



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

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**BOARD OF COMMISSIONERS REGULAR MEETING**  
**7:00 PM, SEPTEMBER 14, 2020**  
**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 August 10, 2020, Minutes of Public Hearing on August 10, 2020, Minutes of CDBG Review Committee on August 18, 2020, Minutes of Called Board Meeting on August 25, 2020
5. Consent Agenda
  - a. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
  - b. Monthly Checks Report
  - c. Public Works Monthly Report
  - d. WWTP Monthly Report
  - e. Police Activity Reports
6. Committee Reports
  - a. Finance and Administration (Ms. Hunter)
  - b. Public Works (Ms. Harding)
  - c. Public Safety (Mr. Hardy)
  - d. Human Resources/Information Technology (Mr. Blalock)
  - e. Revitalization/Historic District Commission (Mr. Coffman)
  - f. Beautification/Facilities (Ms. Britt)
  - g. Planning/Zoning/Annexation (Mr. Packer)
7. Old Business
  - a. Status of Grants
  - b. Status of Utility Payments
  - c. Budget Amendment – Donations/Beautification
  - d. Grant Project Ordinance – Coronavirus Relief Fund
  - e. Grant Project Ordinance – CDBG NRP
  - f. CDBG NRP Required Approvals: Housing Plan, Language Access Plan, Section 3 Plan, EEO Procurement Plan
8. New Business
  - a. NC IDEA Grant Application
  - b. Proposal – Historic District Update
  - c. Request for Funding – Episcopal Diocese
  - d. WEX Worksite Agreement
  - e. Artwork Loan and Exhibition Agreement
  - f. Chamber of Commerce Resolution
  - g. Commissioner Appointment Process
9. Announcements
10. Adjournment

## **Conflict of Interest Disclaimer**

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

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

## **Citizen Comments**

### **Rules for Citizen Comments**

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

**Town of Warrenton  
Board of Commissioners**

Walter M. Gardner, Jr.  
Mayor

Robert F. Davie  
Town Administrator

## Town of Warrenton

*"Historically Great - Progressively Strong"*

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### TOWN OF WARRENTON – REGULAR MONTHLY MEETING MONDAY, AUGUST 10, 2020

Attending were Mayor Walter Gardner, Town Administrator Robert Davie, Commissioners Mary Hunter, Michael Coffman, Travis Packer, John Blaylock, William “Tom” Hardy, Kimberly Harding (by phone), Margaret Britt, Police Chief Goble Lane, William “Bill” Perkinson, Public Works Director, Greg Beyrent and Annette Silver, minute taker. Debbe Speer was present at Town Hall with several others attending via Zoom.

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

Mayor Gardner called the TOW August 10, 2020 meeting to order. The Pledge was led by Commissioner Hardy. A Moment of Silence was held for students returning to school and for Mrs. Bettie Davis and family at the recent loss of her son.

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

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

#### **Public Comments**

Public Comments were voiced by Mrs. Debbe Speer. She stated that Town looks lovely then asked the following questions: Why does the TOW allow boarded up windows in homes in Historic District on W. Franklin Street? Why is there a junkyard on W. Franklin Street? Why is the lobby in Town Hall still closed? Why are the same people on most of the Town’s committees? Mayor Gardner stated her questions would be addressed.

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

Minutes of July 13, 2020 meeting were presented. A motion was made by Commissioner Coffman with second by Commissioner Britt to approve said Minutes. A roll call vote was held. 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 Hunter with second by Commissioner Packer to approve Consent Agenda. The motion was approved by unanimous roll call vote.

## **COMMITTEE REPORTS**

**Finance and Administration** Commissioner Hunter had no additional information at this time

**Public Works** In addition to written submission, Commissioner Harding asked Town Administrator to present information regarding a street paving opportunity. Since annual Powell Bill funds for FY 2020-21 are already spoken for, Mr. Davie discussed using \$7000 from the Powell Bill reserve fund for E. Market Street. It is financially advantageous while other streets are being resurfaced and the cost is lower than typical. Utilizing approximately \$7000 would leave a balance of approximately \$25,000 in the Powell Bill reserve account. A motion was made by Commissioner Blaylock with second by Commissioner Hardy to approve the request. The motion was approved by unanimous roll call vote. Commissioner Blaylock questioned fixing sidewalks as there is deterioration in areas on Main Street. Mr. Davie stated this work has already been identified and is in plans for 2020 and part of the typical Powell Bill use of funds.

**Public Safety** Commissioner Hardy and Chief Lane had no report in addition to written submission.

**Human Resources/Information Technology** Commissioner Blaylock reported that all employees who had COVID-19 have recovered and are back at work.

**Revitalization/Historic District Commission** Commissioner Coffman had no meeting and no report from Revitalization. The Historic District Commission reports two COAs were presented to the HDC. Re-surfacing a roof on the building at 223 S Main St (formerly owned by Fritz Vaughan) was approved. The COA permit for a planting bed surrounding a mature tree in the front yard at 501 N Main Street (Cosmo Rodriguez) was denied.

**Beautification/Facilities** Commissioner Britt stated that the children of the late Mrs. Mary Hehl requested that memorials be directed to the Town of Warrenton for purposes of beautification and landscaping. Commissioner Britt asked for direction on handling the contributions. Mr. Davie stated a special line item for revenue would be created. Also, Commissioner Britt received a complaint from Debbe Speer concerning an odor from 141 S. Main Street (fish market) and investigated thoroughly, smelling nothing out of the ordinary.

**Planning/Zoning/Annexation** Commissioner Packer had items to be discussed later in the meeting.

## **OLD BUSINESS**

### **Grant Status**

**Fund 51 & 61 USDA Rural Development** work will begin Wednesday 8/12/2020 on paving and ADA accessibility

**Fund 53 (NC Commerce Main Street Downtown Redevelopment** Received updated estimates to continue as Phase 1. Building owner is no longer able to obtain loans to finish the building. Phase 2 on hold.

**Fund 55 NC DEQ Water Infrastructure WWTP** work to begin October 1, 2020

**Fund 64 & 65 NC DEQ Sewer Rehab Battle Ave/Unity & Bute** Completed, with only high visibility striping left to finish at a later date.

**Fund 63 DEQ AIA Sewer** Awaiting any additions from Bill Perkinson before closing out grant and providing map deliverable.



**NC Neighborhood Revitalization Program** Completed re-advertising RFP for services to administer the grant, only one response to RFP received. Moving forward to accept sole source administrator.

**Volkswagen Settlement Grant** Town awarded \$218,000 for new garbage and dump trucks. Contract process may take two to six months to complete. The Town must purchase and then grant will reimburse the Town within two weeks.

**Building Reuse Grant** awaiting closing on building before executing grant agreement with NC Department of Commerce and Dr. O'Malley on the John Riggan building.

**PARTF Grant** notification will be in September 2020.

Robert Davie stated that Frontier Warren is progressing well with Research Triangle Foundation CEO, Scott Levitan, stating that he "couldn't be happier." There are lessees in nine of the ten offices and training classes for entrepreneurs have begun and are oversubscribed.

Robert Davie stated that a change to the Zoning Ordinances, requiring a special use permit for mobile home parks located in areas zoned as R-20, is recommended by the Planning Board. A motion was made by Commissioner Blaylock with second by Commissioner Harding to accept the recommendation from the planning board and make the proposed change to the zoning ordinance. The motion was approved by unanimous roll call vote.

Bond Closing Documents and Resolutions regarding the USDA grant/loan project were presented for approval. A motion to approve and execute documents was made by Commissioner Hardy with second by Commissioner Hunter. The motion was approved by unanimous roll call vote.

The Board reviewed information regarding an agreement with FEMA for reimbursement of COVID-19-related expenses. A motion to approve the agreement was made by Commissioner Coffman with second by Commissioner Hunter. The motion was approved by unanimous roll call vote.

## **NEW BUSINESS**

Robert Davie presented a payment plan for Water/Sewer/Landfill fees that have been accumulating as part of NC Executive Orders 124 & 142 during the COVID-19 pandemic. These orders required municipalities to waive late fees and penalties and suspend cut-offs for delinquent utility bills from March 1, 2020 through July 30, 2020. As of August 10, approximately \$18,000 is owed in delinquent bills. After a lengthy discussion, a policy was adopted by TOW setting up a six-month payment plan beginning in September 2020 and continuing through February 2021 for all delinquencies as of August 20, 2020. Late fees and penalties will continue to be suspended through February 2021, however if a payment plan is not adhered to utility accounts will be turned off. Davie stated that many towns were adopting a similar plan, based on feedback from a recent UNC School of Government webinar. A motion to adopt the payment plan beginning September 2020 through February 2021 was made by Commissioner Blalock with second by Commissioner Hardy. The motion was approved by unanimous roll call vote.

As part of the federal CARES Act (Coronavirus Aid, Relief and Economic Security), an Interlocal Government Agreement between Warren County and the Town of Warrenton regarding COVID-19 Grant Funds was presented. Approximately \$96,000 will be made available to the Town for reimbursement of expenses related to COVID-19. A motion was

made by Commissioner Hardy with second by Commissioner Hunter to approve the Agreement. The motion was approved by unanimous roll call vote.

**ANNOUNCEMENTS** None

A motion by Commissioner Hardy with second by Commissioner Britt to go into closed session was made to discuss contract negotiations per NC General Statute 143-318.11 (a)(5). The motion was approved by unanimous vote. Commissioner Harding did not participate in the closed session as per Town policy.

A motion to return to open session was made by Commissioner Blalock with second by Commissioner Hardy. The motion was approved by unanimous vote. Commissioner Harding was called by Mayor to return to open session. Upon entering open session a motion was made by Commissioner Packer with second by Commissioner Blalock to have attorney Mitch Styers develop a success-fee, payment-structured agreement for Stacy Woodhouse, who will work on significant projects that benefit the town.

With no further business the meeting was adjourned.

Walter M. Gardner, Jr.  
Mayor

Robert F. Davie  
Town Administrator

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### **TOWN OF WARRENTON – SPECIAL CALLED MEETING TUESDAY, AUGUST 25, 2020**

Attending were Mayor Walter Gardner, Town Administrator Robert Davie, Commissioners Margaret Britt, Michael Coffman, Travis Packer and by phone or Zoom Kimberly Harding, Mary Hunter and John Blalock.

The Mayor called the special meeting of the Board together at 2:30 PM. The Mayor explained that the purpose of the called meeting was to consider and adopt a proposal for administrative services for the CDBG Neighborhood Revitalization Grant. The Town advertised an RFP for administrative services and received only one response. The Town re-advertised the RFP in the Warren Record and Henderson Dispatch newspapers and no additional responses were received. Furthermore, the Town has received a letter from the NC Commerce Department authorizing sole source of administrative services. The Mayor reminded the Board that they had set up a Review Committee made up of Commissioner Mary Hunter, Town Administrator Robert Davie and Mayor Walter Gardner, to consider and score the RFP responses. The Review Committee met, scored the one response from PRO, Inc. and is recommending the proposal from PRO, Inc. for acceptance to the full Board.

Commissioner Coffman motioned to accept the proposal for administrative services from PRO, Inc. and to allow the Mayor to sign any additional documents necessary for the CDBG Neighborhood Revitalization Grant project. Commissioner Britt seconded the motion and the motion was approved by unanimous roll call vote.

Commissioner Blalock inquired into the timeframe and anticipated completion dates. The Mayor noted Spring of 2021 as work starting and Fall of 2022 as the target completion date. Commissioner Hunter asked when grant recipients would be notified of the award. Robert Davie noted that after they would be notified over the next sixty days.

With no further business the meeting was adjourned.

Walter M. Gardner, Jr.  
Mayor

Robert F. Davie  
Town Administrator

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**PUBLIC HEARING FOR ZONING ORDINANCE CHANGE  
MONDAY, AUGUST 10, 2020**

Those attending were Mayor Walter Gardner, Robert Davie, Town Administrator, Commissioners Mary Hunter, Michael Coffman, Travis Packer, John Blaylock, Margaret Britt, William "Tom" Hardy, Kimberly Harding (by phone), Chief Goble Lane and Annette Silver. Debbe Speer was citizen present with other citizens attending via Zoom call due to Governor's Executive Order.

The purpose of the Public Hearing is to receive comments to proposed change to the Zoning Ordinance requiring a Special Use permit for mobile home parks located in areas zoned R-20. At the present time, the Ordinance does not require any Special Use or Conditional Use permit.

Questions asked by Commissioners:

- (a) Is there a request to expand any MHP at present time? Answer: No
- (b) Has anyone made any inquire to Town concerning Ordinance change? Answer No

No other comments were voiced.

Public Hearing closed with no public comments voiced.



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Minutes of Review Committee Bid Opening for Administrative Services of the DDBG  
Neighborhood Housing Grant

Town Hall – Town Administrator’s Office  
August 18, 2020  
11:30 a.m.

Members present:    Walter Gardner, Mayor  
  Mary Hunter, Commissioner of Finance  
  Robert Davie, Town Administrator

The committee was asked to re-advertise for RFP’s for the CDBG Neighborhood Housing Grant Administrative Services due to the first advertisement only yielding a single bid. The Request for Proposal was re-advertised in the Warren Record and the Henderson Daily Dispatch, with no other bids received. A sole source letter from N.C. Department of Commerce, Rural Economic Development Division was requested and received by the town granting authority to proceed with the single bid.

The bid from PRO, Inc. was opened and (3) copies were distributed to attendees, who then individually scored same.

The committee will recommend approval of the bid received to the full Board of Commissioners awarding CDBG Neighborhood Housing Grant Administration Services to PRO, Inc.

Respectfully submitted,

Tracy R. Stevenson

## Budget vs Actual

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Period Ending 8/31/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>							
37-302-301 Ad Valorem Taxes - Current	454,562	595.87	595.87	595.87	(453,966.13)	0%	
37-302-302 Ad Valorem Taxes - Prior Year	5,000	480.41	480.41	480.41	(4,519.59)	10%	
37-302-303 Ad Valorem Taxes - all other prior years	2,000	1,923.26	1,923.26	1,923.26	(76.74)	96%	
37-302-304 Ad Valorem Taxes - Penalties & Interest	1,900	132.94	305.64	305.64	(1,594.36)	16%	
37-307-310 Motor Vehicles - Current	33,024	3,085.57	3,085.57	3,085.57	(29,938.43)	9%	
37-320-320 Local Option Sales Tax Monthly	240,000	20,867.41	0.00	0.00	(240,000.00)		
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	0.00	0.00	(86,000.00)		
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	92.78	92.78	92.78	(907.22)	9%	
37-325-329 PD Narcotics Tax	142	0.00	0.00	0.00	(142.00)		
37-335-335 Powell Bill	25,583	0.00	0.00	0.00	(25,583.00)		
37-345-345 Zone Board of Adj	1,000	0.00	50.00	50.00	(950.00)	5%	
37-345-346 Code Enforcement	2,750	250.00	300.00	300.00	(2,450.00)	11%	
37-351-353 Landfill Fees Residential	178,176	12,206.52	24,425.21	24,425.21	(153,750.79)	14%	
37-351-355 Cemetery Fees	1,800	0.00	0.00	0.00	(1,800.00)		
37-351-356 Police Rpt Fees	50	0.00	0.00	0.00	(50.00)		
37-351-357 Court Fees	300	13.50	40.50	40.50	(259.50)	14%	
37-351-360 Cell Tower Rent	29,400	2,695.00	5,390.00	5,390.00	(24,010.00)	18%	
37-351-361 Parking/Ordinance Collections PD	300	0.00	5.00	5.00	(295.00)	2%	
37-365-001 Interest Income	50	0.73	1.67	1.67	(48.33)	3%	
37-365-351 Revitalization Comm	9,500	0.00	0.00	0.00	(9,500.00)		
37-365-358 Branded Merchandise for Sales	500	0.00	0.00	0.00	(500.00)		
37-365-370 WWTP 25% of GF Exp	42,674	4,298.99	6,777.46	6,777.46	(35,896.54)	16%	
37-365-371 WS 25% of GF Exp	93,167	5,613.16	11,485.52	11,485.52	(81,681.48)	12%	
37-365-410 Interest Investment NCCMT	6,000	0.00	31.84	31.84	(5,968.16)	1%	

## Budget vs Actual

Town of Warrenton  
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Period Ending 8/31/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-381-039 Transfer In from WWTP	32,497	0.00	0.00	0.00	(32,497.00)		
<b>Revenues Totals:</b>	<b>1,250,975</b>	<b>52,256.14</b>	<b>54,990.73</b>	<b>54,990.73</b>	<b>(1,195,984.27)</b>	<b>4%</b>	
<b>Expenses</b>							
37-401-010 Salary - Full Time	134,928	9,992.20	17,431.64	17,431.64	117,496.36	13%	
37-401-012 Salary - Adm Assistant	46,450	3,529.60	5,672.57	5,672.57	40,777.43	12%	
37-401-014 Salary - Part Time	175	0.00	175.04	175.04	0.00	100%	
37-401-020 ER-FICA Taxes	9,557	764.12	1,216.64	1,216.64	8,340.36	13%	
37-401-021 ER-FICA Taxes - Adm Assistant	4,306	269.74	553.15	553.15	3,752.85	13%	
37-401-030 ER-Retirement - Orbit	29,135	2,298.72	3,927.74	3,927.74	25,207.26	13%	
37-401-040 ER-Health Insurance	21,596	1,783.26	5,144.19	5,144.19	16,451.81	24%	
37-401-050 ER-Life Insurance	504	42.00	126.00	126.00	378.00	25%	
37-401-060 ER-Workman's Comp	383	0.00	358.31	358.31	24.69	94%	
37-401-200 Travel Expense	1,200	0.00	0.00	0.00	1,200.00		
37-401-203 Supplies	5,000	217.87	346.35	346.35	4,653.65	7%	
37-401-250 Light, Heat & Security	12,000	718.24	1,417.34	1,417.34	10,582.66	12%	
37-401-251 Telephone & Postage	3,000	211.53	408.24	408.24	2,591.76	14%	
37-401-255 Bldg. Maint/ Clean SVS	4,500	70.00	156.66	156.66	4,343.34	3%	
37-401-256 Bank Fees/ Petty Cash	1,500	100.00	200.00	200.00	1,300.00	13%	
37-401-295 Training	1,400	0.00	0.00	0.00	1,400.00		
37-401-301 Computer Maint	3,500	233.16	526.33	526.33	2,973.67	15%	
37-401-302 Software Support	1,760	29.98	59.96	59.96	1,700.04	3%	
37-401-303 Software Purchase less than \$5,000	500	0.00	0.00	0.00	500.00		
37-401-304 Website	1,200	0.00	1,200.00	1,200.00	0.00	100%	
37-401-305 Technology Upgrades	1,250	0.00	0.00	0.00	1,250.00		
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	500.00		
37-401-307 Special Events	500	0.00	190.00	190.00	310.00	38%	
37-401-309 Advertising	1,300	334.80	564.98	564.98	735.02	43%	
37-401-310 Dues & Subscriptions	3,000	56.00	1,857.62	1,857.62	1,142.38	62%	

