeting date and time will be established within five (5) calendar days of receipt of the request. Upon meeting and discussing the complaint, a reply will be made in writing within five (5) calendar days.

If the citizen is dissatisfied with the local response, they may **write** to the North Carolina Department of Commerce, Rural Economic Development Division (REDD) at 4346 Mail Service Center, Raleigh, NC 27699-4346. DCA will respond **only to written comments** within ten (10) calendar days of the receipt of the comments.

**THE TOWN OF WARRENTON  
CITIZEN PARTICIPATION PLAN  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
Effective Dates: February 8, 2021 to February 7, 2026**

Grantee: **The Town of Warrenton**

Recipient's Address: **113 S. Bragg St., Warrenton, NC 27859**

Contact Person: **Robert Davie, Town Administrator**

Contact Email: **townadministrator@warrenton.nc.gov**

Contact Phone #: **252-257-1122**

TDD#: **800-735-2962**

*The primary goal of the Citizen Participation Plan is to provide citizens, especially low and moderate income citizens of the community where CDBG-funded activities will take place, an opportunity to participate in an advisory role in the planning, implementation, and assessment of the programs and projects.*

*The Citizen Participation Plan is required by Section 104(a) (2) of the Housing and Community Development Act and by regulations at 24 CFR 570.486(a) (6)*

*The plan is vitally important to the success of CDBG-funded activities undertaken by local governments. Compliance with the plan reduces the number of legal challenges and citizen complaints against the local government recipient.*

## 1. INTRODUCTION

The Town of Warrenton has designed this town-wide Citizen Participation Plan to provide for and encourage citizen participation in the Community Development Block Grant (CDBG) program. This Plan is an essential element of the Town's present and future community development process and has been developed to comply with the regulations and requirements of the CDBG program as administered by the North Carolina Department of Commerce – Rural Economic Development Division (NCDOC-REDD) and the Department of Housing and Urban Development (HUD).

The primary goal of this Citizen Participation Plan is to provide all citizens of the Town with adequate opportunity to participate in an advisory role in the planning, implementation, and assessment of the Town's CDBG program(s). The Plan sets forth policies and procedures for citizen participation, which are designed to maximize the opportunity for citizen participation in the community development process. Special emphasis has been placed on encouraging participation by persons of low and moderate incomes, residents of blighted neighborhoods, and residents of areas where community development funds are utilized.

Citizens are encouraged to participate in all phases of the CDBG program(s) and will be provided full access to program information. However, final responsibility and authority for the development and implementation of CDBG program(s) will lie with the Town.

## 2. SCOPE OF PARTICIPATION

The Town of Warrenton will make reasonable efforts to provide for citizen participation during the community development process and throughout the planning, implementation and assessment of all CDBG program(s) undertaken by the Town. Local officials will make every effort to involve citizens in all phases of the development, implementation and assessment of community development programs including, but not limited to, the following phases:

- a. identification and assessment of housing and community development needs; determination of CDBG project(s) and documentation; and the development of CDBG application(s);
- b. changes and/or amendments to approved CDBG projects; and,
- c. assessment of CDBG program performance.

All phases of the community development process will be conducted by local officials in an open manner. Citizens of the Town are encouraged to participate at all levels and will be given access to program information during each phase of any CDBG program as outlined herein.

### 3. CITIZEN PARTICIPATION CONTACT PERSON

Robert Davie, Town Administrator has been designated Citizen Participation Coordinator by the Mayor of the Town Board of Commissioners and will serve as the contact person for all matters concerning citizen participation activities. This person shall be responsible for overseeing citizen participation throughout the community development process and the implementation of all citizen participation activities and functions, except those which may be specifically delegated to other parties by this Plan.

The specific duties and responsibilities of the Citizen Participation Coordinator shall include, but not necessarily be limited to: disseminating information concerning proposed projects and the status of current project activities; coordinating various groups which may be participating in the community development process; receiving written comments; serving as a vehicle by which ideas, comments, and proposals from local residents may be transmitted to local officials and/or program staff; and, monitoring the citizen participation process and proposing such amendments to the Citizen Participation Plan as may be necessary.

The Citizen Participation Coordinator may be contacted at 113 S. Bragg St., Warrenton, NC 27859 or (252) 257-1122 during regular business hours. All questions concerning citizen participation in the community development process should be addressed to the Citizen Participation Coordinator.

### 4. TECHNICAL ASSISTANCE

The staff of the Town shall provide technical assistance to individual citizens and citizen groups, especially those groups representative of persons of low or moderate income, as may be required to adequately provide for citizen participation in the planning, implementation and assessment of CDBG program(s).

Such technical assistance is intended to increase citizen participation in the community development decision making process and to ensure that such participation is meaningful. Technical assistance shall also be utilized to foster public understanding of CDBG program requirements.

Technical assistance shall be provided on request and may include, but not necessarily be limited to: interpreting the CDBG program and its rules, regulations, procedures and/or requirements; providing information and/or materials concerning the CDBG program; and, assisting low and moderate income citizens, and residents of blighted neighborhoods to develop statements of views, identify their needs, and to develop activities and proposals for projects which, when implemented, will resolve those needs.

Technical assistance may be obtained by contacting the Town of Warrenton Administrator or the Citizen Participation Coordinator.

## 5. PUBLIC HEARINGS

Citizen participation in the community development process will be conducted on a community-wide basis and will actively involve the views and proposals of all citizens, especially low and moderate-income persons and residents of areas where CDBG activities are proposed or on-going.

Public hearings will be held during all phases of the community development process, as outlined herein, to allow citizens to voice opinions and offer proposals concerning the development and performance of CDBG programs. Local officials will respond to questions and proposals from citizens at each public hearing. Any questions that citizens may have concerning a program will be answered and their comments, suggestions, and/or proposals will be received. Citizens may also express comments and views concerning the community development process or any specific CDBG project to the governing body at any regularly scheduled meeting.

### 5.1 Public Hearing Times and Locations

All public hearings will be held at times and locations which will be accessible to all citizens, especially persons of low and moderate incomes, and residents of blighted neighborhoods and CDBG project areas.

Public hearings will be scheduled for convenient times as determined by the Town. Public hearings may be held at any site which, in the opinion of the Town, provides adequate access for citizen participation.

