



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

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BOARD OF COMMISSIONERS REGULAR MEETING
7:00 PM March 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 February 8, 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)
 - i. 2020 Audit Report by April Adams of Cherry Bekaert
 - 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 (Mr. Wethington)
 - i. Parking Lot S. Main Street
7. Old Business
 - a. Status of Grants
 - b. Summary of Goals Set in Work Session
 - c. Water/Sewer Revenue Update (Pre-billing reports)
 - d. Selection of Legal Services for Neighborhood Revitalization Grant
 - e. Selection to Fill Board Vacancy
8. New Business
 - a. Surplus Property Disposition Options
 - b. Plummer Hook & Ladder Proposed Timeline
9. Announcements
 - a. Acknowledgement of Dr. Julian Haywood
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

BOARD OF COMMISSIONERS MONTHLY MEETING

FEBRUARY 8, 2021

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

There were several citizens attending by Zoom.

Call to Order- Pledge of Allegiance – Moment of Silence

The meeting was called to order by Mayor Gardner on Monday, February 8, 2021 at 7:00pm. The Pledge of Allegiance was led by Commissioner Britt. A Moment of Silence was held for those in need and dealing with hardships of any kind.

Conflict of Interest Statement and Proposed Agenda

The Conflict of Interest Statement was presented. The Proposed Agenda was presented. The Mayor requested adding a closed session to the agenda at the end of the meeting. A motion to approve the Proposed Agenda with the addition of a closed session was made by Commissioner Coffman with second by Commissioner Hunter. A roll call vote was held and the motion was approved by unanimous vote.

Public Comments

No Public Comments were voiced.

Minutes of Board Meeting of January 11, 2021

The Minutes of Board Meeting of January 11, 2021 were presented. A motion was made by Commissioner Hunter with second by Commissioner Britt to approve the Minutes of January 11, 2021. A roll call vote was held and the motion was approved by unanimous vote.

Consent Agenda

- (a) Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
- (b) Monthly Checks Report

- (c) Public Works Monthly Report
- (d) WWTP Monthly Report
- (e) Police Activity Report

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

COMMITTEE REPORTS

Finance and Administration Commissioner Hunter had no additional information.

Public Works Commissioner Harding had no additional information.

Public Safety Chief Lane reported in addition to written report, Joseph Ely had been hired making Police Department fully staffed. Mayor reported new truck is in service and training is being done in fire department.

Human Resources/Information Technology Commissioner Blalock stated in addition to fully staffed Police Department, all is quiet except occasional Zoom problems

Revitalization/Historic District Commissioner Coffman stated there will be some Revitalization items presented in the Goal-Setting Session. The Historic District Commission approved two requests (105 Halifax Street, a patio, and 211 W. Ridgeway Street, a fence.)

Beautification/Facilities Commissioner Britt complimented Public Works staff on doing such a great job to keep Town clean and neat. She also praised the work being done to repair the brick sidewalks.

Planning/Zoning/Annexation Commissioner Wethington stated that the Planning Board met January 13, 2021 and the results of the meeting will be discussed later in the agenda.

OLD BUSINESS

Status of Grants

Fund 51 & 61 USDA Rural Development Project being closed out

Fund 55 NC DEQ Water Infrastructure WWTP Grit screen installed Mixers and lime system ordered, Delivery March and May End date of project August 2021

NC Neighborhood Revitalization Program Received release of funds letter from NC Department of Commerce. Project administrator will be re-verifying income qualifications of recipients (3 houses will be demolished and reconstructed, 6 houses will receive \$60,000 work and 1 house will receive \$5000 work, 1 house is on a waiting list)

Building Reuse Grant Closing on building complete (327 E. Macon Street) Executed grant application with NC Commerce Department and Dr. O'Malley. Renovation must be completed by 12-12-2021.

Several policies and items relating to the 2018 CDBG Neighborhood Revitalization Project 18-C-3079 were presented. Commissioner Harding made note to correct the adopted date of the Relocation Policy to February 8, 2021. A motion was made by Commissioner Coffman with second by Commissioner Britt to approve optional relocation policy; citizen participation plan; code of conduct; procurement plan and resolution; and residential anti-displacement and relocation plan. A roll call vote was held and the motion was approved by unanimous vote.

Applicants for Board Vacancy Three applications were presented to fill the Board vacancy -- Palmer (Woody) King, Edna Scott, Deborah Speer. The appointment of a commissioner will be

held during the March 8, 2021 board meeting by ballot vote. All applicants will be considered nominees. Applicants can speak during the public comments section of the March meeting. Swearing in will be held during the April board meeting.

For informational purposes only, Mr. Davie presented a review of Water/Sewer Revenue.

Rezoning - A motion was made by Commissioner Wethington with second by Commissioner Coffman to approve the recommendation by the Planning Board for the rezoning of parcels on Norlina Road/Highway 158 from R-20 to C-2. A roll call vote was held and the motion was approved by unanimous vote.

Budget Amendment #6 was presented with the purpose to pay for repair of brick sidewalks on Main Street in the amount of \$13,800. A motion was made by Commissioner Blalock with second by Commissioner Hunter to approve the amendment. A roll call vote was held and the motion was approved by unanimous vote.

NEW BUSINESS

Ms. Jane Connell Wilson would like to donate to the Town of Warrenton, a lot located on Hazelwood Drive. A motion was made by Commissioner Blalock with second by Commissioner Britt to accept the gift of the lot on Hazelwood Drive. A roll call vote was held and the motion was approved by unanimous vote. The lot will possibly be sold.

ANNOUNCEMENTS Goal-Setting Session – February 11th (1pm-5pm) and February 12th (9am-1pm)

A motion was made by Commissioner Blalock with second by Commissioner Hunter to go into closed session. A roll call vote was held and the motion was approved by unanimous vote.

Commissioner Blalock motioned to return to open session and Commissioner Hunter seconded the motion. A roll call vote was held and the motion was approved by unanimous vote.

Commissioner Coffman announced that the County Board of Elections was holding a Litter Sweep and needed volunteers.

With no further business the meeting was adjourned.

Budget vs Actual

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Period Ending 2/28/2021

| 34 FRONTIER WARREN | | | | | | | |
|--|--|------------|------------|-------------|-------------|---------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| Revenues | | | | | | | |
| 34-351-422 Rent Paid to Town Frontier Warren | 22,000 | 1,960.00 | 4,540.00 | 17,160.00 | (4,840.00) | 78% | |
| 34-352-363 Donations | 34,500 | 48.00 | 205.50 | 423.00 | (34,077.00) | 1% | |
| Revenues Totals: | 56,500 | 2,008.00 | 4,745.50 | 17,583.00 | (38,917.00) | 31% | |
| Expenses | | | | | | | |
| 34-405-203 Supplies | 2,000 | 0.00 | 0.00 | 181.56 | 1,818.44 | 9% | |
| 34-405-250 Lights/Heat/Security | 4,985 | 481.78 | 806.35 | 2,241.43 | 2,743.57 | 45% | |
| 34-405-251 Telephone/Internet | 3,000 | 193.94 | 387.88 | 2,216.92 | 783.08 | 74% | |
| 34-405-255 Bldg Maint/Clean Svcs | 7,500 | 697.99 | 857.99 | 1,417.95 | 6,082.05 | 19% | |
| 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 | 7.50 | 7.50 | 7.50 | 7.50 | 50% | |
| 34-405-422 Rent Paid by Town | 36,000 | 3,000.00 | 6,000.00 | 27,000.00 | 9,000.00 | 75% | |
| 34-405-499 Miscellaneous | 1,000 | 0.00 | 540.00 | 690.00 | 310.00 | 69% | |
| Non-Departmental Totals: | 56,500 | 4,381.21 | 8,599.72 | 34,931.61 | 21,568.39 | 62% | |
| Expenses Totals: | 56,500 | 4,381.21 | 8,599.72 | 34,931.61 | 21,568.39 | 62% | |
| 34 FRONTIER WARREN | Revenues Over/(Under) Expenses: | (2,373.21) | (3,854.22) | (17,348.61) | | | |

Budget vs Actual

Town of Warrenton
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Period Ending 2/28/2021

| 37 GENERAL FUND | | | | | | | |
|---|---------|-----------|------------|------------|--------------|---------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| Revenues | | | | | | | |
| 37-302-301 Ad Valorem Taxes - Current | 454,562 | 69,791.94 | 230,692.69 | 405,257.95 | (49,304.05) | 89% | |
| 37-302-302 Ad Valorem Taxes - Prior Year | 5,000 | 964.20 | 2,107.16 | 3,445.20 | (1,554.80) | 69% | |
| 37-302-303 Ad Valorem Taxes - all other prior years | 2,000 | 676.96 | 1,203.03 | 4,474.65 | 2,474.65 | 224% | |
| 37-302-304 Ad Valorem Taxes - Penalties & Interest | 1,900 | 595.64 | 856.69 | 1,361.07 | (538.93) | 72% | |
| 37-307-310 Motor Vehicles - Current | 33,024 | 3,715.50 | 6,087.23 | 21,300.00 | (11,724.00) | 64% | |
| 37-320-320 Local Option Sales Tax Monthly | 240,000 | 22,204.15 | 44,229.74 | 135,245.23 | (104,754.77) | 56% | |
| 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 | 209.02 | 298.55 | 749.99 | (250.01) | 75% | |
| 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 | 50.00 | 150.00 | (850.00) | 15% | |
| 37-345-346 Code Enforcement | 2,750 | 200.00 | 750.00 | 2,225.00 | (525.00) | 81% | |
| 37-351-353 Landfill Fees Residential | 178,176 | 15,066.45 | 30,123.60 | 115,518.79 | (62,657.21) | 65% | |
| 37-351-355 Cemetery Fees | 1,800 | 0.00 | 0.00 | 0.00 | (1,800.00) | | |
| 37-351-356 Police Rpt Fees | 50 | 5.00 | 5.00 | 15.00 | (35.00) | 30% | |
| 37-351-357 Court Fees | 300 | 25.20 | 43.20 | 151.20 | (148.80) | 50% | |
| 37-351-360 Cell Tower Rent | 29,400 | 0.00 | 2,695.00 | 18,865.00 | (10,535.00) | 64% | |
| 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 | 2.74 | 11.79 | (38.21) | 24% | |
| 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 | 15.00 | 35.00 | 65.00 | (435.00) | 13% | |
| 37-365-370 WWTP 25% of GF Exp | 42,674 | 0.00 | 3,416.52 | 24,807.81 | (17,866.19) | 58% | |

Budget vs Actual

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Period Ending 2/28/2021

| 37 GENERAL FUND | | | | | | | |
|--|------------------|-------------------|-------------------|-------------------|---------------------|------------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| 37-365-371 WS 25% of GF Exp | 93,167 | 0.00 | 6,418.52 | 45,757.73 | (47,409.27) | 49% | |
| 37-365-410 Interest Investment NCCMT | 6,000 | 0.00 | 5.79 | 74.31 | (5,925.69) | 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) | 29,622 | 0.00 | 0.00 | 0.00 | (29,621.90) | | |
| 37-395-396 Apropropriated Fund Balance (Budget Only) | 13,255 | 0.00 | 0.00 | 0.00 | (13,255.00) | | |
| Revenues Totals: | 1,296,117 | 113,494.06 | 329,020.46 | 847,248.35 | (448,868.55) | 65% | |
| Expenses | | | | | | | |
| 37-401-010 Salary - Full Time | 134,928 | 9,992.20 | 19,984.40 | 80,446.44 | 54,481.56 | 60% | |
| 37-401-012 Salary - Adm Assistant | 46,450 | 3,529.60 | 7,059.20 | 29,164.97 | 17,285.03 | 63% | |
| 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 | 1,527.68 | 6,033.62 | 3,523.38 | 63% | |
| 37-401-021 ER-FICA Taxes - Adm Assistant | 4,306 | 269.46 | 538.92 | 2,346.72 | 1,959.28 | 54% | |
| 37-401-030 ER-Retirement - Orbit | 29,135 | 2,298.72 | 4,597.44 | 18,634.05 | 10,500.95 | 64% | |
| 37-401-040 ER-Health Insurance | 21,596 | 1,752.17 | 3,504.35 | 15,838.34 | 5,757.66 | 73% | |
| 37-401-050 ER-Life Insurance | 504 | 42.00 | 84.00 | 378.00 | 126.00 | 75% | |
| 37-401-060 ER-Workman's Comp | 383 | 0.00 | 0.00 | 317.43 | 65.57 | 83% | |
| 37-401-099 Salary Reimbursement COVID | 1 | 419.14 | 419.14 | 0.00 | 1.00 | | |
| 37-401-200 Travel Expense | 485 | 20.70 | 20.70 | 237.01 | 247.99 | 49% | |
| 37-401-203 Supplies | 5,000 | 139.77 | 674.85 | 1,787.36 | 3,212.64 | 36% | |
| 37-401-250 Light, Heat & Security | 12,000 | 298.29 | 878.27 | 4,005.92 | 7,994.08 | 33% | |
| 37-401-251 Telephone & Postage | 3,000 | 286.08 | 476.72 | 1,774.96 | 1,225.04 | 59% | |
| 37-401-255 Bldg. Maint/ Clean SVS | 5,000 | (359.14) | 81.21 | 4,542.58 | 457.42 | 91% | |
| 37-401-256 Bank Fees/ Petty Cash | 1,500 | 0.00 | 100.00 | 925.00 | 575.00 | 62% | |
| 37-401-295 Training | 1,400 | 0.00 | 0.00 | 115.00 | 1,285.00 | 8% | |
| 37-401-301 Computer Maint | 3,500 | 231.15 | 453.95 | 2,202.09 | 1,297.91 | 63% | |
| 37-401-302 Software Support | 1,760 | 29.98 | 59.96 | 1,752.17 | 7.83 | 100% | |
| 37-401-303 Software Purchase less than | 500 | 0.00 | 0.00 | 0.00 | 500.00 | | |