## Budget vs Actual

Town of Warrenton  
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Period Ending 8/31/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-401-325 NC Sales/Use Tax Paid (No Tax)	700	0.00	0.00	0.00	700.00		
37-401-400 Liability Insurance	5,500	0.00	555.00	555.00	4,945.00	10%	
37-401-401 County Tax Collection Svs	8,000	46.99	223.79	223.79	7,776.21	3%	
37-401-405 Audit Expense	7,600	0.00	0.00	0.00	7,600.00		
37-401-415 Economic Development Consultant	11,000	1,000.00	2,000.00	2,000.00	9,000.00	18%	
37-401-420 Attorney Fees	3,500	0.00	0.00	0.00	3,500.00		
37-401-499 Miscellaneous Expense	2,144	111.30	111.30	111.30	2,032.66	5%	
37-401-700 WDRI Grant Expense	264	0.00	0.00	0.00	264.00		
37-401-801 Town Hall Roof Loan-Principal	5,280	0.00	428.95	428.95	4,851.05	8%	
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	43.30	344.70	11%	
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:	347,809	21,809.51	44,895.10	44,895.10	302,913.90	13%	
37-402-014 Mayor Part Time Salary	1,500	125.00	151.79	151.79	1,348.21	10%	
37-402-020 ER - FICA TAXES	115	9.56	11.61	11.61	103.39	10%	
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	163.40	163.40	2,001.60	8%	
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	500.00		
37-405-430 Historic District Comm	220	0.00	0.00	0.00	220.00		
37-405-440 Runn Warrenton 5K	2,500	0.00	0.00	0.00	2,500.00		
37-405-450 Revitalization Comm	9,500	608.54	608.54	608.54	8,891.46	6%	
37-405-470 Small Town Maint St	2,200	0.00	375.00	375.00	1,825.00	17%	
Non-Departmental Totals:	14,920	608.54	983.54	983.54	13,936.46	7%	
37-501-010 SALARY FULL TIME	213,895	10,024.49	17,158.89	17,158.89	196,736.11	8%	



## Budget vs Actual

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Period Ending 8/31/2020

37 GENERAL FUND						
Description	Budget	MTD	QTD	YTD	Variance	Percent
37-501-014 Salary - Part Time	10,000	2,255.64	4,073.39	4,073.39	5,926.61	41%
37-501-016 Police Clerical Salary	34,112	2,624.00	4,217.14	4,217.14	29,894.86	12%
37-501-019 Salary - Over-Time	5,000	1,205.10	1,914.77	1,914.77	3,085.23	38%
37-501-020 ER-FICA Taxes	19,552	1,226.46	2,083.86	2,083.86	17,468.14	11%
37-501-030 ER - Retirement Orbit	44,904	2,432.58	4,091.03	4,091.03	40,812.97	9%
37-501-031 ER - 401K 5%	10,573	561.48	1,076.03	1,076.03	9,496.97	10%
37-501-040 ER - Health Insurance	37,370	1,748.74	5,159.61	5,159.61	32,210.39	14%
37-501-050 ER - Life Insurance	1,010	28.00	168.00	168.00	842.00	17%
37-501-060 ER - Workman's Comp	6,420	0.00	4,541.87	4,541.87	1,878.13	71%
37-501-200 Travel Expense	1,000	0.00	0.00	0.00	1,000.00	
37-501-203 Supplies	3,000	368.31	434.04	434.04	2,565.96	14%
37-501-204 Uniforms	2,000	0.00	0.00	0.00	2,000.00	
37-501-205 Equipment & Material	3,000	97.62	131.38	131.38	2,868.62	4%
37-501-250 Light, Heat & Security	10,908	662.88	1,307.44	1,307.44	9,600.56	12%
37-501-251 Telephone & Postage	7,494	645.89	1,291.05	1,291.05	6,202.95	17%
37-501-252 Fuel	14,000	1,154.25	1,154.25	1,154.25	12,845.75	8%
37-501-255 Bldg Maint/Clean Svs	4,475	70.00	156.66	156.66	4,318.34	4%
37-501-295 Training	2,000	0.00	0.00	0.00	2,000.00	
37-501-301 Computer Maint	5,848	320.00	640.00	640.00	5,208.00	11%
37-501-302 Software Support	6,165	249.99	249.99	249.99	5,915.01	4%
37-501-309 Advertising	500	0.00	0.00	0.00	500.00	
37-501-351 Maint & Repair Equip	3,000	0.00	0.00	0.00	3,000.00	
37-501-370 2008 Ford Car 100	1,000	0.00	0.00	0.00	1,000.00	
37-501-371 2017 Dodge Car 200	1,000	0.00	0.00	0.00	1,000.00	
37-501-372 2016 Dodge Car 300	1,300	0.00	0.00	0.00	1,300.00	
37-501-373 2017 Dodge Car 400	1,000	0.00	0.00	0.00	1,000.00	
37-501-374 2010 Ford Car 500	1,000	0.00	0.00	0.00	1,000.00	
37-501-375 2008 Ford Car 600	700	0.00	0.00	0.00	700.00	
37-501-376 1993 Chevy Car 700	1,000	0.00	0.00	0.00	1,000.00	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-501-400 Liability Insurance	12,400	0.00	(576.00)	(576.00)	12,976.00	-5%	
37-501-415 Police Shots Medical	500	0.00	0.00	0.00	500.00		
37-501-433 COP Program	500	0.00	0.00	0.00	500.00		
37-501-436 PD Narcotics Tax/Proceeds	142	0.00	0.00	0.00	142.00		
37-501-499 Miscellaneous	4,160	325.95	642.17	642.17	3,517.83	15%	
37-501-801 Town Hall Roof Loan Principal	5,280	0.00	428.96	428.96	4,851.04	8%	
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,072	0.00	4,071.73	4,071.73	0.00	100%	
37-501-803 Police Security Camera Loan Principal (USDA)	1,213	0.00	0.00	0.00	1,213.32		
37-501-804 Police 2018 Cars Loan Principal (USDA)	4,428	0.00	0.00	0.00	4,427.85		
37-501-831 Town Hall Roof Loan - Interest PD	388	0.00	43.31	43.31	344.69	11%	
37-501-832 Police 2017 Cars Loan Interest (USDA)	708	0.00	708.27	708.27	0.00	100%	
37-501-833 Police Security Camera Loan Interest (USDA)	120	0.00	0.00	0.00	119.68		
37-501-834 Police 2018 Cars Loan Interest (USDA)	1,256	0.00	0.00	0.00	1,256.15		
Police Department Totals:	488,393	26,001.38	55,167.84	55,167.84	433,225.16	11%	
37-601-014 Salary - Part Time Code Enforcement	3,500	336.60	1,068.36	1,068.36	2,431.64	31%	
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	11,666.66	58,333.34	17%	
37-601-475 Donation to Town Fire	1,000	0.00	0.00	0.00	1,000.00		
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	6,169.93	12,735.02	12,735.02	77,549.98	14%	
37-651-330 Christmas Lights/Santa House	600	0.00	0.00	0.00	600.00		

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-651-331 Haley Haywood Park	1,650	0.00	0.00	0.00	1,650.00		
37-651-332 Signs below \$5,000	2,500	0.00	0.00	0.00	2,500.00		
37-651-333 Street Beautification - Below \$5,000	2,500	0.00	0.00	0.00	2,500.00		
37-651-335 Street Lighting Electric Bill	23,000	1,847.84	3,695.68	3,695.68	19,304.32	16%	
Signs and Lights Totals:	30,250	1,847.84	3,695.68	3,695.68	26,554.32	12%	
37-701-010 Salary - Full Time	52,709	3,868.98	6,105.41	6,105.41	46,603.59	12%	
37-701-014 Salary - Part Time	15,993	1,141.38	1,850.63	1,850.63	14,142.37	12%	
37-701-019 Over-Time	1,748	0.00	0.00	0.00	1,748.00		
37-701-020 ER-FICA Taxes	5,389	382.12	606.74	606.74	4,782.26	11%	
37-701-030 ER - Retirement - Orbit	11,976	749.28	1,206.97	1,206.97	10,769.03	10%	
37-701-040 ER-Health Insurance	11,800	925.91	2,670.14	2,670.14	9,129.86	23%	
37-701-050 ER-Life Insurance	269	21.98	65.94	65.94	203.06	25%	
37-701-060 ER-Workman's Comp	4,801	0.00	1,969.03	1,969.03	2,831.97	41%	
37-701-203 Supplies	3,619	840.74	1,160.31	1,160.31	2,458.69	32%	
37-701-204 Uniforms	3,624	299.66	345.46	345.46	3,278.54	10%	
37-701-251 Telephone & Postage	864	76.89	153.78	153.78	710.22	18%	
37-701-252 Fuel	8,000	406.12	645.69	645.69	7,354.31	8%	
37-701-312 Tree Removal	1,200	0.00	0.00	0.00	1,200.00		
37-701-351 Maint & Repair Equip	10,113	1,845.12	1,845.12	1,845.12	8,267.88	18%	
37-701-352 Vehicle Maintenance	2,528	0.00	0.00	0.00	2,528.00		
37-701-400 Liability Insurance	6,589	0.00	0.00	0.00	6,589.00		
37-701-431 Street Debris Disposal	2,500	0.00	0.00	0.00	2,500.00		
37-701-803 LGFCU Street Truck & Trailer Loan Principal	13,294	0.00	0.00	0.00	13,294.00		
37-701-832 LGFCU Street Truck & Trailer Loan Interest	299	0.00	0.00	0.00	299.00		
Streets Totals:	157,315	10,558.18	18,625.22	18,625.22	138,689.78	12%	
37-710-361 Maint & Repair POWELL BILL	19,622	200.00	5,408.00	5,408.00	14,214.00	28%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	100.00		
37-710-810 BB&T Battle Ave Sewer Loan POWELL - Prin	5,215	0.00	0.00	0.00	5,215.00		
37-710-830 BB&T Battle Ave Sewer Loan POWELL - Int	646	0.00	0.00	0.00	646.00		
Powell Bill Totals:	25,583	200.00	5,408.00	5,408.00	20,175.00	21%	
37-801-010 Salary - Full Time Sanitation	50,696	3,667.92	5,771.72	5,771.72	44,924.28	11%	
37-801-019 Salary - Over Time Sanitation	608	0.00	0.00	0.00	608.00		
37-801-020 ER - FICA Sanitation	3,984	274.66	432.00	432.00	3,552.00	11%	
37-801-030 ER - Retirement - Orbit Sanitation	8,853	511.44	821.96	821.96	8,031.04	9%	
37-801-040 ER - Health Insurance	9,999	795.36	2,293.56	2,293.56	7,705.44	23%	
37-801-050 ER - Life Insurance	227	18.90	56.70	56.70	170.30	25%	
37-801-060 Workman's Compensation	3,388	0.00	3,017.09	3,017.09	370.91	89%	
37-801-203 Supplies	750	71.70	227.31	227.31	522.69	30%	
37-801-204 Uniforms	1,944	106.83	128.17	128.17	1,815.83	7%	
37-801-251 Telephone & Postage	504	41.22	82.44	82.44	421.56	16%	
37-801-252 Fuel	3,000	154.76	311.08	311.08	2,688.92	10%	
37-801-350 Landfill Fees	17,500	1,390.25	3,254.86	3,254.86	14,245.14	19%	
37-801-352 Vehicle Maintenance	5,958	3,631.80	4,450.54	4,450.54	1,507.46	75%	
37-801-400 Liability Insurance	2,844	0.00	0.00	0.00	2,844.00		
Sanitation Totals:	110,255	10,664.84	20,847.43	20,847.43	89,407.57	19%	
Expenses Totals:	1,266,975	77,994.78	162,521.23	162,521.23	1,104,453.77	13%	
37 GENERAL FUND Revenues Over/(Under) Expenses:		(24,784.18)	(85,631.48)	(85,631.48)			

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>							
38-351-401 Water Sales	804,541	43,900.52	6,919.86	6,919.86	(797,621.14)	1%	
38-351-402 Debt Setoff WATER	302	0.00	0.00	0.00	(302.00)		
38-351-404 Sewer Services	585,218	44,653.59	(18,161.56)	(18,161.56)	(603,379.56)	-3%	
38-351-407 Debt Setoff SEWER	501	0.00	0.00	0.00	(501.00)		
38-351-408 Town Taps	2,350	606.11	852.88	852.88	(1,497.12)	36%	
38-351-416 Dis/Reconnection Fee	5,168	0.00	30.00	30.00	(5,138.00)	1%	
38-351-417 Fire Sprinkler	2,253	187.74	375.48	375.48	(1,877.52)	17%	
38-351-418 Late Fees/Penalty/Cut Off	12,741	74.56	174.56	174.56	(12,566.44)	1%	
38-351-419 Returned Check Fee	545	25.00	50.00	50.00	(495.00)	9%	
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	1.20	3.41	3.41	(54.59)	6%	
38-365-366 Sale of Fixed Assets/Surplus Property	2,000	0.00	0.00	0.00	(2,000.00)		
38-365-421 Account Activation Fee	2,875	275.00	550.00	550.00	(2,325.00)	19%	
38-365-851 Misc Revenue WATER	63	64.57	64.57	64.57	1.57	102%	
38-395-396 Apropriated Fund Balance (Budget Only)	32,497	0.00	0.00	0.00	(32,497.00)		
<b>Revenues Totals:</b>	<b>1,451,285</b>	<b>89,788.29</b>	<b>(9,140.80)</b>	<b>(9,140.80)</b>	<b>(1,460,425.80)</b>	<b>-1%</b>	
<b>Expenses</b>							
38-851-010 Salary Full Time	84,922	6,466.60	10,689.30	10,689.30	74,232.70	13%	
38-851-014 Salary - Part Time	15,943	1,509.26	2,372.33	2,372.33	13,570.67	15%	
38-851-019 Salary Over-Time	6,351	580.05	686.91	686.91	5,664.09	11%	
38-851-020 ER-FICA Taxes	8,202	632.70	1,016.70	1,016.70	7,185.30	12%	
38-851-030 ER - Retirement Orbit	13,801	1,063.06	1,723.70	1,723.70	12,077.30	12%	
38-851-040 ER - Health Insurance WATER	13,474	1,130.54	3,167.90	3,167.90	10,306.10	24%	
38-851-050 ER - Life Insurance	310	25.76	77.28	77.28	232.72	25%	
38-851-060 ER - Workman's Comp	1,643	0.00	1,347.41	1,347.41	295.59	82%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-851-200 Travel Expense	250	0.00	0.00	0.00	250.00		
38-851-203 Supplies	2,828	376.45	432.73	432.73	2,395.27	15%	
38-851-204 Uniforms	2,160	196.14	232.93	232.93	1,927.07	11%	
38-851-205 Materials & Supplies	34,950	4,970.67	5,219.27	5,219.27	29,730.73	15%	
38-851-250 Light & Heat & Security	5,981	352.00	790.56	790.56	5,190.44	13%	
38-851-251 Telephone & Postage	8,658	1,104.38	1,525.37	1,525.37	7,132.63	18%	
38-851-252 Fuel	6,000	308.04	637.24	637.24	5,362.76	11%	
38-851-255 Bldg. Maint/Clean Svs	2,214	35.00	78.34	78.34	2,135.66	4%	
38-851-260 Electric Tank/Pumps	2,750	168.16	234.28	234.28	2,515.72	9%	
38-851-296 Continuing Education	625	0.00	0.00	0.00	625.00		
38-851-301 Computer Maintenance	2,364	90.20	243.38	243.38	2,120.62	10%	
38-851-302 Software Support	1,243	0.00	0.00	0.00	1,243.00		
38-851-305 Technology Upgrades	2,250	0.00	0.00	0.00	2,250.00		
38-851-309 Advertising	250	0.00	0.00	0.00	250.00		
38-851-310 Dues & Subscriptions	389	12.50	25.00	25.00	364.00	6%	
38-851-313 State Permits	1,250	0.00	0.00	0.00	1,250.00		
38-851-345 Water Tank Contract	16,620	0.00	4,154.87	4,154.87	12,465.13	25%	
38-851-351 Maint. & Repair Equip	4,500	5.21	5.21	5.21	4,494.79	0%	
38-851-352 Vehicle Maintenance	2,400	38.54	55.04	55.04	2,344.96	2%	
38-851-400 Town Liability Insurance	7,643	0.00	0.00	0.00	7,643.00		
38-851-405 Audit Expense	3,724	0.00	0.00	0.00	3,724.00		
38-851-441 Certify Lab Services	1,340	140.00	140.00	140.00	1,200.00	10%	
38-851-448 External Contract	15,656	300.00	1,446.80	1,446.80	14,209.20	9%	
38-851-451 Water Purchase	256,182	16,552.64	33,438.83	33,438.83	222,743.17	13%	
38-851-801 Town Hall Roof Loan - Principal	2,640	0.00	214.47	214.47	2,425.53	8%	
38-851-802 USDA Public Works Trucks - Princ Water	2,485	0.00	0.00	0.00	2,485.00		
38-851-803 USDA Town Hall/WS Loan Principal	41,150	0.00	0.00	0.00	41,150.00		