Hearings will normally be held at the Town Commissioner's Meeting Room located on the second floor of the Warrenton Town Hall, 113 S. Bragg St., Warrenton, NC 27859. This site is centrally located and generally accessible to all citizens. This building is also accessible to persons with disabilities. Hearings may, however, at the option of the Town, be held at an alternate location to be specified in the public hearing notice(s).

### 5.2 Application Public Hearing

One public hearing shall be held during any CDBG program fiscal year prior to the submission of an application to the NCDOC-REDD for CDBG assistance. The primary purposes of the public hearing shall be to assess community needs and problems in an effort to determine the most critical needs to be addressed by the CDBG program; and also to present for public comment and review the program activities which have been selected by the Town to resolve the identified needs.

An application public hearing will be held during the initial stage of program development to discuss items regarding community development and housing needs, the CDBG program, and the application process. The objective of citizen participation at this stage is to provide meaningful, community-wide citizen input into the decision-making process during the assessment of community needs and the consideration of priorities and options associated with the development and submission of a CDBG application. Local officials will also entertain

proposals and comments from citizens concerning community development activities at this hearing.

This hearing will normally serve to discuss and review the information appropriate for all applications submitted by the Town during any fiscal year. Additional changes in community development or housing needs in the community as determined by local officials can be addressed by a community meeting where citizens can share their comments prior to the submission of other CDBG applications late in the fiscal year.

Citizens will be provided with information concerning the CDBG program at this public hearing. Such information shall include, but not necessarily be limited to: the goals and objectives of the CDBG program; the total amount of CDBG funds available for the fiscal year and for the funding round; the role of citizens in program planning, implementation, and assessment; the range of activities which may be undertaken; the process to be followed in developing a CDBG application; a statement that 100 percent of the CDBG funds will be used to benefit low-to-moderate income people; the schedule of meetings and hearings; location where the application can be reviewed; activities previously funded in the Town through the CDBG program; and, an identification of projects which could result in the relocation of area residences or businesses; and the actions that would be undertaken if such relocation were necessary; provide citizens with contact information such as address, telephone number, and dates for submitting complaints or grievances. Furthermore, the effectiveness of the Citizen Participation Plan in allowing citizen participation in the community development process and potential changes and/or amendments to the Plan shall also be discussed at this meeting.

The Town may, at the option of local officials, review multiple CDBG project applications at one hearing when more than one application is to be submitted during the same fiscal year. Each such hearing shall be held prior to, and in preparation for, the application's approval by the Town.

A second objective of citizen participation during this stage is to inform citizens of the proposed project activities to be included in a CDBG application(s) and to solicit comments from citizens concerning these activities.

Citizens attending this hearing will be provided with information concerning the CDBG project(s) proposed including, but not necessarily limited to: the project application(s) to be submitted and the applicable CDBG fund; specific project activities to be included; the location of the project activities; the approximate cost estimate for the proposed activities; the estimate of local match required; the impact of the project on low and moderate income persons; and, the approximate application submittal date.

### 5.3 Amendment Public Hearings

The Town will assure the opportunity for citizen participation during the implementation of any CDBG program(s) when changes to the project are under consideration by the Town. Citizen participation shall be obtained and considered in any amendments to a CDBG program which involves changes in dollar amount spent on any activity, changes in program beneficiaries,

changes in the location of approved activities, addition to or deletion of project activities, and major budget shifts between approved activities.

To ensure adequate opportunity for citizen participation during CDBG programs, the Town shall hold a public hearing on all formal amendments which require the NCDOC-REDD approval. For “local” amendments and changes for which the NCDOC-REDD approval is not required, input from citizens concerning changes or amendments will be received at regularly scheduled Town meetings where such changes or amendments are considered.

#### 5.4 Assessment of Performance Public Hearings

Citizens of the Town will be provided with the opportunity to comment on the performance of local officials, the Town staff, consultants, engineers, and contractors, and the actual use of CDBG funds during the implementation of a CDBG program. Citizens will also be requested to assess the performance of the Town in resolving identified community development and housing needs, and in achieving its community development goals and objectives. On-going community assessment of the effectiveness of the community development process is considered essential to the success of the CDBG program.

At the conclusion of each CDBG project, a public hearing will be held to review program activities and to assess program performance. This hearing shall be held prior to the submission of the Performance Assessment Report and any other required closeout documents to the NCDOC-REDD for a CDBG project. This hearing will be used to ensure community-wide participation in the evaluation of the CDBG program.

#### 5.5 Additional Hearings

Other public hearings may be held as deemed necessary by the Town in order to inform citizens of community development project(s) and activities, and to solicit citizen opinions and comments. All additional hearings shall comply with the requirements set forth in this Plan.

#### 5.6 Limited English Proficiency Residents

The Town has followed the guidance provided in the Language Access Plan to determine the need to undertake reasonable actions to facilitate the participation of persons with Limited English Proficiency. Local officials will undertake all reasonable actions necessary to allow such persons to participate in the community development process. Such actions may include the provision of an interpreter and/or the provision of materials in the appropriate language or format for persons with Limited English Proficiency.

## 5.7 Public Hearing Notice

Notice of public hearings must be published in a local newspaper of general circulation, in a non-legal section of the paper at least ten (10) days prior to the hearing date, but no more than 25 days prior to the meeting date. Each notice of a hearing shall include the time, date, place, and topics and procedures to be discussed.

## 5.8 Accessibility to Low and Moderate-Income Persons

The public hearing procedures outlined herein are designed to promote participation by low and moderate-income citizens, as well as residents of blighted neighborhoods and CDBG project areas in any public hearing(s). **Local officials may take additional steps to further promote participation by such groups, or to target program information to these persons should officials feel that such persons may otherwise be excluded or should additional action be deemed necessary. Activities to promote additional participation may include: posting of notices in blighted neighborhoods and in places frequented by low and moderate income persons, and holding public hearings in low and moderate income neighborhoods or areas of existing or proposed CDBG project activities.**

## 5.9 Accessibility to Persons with Disabilities

The locations of all public hearings as described herein shall be made accessible to persons with disabilities. The Town shall provide a sign language interpreter whenever the Citizen Participation Coordinator is notified in advance that one or more deaf persons will be in attendance. The Town shall provide a qualified reader whenever the Citizen Participation Coordinator is notified in advance that one or more visually impaired persons will be in attendance. Additionally, the Town shall provide reasonable accommodations whenever the Citizen Participation Coordinator is notified in advance that one or more persons with mobility or developmental disabilities will be in attendance.