Budget vs Actual

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| 37 GENERAL FUND | | | | | | | |
|---|---------|-----------|-----------|------------|------------|---------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| \$5,000 | | | | | | | |
| 37-401-304 Website | 1,575 | 0.00 | 0.00 | 1,575.00 | 0.00 | 100% | |
| 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 | 280.00 | 548.00 | 2,643.62 | 356.38 | 88% | |
| 37-401-325 NC Sales/Use Tax Paid (No Tax) | 700 | 0.00 | 175.05 | 486.30 | 213.70 | 69% | |
| 37-401-400 Liability Insurance | 5,500 | 1,598.23 | 1,773.23 | 3,648.56 | 1,851.44 | 66% | |
| 37-401-401 County Tax Collection Svs | 8,000 | 1,270.91 | 3,893.30 | 7,264.37 | 735.63 | 91% | |
| 37-401-405 Audit Expense | 8,992 | 2,883.33 | 2,883.33 | 8,433.33 | 558.31 | 94% | |
| 37-401-415 Economic Development Consultant | 11,000 | 1,000.00 | 2,000.00 | 7,000.00 | 4,000.00 | 64% | |
| 37-401-420 Attorney Fees | 3,500 | 600.00 | 600.00 | 2,337.50 | 1,162.50 | 67% | |
| 37-401-499 Miscellaneous Expense | 1,765 | 167.71 | 247.68 | 1,582.46 | 182.50 | 90% | |
| 37-401-700 WDRI Grant Expense | 264 | 263.62 | 263.62 | 263.62 | 0.38 | 100% | |
| 37-401-801 Town Hall Roof Loan-Principal | 5,280 | 0.00 | 428.95 | 3,002.65 | 2,277.35 | 57% | |
| 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 | 43.30 | 303.10 | 84.90 | 78% | |
| 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: | 347,948 | 27,777.76 | 53,317.25 | 210,387.69 | 137,559.95 | 60% | |
| 37-402-014 Mayor Part Time Salary | 1,500 | 125.00 | 250.00 | 901.79 | 598.21 | 60% | |
| 37-402-020 ER - FICA TAXES | 115 | 9.56 | 19.12 | 68.97 | 46.03 | 60% | |
| 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 | | |
| Governing Body Totals: | 2,165 | 134.56 | 269.12 | 970.76 | 1,194.24 | 45% | |
| 37-405-407 Branded Clothing Sales | 500 | 0.00 | 0.00 | 0.00 | 500.00 | | |

Budget vs Actual

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Period Ending 2/28/2021

| 37 GENERAL FUND | | | | | | | |
|---------------------------------------|---------|-----------|-----------|------------|-----------|---------|---------|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| 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 | 197,855 | 14,309.70 | 29,249.40 | 110,427.27 | 87,427.73 | 56% | |
| 37-501-014 Salary - Part Time | 19,000 | 2,384.64 | 3,114.96 | 17,731.41 | 1,268.59 | 93% | |
| 37-501-016 Police Clerical Salary | 34,112 | 2,624.00 | 5,248.00 | 21,823.14 | 12,288.86 | 64% | |
| 37-501-019 Salary - Over-Time | 5,000 | 401.70 | 428.48 | 2,637.83 | 2,362.17 | 53% | |
| 37-501-020 ER-FICA Taxes | 19,552 | 1,496.20 | 2,886.51 | 11,597.12 | 7,954.88 | 59% | |
| 37-501-030 ER - Retirement Orbit | 44,393 | 3,006.07 | 6,099.71 | 21,388.14 | 23,004.86 | 48% | |
| 37-501-031 ER - 401K 5% | 10,573 | 735.57 | 1,483.89 | 5,775.59 | 4,797.41 | 55% | |
| 37-501-040 ER - Health Insurance | 37,370 | 2,350.98 | 4,689.96 | 18,676.34 | 18,693.66 | 50% | |
| 37-501-050 ER - Life Insurance | 1,010 | 84.00 | 154.00 | 602.00 | 408.00 | 60% | |
| 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 | 190.23 | 404.55 | 1,720.45 | 1,279.55 | 57% | |
| 37-501-204 Uniforms | 2,000 | 391.31 | 391.31 | 1,716.41 | 283.59 | 86% | |
| 37-501-205 Equipment & Material | 3,000 | 371.16 | 724.52 | 2,251.60 | 748.40 | 75% | |
| 37-501-250 Light, Heat & Security | 10,908 | 261.30 | 761.91 | 3,666.36 | 7,241.64 | 34% | |
| 37-501-251 Telephone & Postage | 7,494 | 822.80 | 1,456.65 | 5,288.48 | 2,205.52 | 71% | |
| 37-501-252 Fuel | 14,000 | 1,227.32 | 2,351.84 | 8,171.17 | 5,828.83 | 58% | |
| 37-501-255 Bldg Maint/Clean Svs | 4,475 | 60.00 | 527.36 | 4,312.82 | 162.18 | 96% | |
| 37-501-295 Training | 2,000 | 0.00 | 0.00 | 0.00 | 2,000.00 | | |
| 37-501-301 Computer Maint | 5,848 | 320.00 | 999.00 | 3,308.87 | 2,539.13 | 57% | |
| 37-501-302 Software Support | 6,165 | 0.00 | 0.00 | 6,030.37 | 134.63 | 98% | |

Budget vs Actual

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Period Ending 2/28/2021

| 37 GENERAL FUND | | | | | | | |
|---|---------|-----------|-----------|------------|------------|---------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| 37-501-309 Advertising | 500 | 0.00 | 75.00 | 200.00 | 300.00 | 40% | |
| 37-501-351 Maint & Repair Equip | 6,000 | 450.13 | 3,617.43 | 5,529.57 | 470.43 | 92% | |
| 37-501-370 2019 Dodge Car 100 | 1,000 | 66.70 | 66.70 | 66.70 | 933.30 | 7% | |
| 37-501-371 2017 Dodge Car 200 | 1,000 | 65.61 | 256.06 | 626.49 | 373.51 | 63% | |
| 37-501-372 2016 Dodge Car 300 | 5,300 | 3,237.78 | 3,284.49 | 4,694.74 | 605.26 | 89% | |
| 37-501-373 2017 Dodge Car 400 | 1,000 | 250.00 | 279.10 | 936.91 | 63.09 | 94% | |
| 37-501-374 2010 Ford Car 500 | 1,511 | 169.67 | 446.82 | 659.42 | 851.58 | 44% | |
| 37-501-375 2008 Ford Car 600 | 700 | 361.88 | 361.88 | 361.88 | 338.12 | 52% | |
| 37-501-376 2019 Dodge Car 700 | 1,000 | 0.00 | 66.70 | 214.67 | 785.33 | 21% | |
| 37-501-400 Liability Insurance | 12,400 | 3,296.82 | 3,296.82 | 5,801.00 | 6,599.00 | 47% | |
| 37-501-415 Police Shots Medical | 500 | 235.00 | 235.00 | 235.00 | 265.00 | 47% | |
| 37-501-433 COP Program | 540 | 0.00 | 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 | 186.74 | 308.96 | 3,326.27 | 833.73 | 80% | |
| 37-501-801 Town Hall Roof Loan Principal | 5,280 | 0.00 | 428.96 | 3,002.72 | 2,277.28 | 57% | |
| 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 | 43.31 | 303.17 | 84.83 | 78% | |
| 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 (USDA) | 1,256 | 0.00 | 0.00 | 1,016.78 | 239.37 | 81% | |
| Police Department Totals: | 488,394 | 39,357.31 | 74,005.09 | 283,455.12 | 204,938.88 | 58% | |
| 37-601-014 Salary - Part Time Code | 3,500 | 183.60 | 367.20 | 2,204.51 | 1,295.49 | 63% | |

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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 | 11,666.66 | 46,666.64 | 23,333.36 | 67% | |
| 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 | 12,033.86 | 48,961.15 | 41,323.85 | 54% | |
| 37-651-330 Christmas Lights/Santa House | 600 | 0.00 | 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 | 0.00 | 133.75 | 2,282.48 | 217.52 | 91% | |
| 37-651-333 Street Beautification - Below \$5,000 | 4,765 | 449.70 | 449.70 | 1,184.90 | 3,580.10 | 25% | |
| 37-651-335 Street Lighting Electric Bill | 23,000 | 1,790.10 | 5,407.26 | 14,707.33 | 8,292.67 | 64% | |
| Signs and Lights Totals: | 32,515 | 2,239.80 | 6,290.71 | 18,893.71 | 13,621.29 | 58% | |
| 37-701-010 Salary - Full Time | 52,709 | 4,003.25 | 7,846.91 | 32,802.45 | 19,906.55 | 62% | |
| 37-701-014 Salary - Part Time | 15,993 | 1,104.25 | 2,415.91 | 9,710.85 | 6,282.15 | 61% | |
| 37-701-019 Over-Time | 1,748 | 0.00 | 6.83 | 47.81 | 1,700.19 | 3% | |
| 37-701-020 ER-FICA Taxes | 5,389 | 389.59 | 783.35 | 3,246.55 | 2,142.45 | 60% | |
| 37-701-030 ER - Retirement - Orbit | 11,976 | 775.24 | 1,572.51 | 6,412.36 | 5,563.64 | 54% | |
| 37-701-040 ER-Health Insurance | 11,800 | 986.16 | 1,972.32 | 8,513.35 | 3,286.65 | 72% | |
| 37-701-050 ER-Life Insurance | 269 | 21.98 | 43.96 | 197.82 | 71.18 | 74% | |
| 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 | 28.33 | 3,848.58 | 7,229.63 | 6,144.37 | 54% | |
| 37-701-204 Uniforms | 3,624 | 209.62 | 521.80 | 1,896.21 | 1,727.79 | 52% | |
| 37-701-251 Telephone & Postage | 864 | 76.38 | 154.35 | 616.61 | 247.39 | 71% | |

Budget vs Actual

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| 37 GENERAL FUND | | | | | | | |
|--|---------|-----------|-----------|------------|-----------|---------|-------------|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| 37-701-252 Fuel | 8,000 | 14.91 | 1,140.96 | 3,444.07 | 4,555.93 | 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 | 0.00 | 109.14 | 9,249.38 | 1,979.62 | 82% | |
| 37-701-352 Vehicle Maintenance | 4,912 | 0.00 | 111.54 | 4,911.29 | 0.71 | 100% | |
| 37-701-400 Liability Insurance | 6,589 | 1,667.91 | 1,667.91 | 3,315.11 | 3,273.89 | 50% | |
| 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 | 9,277.62 | 22,196.07 | 105,360.78 | 65,210.22 | 62% | |
| 37-710-361 Maint & Repair POWELL BILL | 49,244 | 14,393.09 | 16,493.09 | 48,949.54 | 294.36 | 99% | |
| 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: | 55,205 | 14,393.09 | 16,493.09 | 48,949.54 | 6,255.36 | 89% | |
| 37-801-010 Salary - Full Time Sanitation | 50,696 | 3,715.60 | 7,349.24 | 30,555.07 | 20,140.93 | 60% | |
| 37-801-019 Salary - Over Time Sanitation | 608 | 0.00 | 0.00 | 0.00 | 608.00 | | |
| 37-801-020 ER - FICA Sanitation | 3,984 | 278.31 | 550.35 | 2,289.35 | 1,694.65 | 57% | |
| 37-801-030 ER - Retirement - Orbit Sanitation | 8,853 | 529.88 | 1,059.76 | 4,359.68 | 4,493.32 | 49% | |
| 37-801-040 ER - Health Insurance | 9,999 | 826.37 | 1,652.74 | 7,265.77 | 2,733.23 | 73% | |
| 37-801-050 ER - Life Insurance | 227 | 18.90 | 37.80 | 170.10 | 56.90 | 75% | |
| 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 | 15.68 | 39.20 | 426.42 | 323.58 | 57% | |
| 37-801-204 Uniforms | 1,944 | 110.24 | 275.60 | 954.41 | 989.59 | 49% | |

Budget vs Actual

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| 37 GENERAL FUND | | | | | | | |
|--------------------------------|---------------------------------|------------|------------|------------|------------|---------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| 37-801-251 Telephone & Postage | 504 | 41.04 | 82.79 | 330.55 | 173.45 | 66% | |
| 37-801-252 Fuel | 2,824 | 0.00 | 303.22 | 1,144.23 | 1,679.77 | 41% | |
| 37-801-350 Landfill Fees | 17,500 | 1,419.73 | 3,071.95 | 13,086.44 | 4,413.56 | 75% | |
| 37-801-352 Vehicle Maintenance | 6,134 | 0.00 | 54.94 | 5,761.34 | 372.66 | 94% | |
| 37-801-400 Liability Insurance | 2,844 | 975.02 | 975.02 | 1,685.91 | 1,158.09 | 59% | |
| Sanitation Totals: | 110,256 | 7,930.77 | 15,452.61 | 68,768.34 | 41,487.66 | 62% | |
| Expenses Totals: | 1,312,259 | 107,127.84 | 200,057.80 | 788,088.23 | 524,170.31 | 60% | |
| 37 GENERAL FUND | Revenues Over/(Under) Expenses: | 7,577.18 | 129,834.20 | 109,565.40 | | | |