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-851-831 Town Hall Roof Loan - Interest Water	194	0.00	21.65	21.65	172.35	11%	
38-851-836 USDA Public Works Trucks - Int Water	433	0.00	0.00	0.00	433.00		
38-851-889 RESERVE FOR USDA LOANS	4,407	0.00	0.00	0.00	4,407.00		
38-851-896 WS 25% of GF Expense	46,584	2,806.58	5,742.76	5,742.76	40,841.24	12%	
38-851-998 Contingency	31,411	0.00	0.00	0.00	31,411.00		
Water Totals:	656,177	38,864.48	75,720.26	75,720.26	580,456.74	12%	
38-852-010 Salary - Full Time	84,922	6,406.40	10,529.14	10,529.14	74,392.86	12%	
38-852-014 Salary - Part Time	15,943	1,509.26	2,372.36	2,372.36	13,570.64	15%	
38-852-019 Salary - Over Time Sewer	6,351	172.57	398.57	398.57	5,952.43	6%	
38-852-020 ER - FICA Sewer	8,202	616.09	1,013.18	1,013.18	7,188.82	12%	
38-852-030 ER-Retirement Orbit	13,801	997.27	1,650.21	1,650.21	12,150.79	12%	
38-852-040 ER-Health Insurance SEWER	13,474	1,130.54	3,167.90	3,167.90	10,306.10	24%	
38-852-050 ER-Life Insurance	310	25.76	77.28	77.28	232.72	25%	
38-852-060 ER-Workman's Comp	1,642	0.00	1,347.41	1,347.41	294.59	82%	
38-852-200 Travel Expense	225	0.00	0.00	0.00	225.00		
38-852-203 Supplies	2,828	376.37	393.13	393.13	2,434.87	14%	
38-852-204 Uniforms	2,160	196.13	232.92	232.92	1,927.08	11%	
38-852-205 Materials & Supplies	24,950	5,043.36	5,291.94	5,291.94	19,658.06	21%	
38-852-250 Light & Heat & Security	5,981	351.99	790.54	790.54	5,190.46	13%	
38-852-251 Telephone & Postage	8,658	1,111.32	1,532.31	1,532.31	7,125.69	18%	
38-852-252 Fuel	6,000	308.02	637.20	637.20	5,362.80	11%	
38-852-255 Bldg. Maint/Clean Svs	2,214	35.00	78.34	78.34	2,135.66	4%	
38-852-260 Electric Tank/Pumps	9,500	748.37	1,609.93	1,609.93	7,890.07	17%	
38-852-296 Continuing Education	625	0.00	0.00	0.00	625.00		
38-852-301 Computer Maint.	2,364	202.89	282.89	282.89	2,081.11	12%	
38-852-302 Software Support	1,243	0.00	0.00	0.00	1,243.00		
38-852-305 Technology Upgrades	2,250	0.00	0.00	0.00	2,250.00		

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-852-309 Advertising	500	0.00	0.00	0.00	500.00		
38-852-310 Dues & Subscriptions	400	12.50	25.00	25.00	375.00	6%	
38-852-313 State Permits	1,250	0.00	0.00	0.00	1,250.00		
38-852-351 Maint & Repair Equip	4,500	5.21	5.21	5.21	4,494.79	0%	
38-852-352 Vehicle Maintenance	2,400	38.54	55.04	55.04	2,344.96	2%	
38-852-400 Liability Insurance	1,911	0.00	0.00	0.00	1,911.00		
38-852-405 Audit Expense	3,724	0.00	0.00	0.00	3,724.00		
38-852-435 Purchase of Sewer Services	300,500	0.00	12,446.38	12,446.38	288,053.62	4%	
38-852-448 External Contract	20,000	541.50	1,116.10	1,116.10	18,883.90	6%	
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	214.48	2,425.52	8%	
38-852-802 USDA Public Works Trucks - Princ Sewer	2,485	0.00	0.00	0.00	2,485.00		
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	0.00	0.00	1,000.00		
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	21.66	172.34	11%	
38-852-836 USDA Public Works Trucks - Int Sewer	433	0.00	0.00	0.00	433.00		
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	3,575	0.00	0.00	0.00	3,575.00		
38-852-889 Reserve for USDA Loans	4,407	0.00	0.00	0.00	4,407.00		



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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-852-896 WS 25% of GF Expense	46,584	2,806.58	5,742.76	5,742.76	40,841.24	12%	
38-852-998 Contingency	35,581	0.00	0.00	0.00	35,581.00		
Sewer Expenses Totals:	746,611	22,635.67	51,031.88	51,031.88	695,579.12	7%	
38-901-037 Transfer to General Fund	16,000	1,125.00	2,250.00	2,250.00	13,750.00	14%	
38-901-902 Transfer Out to Water Treatment Plant	32,497	0.00	0.00	0.00	32,497.00		
Transfers Out Totals:	48,497	1,125.00	2,250.00	2,250.00	46,247.00	5%	
Expenses Totals:	1,451,285	62,625.15	129,002.14	129,002.14	1,322,282.86	9%	
38 WATER / SEWER	Revenues Over/(Under) Expenses:	27,163.14	(126,053.00)	(126,053.00)			

## Budget vs Actual

Town of Warrenton  
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Period Ending 8/31/2020

39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>							
39-351-470 Town Sewer Revenues	300,500	0.00	12,446.38	12,446.38	(288,053.62)	4%	
39-351-471 Sewer Revenues - County	229,005	0.00	9,485.15	9,485.15	(219,519.85)	4%	
39-351-472 Sewer Rev Norlina	165,292	0.00	6,846.23	6,846.23	(158,445.77)	4%	
39-365-861 Misc Revenue WWTP	19,832	0.00	0.00	0.00	(19,832.00)		
39-381-038 Transfer In from Water/Sewer	32,497	0.00	0.00	0.00	(32,497.00)		
<b>Revenues Totals:</b>	<b>747,126</b>	<b>0.00</b>	<b>28,777.76</b>	<b>28,777.76</b>	<b>(718,348.24)</b>	<b>4%</b>	
<b>Expenses</b>							
39-861-010 Salary - Full Time	163,202	12,645.76	20,814.89	20,814.89	142,387.11	13%	
39-861-014 Salary - Part Time	15,668	1,759.08	2,730.23	2,730.23	12,937.77	17%	
39-861-019 Over-Time	13,791	705.76	1,123.50	1,123.50	12,667.50	8%	
39-861-020 ER-FICA Taxes	14,739	943.48	1,530.83	1,530.83	13,208.17	10%	
39-861-030 ER - Retirement Orbit	30,015	2,049.09	3,386.92	3,386.92	26,628.08	11%	
39-861-040 ER- Health Insurance	24,273	2,009.83	5,762.24	5,762.24	18,510.76	24%	
39-861-050 ER-Life Insurance	572	47.60	142.80	142.80	429.20	25%	
39-861-060 ER-Workman's Comp	3,221	0.00	2,620.42	2,620.42	600.58	81%	
39-861-200 Travel Expense	500	0.00	0.00	0.00	500.00		
39-861-203 Supplies	2,550	254.27	282.27	282.27	2,267.73	11%	
39-861-204 Uniforms	2,916	289.05	340.02	340.02	2,575.98	12%	
39-861-205 OP Material & supplies	38,700	3,808.93	5,657.86	5,657.86	33,042.14	15%	
39-861-250 Light, Heat & Security	95,000	6,724.73	14,137.63	14,137.63	80,862.37	15%	
39-861-251 Telephone & Postage	7,722	1,061.26	1,604.80	1,604.80	6,117.20	21%	
39-861-252 Fuel	9,000	428.15	896.45	896.45	8,103.55	10%	
39-861-296 Continuing Education	1,225	0.00	0.00	0.00	1,225.00		
39-861-301 Computer Maint.	4,607	293.10	526.27	526.27	4,080.73	11%	
39-861-302 Software Support	2,741	0.00	349.99	349.99	2,391.01	13%	
39-861-305 Technology Upgrades	2,000	0.00	0.00	0.00	2,000.00		
39-861-309 Advertising	1,000	0.00	386.61	386.61	613.39	39%	

## Budget vs Actual

Town of Warrenton  
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Period Ending 8/31/2020

39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
39-861-318 Freight Charges	1,650	139.43	263.43	263.43	1,386.57	16%	
39-861-342 Maint & Repair Plant	60,000	10,430.30	14,058.95	14,058.95	45,941.05	23%	
39-861-344 Sludge Removal	60,000	6,462.50	6,462.50	6,462.50	53,537.50	11%	
39-861-345 Beaver Control	2,000	0.00	0.00	0.00	2,000.00		
39-861-346 Lab Material & Supplies	9,000	5,614.04	6,356.33	6,356.33	2,643.67	71%	
39-861-347 Lab Analysis	17,948	1,059.00	1,059.00	1,059.00	16,889.00	6%	
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	135.00	135.00	135.00	865.00	14%	
39-861-352 Vehicle Maintenance	3,000	95.01	128.01	128.01	2,871.99	4%	
39-861-400 Liability Insurance	18,185	0.00	0.00	0.00	18,185.00		
39-861-405 Audit Expense	7,500	0.00	0.00	0.00	7,500.00		
39-861-444 Permits & Fees	6,253	3,440.00	5,190.00	5,190.00	1,063.00	83%	
39-861-445 Certify Lab Expense	1,000	0.00	0.00	0.00	1,000.00		
39-861-446 Influent Debri removal	3,856	328.36	654.94	654.94	3,201.06	17%	
39-861-447 WWTP Grant Expense	34,125	33,443.00	33,443.00	33,443.00	682.00	98%	
39-861-897 WWTP 25% of GF Exp	42,674	4,298.99	6,777.46	6,777.46	35,896.54	16%	
39-861-998 Contingency	9,996	0.00	0.00	0.00	9,996.00		
WWTP - Expenses Totals:	714,629	98,465.72	136,822.35	136,822.35	577,806.65	19%	
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	98,465.72	136,822.35	136,822.35	610,303.65	18%	
39 WWTP Revenues Over/(Under) Expenses:		(98,465.72)	(98,465.72)	(98,465.72)			

## A/P Check Listing

Vendor Range - 123 OTTO LLC' - 'YOUR TRADEMARK ATTORNEY  
Date From - 8/1/2020 Date To - 8/31/2020

Town of Warrenton  
09/11/2020 09:59 AM

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Check Number	Bank	Vendor	Date	Amount
62709	30	BLUE RIDGE SPRINGS, INC	08/04/2020	\$124.30
62710	30	DUKE ENERGY PROGRESS	08/04/2020	\$136.86
62711	30	HARRY M. WILLIAMS, III, PLS	08/04/2020	\$200.00
62712	30	PITNEY BOWES GLOBAL	08/04/2020	\$224.18
62713	30	WARREN COUNTY PUBLIC UTILITIES	08/04/2020	\$16,552.64
62714	30	WILLIAMS FIRE SPRINKLER	08/04/2020	\$540.00
62715	30	DIANE W POWELL	08/04/2020	\$118.50
62716	30	LISA WILLIAMS	08/04/2020	\$10.63
62717	30	SHERMAN NELSON	08/04/2020	\$150.00
62718	30	TONI HARRIS	08/04/2020	\$29.60
62719	30	TONY HARMON	08/04/2020	\$29.44
62720	30	WALTER IVORY	08/04/2020	\$10.63
62721	30	DOCUMENT SYSTEMS, INC	08/05/2020	\$57.21
62722	30	NC DEQ	08/05/2020	\$33,443.00
62723	30	NC STATE BUREAU OF INVESTIGATION	08/05/2020	\$150.00
62724	30	PROFESSIONAL MAIL SERVICES, INC	08/05/2020	\$513.35
62725	30	ROANOKE NURSERY	08/05/2020	\$588.32
62726	30	UNIFIRST CORPORATION	08/05/2020	\$266.60
62727	30	WRIGHT EXPRESS FSC	08/05/2020	\$1,154.25
62728	30	CAROLINA DIGITAL PHONE INC	08/07/2020	\$316.00
62729	30	CAVANAUGH MACDONALD CONSULTING, LLC	08/07/2020	\$325.95
62730	30	Community Eye Care	08/07/2020	\$92.40
62731	30	DOCUMENT SYSTEMS, INC	08/07/2020	\$53.36
62732	30	H.B. Poythress & Assoc.LLC	08/07/2020	\$680.52
62733	30	HACH COMPANY	08/07/2020	\$579.55
62734	30	HARRIS ENTERPRISES	08/07/2020	\$128.10
62735	30	Kenny Champion	08/07/2020	\$31.89
62736	30	LAKE BALANCE CALIBRATION SOLUTIONS	08/07/2020	\$310.00
62737	30	MIRANDA E. MEDLIN	08/07/2020	\$130.00
62738	30	Spectrum Business	08/07/2020	\$124.98

## A/P Check Listing

Vendor Range - 123 OTTO LLC' - 'YOUR TRADEMARK ATTORNEY  
Date From - 8/1/2020 Date To - 8/31/2020

Town of Warrenton  
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Check Number	Bank	Vendor	Date	Amount
62739	30	USA Bluebook	08/07/2020	\$3,769.50
62740	30	CENTURY LINK COMMUNICATIONS	08/12/2020	\$169.32
62741	30	DOCUMENT SYSTEMS, INC	08/12/2020	\$397.03
62742	30	DUKE ENERGY PROGRESS	08/12/2020	\$8,526.56
62743	30	GFL ENVIRONMENTAL	08/12/2020	\$328.36
62744	30	GRANVILLE FARMS, INC.	08/12/2020	\$6,462.50
62745	30	HACH COMPANY	08/12/2020	\$5,469.65
62746	30	NORTH CAROLINA 811, INC	08/12/2020	\$25.00
62747	30	TAR HEEL TIRE SALES/SERVICE	08/12/2020	\$1,709.69
62748	30	TRI-COUNTY POWER EQUIPMENT INC	08/12/2020	\$7,762.59
62749	30	UNIFIRST CORPORATION	08/12/2020	\$442.39
62750	30	UNITED PARCEL SERVICE	08/12/2020	\$139.43
62751	30	AMAZON CAPTIAL SERVICES, INC.	08/13/2020	\$2,989.34
62752	30	DUKE ENERGY PROGRESS	08/13/2020	\$78.46
62753	30	NC DEPARTMENT OF LABOR	08/13/2020	\$135.00
62754	30	NC DEPT. OF ENVIRONMENTAL QUALITY	08/13/2020	\$3,440.00
62755	30	PROFESSIONAL MAIL SERVICES, INC	08/13/2020	\$91.82
62756	30	TRI-COUNTY POWER EQUIPMENT INC	08/13/2020	\$111.60
62757	30	WARREN COUNTY PUBLIC WORKS	08/13/2020	\$1,390.25
62758	30	AMAZON CAPTIAL SERVICES, INC.	08/18/2020	\$1,577.00
62759	30	BOWERS & BURROWS INC	08/18/2020	\$316.84
62760	30	QUILL CORPORATION	08/18/2020	\$36.28
62761	30	TIME WARNER CABLE	08/18/2020	\$116.97
62762	30	CHADWICK INSTRUMENT SERVICE	08/19/2020	\$5,601.32
62763	30	DOCUMENT SYSTEMS, INC	08/19/2020	\$854.00
62764	30	HARRIS ENTERPRISES	08/19/2020	\$2,817.35
62765	30	MIRANDA E. MEDLIN	08/19/2020	\$160.00
62766	30	United Healthcare	08/19/2020	\$12,111.76
62767	30	ALWAYS CARE BENEFITS, INC.	08/20/2020	\$414.76
62768	30	FIRST CITIZENS BANK	08/20/2020	\$1,060.84

## A/P Check Listing

Vendor Range - 123 OTTO LLC' - 'YOUR TRADEMARK ATTORNEY  
Date From - 8/1/2020 Date To - 8/31/2020

Town of Warrenton  
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Check Number	Bank	Vendor	Date	Amount
62769	30	- FRONTIER NATURAL GAS	08/21/2020	\$20.70
62770	30	- HACH COMPANY	08/21/2020	\$1,057.89
62771	30	- HARRIS ENTERPRISES	08/21/2020	\$1,104.86
62772	30	- INFORMATION TECHNOLOGY SERVICE	08/21/2020	\$174.30
62773	30	- LOCAL GOVERNMENT COMMISSION	08/21/2020	\$265.00
62774	30	- MERITECH INC	08/21/2020	\$1,199.00
62775	30	- MUNICIPAL INSURANCE TRUST	08/21/2020	\$598.22
62776	30	- PROFESSIONAL MAIL SERVICES, INC	08/21/2020	\$611.86
62777	30	- UNIFIRST CORPORATION	08/21/2020	\$1,307.94
62778	30	- US CELLULAR	08/21/2020	\$2,121.64
62779	30	- USA Bluebook	08/21/2020	\$76.75
62780	30	- WOMACK PUBLISHING CO. INC.	08/21/2020	\$857.93
62781	30	- DOCUMENT SYSTEMS, INC	08/25/2020	\$186.79
62782	30	- HOLLAND INDUSTRIAL	08/25/2020	\$316.62
62783	30	- HUMANA SPECIALTY BENEFITS	08/25/2020	\$29.38
62784	30	- LAWMENS	08/25/2020	\$104.21
62785	30	- H.G. REYNOLDS COMPANY, INC	08/27/2020	\$94,508.00
62786	30	- A & S PEST CONTROL, INC.	08/27/2020	\$100.00
62787	30	- BLUE RIDGE SPRINGS, INC	08/27/2020	\$146.50
62788	30	- COLUMBIAN MUTUAL LIFE INS CO	08/27/2020	\$37.88
62789	30	- DUKE ENERGY PROGRESS	08/27/2020	\$1,966.26
62790	30	- FLEMING INVESTMENT COMPANY	08/27/2020	\$3,000.00
62791	30	- Herman Hargrove	08/27/2020	\$34.76
62792	30	- PETE SMITH TIRE & QUICK LUBE, INC	08/27/2020	\$609.76
62793	30	- Spectrum Business	08/27/2020	\$179.31
62794	30	- STACY WOODHOUSE	08/27/2020	\$1,000.00
62795	30	- VERIZON WIRELESS	08/27/2020	\$280.07
62796	30	- WRIGHT EXPRESS FSC	08/27/2020	\$1,084.30
62797	30	- PRUDENTIAL RETIREMENT	08/28/2020	\$950.48
62798	30	- WARREN AUTO PARTS, INC.	08/28/2020	\$219.94

## A/P Check Listing

Vendor Range - 123 OTTO LLC' - 'YOUR TRADEMARK ATTORNEY  
Date From - 8/1/2020 Date To - 8/31/2020

Town of Warrenton  
09/11/2020 09:59 AM

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Check Number	Bank	Vendor	Date	Amount
90	Checks Totaling -			<b>\$239,728.22</b>

### Totals By Fund

	Checks	Voids	Total
34	\$3,854.41		\$3,854.41
36	\$2,409.79		\$2,409.79
37	\$24,018.11		\$24,018.11
38	\$35,811.79		\$35,811.79
39	\$78,861.12		\$78,861.12
51	\$132.50		\$132.50
61	\$132.50		\$132.50
64	\$43,024.00		\$43,024.00
65	\$51,484.00		\$51,484.00
Totals:	\$239,728.22		\$239,728.22

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator  
**Date:** September 10, 2020  
**Re:** August 2020 Monthly Activity Report for Public Works

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## Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) West Ridgeway St. sewer main (general location is in area between Ridgeway Street and Fairlane Drive) – Determine exact location of sewer main and right of way. (2) Install magnetic flow meter in 14 inch sewer force main where Town of Norlina's and Warren County's Sewer enters Town of Warrenton's sewer system (meter would give us precise measurement of volume of sewer in route to the wastewater treatment plant from our partners thus helping to ensure accurate portioning of monthly wastewater treatment expense between the three partners). (3) Purchase water and sewer line locating equipment. (4) Purchase water main valve exercising equipment.
- **Water and Sewer System Needs – Funded:** (1) Comprehensive water system map (Required by NC DENR) – Creation will be funded by NC DEQ grant. (2) Sewer main located between Bragg St. and Macon St. (serves all businesses located on the east side of South Main Street between Odom's Motor Service and Macon Street and Quilt Lizzy) – Line is failing and will need to be repaired or relocated. Repair will be very difficult due to location of line – Replacement of line will be funded by USDA Rural Development grant. (3) Replace sewer main on Bute Street and Unity Drive – Replacement of lines funded by NC DEQ grant. (4) Replace sewer main on South Main Street from Battle Avenue intersection to sewer trunk line at Horse Creek - Replacement of line funded by NC DEQ grant. (5) Purchase and install public works 2-way radio repeater. Funded by USDA Rural Development grant. (6) Purchase and install SCADA systems on Town's 3 sewer lift stations - Funded by USDA Rural Development grant.
- **Completed Water and Sewer System Maintenance/Repair Related Information:** (1) Emergency Repair – King Street Elevated Tank. Cleared blockage in SCADA signal line. Contractor: Harris Enterprises (Labor - \$120.00) (2) Repair – Kioti 4wd Tractor. Replaced air conditioning system belt. Parts Supplier: Warren Auto Parts (Parts - \$10.42) (3) Emergency Repair – Fairlane Elevated Tank. Cleaned SCADA signal port. Contractor: Harris Enterprises (Labor - \$180.00) (4) Emergency Repair – F & M Sewer Lift Station. Repaired vacuum system. Contractor: Harris Enterprises (Labor - \$420.00, Parts - \$121.50).

**Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$10.42**



**Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$841.50**

- **Water and Sewer Adjustment Request:** For consideration at the September 14, 2020 meeting of the Board of Commissioners. **Michael Lilly** – 312 Church St., Account #002-001911-1. Outdoor watering. Normal usage 3,000. Request is for sewer adjustment of 25,000 gallons at \$9.01/1000. Total \$225.25. Adjustment recommended by staff. **James Alston, Jr.** – 129 Warrenton-Ridgeway Rd., Account #005-0002370-1. Outdoor watering. Normal usage 7,000. Request is for sewer adjustment of 18,000 gallons at \$13.65/1000. Total \$245.70. Adjustment recommended by staff. **John Riggan** – 168 NC Hwy 58, Account #003-000010-1. Leak between meter box and house. Normal usage 7,000. Request is for sewer adjustment of 19,000 gallons at \$13.65/1000. Total \$259.35. 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:** September 10, 2020  
**Re:** August 2020 Monthly Activity Report for WWTP

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- **Pending Equipment Repairs:** **(1)** Effluent filter controls – Safety issue - Replace cylinders and control mechanism for valves located in pit area of filter building. **(2)** Sand blast and refinish site metal structures. **(Estimated Cost – Refinishing remaining structures - \$58,000)** **(3)** Replace Influent pump No. 2 and 3 motor base stands. **(Estimated Cost - \$4,000 per pump)**
- **Completed Plant Maintenance/Repair Related Information:** **(1)** Emergency Repair – Effluent Composite Sampler. Replaced controller, thermal control board, and related parts. Contractor: Chadwick Instrumentation (Labor - \$2,300.00, Parts - \$1,486.84), Harris Enterprises (Labor - \$60.00), Hach Company (Parts - \$1,353.66), USA Bluebook (Parts - \$3,769.50). **(2)** Preventative Maintenance – Annual Calibration of Effluent Flow Meter and Service to Chlorination and De-chlorination Equipment. Contractor: Chadwick Instrumentation (Labor - \$1,000.00, Parts - \$460.30).

**Total cost for Repairs (Account No. 39-861-342) - \$10,430.30**

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month. 17.25 million gallons were treated.

# Activity Detail Summary (by Category)

Warrenton Police Department

(07/01/2020 - 07/31/2020)

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## Incident\Investigations

13B - Simple Assault	1
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23H - All Other Larceny	2
-------------------------	---

90Z - All Other Offenses	1
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Total Offenses	4
----------------	---

Total Incidents	4
-----------------	---

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## Arrests

13B - Simple Assault	1
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Total Charges	1
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Total Arrests	1
---------------	---

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## Accidents

Total Accidents	5
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## Citations

Driving While License Revoked	1
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Secondary Charge	1
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Total Charges	2
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Total Citations	1
-----------------	---

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## Warning Tickets

Total Charges	0
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Total Warning Tickets	0
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## Ordinance Tickets

Total Ordinance Tickets	0
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# Activity Detail Summary (by Category)

Warrenton Police Department

(07/01/2020 - 07/31/2020)

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## Criminal Papers

Total Criminal Papers Served 0

Total Criminal Papers 0

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## Civil Papers

Total Civil Papers Served 0

Total Civil Papers 0

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# Activity Log Event Summary (Cumulative Totals)

## Warrenton Police Department

(07/01/2020 - 07/31/2020)

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911 Hang-up	2	Accident	7
Alarm Activation	6	Assault-Physical	2
Assist Highway Patrol	1	Assist NPD	8
Assist Other Department	1	Assist WC EMS	5
Assist WCSO	7	C.O.P.S. - Main St	18
C.O.P.S.- Neighborhood Patrol	8	Careless and Reckless Driving	1
Complaint	4	Dispute	2
Disturbance	1	Domestic	1
Downed Tree / Power Line	1	Escort	3
Found Property/Item	4	Information by Phone	2
Investigation and/or Interview	2	Larceny	2
Lost property	1	Medical / Person Hurt or Sick	1
Mental Patient	1	Open Door (Business)	1
Ordinance Violation	2	Other	2
Parking Violation	1	Property Check – Business	27
Property Check – Residential	14	Shots fired	1
Suspicious Person / Vehicle	4	Talk with Officer	4
Traffic Control	2	Traffic Stop	41
Trespassing	3	Vehicle Lockout	1
Wash Patrol Vehicle	1		

**Total Number Of Events: 195**



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

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

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### **BOC Meeting August 2020 – Action Items Checklist**

1. Execute annexation resolution, file copy of resolution with Register of Deeds, update Ordinance Book as addition to Table 1. (cont.)
2. Work with Mitch Styers on ordinance language for HDC penalty (cont.)
3. Use Powell Bill reserve for paving of E. Market Street and brick sidewalk fixes  
✓ Done
4. Update Zoning Ordinances with change of Special Use for Mobile Homes in areas zoned R-20  
✓ Done
5. Execute USDA bonds and resolutions  
✓ Done
6. Execute FEMA reimbursement agreement  
✓ Done
7. Report to BOC on W/S cutoffs at September billing cycle (Sept 20)  
✓ In BOC Report
8. Implement W/S payment plan  
✓ Done
9. Email to BOC approved uses of federal grant funds distributed through county  
✓ Done
10. Contact Carolina Digital about additional solution to conference room phone  
✓ Done
11. Work with Mitch Styers to develop success fee agreement with Stacy Woodhouse  
✓ Forwarded bullet points to Mitch



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

P.O. Box 281  
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## **STATUS OF GRANTS**

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

- Paving completed and ADA accessibility construction underway.

**(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.

**(Fund 55) NC DEQ Water Infrastructure WWTP** -- \$1,600,000 to rehab most severe areas of WWTP

- Town \$1,600,000 with 100% grant and Town to pay 1.5% processing fee.
- Bids received exceeded grant amount by nearly \$1 million. Engineering firm working with winning bidder to identify savings. With reduced scope of project, additional loan is still required. Norlina and Warren County boards have approved the additional loan.
- Work to begin October 1, 2020.

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

- DOT roads = 100% grant
- DOT indicated that funds have been allocated but construction has been delayed until July 2020.

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

- Received Intent to Fund letter from NCDEQ for 75% total expense from NC DENR to repair Battle Ave sewer from overflow area down to treatment plant. Approximately \$750,120 in total project costs.
- Also received Intent to Fund letter for 75% of total cost which equals a grant of \$345,000 and loan amount of \$115,000 and a match amount of \$7,475 for a total of \$467,475 from NC DENR to repair sewer lines on Unity Dr. and Bute St.
- Substantial completion, only high visibility striping left.

**(Fund 63)NC DEQ AIA SEWER** - \$150,000 to develop an Asset Management Plan for Sewer Lines.

- 95% grant from NC DENR, 5% \$7,500 match including 1.5% grant fee from the Town. The grant fee of \$2,250 was paid 6-26-18 with O & A Letter and Resolution.
- Awaiting any additions from Bill Perkinson before closing out grant and providing map deliverable.

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

- Final drawings received from architect
- Received approval from NCSHPO. Updated drawings submitted to Main Street.
- Expect to start construction shortly with target completion date in late fall of 2020.

**NC Neighborhood Revitalization Program**

- Application underway for CDGB funds to assist in repairing houses owned by citizens of low or moderate incomes.
- Selected PRO, Inc. as Administrator of Grant. Additional approvals before BOC.

**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.
- Awaiting contract agreement from NC Commerce.

**Building Reuse Grant**

- Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic.
- Awaiting closing on building before executing grant agreement with Commerce and Dr. O'Malley.

**PARTF Grant**

- Town applied for Parks grant for property on Church Street from NC Parks and Recreation Trust Fund. Town match approximately \$40,000.
- Notification will be in September 2020.





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

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

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**Water/Sewer Cut Off Report Summary:**

- Number of Customers past due: 55 (an increase of approximately 10 over prior month)
- Total Outstanding: \$26,020.61 (an increase of approximately \$7000 over prior month)

This month does NOT yet reflect the first month of a six-month payment plan.

# Warrenton Budget Amendments

Date: 

9/8/2020
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 Number: 

#1
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**Purpose of Amendment:**

This budget amendment is to establish a general ledger revenue line number for beautification donations in honor of Mary Hehl
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**Fund Name:**

General Fund
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**Revenue**

Account Title/Number:	Increase Amount	Decrease Amount
Mary Hehl Beautification Donations 37-365-033	2,265	
<b>Subtotal</b>	<b>2,265</b>	<b>-</b>
<b>Total</b>	<b>2,265</b>	<b>-</b>
<b>Grand Total</b>	<b>-</b>	<b>-</b>

**Expenditure**

Account Title/Number:	Increase Amount	Decrease Amount
Street Beautification 37-651-333	2,265	
<b>Subtotal</b>	<b>2,265</b>	<b>-</b>
<b>Total</b>	<b>2,265</b>	<b>-</b>
<b>Grand Total</b>	<b>-</b>	<b>-</b>



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

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**CAPITAL PROJECT ORDINANCE**

**Coronavirus Relief Fund (CRF)  
Established by the Coronavirus Aid, Relief, and Economic Security Act (CARES)  
September 14, 2020**

**BE IT ORDAINED** by the Board of Commissioners of the Town of Warrenton, North Carolina that, pursuant to Section 13.1 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

**Section 1:** The Capital Project (Fund 33) authorized by the Board of Commissioners of the Town of Warrenton is for the purpose of receiving and distributing funds from the Corona Virus Relief Fund awarded to the Town for reimbursed expenses related to COVID-19 in Warrenton.

**Section 2:** The Board of Commissioners of the Town of Warrenton directs the Town Administrator to proceed with the Capital Project within the terms of the grant documents, the rules and regulations of the State of North Carolina, the Interlocal Agreement between Warren County and Warrenton, and the budget contained herein.

**Section 3:** The following revenues are anticipated to be available to complete the project activities.

Grant	<u>\$96,548</u>
Total	\$96,548

**Section 4:** The following amounts are appropriated for the project activities:

Telework Systems	\$ 7,010.74
Sick and Quarantine Time (3/1/2020 to 6/30/2020)	\$ 10,131.53
Public Safety Wages (3/1/2020 to 6/30/2020)	\$ 55,048.73
Public Safety Hazard Pay (9/1/2020 to 12/30/2020)	\$ 5,700.00
COVID Supplies	
Tyvek Suits (4 cases 3XLG)	\$ 976.00
Gloves	\$ 4,557.00
Masks	\$ 3,900.00

Hand Sanitizer (2500 1oz bottles)	\$ 3,125.00
Sanitation Station with refills (6 stations & 24 refills)	\$ 1,740.00
Thermometers (qty 5)	\$ 275.00
Sanitizing of Town Hall (\$150 x 21 weeks)	\$ 3,150.00
Sanitizing Supplies for Cleaning	\$ 934.00

**Section 5:** The Town Administrator is hereby directed to maintain within the Capital Project fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and Federal and State regulations.

**Section 6:** The Town Administrator is directed to include a detailed analysis of past and future costs and revenues of this Capital Project in every budget submission made to this Board of Commissioners.

**Section 7:** The Town Administrator shall be authorized to transfer appropriations within the various line items of this Capital Project ordinance as he deems necessary, subject to the approval of the Local Government Commission. All such transfers shall be reported to the Board of Commissioners.

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Walter M. Gardner, Jr. – Mayor

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ATTEST: Robert Davie – Town Administrator



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

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**Grant Project Ordinance**  
**Town of Warrenton 2018 CDBG-Neighborhood Revitalization Project**  
**Warrenton, North Carolina**

Be it ordained by the Town of Warrenton Board of Commissioners that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Ordinance is hereby adopted:

**Section 1:** The project authorized is the Town of Warrenton 2018 CDBG-Neighborhood Revitalization Project (Grant Number 18-C-3079) described in Grant Agreements between the Town of Warrenton and the North Carolina Department of Commerce, Rural Economic Development Division.

**Section 2:** The officers of this unit of government are hereby directed to proceed with the grant project within the terms of the grant agreement, the rules and regulations of the North Carolina Rural Economic Development Division and the budget contained herein.

**Section 3:** The following revenues are anticipated to be available to complete this project:

North Carolina Rural Economic Development Division	\$750,000.00
Total	\$750,000.00

**Section 4:** The following amounts are appropriated for this project:

Clearance Activities	\$ 30,000.00
Rehabilitation Assistance	\$650,000.00
Administration	<u>\$ 70,000.00</u>
Total	\$750,000.00

**Section 5:** The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient detailed accounting records to provide the accounting to the North Carolina Rural Economic Development Division required by the Grant Agreement and federal and state regulations.

**Section 6:** The Finance Officer is required to report quarterly on the financial status of the project to the Town of Warrenton Board of Commissioners.

**Section 7:** Copies of this Grant Project Ordinance shall be entered into the minutes of the governing board within five days after adoption and be filed with the Finance Officer, the Budget Officer, and the Clerk to the Board.

Adopted this 14th day of September 2020.

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Walter M. Gardner, Jr., Mayor

ATTEST:

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Robert Davie, Clerk to the Board

# Providing Meaningful Communication with Persons with Limited English Proficiency

*Town of Warrenton  
September 14, 2020 – September 13, 2025*

*The purpose of this Policy and Plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, and other applicable federal and state laws and their implementing regulations with respect to persons with limited English proficiency (LEP). Title VI of the Civil Rights Act of 1964 prohibits discrimination based on the ground of race, color or national origin by any entity receiving federal financial assistance. Administrative methods or procedures, which have the effect of subjecting individuals to discrimination or defeating the objectives of these regulations, are prohibited.*

## **POLICY:**

In order to avoid discrimination on the grounds of national origin, all programs or activities administered by the **Town of Warrenton** will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in benefits and services for which such persons qualify. This Policy defines the responsibilities the agency has to ensure LEP individuals can communicate effectively.

## **DEFINITIONS:**

**Limited English Proficient (LEP) individual** – Any prospective, potential, or actual recipient of benefits or services from the agency who cannot speak, read, write or understand the English language at a level that permits them to interact effectively with health care providers and social service agencies.

**Vital Documents** – These forms include, but are not limited to, applications, consent forms, all compliance plans, bid documents, fair housing information, citizen participation plans, letters containing important information regarding participation in a program; notices pertaining to the reduction, denial, or termination of services or benefits, the right to appeal such actions, or that require a response from beneficiary notices advising LEP persons of the availability of free language assistance, and other outreach materials.

**Title VI Compliance Officer:** The person or persons responsible for administering compliance with the Title VI LEP policies.

**Substantial number of LEP:** 5% or 1,000 people, whichever is smaller, are potential applicants or recipients of the agency and speak a primary language other than English and have limited English proficiency.

## **PROCEDURES:**

### **1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE**

The **Town of Warrenton** will promptly identify the language and communication needs of the LEP person. Staff will use a language identification card (or “I speak cards,” provided by the Rural Economic Development Division (REDD) and LEP posters to determine the language. In addition, when records

are kept of past interactions with individuals or family members, the language used to communicate with the LEP person will be included as part of the record.

## 2. OBTAINING A QUALIFIED INTEPRETER

List the current name, office telephone number, office address and email address of the Title VI compliance officers:

**Mr. Robert Davie, Town Administrator**  
**133 S. Main Street**  
**PO Box 281**  
**Warrenton, NC 27589**  
**252-257-1122**  
[townadministrator@warrenton.nc.gov](mailto:townadministrator@warrenton.nc.gov)

*(Note: The agency must notify the REDD Compliance Office immediately of changes in name or contact information for the Title VI compliance officer.)*

### Check all methods that will be used:

- Maintaining an accurate and current list showing the language, phone number and hours of availability of bilingual staff (*provide the list*):
- Contacting the appropriate bilingual staff member to interpret, in the event that an interpreter is needed, if an employee who speaks the needed language is available and is qualified to interpret;
- Obtaining an outside interpreter if a bilingual staff or staff interpreter is not available or does not speak the needed language.

*(Identify the agency(s) name(s) with whom you have contracted or made arrangements)*

USCRI North Carolina The Raleigh Building 5 West Hargett Street, Suite 202 Raleigh, NC 27601 919-334-0072	Castillo Language Services, Inc. 301 Evans St., STE 221 Greenville, NC 27858 252-329-1121	Interpreters Unlimited Charlotte, LLC 360 North Caswell Road, Suite 203, Charlotte, NC 28204 704.972.8343 or toll free 888.951.4440
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Have/has agreed to provide qualified interpreter services. The agency's (or agencies') telephone number(s) is/are (*insert number (s)*), and the hours of availability are (*insert hours*).

Interpreters Unlimited Charlotte, LLC  
360 North Caswell Road, Suite 203, Charlotte, NC 28204  
704.972.8343 or toll free 888.951.4440

Other (*describe*):



**All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.**

Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless specifically requested by that individual and **after** the LEP person has understood that an offer of an interpreter at no charge to the person has been made by the facility. Such an offer and the response will be documented in the person's file. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest should be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP person.

Children and other residents will **not** be used to interpret, in order to ensure confidentiality of information and accurate communication.

### **3. PROVIDING WRITTEN TRANSLATIONS**

- i. The **Town of Warrenton** will set benchmarks for translation of vital documents into additional languages. *(please ensure to keep records of those documents that apply to your agency)*
- ii. When translation of vital documents is needed, the **Town of Warrenton** will submit documents for translation into frequently-encountered languages.
- iii. Facilities will provide translation of other written materials, if needed, as well as written notice of the availability of translation, free of charge, for LEP individuals.