## 6. PROGRAM INFORMATION

Citizens will be provided full access to CDBG program information during all phases of a CDBG project. Local officials of the Town shall make reasonable effort to assure that CDBG program information is available to all citizens, especially those of low and moderate incomes and those residing in blighted or Limited English Proficiency neighborhoods and/or CDBG project areas.

To facilitate citizen access to CDBG program information, the Citizen Participation Coordinator will keep all documents related to a CDBG program on file in the Town Administrative offices. Information from the project files shall be made available for examination and duplication, on request, during regular business hours. CDBG program information and materials, concerning specific CDBG projects will be available and distributed to the public at the regularly scheduled public hearings as outlined in this Plan. Furthermore,



information concerning any CDBG project will be available at regularly scheduled council meetings where the program is discussed.

Materials to be made available shall include, but are not necessarily limited to: the Citizen Participation Plan; records of public hearing; mailings and promotional materials; prior CDBG program applications; letters of approval; grant agreements; the environmental review record; financial and procurement records; project design and construction specifications; labor standards materials; performance and evaluation reports; other reports required by the NCDOC-REDD and/or HUD; proposed and approved CDBG program application(s) for the current year or project; written comments or complaints received concerning the community development program, and written responses from the Town; and, copies of the applicable Federal and State rules, regulations, policies, requirements and procedures governing the CDBG program.

In no case shall the Town disclose any information concerning the financial status of any program participant(s) which may be required to document program eligibility or benefit. Furthermore, the Town shall not disclose any information which may, in the opinion of the Board of Commissioners, be deemed of a confidential nature.

## 7. PROCEDURES FOR COMMENTS, OBJECTIONS AND COMPLAINTS

The public hearings scheduled, as described in this Citizen Participation Plan, are designed to facilitate public participation in all phases of the community development process. Citizens are encouraged to submit their views and proposals on all aspects of a community development program at the public hearings. However, to ensure that citizens are given the opportunity to assess and comment on all aspects of the community development program on a continuous basis, citizens may, at any time, submit written comments or complaints to the Town.

Any citizen or citizen's group desiring to comment or object to any phase of the planning, development or approval of the application for CDBG funds, or to the implementation of any CDBG program, should submit such comments or objections in writing to the Town Administrator. Should, after a reasonable period, a party believe that his/her comment or complaint has not been properly addressed or considered by the Town Administrator, then the aggrieved may appeal his/her case to the Town Board of Commissioners.

Local officials shall make every effort to provide written responses to citizen proposals or complaints within fifteen (15) working days of the receipt of such comments or complaints where practicable. Should the Town be unable to sufficiently resolve an objection or complaint, it may be forwarded by the aggrieved party to the NCDOC-REDD.

Citizens may, at any time, contact the NCDOC-REDD and/or HUD directly to register comments, objections or complaints concerning the Town's CDBG application(s) and/or program(s). Citizens are encouraged, however, to attempt to resolve any complaints at the local level as outlined above prior to contacting the NCDOC-REDD or HUD.

All comments or complaints submitted to the NCDOC-REDD or the HUD shall be addressed in writing to:

North Carolina Department of Commerce  
Rural Economic Development  
4346 Mail Service Center  
Raleigh, NC 27699-4346

Or:

U.S. Department of Housing and Urban Development  
Community Planning and Development Division  
Greensboro Field Office  
1500 Pinecroft Road  
Greensboro, NC 27407

Records of all comments, objections and/or complaints by citizens concerning the Town's CDBG program and subsequent action taken in response to those comments shall be maintained on file at the Town Administrative Offices and shall be made available for public inspection upon request.

## 8. AMENDMENTS

The Town may, from time to time, modify the provisions outlined herein through amendment to this Citizen Participation Plan. It shall be the policy of the Town to periodically review and discuss the effectiveness of this Citizen Participation Plan in allowing citizen participation in the community development process and in helping to meet the community development needs and goals identified by the citizens of the Town. To this end, the effectiveness of the Plan will be discussed at public hearings held in conjunction with the community development program as discussed herein, and potential amendments to the Plan will be reviewed at this time.

Amendments to the Plan will be made as necessary. All amendments shall be approved by resolution of the Town and shall be incorporated into this Plan.

9. AUTHORITY

No portion of this Citizen Participation Plan shall be construed to restrict the responsibility and authority of the elected officials of the Town in the development, implementation and execution of any Community Development Block Grant program.

**ADOPTED this 8<sup>th</sup> day of February 2021.**

---

**Walter M. Gardner, Jr., Mayor**

**ATTEST:**

---

**Robert Davie, Town Clerk**

**CODE OF CONDUCT  
TOWN OF WARRENTON, NC**

- A. This Code of Conduct shall govern the performance of officers, employees, and agents engaged in the award and administration of contracts supported by Federal funds.
- B. No employee, officer or agent of the Town of Warrenton shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when: the employee, officer or agent; any members of his immediate family; his or her partner, or any organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for award.
- C. Town officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub-agreements.
- D. The Town, at its discretion, may make determinations of minimum rules where financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.
- E. All violations of these standards deemed by the Board of Commissioners to be in excess of minimum levels determined in D., will result in penalties, sanctions or disciplinary action as required by State and Local laws and regulations or as deemed appropriate by the Town's Board of Commissioners.

**Adopted this the 8<sup>th</sup> day of February, 2021.**

---

**Walter M. Gardner, Jr., Mayor**

ATTEST:

---

**Robert Davie, Town Clerk**

**RESOLUTION FOR THE TOWN OF WARRENTON  
PROCUREMENT PLAN  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**WHEREAS**, The Town of Warrenton is participating in the Community Development Block Grant Program under the Housing and Community Development Act of 1974 as administered through the North Carolina Department of Commerce; and,

**WHEREAS**, a Procurement Policy is required for the Town’s CDBG project;

**NOW, THEREFORE BE IT RESOLVED**, that to accomplish the above, the Town of Warrenton Board of Commissioners hereby adopt the attached Procurement Policy to be used throughout the implementation of this Community Development Block Grant project.