Budget vs Actual

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| 38 WATER / SEWER | | | | | | | |
|---|-----------|------------|------------|------------|--------------|---------|--|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| Revenues | | | | | | | |
| 38-351-401 Water Sales | 804,541 | 61,508.38 | 124,220.78 | 475,118.51 | (329,422.49) | 59% | |
| 38-351-402 Debt Setoff WATER | 302 | 0.00 | 0.00 | 0.00 | (302.00) | | |
| 38-351-404 Sewer Services | 585,218 | 52,185.54 | 96,837.74 | 393,768.40 | (191,449.60) | 67% | |
| 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 | 240.00 | 1,235.40 | 3,540.00 | (1,628.00) | 68% | |
| 38-351-417 Fire Sprinkler | 2,253 | 173.94 | 379.68 | 1,501.92 | (751.08) | 67% | |
| 38-351-418 Late Fees/Penalty/Cut Off | 12,741 | 0.00 | 136.46 | 1,330.93 | (11,410.07) | 10% | |
| 38-351-419 Returned Check Fee | 545 | 100.00 | 125.00 | 430.04 | (114.96) | 79% | |
| 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 | 1.45 | 12.17 | (45.83) | 21% | |
| 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 | 225.00 | 500.00 | 1,875.00 | (1,000.00) | 65% | |
| 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) | | |
| Revenues Totals: | 1,451,285 | 114,432.86 | 223,436.51 | 880,715.68 | (570,569.32) | 61% | |
| Expenses | | | | | | | |
| 38-851-010 Salary Full Time | 84,922 | 6,406.40 | 12,815.93 | 52,663.00 | 32,259.00 | 62% | |
| 38-851-014 Salary - Part Time | 15,943 | 1,255.12 | 2,550.47 | 10,708.17 | 5,234.83 | 67% | |
| 38-851-019 Salary Over-Time | 6,351 | 136.44 | 413.30 | 1,804.77 | 4,546.23 | 28% | |
| 38-851-020 ER-FICA Taxes | 8,202 | 574.76 | 1,153.93 | 4,807.84 | 3,394.16 | 59% | |
| 38-851-030 ER - Retirement Orbit | 13,801 | 986.19 | 2,011.70 | 8,209.13 | 5,591.87 | 59% | |
| 38-851-040 ER - Health Insurance WATER | 13,474 | 1,083.82 | 2,167.64 | 9,689.87 | 3,784.13 | 72% | |
| 38-851-050 ER - Life Insurance | 310 | 25.76 | 51.52 | 231.84 | 78.16 | 75% | |
| 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 | 235.01 | 414.13 | 1,476.57 | 1,350.43 | 52% | |
| 38-851-204 Uniforms | 2,160 | 151.18 | 383.84 | 1,302.34 | 857.66 | 60% | |
| 38-851-205 Materials & Supplies | 34,950 | 3,186.15 | 5,159.40 | 28,428.73 | 6,521.27 | 81% | |
| 38-851-250 Light & Heat & Security | 5,981 | 328.87 | 1,038.96 | 3,039.51 | 2,941.49 | 51% | |
| 38-851-251 Telephone & Postage | 8,658 | 690.33 | 1,557.20 | 5,707.78 | 2,950.22 | 66% | |
| 38-851-252 Fuel | 6,000 | 7.46 | 434.07 | 2,213.43 | 3,786.57 | 37% | |
| 38-851-255 Bldg. Maint/Clean Svs | 2,304 | 30.00 | 249.84 | 2,179.71 | 124.29 | 95% | |
| 38-851-260 Electric Tank/Pumps | 3,165 | 459.81 | 577.71 | 1,996.49 | 1,168.51 | 63% | |
| 38-851-296 Continuing Education | 625 | 0.00 | 0.00 | 0.00 | 625.00 | | |
| 38-851-301 Computer Maintenance | 2,364 | 115.58 | 226.98 | 1,144.15 | 1,219.85 | 48% | |
| 38-851-302 Software Support | 1,243 | 0.00 | 69.97 | 963.67 | 279.33 | 78% | |
| 38-851-305 Technology Upgrades | 2,250 | 264.50 | 264.50 | 264.50 | 1,985.50 | 12% | |
| 38-851-309 Advertising | 250 | 0.00 | 0.00 | 0.00 | 250.00 | | |
| 38-851-310 Dues & Subscriptions | 389 | 12.50 | 37.50 | 301.75 | 87.25 | 78% | |
| 38-851-313 State Permits | 1,250 | 0.00 | 0.00 | 960.00 | 290.00 | 77% | |
| 38-851-345 Water Tank Contract | 16,620 | 0.00 | 4,208.88 | 12,572.63 | 4,047.37 | 76% | |
| 38-851-347 Lab Analysis | 1,340 | 215.00 | 215.00 | 1,180.00 | 160.00 | 88% | |
| 38-851-351 Maint. & Repair Equip | 4,500 | 38.75 | 174.19 | 388.45 | 4,111.55 | 9% | |
| 38-851-352 Vehicle Maintenance | 2,900 | 7.50 | 428.12 | 2,543.05 | 356.95 | 88% | |
| 38-851-400 Town Liability Insurance | 7,643 | 1,784.48 | 1,784.48 | 3,695.08 | 3,947.92 | 48% | |
| 38-851-405 Audit Expense | 4,217 | 1,441.66 | 1,441.66 | 4,216.65 | 0.35 | 100% | |
| 38-851-448 External Contract | 23,156 | 1,250.00 | 4,105.00 | 15,647.91 | 7,508.09 | 68% | |
| 38-851-451 Water Purchase | 256,182 | 17,552.62 | 33,767.52 | 134,813.05 | 121,368.95 | 53% | |
| 38-851-801 Town Hall Roof Loan - Principal | 2,640 | 0.00 | 214.47 | 1,501.29 | 1,138.71 | 57% | |
| 38-851-802 USDA Public Works Trucks - Princ Water | 2,485 | 0.00 | 0.00 | 2,484.86 | 0.14 | 100% | |

Budget vs Actual

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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 | 21.65 | 151.55 | 42.45 | 78% | |
| 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 | 2,250.00 | 9,000.00 | 7,000.00 | 56% | |
| 38-851-896 WS 25% of GF Expense | 46,584 | 0.00 | 3,209.26 | 22,878.85 | 23,705.15 | 49% | |
| 38-851-998 Contingency | 22,413 | 0.00 | 0.00 | 0.00 | 22,413.00 | | |
| Water Totals: | 672,177 | 39,364.89 | 83,398.82 | 350,000.63 | 322,176.37 | 52% | |
| 38-852-010 Salary - Full Time | 84,922 | 6,406.40 | 12,812.80 | 52,405.17 | 32,516.83 | 62% | |
| 38-852-014 Salary - Part Time | 15,943 | 1,255.12 | 2,550.32 | 10,708.04 | 5,234.96 | 67% | |
| 38-852-019 Salary - Over Time Sewer | 6,351 | 783.20 | 1,114.14 | 2,939.25 | 3,411.75 | 46% | |
| 38-852-020 ER - FICA Sewer | 8,202 | 643.37 | 1,255.24 | 5,043.58 | 3,158.42 | 61% | |
| 38-852-030 ER-Retirement Orbit | 13,801 | 1,067.35 | 2,085.05 | 8,216.98 | 5,584.02 | 60% | |
| 38-852-040 ER-Health Insurance SEWER | 13,474 | 1,083.81 | 2,167.61 | 9,689.77 | 3,784.23 | 72% | |
| 38-852-050 ER-Life Insurance | 310 | 25.76 | 51.52 | 231.84 | 78.16 | 75% | |
| 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 | 235.00 | 414.11 | 1,499.88 | 1,327.12 | 53% | |
| 38-852-204 Uniforms | 2,160 | 151.14 | 383.76 | 1,302.14 | 857.86 | 60% | |
| 38-852-205 Materials & Supplies | 24,950 | 1,389.83 | 2,616.04 | 15,612.94 | 9,337.06 | 63% | |
| 38-852-250 Light & Heat & Security | 5,981 | 328.85 | 1,038.91 | 2,934.45 | 3,046.55 | 49% | |
| 38-852-251 Telephone & Postage | 8,658 | 690.29 | 1,553.46 | 5,703.84 | 2,954.16 | 66% | |
| 38-852-252 Fuel | 6,000 | 7.45 | 434.06 | 2,213.36 | 3,786.64 | 37% | |
| 38-852-255 Bldg. Maint/Clean Svs | 2,304 | 30.00 | 249.84 | 2,179.69 | 124.31 | 95% | |

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| 38 WATER / SEWER | | | | | | |
|--|---------|----------|----------|------------|------------|---------|
| Description | Budget | MTD | QTD | YTD | Variance | Percent |
| 38-852-260 Electric Tank/Pumps | 9,500 | 1,220.72 | 2,520.59 | 8,106.88 | 1,393.12 | 85% |
| 38-852-296 Continuing Education | 625 | 0.00 | 0.00 | 375.00 | 250.00 | 60% |
| 38-852-301 Computer Maint. | 2,364 | 115.57 | 226.97 | 1,183.65 | 1,180.35 | 50% |
| 38-852-302 Software Support | 1,243 | 0.00 | 69.96 | 963.63 | 279.37 | 78% |
| 38-852-305 Technology Upgrades | 2,250 | 264.50 | 264.50 | 264.50 | 1,985.50 | 12% |
| 38-852-309 Advertising | 500 | 0.00 | 0.00 | 418.50 | 81.50 | 84% |
| 38-852-310 Dues & Subscriptions | 400 | 12.50 | 37.50 | 301.75 | 98.25 | 75% |
| 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 | 38.75 | 174.19 | 529.75 | 3,970.25 | 12% |
| 38-852-352 Vehicle Maintenance | 2,900 | 7.50 | 428.12 | 2,543.04 | 356.96 | 88% |
| 38-852-400 Liability Insurance | 7,264 | 1,784.49 | 1,784.49 | 3,695.09 | 3,569.38 | 51% |
| 38-852-405 Audit Expense | 4,217 | 1,441.67 | 1,441.67 | 4,216.68 | 0.32 | 100% |
| 38-852-435 Purchase of Sewer Services | 300,500 | 0.00 | 0.00 | 133,723.65 | 166,776.35 | 45% |
| 38-852-448 External Contract | 24,143 | 2,915.65 | 5,248.01 | 20,422.41 | 3,720.59 | 85% |
| 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 | 214.48 | 1,501.36 | 1,138.64 | 57% |
| 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 | 0.00 | 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 | 21.66 | 151.62 | 42.38 | 78% |

Budget vs Actual

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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 | 3,209.26 | 22,878.88 | 23,705.12 | 49% | |
| 38-852-998 Contingency | 25,002 | 0.00 | 0.00 | 0.00 | 25,001.53 | | |
| Sewer Expenses Totals: | 746,611 | 21,898.92 | 45,368.26 | 328,163.70 | 418,447.30 | 44% | |
| 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 | 61,263.81 | 128,767.08 | 678,164.33 | 773,120.67 | 47% | |
| 38 WATER / SEWER Revenues Over/(Under) Expenses: | | 53,169.05 | 94,669.43 | 215,967.61 | | | |

Budget vs Actual

Town of Warrenton
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Period Ending 2/28/2021

| 39 WWTP | | | | | | | |
|---|----------------|---------------|-----------------|-------------------|---------------------|------------|---------|
| Description | Budget | MTD | QTD | YTD | Variance | Percent | |
| Revenues | | | | | | | |
| 39-351-470 Town Sewer Revenues | 300,500 | 0.00 | 0.00 | 133,723.65 | (166,776.35) | 45% | |
| 39-351-471 Sewer Revenues - County | 229,005 | 0.00 | 0.00 | 101,908.24 | (127,096.76) | 45% | |
| 39-351-472 Sewer Rev Norlina | 165,292 | 0.00 | 0.00 | 73,555.75 | (91,736.25) | 45% | |
| 39-365-861 Misc Revenue WWTP | 19,832 | 160.00 | 2,545.00 | 4,479.99 | (15,352.01) | 23% | |
| 39-381-038 Transfer In from Water/Sewer | 32,497 | 0.00 | 0.00 | 0.00 | (32,497.00) | | |
| Revenues Totals: | 747,126 | 160.00 | 2,545.00 | 313,667.63 | (433,458.37) | 42% | |
| Expenses | | | | | | | |
| 39-861-010 Salary - Full Time | 163,202 | 12,771.24 | 25,981.32 | 105,250.42 | 57,951.58 | 64% | |
| 39-861-014 Salary - Part Time | 15,668 | 1,253.70 | 2,564.57 | 10,595.94 | 5,072.06 | 68% | |
| 39-861-019 Over-Time | 13,791 | 536.00 | 1,877.92 | 6,327.90 | 7,463.10 | 46% | |
| 39-861-020 ER-FICA Taxes | 14,739 | 903.28 | 1,904.16 | 7,809.59 | 6,929.41 | 53% | |
| 39-861-030 ER - Retirement Orbit | 30,015 | 2,033.77 | 4,210.15 | 16,889.13 | 13,125.87 | 56% | |
| 39-861-040 ER- Health Insurance | 24,545 | 2,013.45 | 4,026.90 | 17,878.17 | 6,666.83 | 73% | |
| 39-861-050 ER-Life Insurance | 572 | 47.60 | 95.20 | 428.40 | 143.60 | 75% | |
| 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 | 125.93 | 324.12 | 915.84 | 1,633.16 | 36% | |
| 39-861-204 Uniforms | 2,916 | 209.48 | 528.37 | 1,819.97 | 1,096.03 | 62% | |
| 39-861-205 OP Material & supplies | 38,700 | 2,280.04 | 3,462.59 | 24,314.36 | 14,385.64 | 63% | |
| 39-861-250 Light, Heat & Security | 95,000 | 7,955.15 | 15,668.82 | 58,869.97 | 36,130.03 | 62% | |
| 39-861-251 Telephone & Postage | 7,722 | 613.29 | 1,285.62 | 5,504.92 | 2,217.08 | 71% | |
| 39-861-252 Fuel | 9,000 | 14.91 | 454.71 | 3,031.95 | 5,968.05 | 34% | |
| 39-861-296 Continuing Education | 1,225 | 0.00 | 0.00 | 525.00 | 700.00 | 43% | |
| 39-861-301 Computer Maint. | 4,607 | 231.15 | 453.95 | 2,038.40 | 2,568.60 | 44% | |
| 39-861-302 Software Support | 2,741 | 0.00 | 139.94 | 2,472.25 | 268.75 | 90% | |