### **4. PROVIDING NOTICE TO LEP PERSONS**

The **Town of Warrenton** will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. Example: The notification will include, in the primary language of the applicant/recipient, the following language: **IMPORTANT: IF YOU NEED HELP IN READING THIS, ASK THE AGENCY FOR AN INTERPRETER TO HELP. AN INTERPRETER IS AVAILABLE FREE OF CHARGE.**

All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and individuals and their families will be informed of the availability of such assistance free of charge.

At a minimum, notices and signs will be posted and provided in intake areas and other points of entry, including but not limited to the main lobbies, waiting rooms, etc.

**Town Administration Office and Utilities Office** *(Include those areas that apply to your agency).*

Notification will also be provided through one or more of the following: outreach documents, telephone voice mail menus, local newspapers, radio and television stations, and/or community-based organizations

**The Warren Record Newspaper, flyers and brochures** *(Include those that apply to your agency).*

## **5. MONITORING LANGUAGE NEEDS AND IMPLEMENTATION**

On an ongoing basis, The **Town of Warrenton** will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, The **Town of Warrenton** will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, complaints filed by LEP persons, feedback from residents and community organizations, etc.

### **I. Compliance Procedures, Reporting and Monitoring**

#### **A. Reporting**

The agency will complete an annual compliance report and send this report to REDD. (Format will be supplied by REDD)

#### **B. Monitoring**

The agency will complete a self-monitoring report on a quarterly basis, using a standardized reporting system proposed by the local government. These reports will be maintained and stored by the Title VI Compliance Officer and will be provided to the REDD upon request.

The agency will cooperate, when requested, with special review by the REDD.

### **II. Applicant/Recipient Complaints of Discriminatory Treatment**

#### **A. Complaints**

The agency will provide assistance to LEP individuals who do not speak or write in English if they indicate that they would like to file a complaint. A complaint will be filed in writing, contain the name and address of the person filing it or his/her designee and briefly describe the alleged violation of this policy. The form can be found at <https://www.nccommerce.com/documents/cdbg-compliance-plans>.

The agency will maintain records of any complaints filed, the date of filing, actions taken and resolution.

The agency will notify the appropriate section within REDD of complaints filed, the date of filing, actions taken and resolution. This information will be provided within 30 days of resolution.

#### **B. Resolution of Matter**

If the matter cannot be resolved by informal means, the individual will be informed of his or her right to appeal further to REDD. This notice will be provided in the primary language of the individual with Limited English Proficiency.

The REDD Compliance Office will conduct an investigation of the allegations of the complaint. The investigation will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

The investigation will not exceed 30 days, absent a 15-day extension for extenuating circumstances.

If the investigation indicates a failure to comply with the Act, the local unit of government, agency Director or his/her designee will so inform the recipient and the matter will be resolved by informal means whenever possible within 60 days.

If the matter cannot be resolved by informal means, then the individual will be informed of his or her right to appeal further to the Department of Justice. This notice will be provided in the primary language of the individual with Limited English Proficiency.

If not resolved by REDD, then complaint will be forwarded to Department of Justice (DOJ), Department of Housing and Urban Development (HUD) Field Office.

SUBMITTED AND ADOPTED BY:

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Walter M. Gardner, Jr., Mayor

September 14, 2020

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Date

**Town of Warrenton  
Local Jobs Initiative  
Section 3 Plan  
Local Economic Benefit for Low- and Very Low-Income Persons  
CDBG-Neighborhood Revitalization Project  
18-C-3079**

**September 14, 2020 – February 28, 2022**  
(Time Period)

I. APPLICATION AND COVERAGE OF POLICY

*The Town of Warrenton and any of its sub-recipients* are committed to the policy that, to the greatest extent possible, opportunities for training and employment be given to lower income residents of the community development project area and contracts for work in connection with federally assisted community development project be awarded to business concerns located or owned in substantial part by persons residing in the Section 3 covered area, as required by Section 3 of the Housing and Urban Development Act of 1968, *The Town of Warrenton and any of its sub-recipients* has developed and hereby adopts the following Plan:

*The Town of Warrenton and any of its sub-recipients* will comply with all applicable provisions of Section 3 of the Housing and Urban Development Act of 1968, as amended (24 CFR Part 135), all regulations issued pursuant thereto by the Secretary of Housing and Urban Development, and all applicable rules and orders of the Department issued thereunder

This Section 3 covered project area for the purposes of this grant program shall include *The Town of Warrenton and any of its sub-recipients* and portions of the immediately adjacent area.

*The Town of Warrenton and any of its sub-recipients* will be responsible for implementation and administration of the Section 3 plan. In order to implement *The Town of Warrenton and any of its sub-recipient's* policy of encouraging local residents and businesses participation in undertaking community development activities, *The Town of Warrenton and any of its sub-recipients* will follow this Section 3 plan which describes the steps to be taken to provide increased opportunities for local residents and businesses

This Section 3 Plan shall apply to services needed in connection with the grant including, but not limited to, businesses in the fields of planning, consulting, design, building construction/renovation, maintenance and repair, etc.

When in need of a service, *The Town of Warrenton and any of its sub-recipients* will identify suppliers, contractors or subcontractors located in the Section 3 area. Resources for this identification shall include the Minority Business Directory published through the State Department of Commerce, local directories and Small Business Administration local offices. Word of mouth recommendation shall also be used as a source.

*The Town of Warrenton and any of its sub-recipients* will include the Section 3 clause and this plan in all contracts executed under this Community Development Block Grant (CDBG) Program. Where

necessary, listings from any agency noted above deemed shall be included as well as sources of subcontractors and suppliers. The Section 3 Plan shall be mentioned in the pre- bid meetings and preconstruction meetings.

The prime contractor selected for major public works facility or public construction work will be required to submit a Section 3 Plan which will outline his/her work needs in connection with the project. Should a need exist to hire any additional personnel, the Warren County Employment Security Commission shall be notified and referred to the contractor.

Each contract for housing rehabilitation under the program, as applicable, for jobs having contracts in excess of \$100,000 shall be required to submit a Section 3 Plan. This Plan will be maintained on file in the grant office and shall be updated from time to time or as the grant staff may deem necessary.

Early in our project, prior to any contracting, major purchases or hiring, we will develop a listing of jobs, supplies and contracts likely to be utilized during the project. We will then advertise the pertinent information regarding the project including all Section 3 required information. Community Investment and Assistance (CI) should be contacted with the Bid Materials to distribute the information throughout their list serve to reach out the communities.

## II. AFFIRMATIVE ACTIONS FOR RESIDENT AND BUSINESS PARTICIPATION

***The Town of Warrenton and any of its sub-recipients*** will take the following steps to assure that low income residents and businesses within the community development project area and within the ***Town*** are used whenever possible: (Describe below)

Low income residents and businesses will be informed and educated regarding employment and procurement opportunities in the following ways:

- i. Advertisement in the local newspaper
- ii. Posting of Section 3 Plan at the Town Administration Offices
- iii. Town Board meeting when project activities and schedules are discussed
- iv. Open meetings of Project Advisory Committee when everyone in neighborhood is invited
- v. Notification to other agencies that provide services to low-income people.
- vi. Place qualified residents and businesses on solicitation lists
- vii. Assure that residents and businesses are solicited whenever they are potential sources of contracts, services or supplies

Please check the methods to be used for the Section 3 program in your community:

***NC Commerce and any of its sub-recipients*** will place a display advertisement in the local newspaper containing the following information:

- i. A brief description of the project
- ii. A listing of jobs, contracts and supplies likely to be utilized in carrying out the project.
- iii. An acknowledgement that under Section 3 of Housing and Community Development Act, local residents and businesses will be utilized for jobs, contract and supplies in carrying out the project to the greatest extent feasible.
- iv. A location where individuals interested in jobs or contracts can register for consideration

- v. A statement that all jobs will be listed through and hiring will be done through the local office of the North Carolina Employment Security Commission; a statement that all contracts will be listed with the North Carolina Division of Purchase and Contracts; and a statement that potential employees and businesses may seek development and training assistance through various state and local agencies, or which the *County/City/Town* will maintain a list for individuals and business concerns inquiring information

Training and technical assistance will be provided by the local community college for low income residents requiring skills to participate in community development project activities. Referrals will be made to the community college, local Private Industry Councils, Job Training Partnership Act (29 U.S.C. 1579 (a)) (JTPA) Programs, and job training programs provided by local community action agencies as appropriate. Residents and businesses will be encouraged to participate in state and/or federal job training programs that may be offered in the area.

Low income residents and businesses will be informed and educated regarding employment and procurement opportunities in the following ways:

- viii. Advertisement in the local newspaper
- ix. Posting of Section 3 Plan at the County Courthouse
- x. County Board meeting when project activities and schedules are discussed
- xi. Open meetings of Project Advisory Committee when everyone in neighborhood is invited
- xii. Notification to other agencies that provide services to low-income people.

Other (describe):

***The Town of Warrenton and any of its sub-recipients*** will, to the greatest extent feasible, utilize lower income area residents as trainees and employees:

1. Encourage rehabilitation contractors to hire local area residents
2. Encourage public works contractors to hire local area residents

***The Town of Warrenton and any of its sub-recipients*** will, to the greatest extent feasible, utilize businesses located in or owned in substantial part by persons residing in the area

1. Contract with local contractors to perform demolition activities, and housing rehabilitation activities.
2. Encourage public improvement contractors to hire local residents for site clearance work, hauling materials, and performing other site improvements.
3. Encourage all contractors to purchase supplies and materials from the local hardware and supply stores

### III. RECORDS AND REPORTS

***The Town of Warrenton and any of its sub-recipients*** will maintain such records and accounts and furnish such information and reports as are required under the Section 3 regulations, and permit authorized representatives of State CDBG, and federal agencies access to books, records, and premises for purposes of investigation in connection with a grievance or to ascertain compliance with this Section 3 Plan.

NC Commerce and any of its sub-recipients shall report annually the Section 3 numbers using the form HUD 60002 to State CDBG at the end of the calendar year as part of the Annual Performance Report (APR).

#### IV. MONITORING COMPLIANCE

*The Town of Warrenton and any of its sub-recipients* may require each applicable contractor to provide a copy of the Section 3 Plan and will monitor compliance during the performance of the contract. Copies of all advertisements, notice, and published information will be kept to document the implementation of the plan.

#### V. COMPLAINTS CONTACT

Please provide the main contact in case that any complaint is received from the general public on Section 3 compliance (including name, phone number, address, and email):

**Mr. Robert Davie, Town Administrator**  
**133 S. Main Street**  
**PO Box 281**  
**Warrenton, NC 27589**  
**252-257-1122**  
**townadministrator@warrenton.nc.gov**

Adopted this 14th day of September, 2020

\_\_\_\_\_  
Walter M. Gardner, Jr., Mayor

ATTEST: \_\_\_\_\_  
Robert Davie, Town Clerk

**Town of Warrenton**  
**2018 CDBG-Neighborhood Revitalization Project**  
**18-C-3079**

**Equal Employment and Procurement Plan**

The Town of Warrenton maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

In furtherance of this policy, the Town prohibits any retaliatory action of any kind taken by any employee of the locality against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The Town shall strive for greater utilization of all persons by identifying previously underutilized groups in the workforce, such as minorities, women, and the handicapped, and making special efforts toward their recruitment, selection, development and upward mobility and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the Town Administrator to assist in the implementation of this policy statement.

The Town shall develop a self-evaluation mechanism to provide for periodic examination and evaluation. Periodic reports as requested on the progress of Equal Employment Opportunity and Affirmative Action will be presented to the Town of Warrenton Board of Commissioners.

The Town of Warrenton is committed to this policy and is aware that with its implementation, the Town will receive positive benefits through the greater utilization and development of all its human resources.

Adopted this 14<sup>th</sup> day of September, 2020.

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Walter M. Gardner, Jr., Mayor

ATTEST:

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Robert F. Davie, Jr., Clerk to the Board



## Requirements for Completing the Fair Housing Plan

- I. Indicate whether this is the first Fair Housing Plan submitted by the recipient or if one has been previously submitted.
- II. List the **major** obstacles and impediments to affirmatively furthering fair housing in the recipient's community, e.g. lack of knowledge among citizens of fair housing laws, lack of affordable housing stock, etc. These will be specific to the recipient community.
- III. Indicate whether the activities apply to part or all of the recipient's community. If some of the activities apply to only part, include an explanation.
- IV. List the activities the recipient will undertake to affirmatively further fair housing in the recipient's community. *The activities should address the obstacles identified in Section II.* Activities should be planned for the life of the grant beginning with the quarter in which the grant agreement was signed and should be listed by quarter with at least one activity per quarter. (For *example*, Quarter 1, Jan –Mar 2009: Distribute fair housing brochures to public library and local banks). The first activity **must** be establishing and/or publishing the grantee's fair housing complaint procedure and TDD number in the local newspaper. In addition, the grantee **must** have at least one activity for community outreach for fair housing in the form of a workshop or designated fair housing fair within an identified quarter. Many recipients have chosen to do this particular activity in the quarter containing April to celebrate National Fair Housing Month.
- V. Describe recipient's method of receiving and resolving housing discrimination complaints. The *four key elements* to include in complaint procedures are given in the example below. The recipient may add additional information as appropriate.

Note: Municipalities may elect to adopt the fair housing plan and activities in the county Analysis to Impediments to Fair Housing Choice, of the county in which they are located, but CI needs this in writing, signed and dated by the local chief elected officer *with* the local complaint procedure. The local activities **must** also adopt the county's Analysis of Impediments to Fair Housing Choice and the local activities **must** coincide with the county activities.

### Fair Housing Links

For more information on promoting fair housing, please visit:

<http://www.hud.gov/offices/fheo/promotingfh.cfm>  
<http://www.hud.gov/local/index.cfm?state=nc>  
<http://www.hud.gov/offices/fheo/FHLaws/index.cfm>  
<http://www.doa.state.nc.us/hrc/fairhousing.aspx>  
<http://www.hud.gov/offices/fheo/images/fhpg.pdf>

VI. To have the plan approved, please do the following:

1. It is recommended to submit an electronic copy in Word format to the Compliance Office at [compliance@ncommerce.com](mailto:compliance@ncommerce.com). After review, a Compliance staff person will notify the contact person of any required changes.
2. For approval, please submit an original hardcopy with signature of the local Certifying Officer to the Compliance Office.
3. Upon receipt of the plan, the Compliance Office will issue an official letter notifying the grantee that the Fair Housing Plan is approved.

VII. Compliance Reviews

Please note that the Compliance Office will conduct random desktop and on-site reviews of fair housing plans in conjunction with Grant Representatives to ensure that applicants are conducting fair housing activities as certified in the approved Fair Housing Plan. Please ensure to maintain comprehensive documentation of fair housing activities for reporting and monitoring.

**Recipient's Plan to Further Fair Housing**

<b>Grantee:</b>	<b>Town of Warrenton</b>
<b>Recipient's Address:</b>	<b>P.O. Box 281 Warrenton, NC 27589-0281</b>
<b>Contact Person: Robert F. Davie, Jr.</b>	<b>Contact Phone #: 252-257-1122</b>
<b>Contact Email:</b> <a href="mailto:townadministrator@warrenton.nc.gov">townadministrator@warrenton.nc.gov</a>	<b>TDD #: 800-735-2962</b>

**I. Indicate if the Recipient will be affirmatively furthering fair housing for the first time or has implemented specific activities in the past.**

First Time   X   Past Activities \_\_\_\_\_

**II. Identify and analyze obstacles to affirmatively furthering fair housing in recipient's community.** (Use additional pages as necessary)

The primary obstacle to furthering fair housing in the Town had been the lack of knowledge and awareness by Town residents of Title VIII information. The Town will address this issue by publishing its Fair Housing Plan and Grievance procedure annually. Further, the Town will make efforts to increase system capacity to assess and combat fair housing discrimination in the area; combat discrimination in the rental markets; address constraints in the lending markets; and identify possible barriers in land-use policies/practices.

**III. Will the above activities apply to the total municipality or county?**

Yes   X   No \_\_\_\_\_ **If no, provide an explanation.**  
(Use additional pages as necessary)

**IV. Briefly describe the quarterly activities that the recipient will undertake over the active period of the grant to affirmatively further fair housing in their community. A time schedule and estimated cost for implementation of these activities must be included. *Activities must be scheduled for implementation at least on a quarterly basis.*** (Use attached table)

**Grantee Name:**

<b>Quarterly Fair Housing Activity</b>	<b>Months</b>	<b>Year</b>	<b>Estimated Cost</b>	<b>Actual Cost</b>
<i>Example: Establish FH policy, Complaint Procedure</i>	<i>Jan-Mar.</i>	<i>20xx</i>	<i>\$xxx</i>	<i>\$xxx</i>
Publish general fair housing information and the complaint procedure in the local newspaper. The published information will also include a TDD number.	July – Sept.	2020	\$500	
Prepare and distribute fair housing brochures to public agencies within the County (School Offices, Department of Social Services, Health Department, Tax Offices, etc.).	Oct. – Dec.	2020	\$100	
Sponsor announcements on the local public radio station regarding the fair housing laws and the county’s complaint procedure.	Jan. – Mar.	2021	\$200	
Sponsor Fair Housing Awareness Day	April – June	2021	\$500	
Publish general fair housing information and the complaint procedure in the local newspaper. The published information will also include a TDD number.	July – Sept.	2021	\$500	
Prepare and distribute fair housing brochures to public agencies within the County (School Offices, Department of Social Services, Health Department, Tax Offices, etc.).	Oct. – Dec.	2021	\$100	
Sponsor announcements on the local public radio station regarding the fair housing laws and the county’s complaint procedure.	Jan. – Mar.	2022	\$200	

**V. Describe recipient's method of receiving and resolving housing discrimination complaints. This may be either a procedure currently being implemented or one to be implemented under this CDBG grant. Include a description of how the recipient informs the public about the complaint procedures. (Use additional pages as necessary)**

- 1) Any person or persons wishing to file a complaint of housing discrimination in the Town may do so by informing the Town Administrator of the facts and circumstance of the alleged discriminatory acts or practice.
- 2) Upon receiving a housing discrimination complaint, the Town Administrator shall acknowledge the complaint within 10 days in writing and inform the Rural Economic Development Division and the North Carolina Human Relations Commission about the complaint.
- 3) The Town Administrator shall offer assistance to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the Town.
- 4) The Town Administrator shall publicize in the local newspaper, with the TDD#, who is the local agency to contact with housing discrimination complaints.