**Duly adopted this the 8<sup>th</sup> day of February, 2021 upon motion made by:**

Commissioner: \_\_\_\_\_, seconded by

Commissioner: \_\_\_\_\_, and adopted by the following vote:

Aye \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstained \_\_\_\_\_

By: \_\_\_\_\_  
**Walter M. Gardner, Jr., Mayor**

Attest: \_\_\_\_\_  
**Robert Davie, Town Clerk**

**TOWN OF WARRENTON  
PROCUREMENT POLICY FOR THE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

In the procurement of supplies, equipment or services in the Town of Warrenton Community Development Block Grant Program, the following policies shall apply:

- 1) Small purchase procedures. These are relatively simple and informal procurement methods that are sound and appropriate for a procurement of services, supplies or other property, costing in the aggregate not more than \$25,000. Under this procurement method, price or rate quotations shall be obtained from an adequate number of qualified sources. Office supplies and equipment may be secured by this method.
- 2) In competitive sealed bids (formal advertising), sealed bids shall be publicly solicited and a firm, fixed price contract shall be awarded to the responsible bidder whose bid conforming with all the material terms and conditions of the invitation for bids, is lowest in price.
- 3) In competitive negotiations, proposals shall be requested from a number of sources and the Request for Proposals shall be publicized. All aspects of the competitive negotiations shall be carried out in conformance with 24 CFR Part 85. The general administrative contract, appraisal contract, surveying contract and all other required services related to the program implementation shall be awarded utilizing this method. Under this method, special consideration shall be given to experience, technical abilities and familiarity with the services to be provided. Price shall not be the sole consideration for award of contract.

On all procurement, efforts shall be made to solicit bids from qualified small, female and minority business firms.

In all cases, procurement under this Policy must conform to the requirements for procurement set forth in 24 CFR Part 85.

An adequate record of procurement must be maintained to insure that these policies and the requirements of 24 CFR Part 85 have been followed in their entirety.

**RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN  
UNDER SECTION 104(d) OF THE HOUSING & COMMUNITY  
DEVELOPMENT ACT OF 1974, AS AMENDED**

WHEREAS, the Town of Warrenton has been awarded 2018 Community Development Block Grant-Neighborhood Revitalization Program Funds;

WHEREAS, the Town is required to adopt a Residential Anti-Displacement and Relocation Assistance Plan;

WHEREAS, the purpose of this plan is to minimize residential displacement and to provide relocation assistance to displaced residents in a timely manner;

NOW, THEREFORE, BE IT RESOLVED that the following constitutes the Residential Anti-Displacement and Relocation Assistance Plan for the Town of Warrenton:

The Town of Warrenton will replace all occupied and vacant occupiable low/moderate income dwelling units demolished or converted to a use other than low/moderate income housing as a direct result of activities assisted with funds provided under the Housing & Community Development Act of 1974, as amended, as described in 24 CFR 570.606 (b) (1).

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the County will make public the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate income dwelling unit for at least 10 years from the date of initial occupancy.

The Town will provide relocation assistance, as described in 570.606 (b) (2), to each low/moderate income household displaced by demolition of housing or by the conversion of a low/moderate income dwelling to another use as a direct result of assisted activities.

The Town of Warrenton will provide relocation assistance in the event no other alternatives are available.

**This 8<sup>th</sup> day of February, 2021.**

---

**Walter M. Gardner, Jr., Mayor**

ATTEST:

---

**Robert Davie, Town Clerk**





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

P.O. Box 281  
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---

WATER / SEWER REVENUES (POST RATE INCREASE)

**Monthly Run Rate to Meet Budget Projections:**

Water Revenues: \$67,000  
Sewer Revenues: \$49,000

**January 2021 Pre-billing Report**

Water Revenues: \$59,000  
Sewer Revenues: \$47,000

**December 2020 Pre-billing Report**

Water Revenues: \$58,000  
Sewer Revenues: \$45,000

**November Pre-billing Report**

Water Revenues: \$65,000  
Sewer Revenues: \$51,000

**October Pre-billing Report**

Water Revenues: \$63,000  
Sewer Revenues: \$49,000

**September Pre-billing Report**

Water Revenues: \$67,000  
Sewer Revenues: \$54,000

**August Pre-billing Report**

Water Revenues: \$69,000  
Sewer Revenues: \$55,000

\* Note the Pre-billing does not reflect monies collected, only monies billed, so actual revenues collected may be lower. Billing is in arrears so there is a 30-day lag between usage and billing.