Budget vs Actual

Town of Warrenton
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Period Ending 2/28/2021

| 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 | 132.00 | 262.00 | 1,238.60 | 411.40 | 75% | |
| 39-861-342 Maint & Repair Plant | 60,751 | 13,195.10 | 13,636.91 | 58,870.78 | 1,880.22 | 97% | |
| 39-861-344 Sludge Removal | 60,000 | 8,115.00 | 8,115.00 | 22,335.00 | 37,665.00 | 37% | |
| 39-861-345 Beaver Control | 2,000 | 0.00 | 0.00 | 0.00 | 2,000.00 | | |
| 39-861-346 Lab Material & Supplies | 9,122 | 0.00 | 217.30 | 8,336.91 | 785.09 | 91% | |
| 39-861-347 Lab Analysis | 17,948 | 1,115.50 | 2,589.50 | 8,270.00 | 9,678.00 | 46% | |
| 39-861-348 Tar - Pamlico Dues | 3,000 | 0.00 | 0.00 | 0.00 | 3,000.00 | | |
| 39-861-349 OSHAComp/Safety M&S | 1,000 | 0.00 | 116.00 | 888.50 | 111.50 | 89% | |
| 39-861-352 Vehicle Maintenance | 3,619 | 0.00 | 319.05 | 3,437.63 | 181.37 | 95% | |
| 39-861-400 Liability Insurance | 18,185 | 5,216.55 | 5,216.55 | 9,762.75 | 8,422.25 | 54% | |
| 39-861-405 Audit Expense | 8,434 | 2,883.34 | 2,883.34 | 8,433.34 | 0.66 | 100% | |
| 39-861-441 Certify Lab Services | 1,000 | 0.00 | 0.00 | 95.00 | 905.00 | 10% | |
| 39-861-444 Permits & Fees | 6,253 | 100.00 | 300.00 | 6,093.50 | 159.50 | 97% | |
| 39-861-446 Influent Debri removal | 3,856 | 340.29 | 678.76 | 2,640.06 | 1,215.94 | 68% | |
| 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 | 3,416.52 | 24,807.81 | 17,866.19 | 58% | |
| 39-861-998 Contingency | 7,248 | 0.00 | 0.00 | 0.00 | 7,248.00 | | |
| WWTP - Expenses Totals: | 714,629 | 62,086.77 | 100,729.27 | 421,430.80 | 293,198.20 | 59% | |
| 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 | | |
| Expenses Totals: | 747,126 | 62,086.77 | 100,729.27 | 421,430.80 | 325,695.20 | 56% | |
| 39 WWTP Revenues Over/(Under) Expenses: | | (61,926.77) | (98,184.23) | (98,184.21) | | | |

Check Listing

Date From: 2/1/2021 Date To: 2/28/2021

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

Town of Warrenton
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| Check Number | Bank | Vendor | Date | Amount |
|--------------|------|--------------------------------------|------------|---------------------|
| 63272 | 30 | DRAPER IRRIGATION | 02/02/2021 | <u>\$100.00</u> |
| 63273 | 30 | KPH PAVING & LANDSCAPING, INC. | 02/02/2021 | <u>\$2,080.00</u> |
| 63274 | 30 | MUNICIPAL ENGINEERING | 02/02/2021 | <u>\$18,821.35</u> |
| 63275 | 30 | USA Bluebook | 02/02/2021 | <u>\$121.15</u> |
| 63276 | 30 | WOMACK PUBLISHING CO. INC. | 02/02/2021 | <u>\$75.00</u> |
| 63277 | 30 | AAA GAS AND APPLIANCE CO. | 02/04/2021 | <u>\$99.92</u> |
| 63278 | 30 | AMAZON CAPTIAL SERVICES, INC. | 02/04/2021 | <u>\$777.54</u> |
| 63279 | 30 | BANZET, THOMPSON, STYERS & MAY, PLLC | 02/04/2021 | <u>\$600.00</u> |
| 63280 | 30 | CHRISTOPHER D. PRIVETT | 02/04/2021 | <u>\$14,393.09</u> |
| 63281 | 30 | CITIZENS INSURANCE & BONDING, | 02/04/2021 | <u>\$16,331.00</u> |
| 63282 | 30 | DUKE ENERGY PROGRESS | 02/04/2021 | <u>\$112.29</u> |
| 63283 | 30 | FRONTIER NATURAL GAS | 02/04/2021 | <u>\$111.45</u> |
| 63284 | 30 | JUST FLOWERS LLC | 02/04/2021 | <u>\$80.06</u> |
| 63285 | 30 | LAKE GASTON CHAMBER OF COMMERCE | 02/04/2021 | <u>\$230.00</u> |
| 63286 | 30 | Lee Roy West Plumbing & Heating | 02/04/2021 | <u>\$65.90</u> |
| 63287 | 30 | MERITECH INC | 02/04/2021 | <u>\$1,330.50</u> |
| 63288 | 30 | PITNEY BOWES GLOBAL | 02/04/2021 | <u>\$224.18</u> |
| 63289 | 30 | Purchase Power (Pitney Bowes) | 02/04/2021 | <u>\$200.00</u> |
| 63290 | 30 | Spectrum Business | 02/04/2021 | <u>\$124.98</u> |
| 63291 | 30 | UNIFIRST CORPORATION | 02/04/2021 | <u>\$289.74</u> |
| 63292 | 30 | WARREN COUNTY PUBLIC UTILITIES | 02/04/2021 | <u>\$17,552.62</u> |
| 63293 | 30 | WRIGHT EXPRESS FSC | 02/04/2021 | <u>\$1,227.32</u> |
| 63294 | 30 | AMAZON CAPTIAL SERVICES, INC. | 02/05/2021 | <u>\$193.35</u> |
| 63295 | 30 | GALLS QUARTERMASTER | 02/05/2021 | <u>\$83.40</u> |
| 63296 | 30 | GRANVILLE FARMS, INC. | 02/05/2021 | <u>\$8,115.00</u> |
| 63297 | 30 | Meredith Valentine | 02/05/2021 | <u>\$20.70</u> |
| 63298 | 30 | MOBILE COMMUNICATIONS AMERICA | 02/05/2021 | <u>\$253.53</u> |
| 63299 | 30 | NC DEPT OF STATE TREASURER | 02/05/2021 | <u>\$285.00</u> |
| 63300 | 30 | UNIFIRST CORPORATION | 02/05/2021 | <u>\$281.52</u> |
| 63301 | 30 | USA Bluebook | 02/05/2021 | <u>\$1,796.23</u> |
| 63302 | 30 | DUKE ENERGY PROGRESS | 02/08/2021 | <u>\$198.83</u> |
| 63303 | 30 | H.G. REYNOLDS COMPANY, INC | 02/08/2021 | <u>\$171,081.00</u> |

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| Check Number | Bank | Vendor | Date | Amount |
|--------------|------|--|------------|--------------------|
| 63304 | 30 | MUNICIPAL ENGINEERING | 02/08/2021 | <u>\$8,176.00</u> |
| 63305 | 30 | ALANNA FLYNNE MEARES | 02/09/2021 | <u>\$1,000.00</u> |
| 63306 | 30 | CAROLINA DIGITAL PHONE INC | 02/09/2021 | <u>\$316.00</u> |
| 63307 | 30 | Community Eye Care | 02/09/2021 | <u>\$109.52</u> |
| 63308 | 30 | DOCUMENT SYSTEMS, INC | 02/09/2021 | <u>\$375.95</u> |
| 63309 | 30 | SERIOUS BUSINESS, INC | 02/09/2021 | <u>\$263.62</u> |
| 63310 | 30 | CHERRY BEKAERT LLP | 02/09/2021 | <u>\$8,650.00</u> |
| 63311 | 30 | Thrifty Office Furniture | 02/10/2021 | <u>\$1,546.63</u> |
| 63312 | 30 | AAA GAS AND APPLIANCE CO. | 02/11/2021 | <u>\$334.78</u> |
| 63313 | 30 | AMAZON CAPTIAL SERVICES, INC. | 02/11/2021 | <u>\$218.09</u> |
| 63314 | 30 | DOCUMENT SYSTEMS, INC | 02/11/2021 | <u>\$47.18</u> |
| 63315 | 30 | Mark Oakley | 02/11/2021 | <u>\$37.28</u> |
| 63316 | 30 | NORTH CAROLINA 811, INC | 02/11/2021 | <u>\$25.00</u> |
| 63317 | 30 | PETE SMITH TIRE & QUICK LUBE, INC | 02/11/2021 | <u>\$468.69</u> |
| 63318 | 30 | QUILL CORPORATION | 02/11/2021 | <u>\$73.22</u> |
| 63319 | 30 | BLUE RIDGE SPRINGS, INC | 02/12/2021 | <u>\$67.75</u> |
| 63320 | 30 | CENTURY LINK COMMUNICATIONS | 02/12/2021 | <u>\$183.84</u> |
| 63321 | 30 | DUKE ENERGY PROGRESS | 02/12/2021 | <u>\$10,117.92</u> |
| 63322 | 30 | GFL ENVIRONMENTAL | 02/12/2021 | <u>\$340.29</u> |
| 63323 | 30 | KING'S FITNESS & NUTRITION CENTER | 02/12/2021 | <u>\$375.00</u> |
| 63324 | 30 | MIRANDA E. MEDLIN | 02/12/2021 | <u>\$190.00</u> |
| 63325 | 30 | NC GOV. FINANCE OFFICERS ASSOC | 02/12/2021 | <u>\$50.00</u> |
| 63326 | 30 | NCDEQ-DIVISION OF ENERGY,MINERAL AND LAND RESOURC | 02/12/2021 | <u>\$100.00</u> |
| 63327 | 30 | PROFESSIONAL MAIL SERVICES, INC | 02/12/2021 | <u>\$511.03</u> |
| 63328 | 30 | QUILL CORPORATION | 02/12/2021 | <u>\$45.45</u> |
| 63329 | 30 | SOUTHERN CORROSION, INC. | 02/12/2021 | <u>\$1,250.00</u> |
| 63330 | 30 | UNIFIRST CORPORATION | 02/12/2021 | <u>\$601.77</u> |
| 63331 | 30 | WARREN COUNTY PUBLIC WORKS | 02/12/2021 | <u>\$1,419.73</u> |
| 63332 | 30 | WATER GUARD, INC. | 02/12/2021 | <u>\$1,538.74</u> |
| 63333 | 30 | DUKE ENERGY PROGRESS | 02/17/2021 | <u>\$222.52</u> |
| 63334 | 30 | HARRIS ENTERPRISES | 02/17/2021 | <u>\$14,085.77</u> |

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| Check Number | Bank | Vendor | Date | Amount |
|--------------|------|---------------------------------|------------|--------------------|
| 63335 | 30 | JOHN AURELIO | 02/17/2021 | <u>\$98.49</u> |
| 63336 | 30 | SUPERIOR CHRYSLER DODGE JEEP | 02/17/2021 | <u>\$3,237.78</u> |
| 63337 | 30 | TIME WARNER CABLE | 02/17/2021 | <u>\$116.97</u> |
| 63338 | 30 | United Healthcare | 02/17/2021 | <u>\$12,495.89</u> |
| 63339 | 30 | US CELLULAR | 02/17/2021 | <u>\$1,355.05</u> |
| 63340 | 30 | VAUGHAN & SON AUTOBODY | 02/17/2021 | <u>\$250.00</u> |
| 63341 | 30 | FIRST CITIZENS BANK | 02/22/2021 | <u>\$2,706.99</u> |
| 63342 | 30 | BREEDLOVE ELECTRIC, INC | 02/23/2021 | <u>\$352.41</u> |
| 63343 | 30 | COUNTRYBOY'S EXCAVATING | 02/23/2021 | <u>\$1,610.95</u> |
| 63344 | 30 | DeDONA TINT & SOUND | 02/23/2021 | <u>\$128.10</u> |
| 63345 | 30 | GALLS QUARTERMASTER | 02/23/2021 | <u>\$462.50</u> |
| 63346 | 30 | HARRIS ENTERPRISES | 02/23/2021 | <u>\$1,392.77</u> |
| 63347 | 30 | MIRANDA E. MEDLIN | 02/23/2021 | <u>\$180.00</u> |
| 63348 | 30 | TAR HEEL TIRE SALES/SERVICE | 02/23/2021 | <u>\$98.74</u> |
| 63349 | 30 | TIME WARNER CABLE | 02/23/2021 | <u>\$76.97</u> |
| 63350 | 30 | UNIFIRST CORPORATION | 02/23/2021 | <u>\$281.52</u> |
| 63351 | 30 | ALWAYS CARE BENEFITS, INC. | 02/25/2021 | <u>\$490.16</u> |
| 63352 | 30 | AMAZON CAPTIAL SERVICES, INC. | 02/25/2021 | <u>\$420.60</u> |
| 63353 | 30 | DOCUMENT SYSTEMS, INC | 02/25/2021 | <u>\$561.33</u> |
| 63354 | 30 | DUKE ENERGY PROGRESS | 02/25/2021 | <u>\$1,666.02</u> |
| 63355 | 30 | FRONTIER NATURAL GAS | 02/25/2021 | <u>\$171.50</u> |
| 63356 | 30 | PRUDENTIAL RETIREMENT | 02/25/2021 | <u>\$1,131.77</u> |
| 63357 | 30 | UNITED PARCEL SERVICE | 02/25/2021 | <u>\$132.00</u> |
| 63358 | 30 | DOCUMENT SYSTEMS, INC | 02/26/2021 | <u>\$854.00</u> |
| 63359 | 30 | DUKE ENERGY PROGRESS | 02/26/2021 | <u>\$116.31</u> |
| 63360 | 30 | FLEMING INVESTMENT COMPANY | 02/26/2021 | <u>\$3,000.00</u> |
| 63361 | 30 | GALLS QUARTERMASTER | 02/26/2021 | <u>\$10.70</u> |
| 63362 | 30 | INFORMATION TECHNOLOGY SERVICE | 02/26/2021 | <u>\$174.00</u> |
| 63363 | 30 | MUNICIPAL INSURANCE TRUST | 02/26/2021 | <u>\$698.61</u> |
| 63364 | 30 | PROFESSIONAL MAIL SERVICES, INC | 02/26/2021 | <u>\$199.28</u> |
| 63365 | 30 | VERIZON WIRELESS | 02/26/2021 | <u>\$280.07</u> |

Check Listing

Date From: 2/1/2021 Date To: 2/28/2021

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| Check Number | Bank | Vendor | Date | Amount |
|--------------|------|--------|------|--------|
|--------------|------|--------|------|--------|

Totals By Fund

| | Checks | Voids | Total |
|---------|--------------|-------|--------------|
| 34 | \$4,381.21 | | \$4,381.21 |
| 36 | \$1,816.91 | | \$1,816.91 |
| 37 | \$49,259.37 | | \$49,259.37 |
| 38 | \$43,155.84 | | \$43,155.84 |
| 39 | \$47,773.22 | | \$47,773.22 |
| 51 | \$18,821.35 | | \$18,821.35 |
| 55 | \$179,257.00 | | \$179,257.00 |
| 61 | \$285.00 | | \$285.00 |
| Totals: | \$344,749.90 | | \$344,749.90 |

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator
Date: March 4, 2021
Re: February 2021 Monthly Activity Report for Public Works

Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) West Ridgeway St. sewer main (general location is in area between Ridgeway Street and Fairlane Drive) – Determine exact location of sewer main and right of way. (2) Install magnetic flow meter in 14 inch sewer force main where Town of Norlina's and Warren County's Sewer enters Town of Warrenton's sewer system (meter would give us precise measurement of volume of sewer in route to the wastewater treatment plant from our partners thus helping to ensure accurate portioning of monthly wastewater treatment expense between the three partners). (3) Purchase water and sewer line locating equipment. (4) Purchase water main valve exercising equipment.
- **Water and Sewer System Needs – Funded:** (1) 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 – JCB Backhoe – Repaired front tire. Repair Shop: Tar Heel Tire (Labor and Parts - \$77.50) (2) Repair – King Street Elevated Tank Vault – Repaired crack in weld in water line. Contractor: Southern Corrosion (Labor - \$1,250.00) (3) Locate Service – Located Town side of sewer service located on Brehon Street for troubleshooting. Contractor: Country Boys Excavating (Labor and Materials - \$100.00) (4) Emergency Repair – Town side of sewer service located at 543 W. Ridgeway St. – Repaired sewer line. Contractor: Country Boys Excavating Service (Labor and Materials - \$1,510.95) (5) Emergency Repair - Riggans Sewer Lift Station – Pump 1. Replaced mechanical seal. Contractor: Harris Enterprises (Labor \$900.00, Materials - \$404.70)

Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$77.50

Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$4,165.65

- **Water and Sewer Adjustment Request:** For consideration at the March 8, 2021 meeting of the Board of Commissioners. **Warren Food, Inc. (Subway)** – 305 E. Macon St., Account #003-0000570-1. (Billing Period November 16, 2020 thru December 15, 2020) Leak occurred underneath building. Normal usage 4,000. Request is for sewer adjustment of 78,000 gallons at \$9.01/1000. Total \$702.78. Adjustment recommended by staff. **Warren Food, Inc. (Subway)** – 305 E. Macon St., Account #003-0000570-1. (Billing Period December 16, 2020 thru January 15, 2021) Leak occurred underneath building. Normal usage 4,000. Request is for sewer adjustment of 179,000 gallons at \$9.01/1000. Total \$1,612.79. 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: March 4, 2021
Re: February 2021 Monthly Activity Report for WWTP

- **Pending Equipment Repairs:** **(1)** Effluent filter controls – Safety issue - Replace cylinders and control mechanism for valves located in pit area of filter building. **(2)** Sand blast and refinish site metal structures. **(Estimated Cost – Refinishing remaining structures - \$58,000)** **(3)** Replace Influent pump No. 2 and 3 motor base stands. **(Estimated Cost - \$4,000 per pump)**
- **Completed Plant Maintenance/Repair Related Information:** **(1)** Repair – Influent Works – Grit Pump. Installed new pump. Contractor: Harris Enterprises (Labor - \$810.00, Parts - \$12,385.10 (Includes spare wear plate)).

Total cost for Repairs (Account No. 39-861-342) - \$13,195.10

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month, 33.33 million gallons were treated.

Activity Detail Summary (by Category)

Warrenton Police Department

(02/01/2021 - 02/28/2021)

Incident\Investigations

| | |
|--|----------|
| 220 - Burglary/Breaking & Entering | 1 |
| 23C - Shoplifting | 1 |
| 23H - All Other Larceny | 1 |
| 280 - Stolen Property Offenses | 1 |
| 290 - Destruction/Damage/Vandalism of Property | 1 |
| 90Z - All Other Offenses | 3 |
| Total Offenses | 8 |
| Total Incidents | 5 |

Arrests

| | |
|----------------------|----------|
| 23C - Shoplifting | 1 |
| Total Charges | 1 |
| Total Arrests | 1 |

Accidents

Total Accidents 0

Citations

| | |
|-------------------------------|----------|
| Driving While License Revoked | 1 |
| Other (Infraction) | 1 |
| Speeding (Infraction) | 2 |
| Secondary Charge | 3 |
| Total Charges | 7 |
| Total Citations | 4 |

Warning Tickets

Total Charges 0
Total Warning Tickets 0

Activity Detail Summary (by Category)

Warrenton Police Department

(02/01/2021 - 02/28/2021)

Ordinance Tickets

| | |
|-----------------|---|
| Noise Ordinance | 1 |
|-----------------|---|

| | |
|-------------------------|---|
| Total Ordinance Tickets | 1 |
|-------------------------|---|

Criminal Papers

| | |
|------------------------------|---|
| Total Criminal Papers Served | 0 |
|------------------------------|---|

| | |
|-----------------------|---|
| Total Criminal Papers | 0 |
|-----------------------|---|

Civil Papers

| | |
|---------------------------|---|
| Total Civil Papers Served | 0 |
|---------------------------|---|

| | |
|--------------------|---|
| Total Civil Papers | 0 |
|--------------------|---|

Activity Log Event Summary (Cumulative Totals)

Warrenton Police Department

(02/01/2021 - 02/28/2021)

| | | | |
|--------------------------------|----|-------------------------------------|----|
| 911 Hang-up | 4 | Accident | 7 |
| Alarm Activation | 8 | Arrest | 1 |
| Assist Highway Patrol | 1 | Assist Motorist | 1 |
| Assist Other Department | 1 | Assist WC EMS | 3 |
| Assist WCSO | 6 | B & E | 1 |
| C.O.P.S. - Main St | 17 | C.O.P.S.- Foot Patrol | 1 |
| C.O.P.S.- Neighborhood Patrol | 4 | Complaint | 1 |
| Dispute | 1 | Disturbance | 8 |
| Downed Tree / Power Line | 1 | Foot Patrol | 3 |
| Investigation and/or Interview | 1 | Juvenile Issues | 1 |
| Ordinance Violation | 1 | Other | 1 |
| Parking Violation | 6 | Property Check – Business | 20 |
| Property Check – Residential | 4 | Suspicious Person / Vehicle | 6 |
| Talk with Officer | 1 | Traffic Light / Street Safety Issue | 1 |
| Traffic Stop | 37 | Welfare Check | 1 |

Total Number Of Events: 149



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

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. Update personnel manual with vacation accrual changes
4. Fix typo in CDBG paperwork
 - ✓ Done
5. Research options for selling surplus property
 - ✓ Done

Audit Results

Town of Warrenton

April Adams, CPA
Partner

March 8, 2021

Your guide forward



Agenda

Role of External Auditor

Internal Controls

Significant Audit Areas

Audit Results

Financial Results

Summary

Questions and Comments

Role of the External Auditor

Actions

Plan & Perform
Procedures

Obtain Reasonable
Assurance

Free from material
misstatement

Results

Express Opinion on:
- Financial Statements
- Yellow Book
- Federal Compliance
- State Compliance

Required Communications

Significant Changes

Estimates

Journal Entries

In accordance with two sets of auditing standards – Generally Accepted and Governmental

Internal Controls

**Identify
Significant
Transaction
Cycles**

Journal Entries

**Information
Technology
Controls**

Single Audit

**Obtain an
Understanding**

**Obtain
“Data Dump”**

IT Questionnaire

**Review Monitoring
Reports**

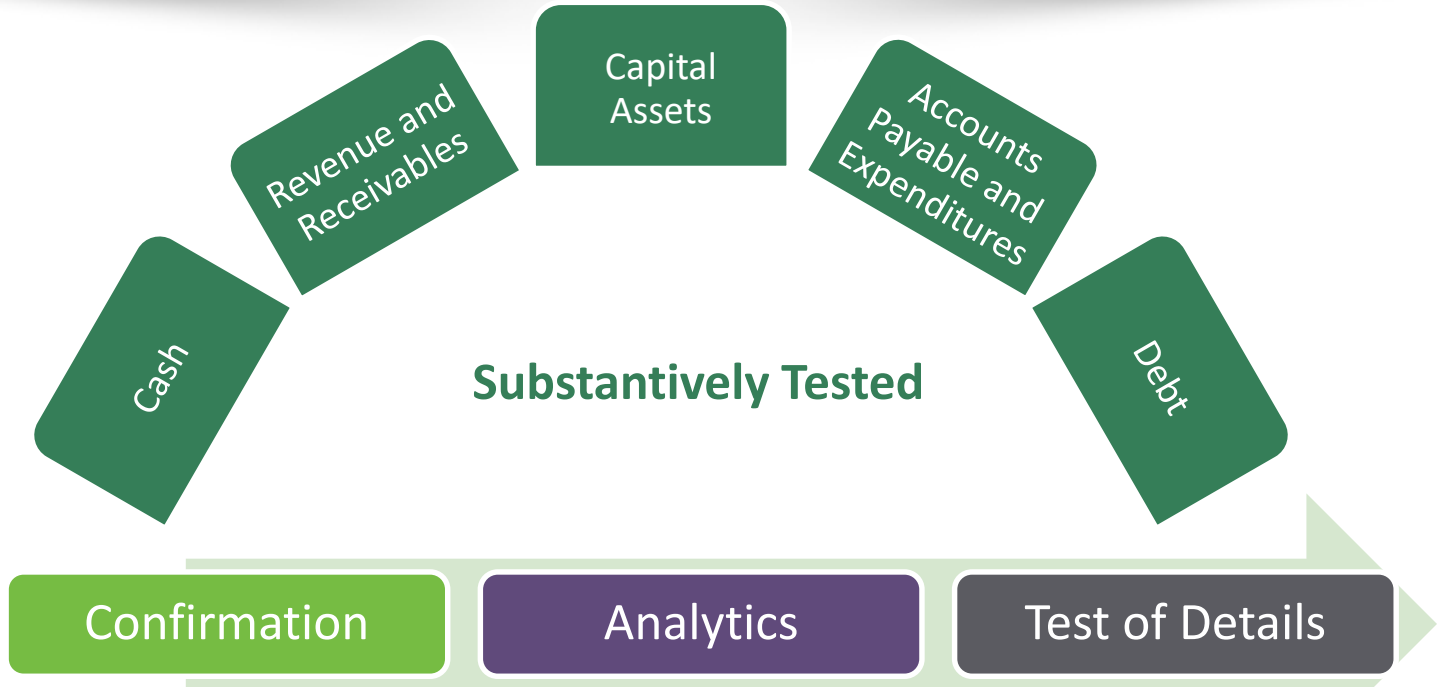
**Walkthrough key
controls**

**Mine for Unusual
Transactions**

**Review General
Computer Controls**

**Test Administrative
Controls**

Significant Audit Areas



Audit Results

Opinions

Unmodified Opinion –
Financial Statements

Unmodified Opinion –
Yellow Book

Unmodified Opinions –
Federal and State
Single Audit

Internal Controls

No Significant
Deficiencies or
Material Weaknesses

Single Audit

Major Program: Water
and Waste Disposal
Systems for Rural
Communities
&
NCDEQ Water
Infrastructure Fund

No findings for Single
Audit

Required Communications

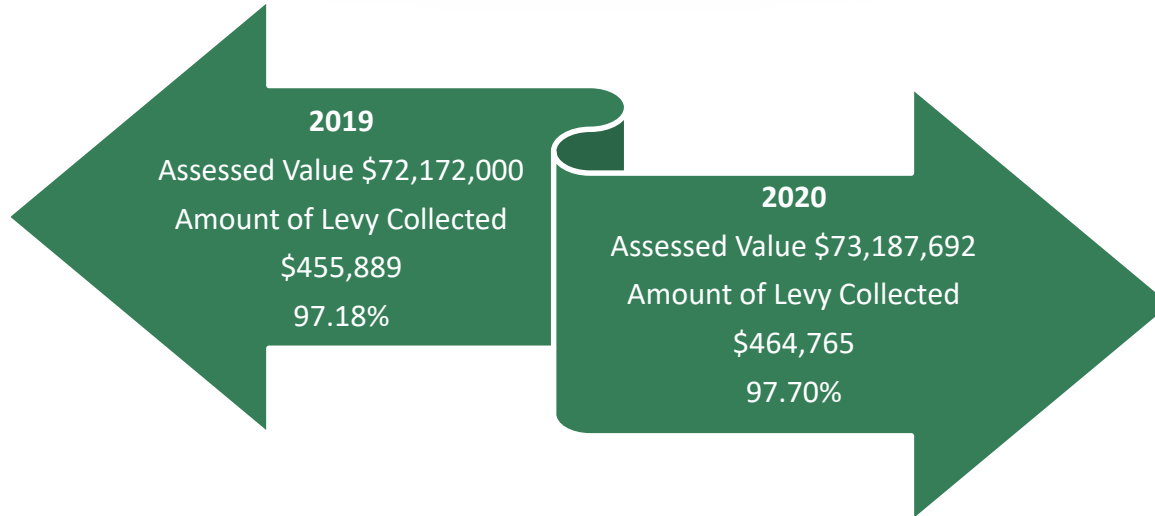
No Significant changes
in policies

Estimates: Depreciation,
Allowance, Pensions,
Vacation

One Journal Entry was
Identified – related to
accruing an
expenditure in the
correct year.