**Approved By:**

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

**Date**



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

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

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### **NC IDEA Entrepreneurial Ecosystem Grant Opportunity**

- Encouraged to apply by NC IDEA for Frontier Warren
- Grant focus is on minority and women entrepreneurs
- Frontier Warren already having Ice House classes which are currently 100% minority

#### Available Funding:

- Up to \$150,000 for a period of two years

#### Budget:

- A budget for Frontier Warren will be developed during the application process and in accordance with the grant guidelines.

**\*\*THIS IS A TEMPLATE ONLY AND NOT THE APPLICATION.\*\***  
**APPLICATIONS MUST BE COMPLETED AND SUBMITTED ONLINE VIA**  
**[ncidea.force.com](http://ncidea.force.com)**



**Fall 2020 NC IDEA ECOSYSTEM Partner  
Grant Application Template**

**Organizational Information:** Please briefly describe your organization, including your mission, geographic scope and constituents served. (max 2500 characters)

**Team:** List the key members of the team that will be involved in executing the proposed program or project. Describe the extent of their involvement and their current role within the organization. Briefly describe each individual’s qualifications and the relevant aspects of their background as it relates to successfully executing the proposed program or project. Do the members of this team have a successful track record? (max 2500 characters)

**Proposed Project:** Describe your proposed program or project. Be specific. Is this an existing program or project or is it new? Be sure to address to whom this program or project is targeted to impact, and the geographic scope of the proposed program or project. Note that programs supported by this ECOSYSTEM Grant are REQUIRED to focus on under-represented entrepreneurs in North Carolina – specifically, entrepreneurs that identify as Female, entrepreneurs that identify as Minority (or Persons of Color), and/or entrepreneurs that are located in counties designated as “Tier 1” or Tier 2” by the [N.C. Department of Commerce](#). (max 7500 characters)

**Alignment:** How will the projected outcomes further NC IDEA’s mission? How do the projected outcomes relate to NC IDEA’s strategies? (max 2000 characters)

**Existing Programs:** Tell us about any related programs you are executing or have executed (if any). Describe concrete results achieved. Are there any similar programs or projects that another organization is currently deploying or working on? (max 1500 characters)

**Total Grant Request (\$):**

**Grant Request and Budget:** Provide a summary of the funds being requested for this grant and how they will be used. List budget items, dollar amounts and projected dates on when the funds will be spent. If you are requesting general operating support, please provide your operating budget. If you are requesting funds that would be disbursed to other parties, but those funds would return back to your

organization in some manner, please specifically detail this. Grant requests can be between \$100,000-150,000 in total and paid out over a period of approximately two years. (max 2500 characters)

**Outcomes & Metrics:** What are the expected outcomes of the proposed program or project? Be specific about what will constitute success. Describe the milestones and metrics the organization expects to reach if a grant is awarded. Milestones should be specific and measurable. (max 2500 characters)

**Leverage:** How are your operations currently funded? To what extent would an award from NC IDEA be leveraged by other funds from your organization (or outside financial contributors)? Will other resources complement the proposed program or project? (max 1500 characters)

**Sustainability:** How will this proposed program or project be sustained into the future, beyond the timeframe of the Grant? (max 1500 characters)

**Impact:** Describe how this grant will impact your organization. What additional milestones would this grant enable the organization to achieve? Describe the path that the organization would take if this grant is not awarded. (max 1500 characters)

**What else should we know about your proposal but failed to ask?** (max 1000 characters)

**Recommendation:** Did an NC IDEA Employee or Board Member recommend you apply for the NC IDEA ECOSYSTEM grant? If yes, please list their names below.





# HMWPRESERVATION

ARCHITECTURE. HISTORY. COMMUNITY.

August 24, 2020

Robert Davie  
Town Administrator  
Town of Warrenton  
P. O. Box 281  
Warrenton, NC 27589-0281

Re: Warrenton Historic District Additional Documentation/Boundary Increase/Boundary Decrease

Mr. Davie:

hmwPreservation is delighted to submit this proposal for the preparation of Additional Documentation as well as a Boundary Increase/Decrease for the 1976 Warrenton National Register Historic District.

With over twelve years of experience in architectural survey and the preparation of National Register nominations, as well as specific experience with large and complex districts as well as with nominations that include the three components of Additional Documentation, Boundary Increase, and Boundary Decrease within a single document, I am uniquely suited to complete the necessary documentation for the Warrenton Historic District.

This project is particularly appealing to me because I have recently completed a very similar project in Oxford, North Carolina. Like the Warrenton Historic District, the Oxford Historic District, completed in 1988, had a simple list of addresses in lieu of a full inventory, and an arbitrary end to the Period of Significance, set at fifty years from the listing of the district. The project included creating a full inventory list, expanding the boundary to include an additional 260 resources (for a total of 468 resources), reducing the boundary to remove demolished resources, and providing twentieth century historic and architectural context for both the original district and the twelve expansion areas. The preparation of this long and complex document has made me very familiar with the specific requirements of large districts and multi-part nominations.

The identification, documentation, and preservation of historic resources is a passion of hmwPreservation and this project has my full attention and sincere interest.

Sincerely,

Heather M. Slane  
hmwPreservation

PROPOSAL

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WARRENTON HISTORIC DISTRICT

NATIONAL REGISTER  
ADDITIONAL DOCUMENTATION, BOUNDARY INCREASE, AND  
BOUNDARY DECREASE

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Photo courtesy of [www.courthousehistory.com](http://www.courthousehistory.com)

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PREPARED BY:

HEATHER WAGNER SLANE  
P. O. Box 355  
DURHAM, NORTH CAROLINA 27702

HEATHER@HMWPRESERVATION.COM  
WWW.HMWPRESERVATION.COM

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**WARRENTON HISTORIC DISTRICT**  
**ADDITIONAL DOCUMENTATION, BOUNDARY INCREASE,**  
**AND BOUNDARY DECREASE FOR THE**  
**NATIONAL REGISTER OF HISTORIC PLACES**

Heather Wagner Slane (hmvPreservation) is pleased to present a proposal for the completion of Additional Documentation for the National Register nomination for the 1976 Warrenton Historic District in Warrenton, North Carolina. The project will also include a Boundary Increase and Boundary Decrease for the district. This proposal presents the qualifications of the consultant and a description of the methodology. The consultant will coordinate the nomination with the Town of Warrenton and the North Carolina State Historic Preservation Office. The consultant will submit digital copies of the draft nomination to the client as well as digital copies of the survey photos and database, National Register photos, maps, and other materials. Paper copies of survey files and photos, as well as any additional research materials, will be provided to the North Carolina State Historic Preservation Office.

**CONSULTANT QUALIFICATIONS:**

Heather M. Slane has been working with National Register, Survey, and Rehabilitation Tax Credit projects in North Carolina since 2005. Heather has a positive working relationship with the NC-HPO that begun during her time as a graduate student at UNC-Greensboro and has subsequently grown over the past fifteen years. Their collaboration has resulted in six surveys and over twenty-five successful National Register nominations in North Carolina, including more than sixteen historic districts. Survey and National Register work throughout the state has given Heather experience documenting a wide variety of resources types from the late nineteenth through the late twentieth centuries, including the documentation of residential, commercial, institutional, and industrial resources.

Previous nominations for Additional Documentation and Boundary Increases to the National Register of Historic Places have given her extensive experience with coordinating multi-part nominations. These projects have also given her experience resolving missing and/or incomplete survey data; updating existing written descriptions; preparing district maps; and creating contexts for mid-twentieth century development and architectural resources. She has experience documenting large and complicated districts, including those with multiple resource types and lengthy periods of significance.

Cheri LaFlamme Szcodronski holds a Bachelor's degree in Biology-Ecology from Clarion University of Pennsylvania and a Master's degree in Public History-Historic Preservation from Middle Tennessee State University. Cheri has a strong background in historical and genealogical research, cultural landscapes, and preservation planning, and has completed a variety of projects across North Carolina, Tennessee, and northern Alabama. She was a graduate research assistant at the MTSU Center for Historic Preservation and has authored or co-authored individual and multiple property nominations to the National Register of Historic Places. Cheri augments Heather's background in architecture and design with her research-based, interdisciplinary experience.

The project will be led by Heather M. Slane with survey and research assistance by Cheri LaFlamme Szcodronski. Heather and Cheri have collaborated on a number of National Register and survey projects, including the recently completed Oxford Historic District Additional Documentation-Boundary Increase-Boundary Decrease and the Winton Historic District (both under NRAC review); and the Kinston Commercial Historic District Additional Documentation-Boundary Increase-Boundary Decrease and the Enfield Historic District (both currently under HPO review). Both Heather and Cheri meet the Professional Qualifications Standards set by the Secretary of the Interior and are listed on the roster of National Register Consultants with the NC-HPO. The resumes of both consultants are attached.

**QUALIFIED SERVICES:**

Architectural Surveys  
National Register nominations  
Local Landmark nominations  
Historic Tax Credit applications  
Historic Plaque applications  
Home History reports

## **RECENTLY LISTED NATIONAL REGISTER HISTORIC DISTRICTS:**

West Chapel Hill Historic District Boundary Increase (Orange County) - 2019

Preservation Chapel Hill

Phillip Lyons

610 E. Rosemary Street

Chapel Hill, NC 27514

919.942.7818

<http://www.hpo.ncdcr.gov/nr/OR1750.pdf>

College Heights Historic District (Durham County) - 2018

Department of Cultural Resources

State Historic Preservation Office of North Carolina

109 E. Jones Street

Raleigh, NC 27601-2807

919.814.6577

<http://www.hpo.ncdcr.gov/nr/DH0303.pdf>

Mayodan Downtown Historic District (Rockingham County) - 2017

Town of Mayodan

Michael Brandt

210 W. Main Street

Mayodan, NC 27027

336.427.0241

<http://www.hpo.ncdcr.gov/nr/RK1646.pdf>

Fountain Historic District (Pitt County) - 2017

Town of Fountain

Alex Albright

6777 W. Wilson Street

Fountain, NC 27829

<http://www.hpo.ncdcr.gov/nr/PT2258.pdf>

Tabor City Commercial Historic District (Columbus County) - 2015

Town of Tabor City

Dianne Nobles Ward

301 East 5<sup>th</sup> Street

Tabor City, NC 28463

910.653.4141

<http://www.hpo.ncdcr.gov/nr/CB0146.pdf>

Chapel Hill Historic District Additional Documentation and Boundary Increase (Orange County) - 2015

Preservation Chapel Hill

Phillip Lyons

610 E. Rosemary Street

Chapel Hill, NC 27514

919.942.7818

<http://www.hpo.ncdcr.gov/nr/OR1750.pdf>

Hillsborough Historic District Additional Documentation (Orange County) - 2014

Town of Hillsborough

Stephanie Trueblood

P. O. Box 429

Hillsborough, NC 27278

919.732.1270 ext 74

<http://www.hpo.ncdcr.gov/nr/OR0077ad.pdf>

**FOR A LIST OF ALL CURRENT AND COMPLETED NATIONAL REGISTER  
& HISTORIC TAX CREDIT PROJECTS, VISIT [WWW.HMWPRESERVATION.COM](http://WWW.HMWPRESERVATION.COM)**

## **METHODOLOGY:**

The preparation of the Warrenton Historic District National Register Additional Documentation will be completed in six main stages: Initial Data Collection, Field Work, File Preparation, Contextual Development, Report Preparation, and Revisions.

**Initial Data Collection** will include the gathering of GIS maps and parcel data, HPO database and survey materials, city and county histories, and other available historic and genealogical sources related to the town's development. This initial collection of documents will serve to develop the historic context for the district. A base map with parcels and building footprints should be provided to the consultant in digital form for the completion of the necessary maps for the updated National Register nomination.

**Field Work** will include a full architectural survey of the twenty-eight properties within the Hazelwood subdivision. The survey will include sketches and notes on architectural details and condition of each structure. Additional digital photographs will be taken of streetscapes as well as buildings, structures, and sites within the boundary as needed.

**File Preparation** will include the creation/update of digital survey files for all properties within the district boundary. It will also include the preparation of written descriptions for all newly surveyed buildings and the editing, as necessary, of descriptions surveyed in 2019, which together will serve as the Section 7 inventory list for the completed Additional Documentation and Boundary Increase. Digital survey photos and survey file envelopes will be labeled according to the NC-Historic Preservation Office guidelines.

**Contextual Development** will include the preparation of a written history and historic significance for the district based on information in existing survey files, sources collected in the Data Collection phase, and interviews with residents. Additional historic and archival research will be completed as necessary to provide a thorough twentieth-century history and context for the district. Additionally, an architectural context will be drafted to cover the major twentieth-century architectural styles represented in the district.

**Report Preparation** includes the preparation of the National Register application form, a full inventory list of all properties within the district boundaries, a written history and significance of the district, bibliography, and boundary justification. All text, database files and survey photographs, survey and National Register maps will be provided in digital format to the client and in digital and paper format to the SHPO. National Register photos will be submitted digitally for printing after the initial review by the SHPO.

**Revisions** and corrections to the nomination will take place according to the review schedule of the NC-SHPO.

## **COSTS/SCHEDULE:**

The cost proposal on the following page includes both the Additional Documentation and the Boundary Increase. Line items that are specific to the Boundary Increase are italicized and a second total, without a Boundary Increase, is listed at the bottom. The majority of the nomination preparation that deals with the context and development of Warrenton (including data collection, contextual development, report preparation, and revisions) is the same cost whether applied to the existing district alone or to the district with a boundary increase. Only the fieldwork, inventory preparation, and map preparation have additional costs associated with the Boundary Increase.

It should be noted that preparing a second, separate nomination for a Boundary Increase would include the italicized costs, as well as additional costs to adapt the contextual development to be focused solely on the Boundary Increase areas. It would also include costs for a second written report, revisions, and maps.

**Warrenton Historic District National Register Nomination**  
**Additional Documentation & Boundary Increase (approx. 325 + 85 properties)**  
*Proposal by Heather M. Slane - August 24, 2020*

Task	Hrs.	Amount	Schedule
<b><u>Initial Data Collection:</u></b>			July - August 2021
Survey Files, GIS data, Sanborn maps	8	\$320	
Secondary Sources	15	\$600	
<b><u>Fieldwork:</u></b>			September - October 2021
Existing District Follow-up	6	\$240	
<i>Boundary Increase</i>	8	\$320	
<b><u>Inventory Preparation:</u></b>			November - December 2021
Revise Existing Entries	40	\$2,000	
Revise Existing HPO data base	20	\$800	
<i>Draft/revise entries for Boundary Increase</i>	20	\$1,000	
<i>Create HPO data base for Boundary Increase</i>	10	\$400	
<b><u>Contextual Development:</u></b>			January-February 2022
Draft Historic & Architectural Context	40	\$2,000	
Draft Statement of Significance	10	\$500	
Additional Research and Oral History	15	\$600	
<b><u>Report Preparation:</u></b>			March 2022
Write Draft Nomination	45	\$2,250	
Map Preparation (survey & USGS maps)	15	\$600	
<i>Map Preparation for Boundary Increase/Decrease</i>	5	\$200	
<b><u>Revisions:</u></b>			30 days after SHPO review
Revision of Draft into Final Nomination	40	\$2,000	
Processing enlarged photos	2	\$80	
Public Information meeting presentations	6	\$240	
<b><i>Total Labor</i></b>	<b>305</b>	<b>\$14,150</b>	

<b><i>Direct Costs:</i></b>	
Survey Photo Prints	\$60
Enlarged prints: 30 @ \$4.15 each	\$125
Maps/Postage	\$25
Printing/Misc. Supplies	\$50
4 Trips to Warrenton @ \$60/each	\$240
<b><i>Total Direct Costs</i></b>	<b>\$500</b>

**Final Combined Total                      \$14,650**

\*\*Cost *without* Boundary Increase or Boundary Decrease                      \$12,730

HEATHER MARIE SLANE  
54 CITATION DRIVE, DURHAM, NC 27713  
HEATHER@HMWPRESERVATION.COM  
336.207.1502

PROFESSIONAL EXPERIENCE

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*Principal, hmwPreservation – Durham, NC*

July 2008 – Present

- Conduct site visits and architectural surveys for the documentation of historic resources
- Draft building descriptions and architectural contexts for the National Register of Historic Places
- Perform archival research for the preparation of historic contexts
- Prepare Historic Rehabilitation Tax Credit applications for commercial and residential properties in North Carolina and southern Virginia
- Manage interns and subcontractors

*Design and Preservation Consultant, Trinity Design/Build – Durham, NC*

November 2006 – July 2008

- Advised homeowners on preservation principles and prepared historic tax credit applications
- Worked with homeowners and contractors to design and execute renovations and additions to historic houses
- Conducted archival and field research for the National Register and Durham County Landmark applications

*Architectural Survey, Orange County Environment Resource Conservation – Hillsborough, NC*

May 2006 – April 2007

- Performed site visits to photograph, verify location, and collect additional information on historic properties
- Documented additional buildings and sites for inclusion in the survey
- Edited survey files and electronic maps and compiled historic contexts in preparation for survey publication

EDUCATION

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*Master of Science*

Department of Interior Architecture  
University of North Carolina at Greensboro  
May 2005

*Bachelor of Science*

Department of Architecture/Environmental Design  
Bowling Green State University  
May 2002

VOLUNTEER EXPERIENCE

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*Vernacular Architecture Forum*

Tour Guide, VAF Conference, June 2016

*Durham Historic Preservation Commission*

Member, February 2009-October 2014  
Chair, February 2012-February 2014

*Preservation Durham – Advocacy Committee*

Member, January 2008-August 2014  
Chair, June 2008-January 2013

## TEACHING EXPERIENCE

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*Adjunct Faculty Member, University of North Carolina at Greensboro – Greensboro, NC*  
Identification and Evaluation of the Built Environment (Fall 2013, Fall 2015)  
History of American Landscapes and Architecture (Spring 2015, Spring 2016, Spring 2017)

*Adjunct Faculty Member, Piedmont Community College – Yanceyville, NC*  
Principles of Historic Preservation (Fall 2014)  
Documenting Historic Structures (Spring 2015)

*Graduate Teaching Assistantship, University of North Carolina at Greensboro – Greensboro, NC*  
Basic Environmental Design I (Fall 2002)  
Basic Environmental Design III (Fall 2003)  
Basic Environmental Design IV (Spring 2003, Spring 2004)  
Design Visualization I (Fall 2004)  
Design Visualization II (Spring 2005)

## ADDITIONAL ACADEMIC SERVICE

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*Graduate Thesis Committee*  
University of North Carolina at Greensboro  
Department of Interior Architecture  
Catherine French, *The Effect of Redevelopment on the Historic Character of National Register Historic Districts in North Carolina: A Visual Analysis* (2015)