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

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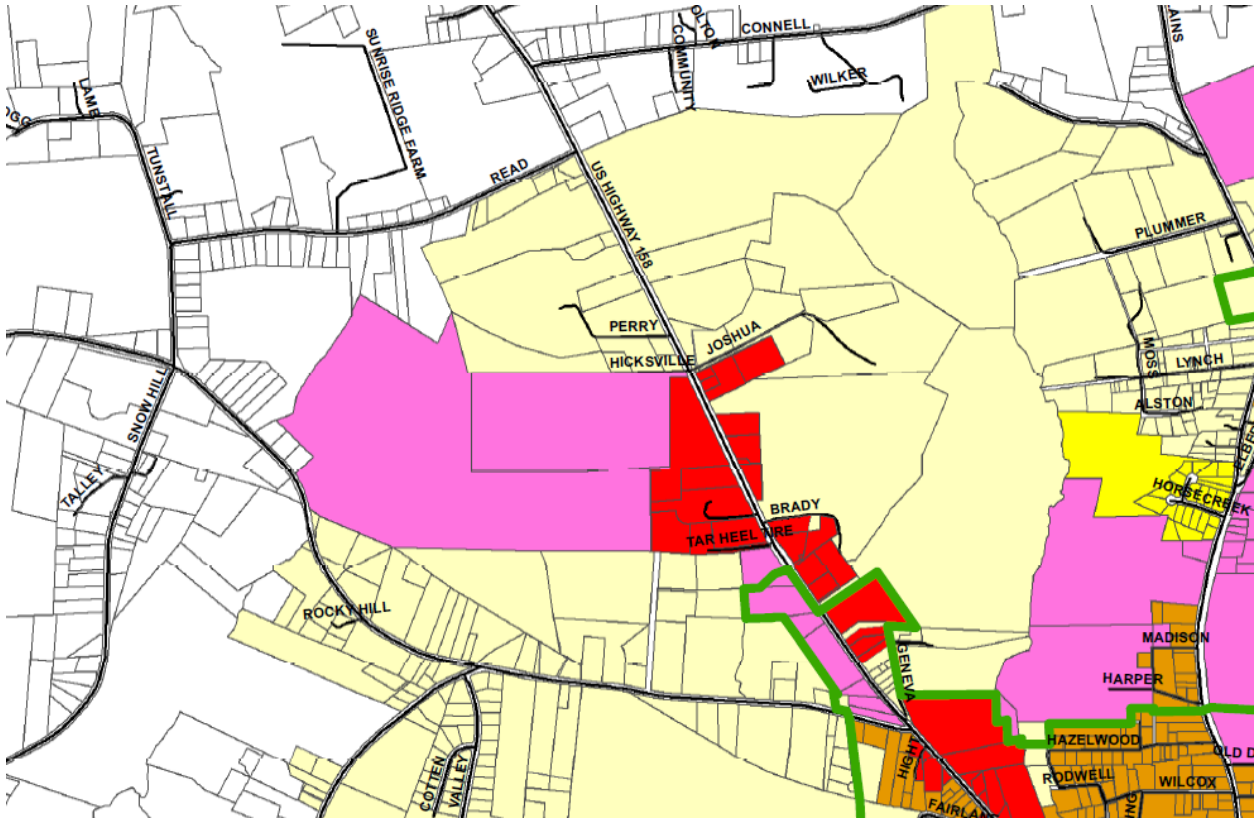
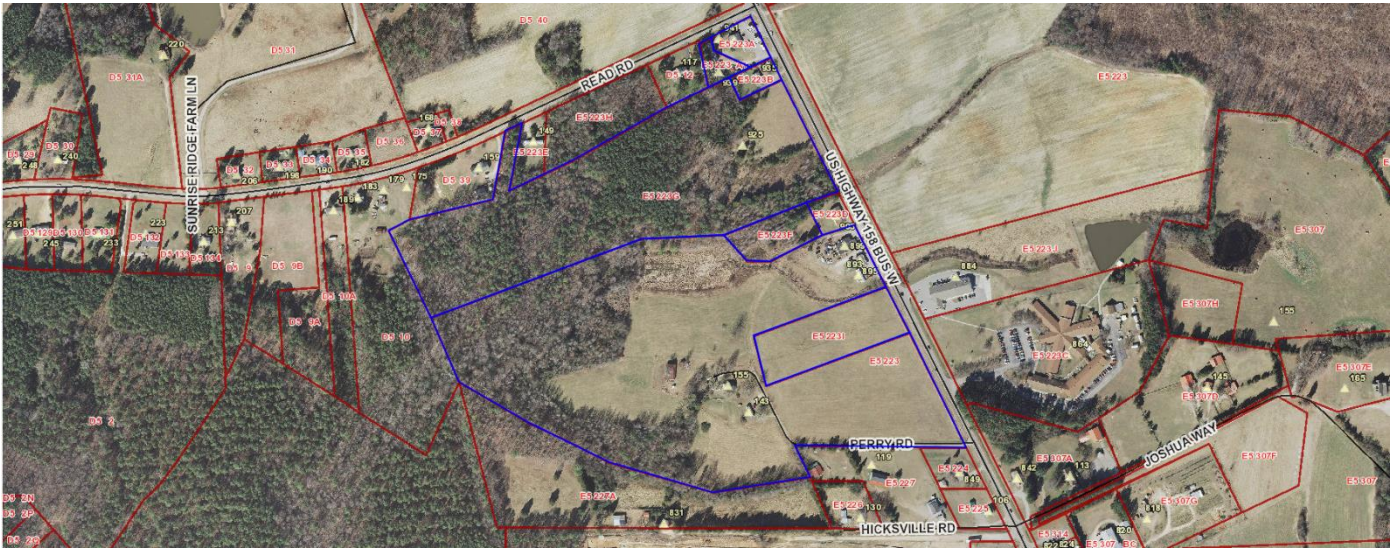
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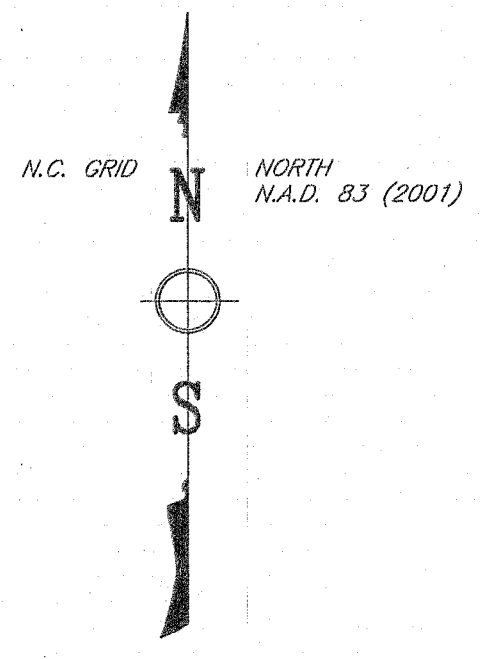
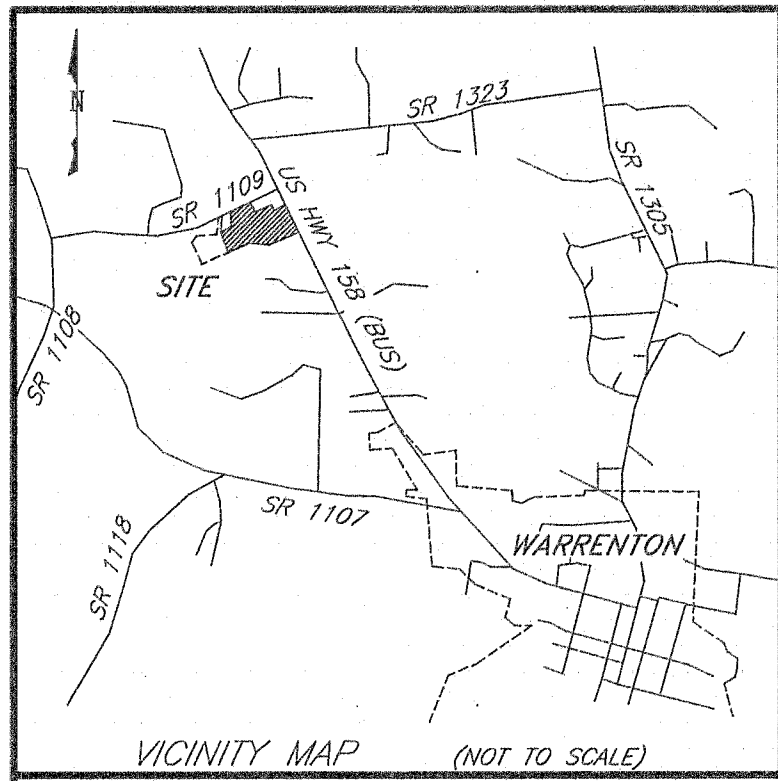
### **Zoning Changes for Possible Consideration**