Financial Results

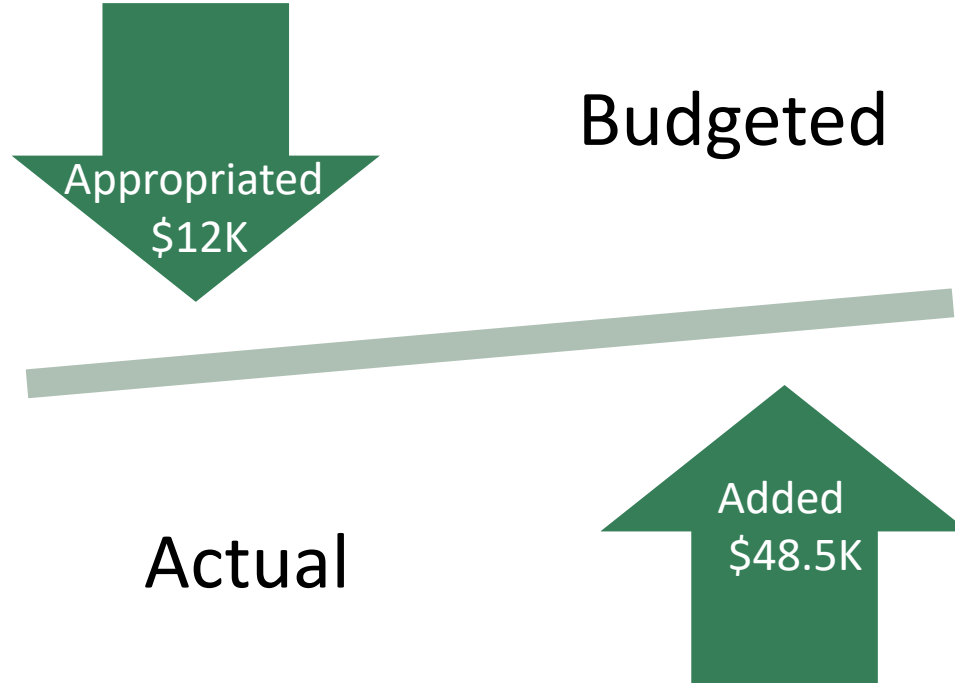
Property Taxes



✓ Collections met budgeted expectations

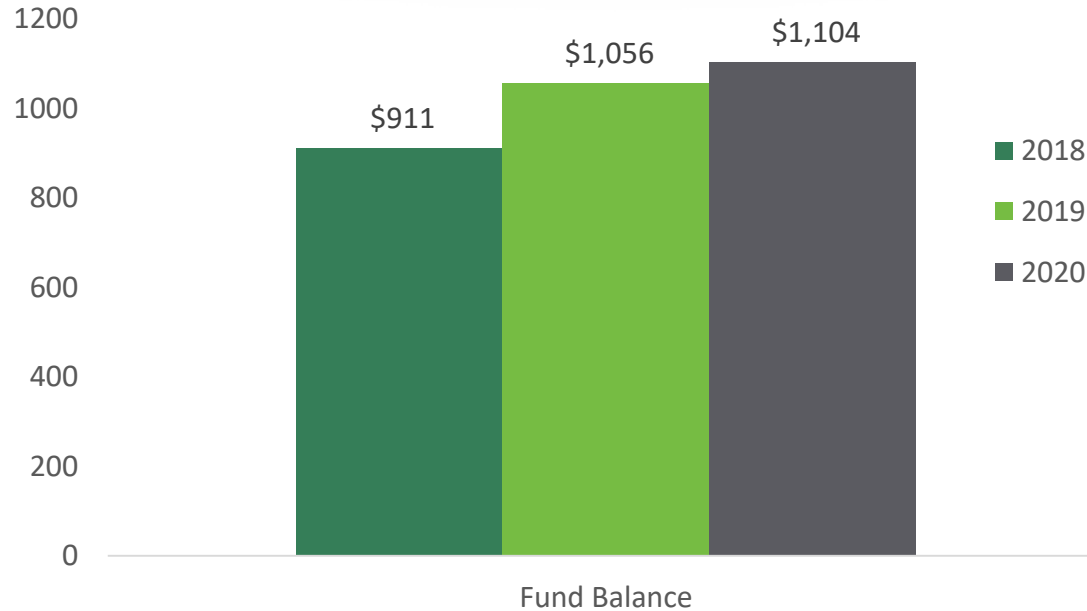
Financial Results

General Fund Balance



Financial Results

General Fund- Fund Balance (thousands)



Financial Results

General Fund Balance

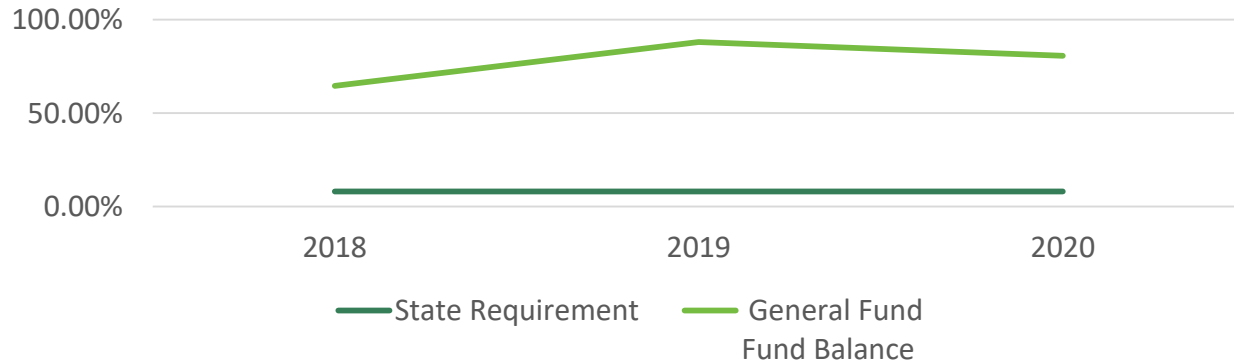
Available fund balance as a % general fund expenditures

2018 = 64.54%

2019 = 88.08%

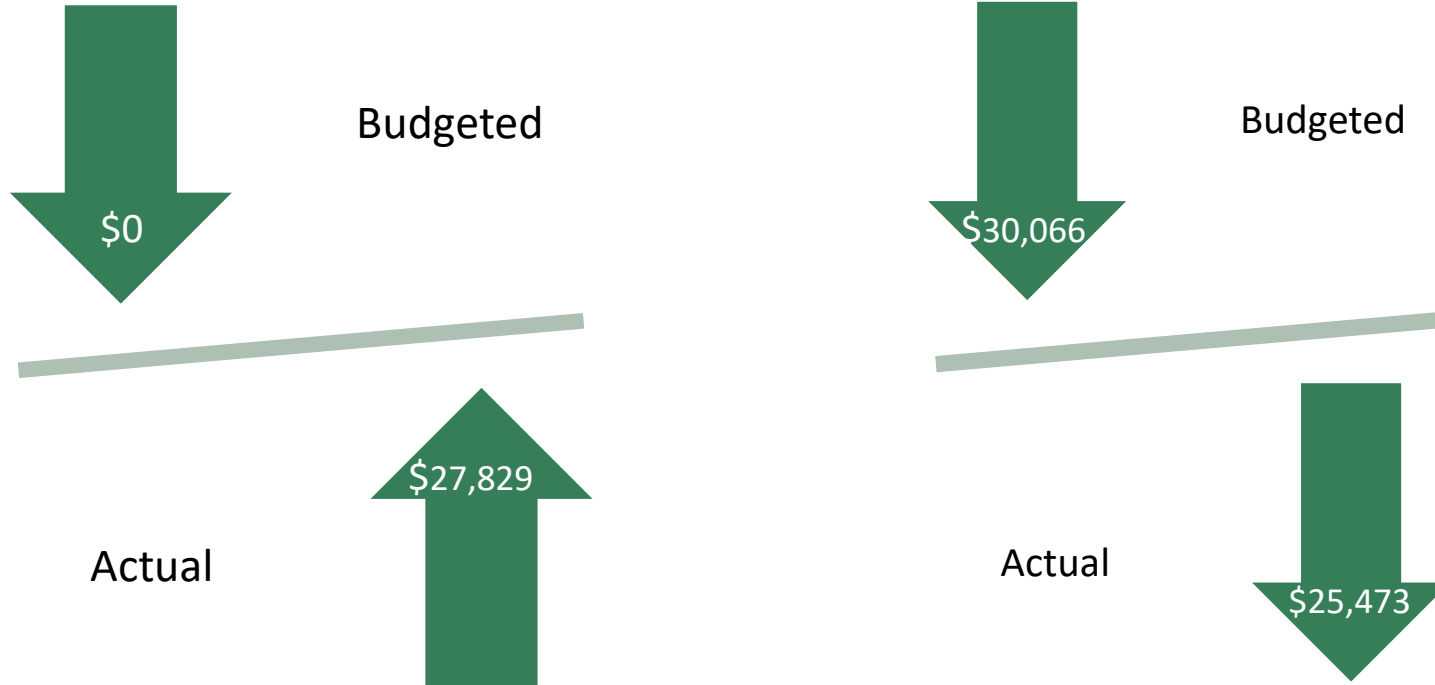
2020 = 80.80%

Unassigned General Fund – Fund Balance vs. State Requirement



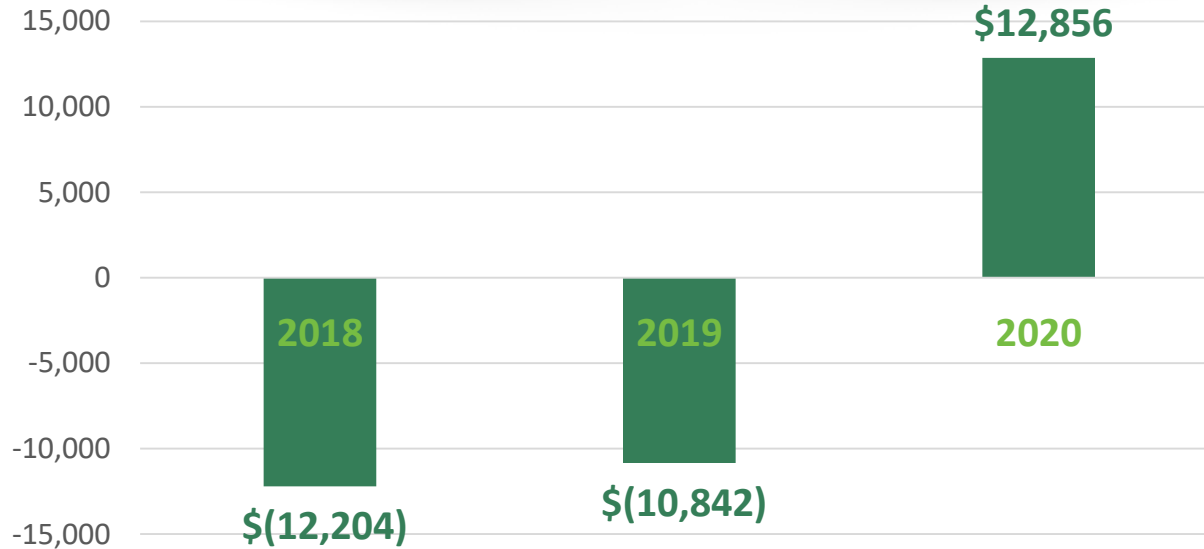
Financial Results

Wastewater Treatment Fund and Water and Sewer Fund Balance
(modified accrual basis)