## NATIONAL REGISTER NOMINATIONS

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*Kinston City Water Works Pumping Station and Electric Light Plant (Kinston, NC) –*  
National Register Nomination – currently under SHPO review  
*Sanford Tobacco Company Redrying Plant and Warehouse (Sanford, NC)\* -*  
National Register Nomination – 2019  
*West Chapel Hill Historic District Boundary Increase (Chapel Hill, NC)\* –*  
National Register Nomination – 2019  
*William Henry and Sarah Houser Speas House (Forsyth County, NC) –*  
National Register Nomination – 2018  
*College Heights Historic District (Durham, NC)\* – National Register Nomination – 2018*  
*Cleveland School (Rowan County, NC)\* – National Register Nomination – 2018*  
*Allen Grove School (Halifax County, NC)\* – National Register Nomination – 2018*  
*Bladen County Training School (Elizabethtown, NC)\* – National Register Nomination – 2018*  
*Canetuck School (Pender County, NC)\* – National Register Nomination – 2018*  
*Castalia School (Nash County, NC)\* – National Register Nomination – 2018*  
*Concord School (Franklin County, NC)\* – National Register Nomination – 2018*  
*Lincoln Heights School (Wilkesboro, NC)\* – National Register Nomination – 2018*  
*Mars Hill School (Madison County, NC)\* – National Register Nomination – 2018*  
*West Martin School (Oak City, NC)\* – National Register Nomination – 2018*  
*Little River High School (Durham County, NC)\* – National Register Nomination – 2017*  
*Fountain Historic District (Fountain, NC) – National Register Nomination (co-author) – 2016*  
*Mayodan Downtown Historic District (Mayodan, NC) – National Register Nomination – 2016*  
*Tabor City Commercial Historic District (Tabor City, NC) – National Register Nomination – 2015*  
*Chapel Hill Historic District Additional Documentation and Boundary Increase (Chapel Hill, NC)*  
National Register Nomination – 2015



*D. C. Umstead Store and House (Durham County, NC)* – National Register Nomination – 2014  
*Brookwood Historic District (Wilmington, NC)* – National Register Nomination – 2014  
*Gibsonville School (Gibsonville, NC)* – National Register Nomination – 2014  
*Hillsborough Historic District Additional Documentation (Hillsborough, NC)* –  
 National Register Nomination – 2014  
*Star Historic District (Star, NC)* - National Register Nomination – 2013  
*Captain John S. Pope Farm (Orange County, NC)* - National Register Nomination – 2013  
*Uptown Suburbs Historic District (High Point, NC)* - National Register Nomination – 2012  
*Ahoskie Historic District (Ahoskie, NC)* - National Register Nomination – 2012  
*Cameron Village Historic District (Raleigh, NC)* - National Register Nomination – 2011  
*Hampton-Ellis Farm (Durham County, NC)* - National Register Nomination – 2011  
*Hi-Mount Historic District (Raleigh, NC)* - National Register Nomination – 2011  
*Town of Halifax Historic District (Halifax, NC)* – National Register Nomination (co-author) – 2011  
*Stokesdale Historic District (Durham, NC)* – National Register Nomination – 2010  
*Glencoe School (Alamance County, NC)* – National Register Nomination – 2010  
*Capitol Heights Historic District (Raleigh, NC)* – National Register Nomination – 2010  
*Burch Avenue Historic District (Durham, NC)* – National Register Nomination – 2010  
*Holloway Street Historic District Boundary Incr. (Durham, NC)* –  
 National Register Nomination – 2009  
*Kinchen Holloway House (Durham, NC)* – National Register Nomination – 2008  
*Ivey-Ellington House (Cary, NC)* – National Register Nomination – 2008  
*Trinity Historic District Boundary Increase II (Durham, NC)* –  
 National Register Historic District – 2007  
*Booker T. Washington School (Terre Haute, IN)* - National Register Nomination – 2001  
 \*Indicates nominations co-authored with Cheri Szcodronski

#### ARCHITECTURAL SURVEYS & DESIGN GUIDELINES

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*Monroe Design Guidelines* – Monroe, NC – Coauthored with Ramsay Leimenstoll Architect - 2019  
*Greensboro Central Business District Architectural Survey* – Guilford County, NC – 2018  
*Oxford Architectural Survey* – Granville County, NC – 2018  
*High Point Design Guidelines* – High Point, NC –  
 Coauthored with Ramsay Leimenstoll Architect - 2017  
*Hillsborough Architectural Survey* – Orange County, NC – 2017  
*Wake County Phase III Architectural Survey Update: Long- and Short-range Planning Areas of  
 Apex, Holly Springs, and Fuquay-Varina and the Falls Lake Water Supply Watershed* –  
 Wake County, NC - 2017  
*Wake County Phase II Architectural Survey Update: Knightdale, Rolesville, and Wendell* –  
 Wake County, NC - 2016  
*Ginghoul Historic District Survey Update* – Chapel Hill, NC – 2015  
*Skinnersville/Greenville Heights Historic District and Perkinstown/Cherry View Architectural  
 Survey* – Greenville, NC – 2014  
*Orange County Rural Survey Update* – Orange County, NC – 2007

#### REHABILITATION TAX CREDIT APPLICATIONS

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*Bell and Harris-Maxwell Brothers Furniture Store* – Concord, NC – 2016  
 Historic department store rehabilitated as residential units  
*Automobile Dealership* – Hillsborough, NC – 2016  
 Historic automobile dealership rehabilitated as offices  
*Cotanche Street Commercial Building* – Greenville, NC – 2015

Two-story commercial building rehabilitated as commercial space  
*Fifth Street Commercial Building* – Greenville, NC – 2014  
Three-bay commercial building rehabilitated as commercial space  
*Fifth Street Commercial Building* – Greenville, NC – 2014  
Two-story commercial building rehabilitated as office space  
*G. S. Tucker & Company Annex* – Wilson, NC – 2014  
Historic furniture company rehabilitated into residential units  
*New Brick Warehouse* – South Boston, VA – 2014  
Historic tobacco auction house rehabilitated into residential units  
*Hackney Building* – Wilson, NC – 2013  
Historic wagon factory rehabilitated into residential units  
*Driver Street Commercial Building* – Durham, NC - 2012  
Three-bay commercial building rehabilitated as commercial space  
*John W. Ferrell & Company Furniture Store* – Danville, VA - 2012  
Three-story furniture factory converted to residential units  
*South Garnett Street Commercial Building* – Henderson, NC – 2010  
Second floor of two-story commercial building rehabilitated as residential units  
*Watkins Building* – Henderson, NC - 2010  
Second floor of two-story commercial building rehabilitated as residential units

#### PAPERS & PUBLICATIONS

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*Real Estate and Building Programs of North Carolina Mutual Life Insurance Company*  
Presented at the Preservation North Carolina Conference – October 2010  
“*Court Square: Movement, Memory, Method, Monument*” –  
Master’s Thesis, University of North Carolina at Greensboro - May 2005  
“*The Court Square: An Analysis of a Regional Form*” –  
Presented at the 4th Savannah Symposium – SCAD - February 2005  
“*Pride and Collective Memory Preserve Historic Gyms*” –  
Indiana Preservationist (November-December 2001)

#### ADDITIONAL SKILLS

---

Proficiency in Microsoft Word, Excel, Access, Publisher, and PowerPoint  
Working knowledge of Adobe Photoshop and Illustrator  
Digital and manual photography experience  
Graphic design capabilities  
Communication and presentation expertise

# CHERI LAFLAMME SZCODRONSKI

58 Fox Hill Court, Chelsea, Michigan 48118 | 615-604-5618 | cheri@fireflypreservation.com

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## EDUCATION

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Middle Tennessee State University

**M.A. in History, concentration in Public History-Historic Preservation** 2011

Thesis: "Finding Freedom at Grand Junction, Tennessee"

Clarion University of Pennsylvania

**B.S. in Biology, concentration in Applied Ecology** 2003

Honors Program, Cum Laude

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## WORK EXPERIENCE

---

**Firefly Preservation Consulting** 2011 – Present

**Founding Principal and Architectural Historian**

Offers historical consulting services including historical research, architectural surveys, National Register and local landmark designations, rehabilitation tax credit project applications, Section 106 assessments, preservation education event planning, and historical interpretation.

**Piedmont Community College, Yanceyville, North Carolina** 2016

**Adjunct Lecturer – Historic Preservation Technology**

Developed and taught 18<sup>th</sup> and 19<sup>th</sup> Century American Architecture course, including course objectives, selection of course texts and supplemental materials, weekly lesson planning, and assessment of student progress.

**Preservation Chapel Hill** 2011 – 2016

**Executive Director**

Oversaw all aspects of nonprofit organization, including mission fulfillment, programming, building partnerships with government, nonprofit, and business entities, budgeting and bookkeeping, Board of Trustees support, staff/volunteer supervision and management, database management, and operation and upkeep of the historic Horace Williams House.

**Historic Oak View County Park** 2011 – 2012

**Park Aide - Education**

Conducted public education programs primarily for grade 1-4 field trips. Also assisted with special events and conducted historical research for special projects.

**Belle Meade Plantation** 2010 – 2011

**Educator**

Conducted public education programs for multi-generational audiences including tours of the house and grounds, K-12 field trips, and special events.

**Center for Historic Preservation at Middle Tennessee State University** 2009 – 2011

**Graduate Research Assistant**

Provided historical consulting services to community clients including historical research, National Register nominations, architectural surveys, and operation of the Heritage Center of Murfreesboro and Rutherford County.

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PUBLICATIONS AND PRESENTATIONS

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<b>"Preparing a Patchwork Quilt: Best Practices for Consulting Historians"</b>	<b>2020</b>
Accepted working group session at the National Council on Public History annual meeting in Atlanta, Georgia	
<b>"John Eaton and the First Contraband Camp at Grand Junction, Tennessee"</b>	<b>2018</b>
Session presentation at the Slave Dwelling Project Conference in Murfreesboro, Tennessee	
<b>"How to Research the History of Your Home"</b>	<b>2018</b>
Workshop teaching historic house research methods in Detroit for the Michigan Historic Preservation Network in partnership with Jefferson East, Inc.	
<b>"Stuck in the Middle! Sharing Difficult Histories to Shape our Collaborative Future"</b>	<b>2017</b>
Session presentation at the National Council on Public History annual meeting in Indianapolis, Indiana	
<b>"From Contraband to Freedmen: General Grant, Chaplain Eaton, and Grand Junction, Tennessee"</b>	<b>2013</b>
<i>Tennessee Historical Quarterly</i> , Vol. 72, No. 2, Summer 2013	
<b>"Grand Junction and the Center for Historic Preservation"</b>	<b>2013</b>
Paper presented to the Civil War Institute Conference at Gettysburg College	
<b>"A Contraband Landscape: Interpreting Civil War-Era Grand Junction, Tennessee"</b>	<b>2011</b>
Paper presented at the National Underground Railroad Conference in Cincinnati, Ohio	
<b>"Contraband Communities: Marriage, Race, and Family at Grand Junction, Tennessee"</b>	<b>2011</b>
Poster presentation at the National Council on Public History annual meeting in Pensacola, Florida	
<b>"Fort Negley's Haunted History: What Worked and What Didn't"</b>	<b>2010</b>
Presentation at the Tennessee Association of Museums Annual Meeting	

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VOLUNTEER SERVICE

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<b>National Council on Public History Consultants Committee</b>	<b>2018 – Present</b>
<b>Michigan Historic Preservation Network</b>	<b>2018 – Present</b>
Annual Statewide Preservation Conference Volunteer, Holland, 2019	
Fall Benefit Volunteer, Detroit, 2018	
"Vacant not Blighted Tour" Researcher & Volunteer, Detroit, 2018	
Historic House Research Workshop Presenter, Detroit, 2018	
<b>Hillsborough Historic District Commission (NC)</b>	<b>2017</b>
<b>Orange County Historical Museum Board of Directors (NC)</b>	<b>2017</b>
<b>Alliance for Historic Hillsborough Board of Directors (NC)</b>	<b>2017</b>
<b>Preservation North Carolina Awards Committee</b>	<b>2017</b>

**WARRENTON DRAFT SCHEDULE: MDM HISTORICAL CONSULTANTS INC.**

**FEBRUARY 24, 2020**

<b>Task</b>	<b>Days</b>	<b>Labor</b>	<b>Mileage</b>	<b>Completion date</b>
Update Warrenton NRHP nomination inventory and add outbuildings where necessary	5	\$ 4,200.00	\$ 192.00	June 30, 2020
Update Warrenton NRHP description (section 7) and research and write historic and architectural contexts for circa 1920 to circa 1970 for existing district	10	\$ 8,400.00	\$ 128.00	October 30, 2020
Compile NRHP document including draft nomination and all supporting documentation	7	\$ 5,880.00		January 29, 2021
Revisions to draft nomination following SHPO review (*schedule depends on how long it takes SHPO to review)	5	\$ 4,200.00		*TBD
Administrative tasks: public/client meetings, NRAC meeting, coordination with SHPO	3	\$ 2,520.00	\$ 126.00	*TBD
<b>Total days/labor/mileage</b>	<b>30</b>	<b>\$ 25,200.00</b>	<b>\$ 446.00</b>	
		Total	\$ 25,646.00	





THE BISHOP OF NORTH CAROLINA

September 10, 2020

The Board of Commissioners  
Town of Warrenton  
PO Box 281  
Warrenton, NC 27589

Dear Commissioners:

The Episcopal Diocese of North Carolina has recently focused attention and resources on the All Saints' Episcopal Church in Warrenton, located at the corner of Front and Franklin Streets. A contributing structure to Warrenton's Historic District, All Saints' is also a priority of the Diocese, which is currently paying for ongoing maintenance. Warrenton's Historic District Commission has tasked the Church with removing the wood boards that protect the stained glass windows. The cost to remove the boards and stabilize the windows which have deteriorated significantly is approximately \$13,000.

With no active congregation to sustain the building, the Diocese is asking for financial assistance with this first round of major repairs. We would appreciate \$3,000.00 in assistance if at all possible from the Town, understanding that this amount is probably not budgeted.

We believe All Saints' is a critical asset to our Diocese and to the Town and anything the Town could do to join us in this effort would be much appreciated.

Gratefully and faithfully yours,

A handwritten signature in cursive script, reading "Samuel S. Rodman".

The Rt. Rev. Samuel S. Rodman  
Bishop of North Carolina



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# ALL SAINT'S EPISCOPAL CHURCH

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Epiphany Studios Project 4215 ES 2001  
Stained-Glass Art Windows Assessment



AUGUST 25, 2020  
EPIPHANY STUDIOS, INC.  
2091 Guard Hill Rd, Middletown, VA 22645



August 25, 2020

All Saint's Episcopal Church  
201 South Front Street  
Warrenton, NC 27589  
ATTN: Brooks Graebner  
Project 4215 ES 2001 Stained-Glass Art Windows Assessment

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*W*E ARE HONORED TO PRESENT OUR  
PROPOSAL & RECOMMENDATIONS  
FOR:

**ALL SAINT'S EPISCOPAL CHURCH**

201 SOUTH FRONT STREET  
WARRENTON, NC 27589

CONCERNING  
THE STAINED-GLASS ART WINDOWS  
RESTORATION & PROTECTIVE COVERING

**Our Mission Statement**

*Epiphany Studios believes that every stained-glass art window is steeped in rich history and tradition. As a company, we are committed to bringing the best to every window that we touch; the best artisans and craftsmen, the best approach to the needs of the stained-glass art windows, and the best materials. These three pillars rest upon our foundation of unwavering commitment to listening to our clients, and to embracing the idea that Epiphany Studios is at their service ensures that we will set the standard in the creation, restoration, and preservation of stained-glass art windows.*

**FULL SERVICE STAINED-GLASS ART STUDIO**

Studio Address: 2091 Guard Hill Road, Middletown, VA 22645 - Mailing Address: PO Box 777 Front Royal, Va, 22630  
Toll Free: 866-293-6160 - Phone: 540-636-1607 - Fax: 540-636-6114  
Website: [www.epiphanystudios.org](http://www.epiphanystudios.org) Email: [contactus@epiphanystudios.org](mailto:contactus@epiphanystudios.org)

**ARISE ... SHINE... FOR YOUR LIGHT HAS COME ... Isaiah 60:1**

August 25, 2020

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## THE EPIPHANY STUDIOS FAMILY

**Richard B. Davis: *President***

866-293-6160

[Contactus@epiphanystudios.org](mailto:Contactus@epiphanystudios.org)

**Joanne Berta: *Accounting***

866-293-6160

[Joanne@epiphanystudios.org](mailto:Joanne@epiphanystudios.org)

**Gene Higgins: *Director & COO***

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[Gene@epiphanystudios.org](mailto:Gene@epiphanystudios.org)

**Ron Easter: *Field Superintendent /  
Project Director***

866-293-6160 / Cell 540-631-5436

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**Mitchell Brown: *Administrative Sales /  
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866-293-6160 / Cell 540-305-7994

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**Brian Whitehead: *Project Foreman***

866-293-6160 / Cell 540-305-5619

**Matt Clark: *Studio Manager***

866-293-6160

[Matt@epiphanystudios.org](mailto:Matt@epiphanystudios.org)

**Donna Dawe: *Project Manager /***

***Coordinator***

866-293-6160

[Donna@epiphanystudios.org](mailto:Donna@epiphanystudios.org)

*Every member of our family will be at your service, from our administrative team and diligent and respectful field crews to our expert craftsmen and artists. Everyone at Epiphany Studios has an appreciation for the historical and devotional significance of the stained-glass heritage, and we treat every job with the care it deserves.*