Parcels on Hwy 158 between solar farm and Read Road currently are zoned R-20. Majority of parcels are commercial but zoned R-20.

Parcels for possible rezoning from R-20 to C-2 and their current uses are:

- E5223 Commercial partial (beauty shop, Mazatlan, Lynch's Auto)
- E5223I
- EF223D Commercial garage
- E5223F Woodlands
- E5223G Woodlands lots 6 and 7 only (owner requesting change to C-2)
- E5223B Commercial car lot as well as residential dwelling
- E5223A Commercial gas station/convenience store
- Ef223A1 Commercial car lot as well as residential dwelling





ADDITIONAL REFERENCES:  
See Map No. 04785-A  
Non-recorded Topographic Survey for Fleming dated April 21, 1984, by Luther E. Stegall, RLS  
Non-recorded Survey for M. C. Hicks-Estate (Lots 1 & 2) dated Nov. 11, 1992, by Luther E. Stegall, RLS  
Non-recorded Survey for Andrew D. Roberson et ux dated Oct. 24, 1981, by Luther E. Stegall, RLS

- LEGEND  
E.I.S. --- EXISTING IRON STAKE  
E.I.P. --- EXISTING IRON PIPE  
N.I.S. --- NEW IRON STAKE  
N.I.P. --- NEW IRON PIPE  
R.R.S. --- RAILROAD SPIKE  
E.C.M. --- EXISTING CONCRETE MONUMENT  
P.K. --- P. K. NAIL  
EX.I.S. --- EXISTING IRON SPIKE  
I.S. --- IRON SPIKE  
T.P. --- TURNING POINT  
P.P. --- POWER POLE  
C.L. --- CENTERLINE  
R --- RADIUS  
Lc --- LENGTH OF CURVE  
C.P. --- COMPUTED POINT  
I.M. --- IRON MONUMENT  
R.C.P. --- REINFORCED CONCRETE PIPE  
B.E.I.P. --- BENT EXISTING IRON PIPE  
B.S.B. --- BUILDING SETBACK

ALFRED C. WRIGHT, Jr., et al  
DEED BOOK 682 PAGE 959  
DEED BOOK 153 PAGE 233  
DEED BOOK 168 PAGE 340

ROBERT R. NEWELL & MAXINE W. ROBINSON  
DEED BOOK 495 PAGE 286  
DEED BOOK 583 PAGE 15

See non-recorded survey for Lucy Bullock Wright dated March 23, 1988, by J. W. Traylor & Son, RLS

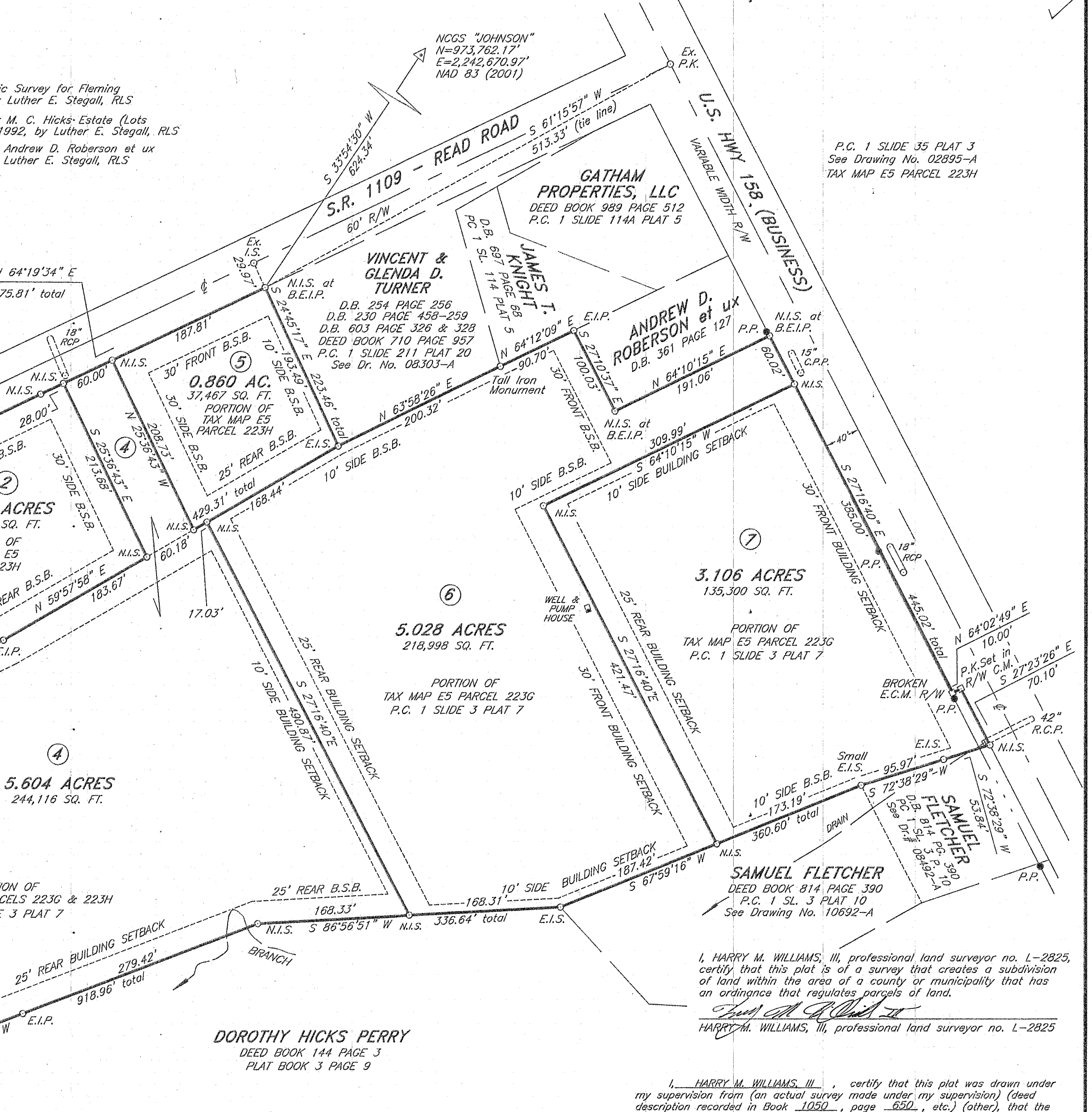
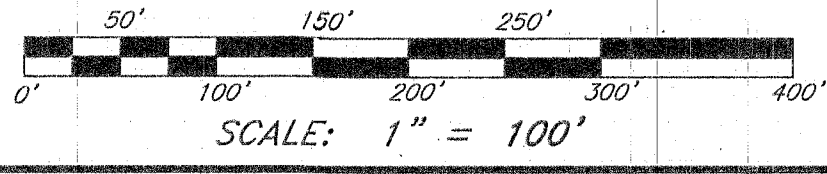
ROBERT R. NEWELL  
DEED BOOK 1060 PAGE 40  
P.C. 1 SLIDE 354 PLAT 3  
See Drawing No. 04920-A