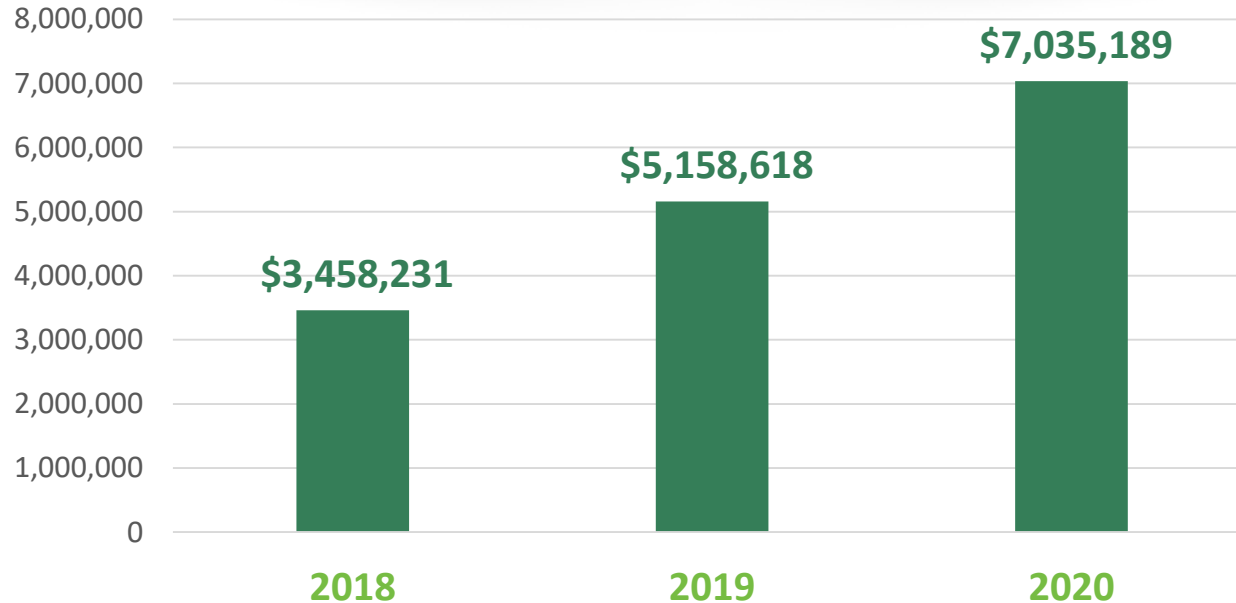
Financial Results

Wastewater Treatment Fund - Net Position – Full Accrual



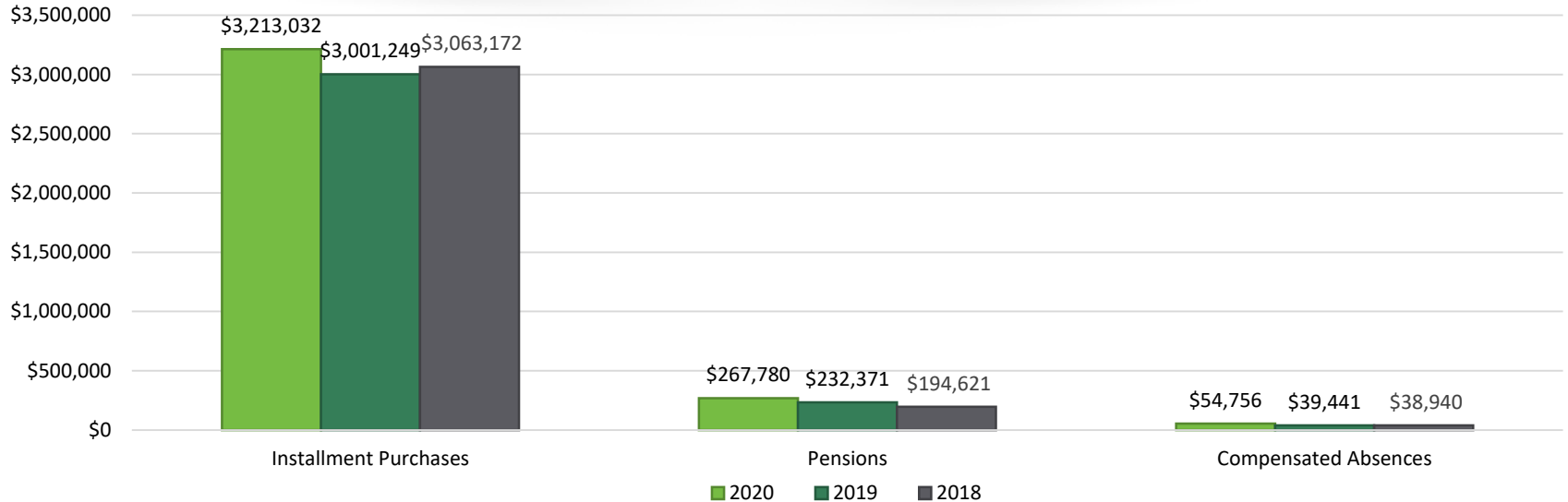
Financial Results

Water and Sewer Fund - Net Position – Full Accrual



Financial Results

Long Term Obligations

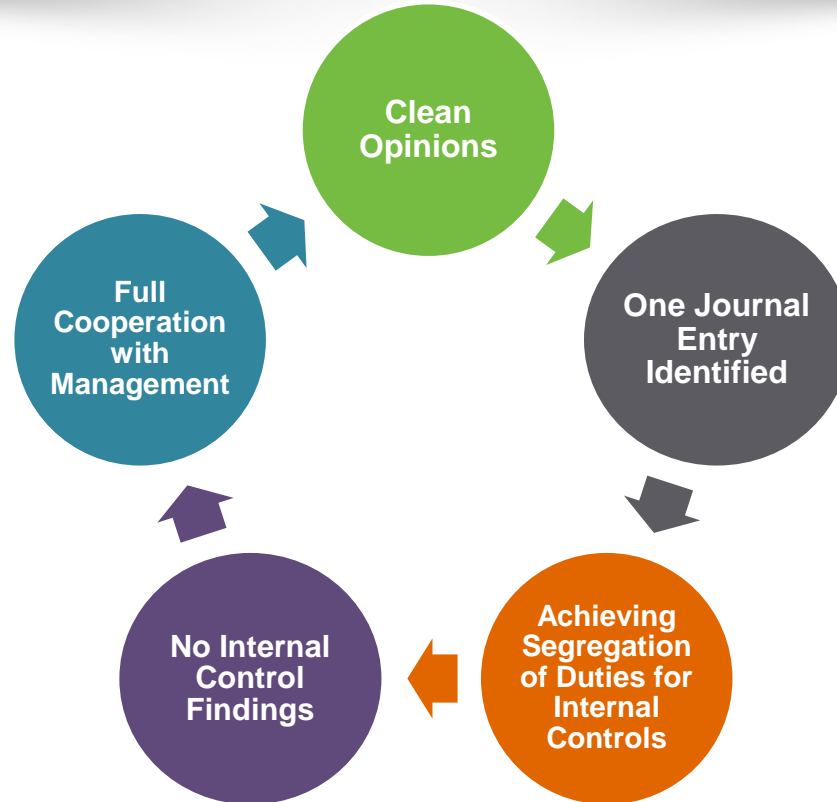


2020 Total: \$3,535,568

2019 Total: \$3,273,061

2018 Total: \$3,296,733

Summary



Questions & Comments?

April Adams, CPA

Partner

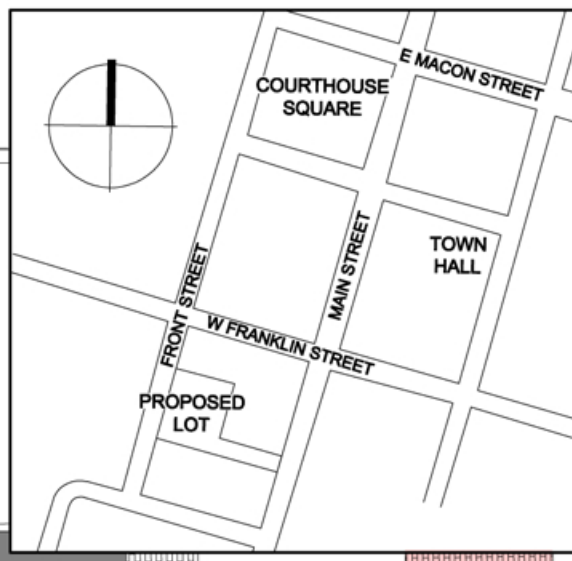
aadams@cbh.com

919.782.1040



Front Street

New Sidewalk



Main Street Sidewalk

Sidewalk Connection

New 58 Space Parking Lot

Main Street Driveway (One Way In)

RDavie

From: Michael Hurt <michaelhurt@dancobuildersinc.com>
Sent: Tuesday, March 2, 2021 4:40 PM
To: RDavie
Cc: michaeljhurt@hurtorg.com
Subject: Dameron Building

Robert,

Per our conversation, as we intend on proceeding with the revitalization of the Dameron Building (currently the Warrenton furniture warehouse), it is paramount that we have public parking to accommodate our tenants. The amount of street parking available is limited and will not be enough to provide parking for the over 24 residential units and 4 commercial retail that we intend on providing the community with. Please advise as soon as possible of the Town's intentions because without parking, this project cannot proceed.

Regards,

Michael J. Hurt
Hurt LLC

CHAPTER 151: Zoning Codes

(c) In the central business district, the Zoning Administration may allow a new use to be established in an existing building even if all parking requirements of this section cannot be met for the new use, provided that as much off-street parking as can reasonably be provided is provided by the use, and no foreseeable traffic congestion problems will be created.

(9) The minimum number of required off-street parking spaces shall be calculated as provided in §151.060(B)(10). In the case of a building or use not expressly provided for, the number of off-street spaces shall be the same as for a similar use or inclusive category which is provided for. Where there is more than one use in a single structure, or on a single tract, or two or more instances of the same use, the minimum number of required off-street parking spaces shall be equal to the sum of the requirements of the various uses, excepts for shopping centers which are expressly provided for;

(10)The following shall be the minimum number of off-street parking spaces which shall be provided:

| <i>Use</i> | <i>Number of required Off-Street Parking Spaces</i> |
|---|--|
| <i>Residential Uses</i> | |
| Dwellings, single and two-family | 2 per dwelling unit |
| Dwellings, multi-family | 2 spaces for each dwelling unit plus 1 visitor space for each 4 dwelling units |
| Townhouses | 2 spaces for each dwelling unit plus 1 visitor space for each 4 dwelling units |
| Group housing, such as boarding houses, dormitories, and similar establishments | 1.2 for each bedroom |
| Mobile homes on individual lots | 2 per mobile home |
| Mobile home parks | 2 spaces for each mobile home plus 1 visitor parking space for each 4 mobile homes |
| <i>Office and Institutional Uses</i> | |

RDavie

From: Mark Wethington <markwethington1@gmail.com>
Sent: Monday, March 1, 2021 7:46 PM
To: Robert Davie
Subject: Fwd: Warrenton South Main Parking lot proposal

see below email of support for the South Main Street parking lot from Full Gospel Faith Ministries

----- Forwarded message -----

From: **hattie cook** <firstladyhattie@yahoo.com>
Date: Mon, Mar 1, 2021 at 7:17 PM
Subject: Re: Warrenton South Main Parking lot proposal
To: Mark Wethington <markwethington1@gmail.com>

Dear Mr. Mark Wethington,

I apologize for responding to your e-mail so late. I am in agreement with the new parking lot and you have my support. I feel that it will be very beneficial to our church, Full Gospel Faith Ministries located at 104 College St., Warrenton, N. C. 27589

**Thank You,
Joseph M. Cook
Full Gospel Faith Ministries/Pastor
252-438-5098 (H) 252-820-3410 (cell)**

On Thursday, January 28, 2021, 11:51:02 AM EST, Mark Wethington <markwethington1@gmail.com> wrote:

Dear Pastor Cook,

Thank you for the conversation today. It is a joy to meet you over the phone and I hope one day soon in person. Here I am attaching the design for the parking lot. We went through several designs but this one seems to be the one which will work best for everyone. If you find this to be of benefit to the church and you support it, I would appreciate an email back which expresses this support. We would appreciate your letter of support as soon as possible. I apologize that it took me a while to find you! Thank you so very much.
Blessings,
Mark

Mark W. Wethington
Warrenton Town Commissioner
910-295-7720

Warren County Community Center, Inc.

111 W. Franklin Street, P.O. Box 5

Warrenton, NC 27589

December 23, 2020

Board of Trustees

Shauna S. Williams,

President

Felton B. Davis, Jr.,

Vice-President

Virginia Broach,

Secretary

Magnolia W. Clanton,

Treasurer

Gwendolyn White,

Financial Secretary

Yarbrough Williams,

Parliamentarian

Calvin Boyd

Collin Bullock

Henry Hayes

Reginald Hinton

Joyce B. Long

James D. Roberts

Shena Royster

Patricia Russell

Robert F. Davie, Jr.
Town Administrator
P.O. Box 281
Warrenton, NC 28589

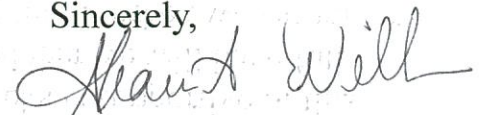
Dear Mr. Davie,

The Board of Trustees of the Warren County Community Center, Inc. met on Monday, December 14th. We voted unanimously in support of the town's proposal for a parking lot to be constructed behind our building, including a garden area. We also voted to contribute \$500.00 toward the garden part of the project. It is our understanding that Butch Meeks is supportive of this proposal. We also understand that we will have full access and use of the parking lot. Further, we assume the responsibility for building a concrete pad so that we can access the lift planned for our building.

Lastly, the board also voted unanimously to refrain from signing a letter addressed to Mr. Carlie Powell. It is the board's sentiment that the town should deal directly with Mr. Powell.

Thank you very much for this promising proposal for downtown Warrenton.

Sincerely,



Shauna S. Williams



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

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

STATUS OF GRANTS

(Fund 51 & 61) USDA Rural Development --

- Project being closed out.

(Fund 53) NC Commerce Main Street Downtown Redevelopment -- \$500,000 to redevelop 107 N. Main Street.

- Received bids for Phase 2. Received some lower bids for electrical, concrete and plumbing. Phase 2 plans may be revised and rebid, else project could continue as Phase 1 cost estimates are similar to prior estimates.
- Received updated estimates to continue on as Phase 1. Town placed building under its insurance policy.
- Town working with COG seeking additional grant funding option.

(Fund 55) NC DEQ Water Infrastructure WWTP -- \$2,100,000 to rehab most severe areas of WWTP

- Town \$1,600,000 with 100% grant and Town to pay 1.5% processing fee. Town borrowing additional \$500,000 to pay for cost increases in marketplace.
- Grit screen installed. Mixers and lime system ordered, delivery March and May
- End date of project is August 2021

TAP Grant – ADA (Americans with Disabilities Act) or handicapped sidewalk access

- DOT roads = 100% grant
- DOT indicated that funds have been allocated but construction has been delayed until January of 2022.

(Fund 64 & 65) NC DEQ – Sewer Rehab – Battle Ave/Unity & Bute

- Project being closed out.

NC Main Street Solutions Warrenton Brewery Grant - \$100,000 grant with 2 to 1 match. This grant is to help renovate 120 S. Main Street for a Brewery and Meadery.

- Final drawings received from architect
- Received approval from NCSHPO. Updated drawings submitted to Main Street.
- Waiting on financing closing. Work must be completed by October 2021 per grant agreement

NC Neighborhood Revitalization Program

- Application underway for CDGB funds to assist in repairing houses owned by citizens of low or moderate incomes.
- Received release of funds letter from NC Department of Commerce.
- Re-verifying income qualifications of recipients

Volkswagen Settlement Grant

- Application submitted on September 30 seeking replacement of garbage truck, dump truck, tractor and back hoe. No Town match was included in the application.
- Town awarded \$218,000 for new garbage and dump trucks. One of 70 awards given. Contract process may be two to six months to complete. Town must purchase equipment and be reimbursed approximately two weeks later.
- Expecting contract agreement from NC Commerce in next two weeks.

Building Reuse Grant

- Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic.
- Closing on building complete.
- Executed grant agreement with Commerce and Dr. O'Malley.

Brownfield Grant

- This grant will analyze the environmental issues with multiple properties in Warrenton.
- Grant application submitted by Cardno engineers. Award notification in May/June of 2021

EDA SPRINT Grant

- Application submitted to US Economic Development Administration for Frontier Warren.
- 20% match from Town is utilizing in-kind match which is already budgeted.
- Award notice Spring of 2021



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

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VALUES

Core Values (which describe our way of doing things)

- Fairness
- Progressiveness
- Proactiveness

Aspirational Values (which describe where we want to be)

- Diversity
- Inclusiveness

GOALS

Maintain Small Town Charm

1. Continue implementing streetscape plan, incorporating main street ideas and incorporating underground utilities
2. Engage a part-time marketing and promotional person to coordinate a merchants association, create and schedule coordinated events and take on events at Frontier Warren. Incorporating an investigation into wayfinding and coordination of colors of paint for the central business district.

Keep Business District Active

1. Continue revitalization of downtown business district
2. Discourage building neglect and encourage property improvements
3. Develop S. Main Parking lot – behind Nationwide Insurance
4. Continue grocery store recruitment

Keep Young People Excited about Living in Warrenton

1. Downtown activities at night (events person)
2. Trails and parks, continue implementing bi/ped plan inside ETJ
3. Events tailored to younger population (events person)

Increase Prosperity and Vibrancy

1. Recruit and secure downtown housing, urgent care and grocery store
2. Market Frontier Warren

Understand and Capitalize on a Variety of Histories While Engaging in the Future

1. Improve level of engagement in community heritage projects, such as Plummer Hook and Ladder Fire Museum, All Saints Episcopal Church
2. Investigate equity training with an eye toward reviewing town policies. Begin on positive note with all town is doing at present to support minorities.

Staff Goals

1. Part-time marketing/events coordinator handling also Frontier Warren and launching of merchants association
2. Keep current the vehicle rotations, both W/S trucks and police cars
3. As grant funding and budget allows, purchase new leaf machine (\$80,000), backhoe and stand on skid
4. As budget allows consider making Willie Davis position a full-time position



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

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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

February 2021 Pre-billing Report

Water Revenues: \$61,000
Sewer Revenues: \$46,000

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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Considerations - Selecting Legal Services for Neighborhood Revitalization Grant:

Banzet, Thompson, Styers & May

- Currently on retainer with Town
- Not to exceed price

Marvin P. Rooker

- Completed RFP as asked
- Same hourly rate as Banzet, Thompson, Styers & May

Banzet, Thompson, Styers & May, P.L.L.C.