ALFRED C. WRIGHT, Jr., et al  
DEED BOOK 682 PAGE 959

Note: The property shown hereon was surveyed without the benefit of a title report and does not necessarily reflect all encumbrances or important matters of title which a thorough title examination might disclose.

NOTE: ALL IMPROVEMENTS NOT LOCATED THIS DATE.  
NOTE: ALL POINTS ARE N.I.S., UNLESS OTHERWISE DENOTED.  
NOTE: THIS PLAT IS SUBJECT TO ALL EASEMENTS, AGREEMENTS, AND RIGHTS-OF-WAY OF RECORD PRIOR TO THE DATE OF THIS PLAT.  
NOTE: ALL DISTANCES SHOWN ON THIS PLAT ARE HORIZONTAL GROUND DISTANCES, UNLESS OTHERWISE DESIGNATED.  
NOTE: ALL AREAS ARE COMPUTED BY COORDINATE METHOD.

NORTH CAROLINA WARREN COUNTY  
This instrument was presented for registration and recorded in Plat Cabinet Slide 355 Plat 15. This Sept. 24<sup>th</sup>, 2020 at 4:07 P.M.  
Register of Deeds By Deputy Reg. of Deeds  
Recorded in Plat Cabinet L, Slide 355, Plat 15.



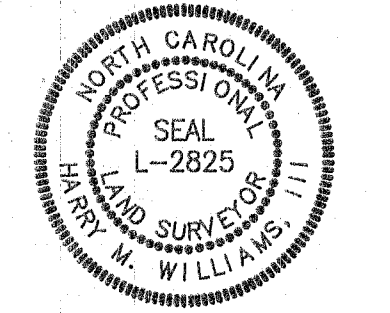
P.C. 1 SLIDE 35 PLAT 3  
See Drawing No. 02895-A  
TAX MAP E5 PARCEL 223H

I, HARRY M. WILLIAMS, III, professional land surveyor no. L-2825, certify that this plot is of a survey that creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.

HARRY M. WILLIAMS, III, professional land surveyor no. L-2825

I, HARRY M. WILLIAMS, III, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book 1050, page 650, etc.) (other), that the ratio of precision as calculated by latitude and departures is 1/15,000, that the boundaries not surveyed are shown as broken lines plotted from information found in Book 1050, page 650; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this 9th day of Sept., A.D., 2020.

Registration No. L-2825 North Carolina



FINAL PLAT

This plat meets zoning regulations for the Town of Warrenton, North Carolina and is hereby approved for recording.  
9-17-2020  
DATE TOWN ADMINISTRATOR

State of North Carolina  
County of Warren  
I, Donna K. Riddle, Review Officer of Warren County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.  
Date 9/17/2020 Review Officer

MAPPED FOR: <b>HARRIS INVESTMENTS, INC. and PACIFIC PROPERTIES L.L.C.</b>		SURVEYED AND MAPPED BY: <b>HARRY M. WILLIAMS, III</b> PROFESSIONAL LAND SURVEYOR L-2825 (N.C.) P.O. BOX 827 002044 (VA.) WARRENTON, N.C. 27589 (252) 257-2070		
TOWNSHIP: WARRENTON	COUNTY: WARREN	DATE: March 19, 2020	REVISOR: 8/25/2020; Division for Lot #3 8/18/2020; Add culverts and new lot lines	DRAWING NO. <b>05420-A</b>
STATE: NORTH CAROLINA	Zone: R20-Town of Warrenton ETJ	TAX MAP: E5	PARCEL: 223G & 223H	UPDATED:



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

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---

**Planning Board  
January 13, 2021  
Minutes**

Chairman Wally Hurst called together a meeting for the Planning Board at 3:00 PM at the Warrenton Town Hall. Attending were Town Administrator Robert Davie, Tracy Stevenson, Bill Overby, and Georgiana Weddington. Attending via Zoom phone conference call were Chairman Wally Hurst, Kristy Steed, Tom Hardy, and Mark Wethington. Citizen Jimmy Harris was in attendance as were several surrounding property owners joining via Zoom. A quorum was present.

Kristy Steed motioned to approve previous minutes, which was seconded by Bill Overby. The minutes were approved by unanimous vote.

Chairman Wally Hurst asked Town Administrator Robert Davie to give an overview of the proposed zoning changes. Mr. Davie stated that the following parcels on Hwy 158 between the Solar Farm and Read Road are currently zoned R-20 (residential) with the majority of the parcels being utilized as C-2 (commercial):

- *E5223 Commercial partial (beauty shop, Mazatlán, Lynch's Auto)*
- *E5223I*
- *EF223D Commercial garage*
- *E5223F Woodlands*
- *E5223G Woodlands (owner requesting change to C-2)*
- *E5223B Commercial car lot as well as residential dwelling*
- *E5223A Commercial gas station/convenience store*
- *Ef223A1 Commercial car lot as well as residential dwelling*

The proposed zoning change would bring the parcels in to compliance with their current usage. Tom Hardy also stated that this would put the existing parcels in to compliance.

Surrounding property owner, Conne, via Zoom asked if this change would affect her parcel in any other way. She was advised by the group that there would be no other impact other than the zoning re-classification.

Chairman Hurst asked if there were any other comments or objections. As there were none, Tom Hardy made a motion to approve the Zoning Changes and present them to the Board of Commissioners which was seconded by Georgiana Weddington and approved by unanimous vote.

Tom Hardy thanked the Board for appointing him to the Planning Board and stated he looked forward to serving with the group.

With no other business, the meeting was adjourned.

# Warrenton Budget Amendments

Date: 

2/8/2021
----------

  
 Number: 

#6
----

Purpose of Amendment: 

The purpose of this budget amendment is to pay for repair of brick pavers on Main St.
---

Fund Name: 

Powell Bill
-------------

Revenue

Account Title/Number:	Increase Amount	Decrease Amount
PB Apropr FB/37-395-395	13800	
<b>Subtotal</b>	<b>13800</b>	<b>0</b>
<b>Total</b>	<b>13800</b>	
<b>Grand Total</b>	<b>0</b>	

Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
PB Repair/37-710-361	13800	
<b>Subtotal</b>	<b>13800</b>	<b>0</b>
<b>Total</b>	<b>13800</b>	

*Town of*  
**Warrenton**  
NORTH CAROLINA

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

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January 25, 2021

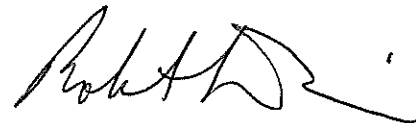
TO WHOM IT MAY CONCERN:

The Town of Warrenton, a duly chartered municipality situated in the state of North Carolina, does hereby acknowledge that by Jane Wilson of Warrenton, N.C. did convey for no consideration by deed certain unimproved real property located in the Town of Warrenton. Said real property is labeled by the Warren County Tax Office as Map ID: E5D125 and is located on Hazelwood Drive in Warrenton, N.C.

The Town of Warrenton acknowledges said parcel of improved real property is assessed for ad valorem taxes at a value of \$6,683.00 at the time of its transfer to the Town. The Town of Warrenton does not express an opinion as to the fair market value for the purposes of the Internal Revenue Service.

The Town of Warrenton wishes to express its sincerest thanks to the donor for her generosity and assure her that her donation will be put towards improving the Town for its citizens and visitors.

Sincerely,



Robert Davie  
Town Administrator



# DEED

Return After Recording to: The Town of Warrenton at PO Box 281, Warrenton, NC 27589

NORTH CAROLINA  
WARREN COUNTY  
PARCEL NO. E5D125

) This instrument prepared by: Banzet, Thompson & Styers, PLLC, a licensed  
) North Carolina attorney. Delinquent taxes, if any, to be paid by the closing  
) attorney to the county tax collector upon disbursement of closing proceeds

***TITLE NOT EXAMINED BY DRAFTSMAN***

THIS GIFT DEED is made this 2<sup>nd</sup> day of February, 2021, by Jane Connell Wilson Family Limited Liability Partnership, a North Carolina Corporation of Warrenton, North Carolina, party of the first part; to The Town of Warrenton, a municipal corporation, of PO Box 281, Warrenton, NC 27589, party of the second part,

## WITNESSETH:

THAT, for and in consideration of the sum of ONE DOLLAR (\$1.00) paid by the party of the second part to the party of the first part, the receipt of which is hereby acknowledged, and the love and affection which the party of the first part bears for the party of the second part, the party of the first part has bargained, granted, sold and conveyed and by these presents does hereby bargain, grant, sell and convey to and unto the party of the second part the following described land in Warrenton Township, Warren County, North Carolina:

That one acre lot of land situated on Hazelwood Street in Warrenton Township, Warren County, North Carolina, and being a portion of that property conveyed by Minnie R. White, et al to Hal. W. Connell and wife, Janet P. Connell by deed dated August 10, 1946 and recorded on September 9, 1946 in the office of the Register of Deeds of Warren County, North Carolina in Book 160, Page 487.

The above described property is the identical property conveyed by Jane C. Wilson and Matthew C. Wilson to Jane Connell Wilson Family Limited Liability Partnership, by deed dated January 26, 2010, which is recorded in said registry in Book 900, Page 906.

The property conveyed herein is not the primary residence of the party of the first part.

TO HAVE AND TO HOLD the above described land, together with all privileges and appurtenances thereto belonging, to and unto the party of the second part, in fee simple forever.

And the party of the first part does covenant with the party of the second part, that it is seized of said land in fee and has a good and lawful right to convey the same in fee simple, that the same is free and clear of all encumbrances, except any that may be specified herein, and that it does hereby warrant and will forever defend the title thereto against the lawful claims and demands of all persons whomsoever.

IN WITNESS WHEREOF, Jane Connell Wilson Family Limited Liability Partnership has caused this instrument to be executed in its name by the undersigned Manager, all by authority duly given by its Member.

**Jane Connell Wilson Family Limited Liability Partnership**

*Jane Connell Wilson* (SEAL)  
**JANE C. WILSON, Manager**

STATE OF NORTH CAROLINA  
COUNTY OF WARREN

I, RACHEL ROBERTSON, a Notary Public of said County and State, do hereby certify that **JANE C. WILSON** this day personally appeared before me and acknowledged that she is a Manager of Jane Connell Wilson Family Limited Liability Partnership, a North Carolina Corporation, and that by authority duly given and as an act of the company, the foregoing instrument was executed in its name by her as a Manager.

WITNESS my hand and notarial seal on this 2<sup>nd</sup> day of February, 2021.

*Rachel Robertson*

NOTARY PUBLIC

My commission expires: 05/16/2024