ATTORNEYS AT LAW

PO Box 535 • 101 North Front Street • Warrenton, NC 27589

Mitchell G. Styers • mitchstyers@banzetlaw.com
Robert T. May, Jr. • robert.may@banzetlaw.com
Jill A. Neville • jill.neville@banzetlaw.com

Telephone 252-257-3166
Facsimile 252-257-2053

January 25, 2021

Robert Davie
Town Administrator
Town of Warrenton, North Carolina
113 S. Bragg Street
Warrenton, NC 27589

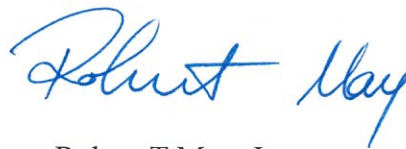
Re: Request for Legal Quote for 2018 Neighborhood Revitalization Project

Dear Mr. Davie,

I propose a flat fee of \$750.00 per property. A total of \$6,750.00 would be required to complete all nine (9) title preliminaries and finals, notes, deeds of trusts, and other paperwork that CDBG-SSH might need.

We would be glad to assist the Town with this project. If you have any questions, please do not hesitate to call.

Sincerely,



Robert T May, Jr.

RTM/rr

LAW OFFICES OF
HICKS WRENN, PLLC

Telephone: 919-693-8161
www.hickswrennlaw.com

N. Kyle Hicks
James C. Wrenn, Jr.
Gerald T. Koinis
Jeffrey G. Stovall

PO Box 247
111 Gilliam Street
Oxford, North Carolina 27565

January 27, 2021

Town of Warrenton
Robert Davie, Town Administrator
113 S. Bragg Street
Warrenton, NC 27859

Re: Legal Services for 2018 CDBG-Neighborhood Revitalization Project

Dear Mr. Davie,

I am writing in response to the memorandum received from the Town of Warrenton concerning legal services for the 2018 CDBG Neighborhood Revitalization Project. My hourly rate for services indicated is \$300.00 per hour. I would anticipate 3 hours per property. If we can assist with this project, please let us know. Thank you for the opportunity to submit a quote.

If you have any questions, do not hesitate to contact me.

Sincerely,



N. Kyle Hicks

NKH

MARVIN P. ROOKER
ATTORNEY AT LAW
P.O. BOX 178
108 SOUTH BRAGG STREET
WARRENTON, NORTH CAROLINA 27589

TELEPHONE: 252/257-2078

FACSIMILE: 252/257-4199

February 9, 2021

Mr. Robert Davie, Town Administrator
Town of Warrenton
113 S. Bragg Street
Warrenton, NC 27589

Re: Request for Quote for Legal Services for 2018 CDBG- Neighborhood Revitalization Project

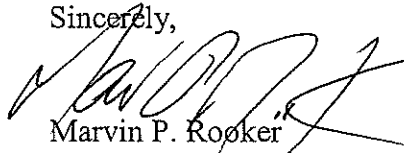
Dear Mr. Davie,

Thank you for the opportunity to provide a quote for legal services involving this project.

I propose to provide legal services as described in your letter dated January 25, 2021 based upon an hourly rate of \$150.00 per hour. I anticipate the attorney fee for each unit will be \$750.00 plus any recording costs including \$64.00 to record the Deed of Trust.

Please let me know if you should have any questions or if we may be of assistance.

Sincerely,



Marvin P. Rooker

MPR/nbb

Enclosures

Jonathan S. Care

ATTORNEY AT LAW, P.A.

109 W. MONTGOMERY STREET
HENDERSON, NORTH CAROLINA 27536

TELEPHONE (252) 492-3053
Telefax (252) 430-8355
EMAIL jcare@jcarelaw.com

JONATHAN S. CARE

January 26, 2021

Mr. Robert Davie, Town Administrator
Town of Warrenton
113 S. Bragg Street
Warrenton, NC 27859

Re: Legal Services for 2018 CDBG-Neighborhood Revitalization Project

Dear Mr. Davie:

I received your request for a quote regarding the 2018 CDBG-Neighborhood Revitalization Project. I worked with Vance County on their Neighborhood Revitalization Project a few years back and learned that there is a lot to be done with preparing for these to close. Title and judgment searches have to be done for each property as well as preparing all the documents for each closing. I feel that the cost for me to do this will be much higher than someone who is more local.

Thank you for including me in this opportunity. Should you have any questions, please do not hesitate to contact me.

Yours very truly,

JONATHAN S. CARE
ATTORNEY AT LAW, P.A.

Jonathan S. Care

JSC/kji



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

P.O. Box 281
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Vacancy Selection Process

From Robert Joyce’s blog posting at UNC SOG entitled: “How to Fill a Vacancy on an Elected Board”

Option B: the nomination-and-ballot method. In an open meeting, board members would nominate citizens to fill the vacancy. (Or the board could decide that everyone who has filled out an application is to be considered a nominee.) Then, each board member would vote for the person he or she would like to have fill the vacancy. A person who receives a majority of the votes would be selected to fill the vacancy. If no one receives a majority, then those who receive the fewest votes should be dropped from consideration, so that the voting is between the front-runners. In using the nomination-and-ballot method, the board must decide beforehand whether a majority will be required to fill the vacancy, and, if so, how the lowest vote-getters will be removed for subsequent rounds of voting, if necessary. On this last point, the rules might say, for instance, that after the first round of votes, all candidates who receive zero votes would be removed. The rules might then say that after the second round, if necessary, all candidates but two will be dropped so that the third round is between the two highest vote-getters.

Suggested Process Details

1. Everyone who filled out an application will be considered as a nominee.
2. Each board member votes for the person he or she would like to fill the vacancy.
3. Any board member attending via Zoom, shall text his/her vote to the Town Administrator indicating the candidate and if first vote or follow on votes.
4. Town Administrator will read the votes out loud.
5. If no one receives a majority, the Mayor will cast a tie-breaking vote should the votes end in a 3-3 or 2-2-2 tie.



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

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Real Estate Surplus Sale Options:

Govdeals.com

- Term of the listing 30 days
- Listing fee 7.5% paid by buyer
- Upset bid could be programmed and upset time would be 4 additional days, but can be set for any timeframe
- Advertising of these properties done by Govdeals. Signs provided by Govdeals to put on the property
- Client manager takes pictures of property






Alternative Sealed Bid process

- Town advertises in local newspapers for buyers

Search Results for 'pamlico county'

Items 1 through 5 of 5

[Home](#)

| | DESCRIPTION | LOCATION | AUCTION CLOSE | CURRENT BID ▼ | SHORTCUTS |
|---|---|--------------------------|-------------------------------|-------------------------------|---------------------------------|
|  | 8276 NC HWY 304- 0.468 ACRE Property ID: 4 | Bayboro, NC | 3/11/2021 12:00 PM ET | \$2,725.00 Bids: 22 | View by same: ▼ |
|  | 14758 NC 304/33 HWY- Approximately 1 Acre. ID: 34 | Bayboro, NC | 3/11/2021 12:00 PM ET | \$2,350.00 Bids: 16 | View by same: ▼ |
|  | 80 Jones Rd- 0.50 Acre Property ID: 22 | Bayboro, NC | 3/11/2021 12:00 PM ET | \$2,225.00 Bids: 15 | View by same: ▼ |
|  | 305 Water St ; Bayboro NC 28515- 57 foot x 124 foot Lot. ID: 31 | Bayboro, NC | 3/11/2021 12:00 PM ET | \$1,425.00 Bids: 6 | View by same: ▼ |
|  | Lot 76, Block 86 Short Street- Approximately 0.50 Acre Property ID: 2 | Bayboro, NC | 3/11/2021 12:00 PM ET | \$1,125.00 Bids: 7 | View by same: ▼ |

Items 1 through 5 of 5



Help Desk Hours: Monday - Friday, 8 am - 7 pm ET.
Contact us with any questions, comments or concerns.

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Incorporation by Reference of Buyer Terms and Conditions. These Terms and Conditions are specific to this auction and supplement our standard [Buyer Terms and Conditions](#) applicable to all bidders on our marketplace. You hereby acknowledge and agree to the most recent [Buyer Terms and Conditions](#) which are hereby incorporated by reference into these Terms and Conditions specific to this auction. In the event of a conflict between these Terms and Conditions specific to this auction and our standard [Buyer Terms and Conditions](#), these Terms and Conditions shall control. A link to our most current version of [Buyer Terms and Conditions](#) can be found on the [Site Map](#) which can be accessed at the bottom of each page on our marketplace website.

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Sample - Real Estate

Sample, North Carolina

Online Sales - Terms and Conditions

All bidders and other participants of this service agree they have read and fully understand these terms and agree to be bound thereby.

Guaranty Waiver. All assets are offered for sale “AS IS, WHERE IS.” Pamlico County - Real Estate (Seller) makes no warranty, guaranty or representation of any kind, expressed or implied, as to the merchantability or fitness for any purpose of the property offered for sale. The Buyer is not entitled to any payment for loss of profit or any other money damages – special, direct, indirect or consequential.

Description Warranty. Seller warrants to the Buyer the property offered for sale will conform to its description. Any claim for misdescription must be made prior to removal of the property. If **Seller** confirms the property does not conform to the description, **Seller** will keep the property and refund any money paid. The liability of the **Seller** shall not exceed the actual purchase price of the property. **Please note upon removal of the property, all sales are final.**

Personal and Property Risk. Persons attending during exhibition, sale, or removal of goods assume all risks of damage of or loss to person and property and specifically release the **Seller** and **GovDeals** from liability therefore.

Consideration of Bid. Seller reserves the right to reject any and all bids and to withdraw from sale any of the assets listed at any time until the Seller has received payment in full for the assets and Buyer has removed the assets from the Seller's premises in their entirety.

Buyer's Certificate. If applicable, successful bidders will receive a Buyer's Certificate by email from **GovDeals** as their notice of award.

Buyer's Premium & Additional Fees. If a Buyer's Premium and/or Additional Fees are shown on the auction page Bid Box, then that amount (expressed as a percentage of the final selling

price or a specified amount) will be added to the final selling price of all items in addition to any taxes imposed.

Payment. Payment in full is due not later than **5 business days** from the time and date of the close of the auction. Please refer to the payment instructions listed on the auction page for complete payment terms and methods. Please refer to the Bid Box for all fees and taxes that may be associated with the auction.

State/Local Sales and/or Use Tax. Buyers are subject to State and/or local sales and/or use tax unless they provide a proper exemption certificate. Please review the Payment Instructions for all information related to Sales Tax and Tax Exemptions.

Removal. All assets must be removed within **ten (10) business days** from the time and date of the close of the auction. Purchases will be released only upon receipt of payment as specified. Successful buyers are responsible for loading and removal of any and all property awarded to them from the place where the property is located as indicated on the website and in the Buyer's Certificate. The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the property. Under no circumstances will **Seller** assume responsibility for packing, loading or shipping. See instructions on each auction page for complete removal details. A daily storage fee of \$25.00 may be charged for any item not removed within the ten (10) business days allowed and stated on the Buyer's Certificate.

Vehicle Titles. **Seller** will issue a title or certificate upon removal of the vehicle. Titles may be subject to restrictions as indicated in the asset description on the website.

Approval. Some Auctions/Sales are subject to Seller approval prior to award to the high bidder. Please review the auction/sale page for full terms of the sale and whether the final bid/sale is subject to approval.

Default. Default shall include (1) failure to observe these terms and conditions; (2) failure to make good and timely payment; or (3) failure to remove all assets within the specified time. Default may result in termination of the contract and suspension from participation in all future sales until the default has been cured. If the Buyer fails in the performance of their obligations, **Seller** may exercise such rights and may pursue such remedies as are provided by law. **Seller reserves the right to reclaim and resell all items not removed by the specified removal date.**

Acceptance of Terms and Conditions. By submitting a bid, the bidder agrees they have read, fully understand and accept these Terms and Conditions, and agree to pay for and remove the property, by the dates and times specified. These Terms and Conditions are available for review in the bid box at the top of each page of each asset listed on [GovDeals](#). Specific Instructions (Payment, Removal, and Special) appearing on the asset page will override certain sections of these Terms and Conditions.

Sales to Employees. Employees of the **Seller** may bid on the property listed for auction, so long as they do NOT bid while on duty.



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

Plummer Hook and Ladder Museum Timeline

1. Obtain 501-C3 status
2. Bucket wagon picked up from Salisbury
3. Build display for bucket wagon
 - a. Checking with NC Museum of History on ideal display
 - b. Clint Greer possibly build display
4. Engage Napoleon Hill to paint a mural on back wall based on historical Plummer photographs. Apply for grant funding from Arts Council.



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Dr. Julian Haywood Honor

The Town wishes to honor Dr. Julian Haywood, born April 13, 1927, who recently died in December 2020.

Dr. Lemuel Julian Haywood, MD, was Professor Emeritus of Medicine at the University of Southern California and authored or coauthored over 600 scientific publications. Notable among his many accomplishments, he established one of the first coronary care units on the west coast and led a team that developed the first computerized system for real-time heart arrhythmia detection, in 1969.

Raised in Warrenton, North Carolina, where his father was the first and, for many years, only African American physician, he attended John R. Hawkins High School before entering the Army Specialized Training Reserve Program at Howard University (1944-45). With the conclusion of World War II, he returned to Howard for medical school, receiving his M.D. degree with honors in 1952.

He arrived at Los Angeles County General Hospital in 1956 as a second-year internal medicine resident. He helped establish and led the Sickle Cell Disease Research Foundation and was a founding member of the Association of Black Cardiologists. The Coronary Care Unit at the Los Angeles County Hospital-USC Medical Center, which he established in 1966, was renamed “The L. Julian Haywood Coronary Care Unit” in 2016.

Ever mindful of his roots, Dr. Haywood donated family property to the Town of Warrenton for the establishment of the town’s first park. The Hayley-Haywood Park, named to honor his father and his mother’s family’s contributions as prominent citizens, was dedicated in May 2018.

Today, we honor the life and contributions of Dr. Julian Haywood.