---

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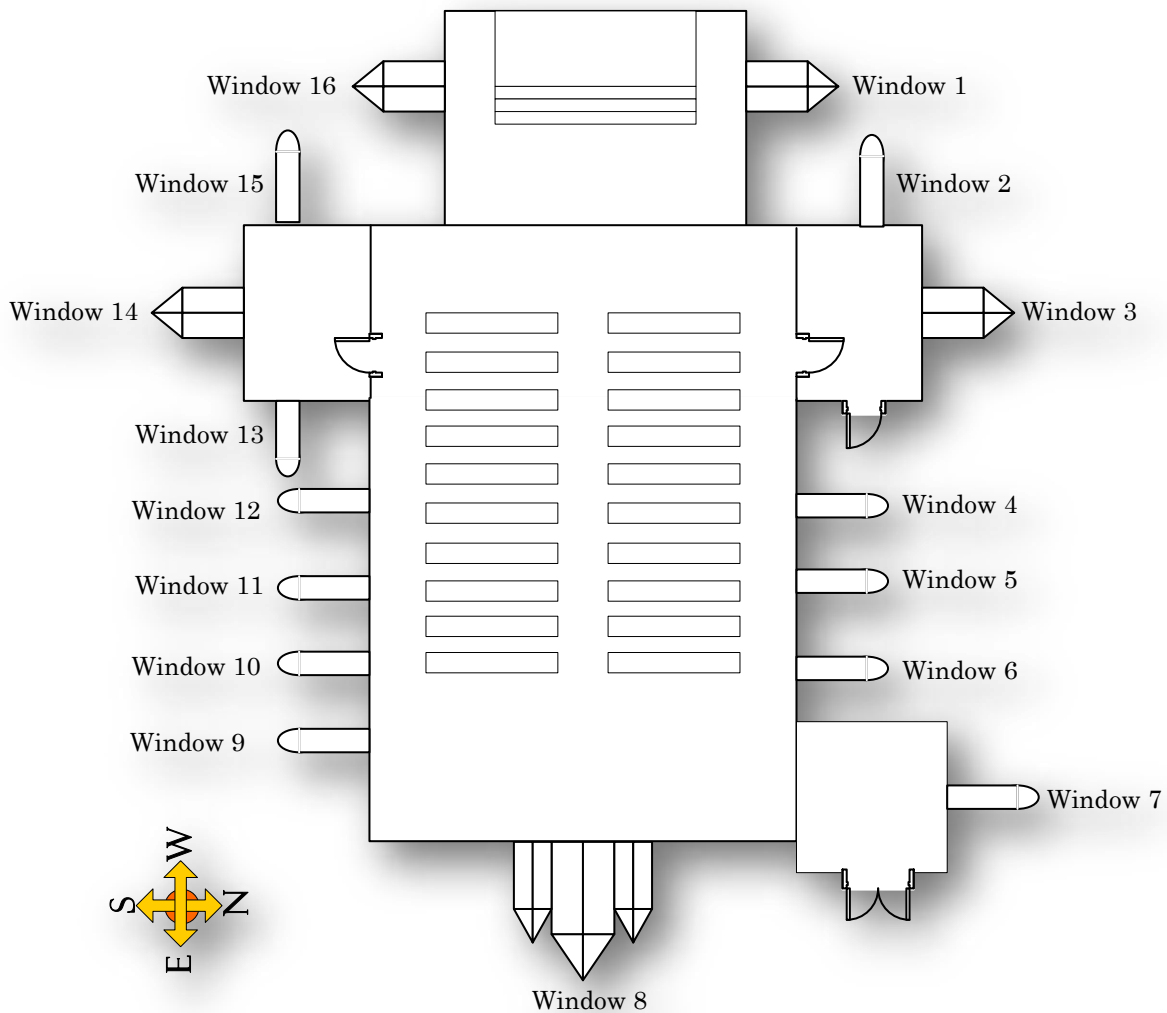
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**FLOOR PLAN FOR THE STAINED-GLASS ART WINDOWS:**



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## SCOPE OF PROJECT:

### ON-SITE RESTORATION, STUDIO RE-LEAD, AND NEW PROTECTIVE COVERING

Epiphany Studios has the following recommendations for the on-site/studio restoration of your stained-glass art windows with the installation of 1/4" DuPont SentryGlas (clear, laminated safety glass) as a protective covering based on Gene Higgins and Mitchell Brown with Brooks Graebner on August 18<sup>th</sup>, 2020

## PROJECT DETAILS

### ALTAR:

**Window #1**                      **Stained Glass Window**  
Approximately 48" x 80"  
Unknown Studios

### AT JOB SITE – INTERIOR

1. Photograph the interior and exterior of the stained-glass art window before restoration.
2. Re-cement the stained-glass art window on the exterior surface.
3. Perform Historical General Maintenance. (See Historical General Maintenance procedures.)
4. Remove loose paint on the interior frame; apply two (2) coats of finish paint.

### AT JOB SITE - EXTERIOR

1. Replace loose/missing caulk on the exterior where the stained glass meets the sash.
2. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
3. Assess the condition of the wood frame for restoration, any defected, or decayed millwork will be replaced based on Time & Materials. ( See Specification 3.4. MILLWORK RESTORATION: )
4. Install 1/4" DuPont SentryGlas, clear laminated safety glass as a protective covering on the exterior of the stained-glass window.



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## OFFICE:

**Window #2**            **Clear Glass Window**  
Approximately 24" x 80"  
Unknown Studios

## AT JOB SITE – INTERIOR

1. Photograph the interior and exterior of the stained-glass art window before restoration.
2. Clean the interior and exterior glass.
3. Remove loose paint on the interior frame; apply two (2) coats of finish paint.

## AT JOB SITE - EXTERIOR

1. Replace loose/missing caulk on the exterior where the stained glass meets the sash.
2. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
3. Assess the condition of the wood frame for restoration, any defected, or decayed millwork will be replaced based on Time & Materials. ( See Specification 3.4. MILLWORK RESTORATION: )
4. Install 1/4" DuPont SentryGlas, clear laminated safety glass as a protective covering on the exterior of the stained-glass window.



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**Window #3**                      **Clear Glass Window**  
Approximately 48" x 80"  
Unknown Studios

**AT JOB SITE – INTERIOR**

1. Photograph the interior and exterior of the stained-glass art window before restoration.
2. Clean the interior and exterior glass
3. Remove loose paint on the interior frame; apply two (2) coats of finish paint.

**AT JOB SITE - EXTERIOR**

1. Replace loose/missing caulk on the exterior where the stained glass meets the sash.
2. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
3. Assess the condition of the wood frame for restoration, any defected, or decayed millwork will be replaced based on Time & Materials. ( See Specification 3.4. MILLWORK RESTORATION: )
4. Install 1/4" DuPont SentryGlas, clear laminated safety glass as a protective covering on the exterior of the stained-glass window.



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**NAVE:**

**Window #4**                      **Stained-glass Window**  
   **"Holy Bible"**  
   Approximately 24" x 80"  
   Unknown Studios

**AT JOB SITE – INTERIOR**

1. Photograph the interior and exterior of the stained-glass art window before restoration.
2. Re-cement the stained-glass art window on the exterior surface.
3. Perform Historical General Maintenance. (See Historical General Maintenance procedures.)
4. Remove loose paint on the interior frame; apply two (2) coats of finish paint.

**AT JOB SITE - EXTERIOR**

1. Replace loose/missing caulk on the exterior where the stained glass meets the sash.
2. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
3. Assess the condition of the wood frame for restoration, any defected, or decayed millwork will be replaced based on Time & Materials. ( See Specification 3.4. MILLWORK RESTORATION: )
4. Install 1/4" DuPont SentryGlas, clear laminated safety glass as a protective covering on the exterior of the stained-glass window.



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**Window #5**                      **Stained-glass Window**  
   **"Cross"**  
   Approximately 24" x 80"  
   Unknown Studios

**AT JOB SITE – INTERIOR**

1. Photograph the interior and exterior of the stained-glass art window before restoration.
2. Re-cement the stained-glass art window on the exterior surface.
3. Perform Historical General Maintenance. (See Historical General Maintenance procedures.)
4. Remove loose paint on the interior frame; apply two (2) coats of finish paint.

**AT JOB SITE - EXTERIOR**

1. Replace loose/missing caulk on the exterior where the stained glass meets the sash.
2. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
3. Assess the condition of the wood frame for restoration, any defected, or decayed millwork will be replaced based on Time & Materials. ( See Specification 3.4. MILLWORK RESTORATION: )
4. Install 1/4" DuPont SentryGlas, clear laminated safety glass as a protective covering on the exterior of the stained-glass window.



**FULL SERVICE STAINED-GLASS ART STUDIO**

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**Window #6**                      **Stained-glass Window**  
   **“Candle”**  
   Approximately 24” x 80”  
   Unknown Studios

**AT JOB SITE – INTERIOR**

1. Photograph the interior and exterior of the stained-glass art window before restoration.
2. Re-cement the stained-glass art window on the exterior surface.
3. Perform Historical General Maintenance. (See Historical General Maintenance procedures.)
4. Remove loose paint on the interior frame; apply two (2) coats of finish paint.

**AT JOB SITE - EXTERIOR**

1. Replace loose/missing caulk on the exterior where the stained glass meets the sash.
2. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
3. Assess the condition of the wood frame for restoration, any defected, or decayed millwork will be replaced based on Time & Materials. ( See Specification 3.4. MILLWORK RESTORATION: )
4. Install 1/4” DuPont SentryGlas, clear laminated safety glass as a protective covering on the exterior of the stained-glass window.



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**Window #7**                      **Clear Glass Window**  
Approximately 24" x 80"  
Unknown Studios

**AT JOB SITE – INTERIOR**

1. Photograph the interior and exterior of the stained-glass art window before restoration.
2. Clean the interior and exterior glass.
3. Remove loose paint on the interior frame; apply two (2) coats of finish paint.

**AT JOB SITE - EXTERIOR**

1. Replace loose/missing caulk on the exterior where the stained glass meets the sash.
2. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
3. Assess the condition of the wood frame for restoration, any defected, or decayed millwork will be replaced based on Time & Materials. ( See Specification 3.4. MILLWORK RESTORATION: )
4. Install 1/4" DuPont SentryGlas, clear laminated safety glass as a protective covering on the exterior of the stained-glass window.



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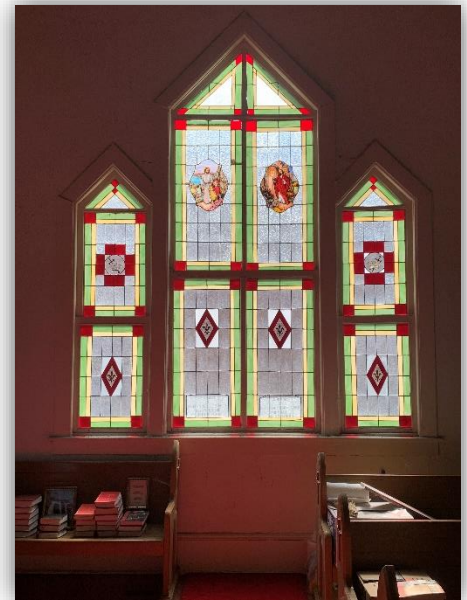
**Window #8**      **Stained Glass Window Three Lancet Window**  
Approximately 48" x 120" Center Lancet  
Approximately 24" x 80" Right & Left Lancet  
Unknown Studios

**AT JOB SITE – INTERIOR**

1. Photograph the interior and exterior of the stained-glass art window before removal.
2. **RE-LEADING SPECIFICATIONS:**
3. Touch up all hand-painted lettering on the memorial plates and symbols.

**AT JOB SITE - EXTERIOR**

1. Replace loose/missing caulk on the exterior where the stained glass meets the sash.
2. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
3. Assess the condition of the wood frame for restoration, any defected, or decayed millwork will be replaced based on Time & Materials. ( See Specification 3.4. MILLWORK RESTORATION: )
4. Install 1/4" DuPont SentryGlas, clear laminated safety glass as a protective covering on the exterior of the stained-glass window.



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**Window #9**                      **Clear Glass Window**  
Approximately 24" x 80"  
Unknown Studios

**AT JOB SITE – INTERIOR**

1. Photograph the interior and exterior of the stained-glass art window before restoration.
2. Remove loose paint on the interior frame; apply two (2) coats of finish paint.
3. Clean the interior and exterior glass.

**AT JOB SITE - EXTERIOR**

1. Replace loose/missing caulk on the exterior where the stained glass meets the sash.
2. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
3. Assess the condition of the wood frame for restoration, any defected, or decayed millwork will be replaced based on Time & Materials. ( See Specification 3.4. MILLWORK RESTORATION: )
4. Install 1/4" DuPont SentryGlas, clear laminated safety glass as a protective covering on the exterior of the stained-glass window.



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**Window #10**      **Clear Glass Window**  
Approximately 24" x 80"  
Unknown Studios

**AT JOB SITE – INTERIOR**

1. Photograph the interior and exterior of the stained-glass art window before restoration.
2. Clean the interior and exterior glass.
3. Remove loose paint on the interior frame; apply two (2) coats of finish paint.

**AT JOB SITE - EXTERIOR**

1. Replace loose/missing caulk on the exterior where the stained glass meets the sash.
2. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
3. Assess the condition of the wood frame for restoration, any defected, or decayed millwork will be replaced based on Time & Materials. ( See Specification 3.4. MILLWORK RESTORATION: )
4. Install 1/4" DuPont SentryGlas, clear laminated safety glass as a protective covering on the exterior of the stained-glass window.



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**Window #11**      **Clear Glass Window**  
Approximately 24" x 80"  
Unknown Studios

**AT JOB SITE – INTERIOR**

1. Photograph the interior and exterior of the stained-glass art window before restoration.
2. Clean the interior and exterior glass.
3. Remove loose paint on the interior frame; apply two (2) coats of finish paint.

**AT JOB SITE - EXTERIOR**

1. Replace loose/missing caulk on the exterior where the stained glass meets the sash.
2. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
3. Assess the condition of the wood frame for restoration, any defected, or decayed millwork will be replaced based on Time & Materials. ( See Specification 3.4. MILLWORK RESTORATION: )
4. Install 1/4" DuPont SentryGlas, clear laminated safety glass as a protective covering on the exterior of the stained-glass window.



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**Window #12**      **Stained Glass Window "Good Shephard"**  
Approximately 24" x 80"  
Unknown Studios

**AT JOB SITE – INTERIOR**

1. Photograph the interior and exterior of the stained-glass art window before removal.
2. **RE-LEADING SPECIFICATIONS:**
3. Touch up all hand-painted lettering on the memorial plates and symbols.

**AT JOB SITE - EXTERIOR**

1. Replace loose/missing caulk on the exterior where the stained glass meets the sash.
2. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
3. Assess the condition of the wood frame for restoration, any defected, or decayed millwork will be replaced based on Time & Materials. ( See Specification 3.4. MILLWORK RESTORATION: )
4. Install 1/4" DuPont SentryGlas, clear laminated safety glass as a protective covering on the exterior of the stained-glass window.



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## **SACISTRY:**

**Window #13**      **Clear Glass Window**  
Approximately 24" x 80"  
Unknown Studios

### **AT JOB SITE – INTERIOR**

1. Photograph the interior and exterior of the stained-glass art window before restoration.
2. Clean the interior and exterior glass.
3. Remove loose paint on the interior frame; apply two (2) coats of finish paint.

### **AT JOB SITE - EXTERIOR**

1. Replace loose/missing caulk on the exterior where the stained glass meets the sash.
2. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
3. Assess the condition of the wood frame for restoration, any defected, or decayed millwork will be replaced based on Time & Materials. ( See Specification 3.4. MILLWORK RESTORATION: )
4. Install 1/4" DuPont SentryGlas, clear laminated safety glass as a protective covering on the exterior of the stained-glass window.



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**Window #14**      **Clear Glass Window**  
Approximately 48" x 80"  
Unknown Studios

**AT JOB SITE – INTERIOR**

1. Photograph the interior and exterior of the stained-glass art window before restoration.
2. Clean the interior and exterior glass.
3. Remove loose paint on the interior frame; apply two (2) coats of finish paint.

**AT JOB SITE - EXTERIOR**

1. Replace loose/missing caulk on the exterior where the stained glass meets the sash.
2. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
3. Assess the condition of the wood frame for restoration, any defected, or decayed millwork will be replaced based on Time & Materials. ( See Specification 3.4. MILLWORK RESTORATION: )
4. Install 1/4" DuPont SentryGlas, clear laminated safety glass as a protective covering on the exterior of the stained-glass window.



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**Window #15**      **Clear Glass Window**  
Approximately 24" x 80"  
Unknown Studios

**AT JOB SITE – INTERIOR**

1. Photograph the interior and exterior of the stained-glass art window before restoration.
2. Clean the interior and exterior glass.
3. Remove loose paint on the interior frame; apply two (2) coats of finish paint.

**AT JOB SITE - EXTERIOR**

1. Replace loose/missing caulk on the exterior where the stained glass meets the sash.
2. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
3. Assess the condition of the wood frame for restoration, any defected, or decayed millwork will be replaced based on Time & Materials. ( See Specification 3.4. MILLWORK RESTORATION: )
4. Install 1/4" DuPont SentryGlas, clear laminated safety glass as a protective covering on the exterior of the stained-glass window.



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## **ALTAR:**

**Window #16**      **Stained Glass Window**  
Approximately 48" x 80"  
Unknown Studios

### **AT JOB SITE – INTERIOR**

1. Photograph the interior and exterior of the stained-glass art window before restoration.
2. Perform Historical General Maintenance. (See Historical General Maintenance procedures.)
3. Remove loose paint on the interior frame; apply two (2) coats of finish paint.

### **AT JOB SITE - EXTERIOR**

1. Replace loose/missing caulk on the exterior where the stained glass meets the sash.
2. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
3. Assess the condition of the wood frame for restoration, any defected, or decayed millwork will be replaced based on Time & Materials. ( See Specification 3.4. **MILLWORK RESTORATION:** )
4. Install 1/4" DuPont SentryGlas, clear laminated safety glass as a protective covering on the exterior of the stained-glass window.



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## RE-LEADING SPECIFICATIONS:

### DETAILS OF RE-LEADING SPECIFICATIONS:

#### AT JOB SITE:

1. Photograph the interior and exterior of the stained-glass art windows before removal.
2. Remove existing protective coverings.
3. Remove the stained-glass art panels/sashes from the frame.
4. Place the stained-glass art panels/sash frames into our studio trailer on the transport easel.
5. Install 7/16 OSB particle board inside the window opening while the stained-glass panels are out for re-leading. The OSB particleboard will be painted white on the exterior and painted to coordinate with the interior trim color on the interior surface of OSB particleboard.
6. Transport stained-glass art panels/sash frames to our Front Royal, VA studio.

#### AT STUDIO:

1. Remove the stained-glass art panels/sash frames from the studio transport easel.
2. Make a cartoon rubbing of each stained-glass panel.
3. Remove all saddle bars / flat steel braces from the stained-glass panels. Remove all lead came.
4. Clean all glass.
5. Replace any shattered or missing pieces of cathedral/opalescent/ painted glass in the stained-glass window.
6. Touch up hand painting. (As mentioned above in the **PROJECT DETAILS**.)
7. Re-install glass in new lead came.
8. Cement/waterproof both sides of the stained-glass panels.
9. Install new saddle bars / flat steel braces for additional support in each of the panels.
10. Transport stained-glass art to the job site.

#### AT JOB SITE:

1. Remove the stained-glass art panels/sash frames from the studio transport easel.
2. Remove the 7/16 OSB particleboards from the window.
3. Re-install the stained-glass art panels/sash frames back into its frame.
4. Replace loose/missing caulk on the exterior where the window sash meets the exterior façade.
5. Remove loose paint on the exterior frame, prime, and apply two [2] coats of finish paint to match the existing exterior color.
6. Repaint the interior frames after installation of the stained-glass art panels/sash frames.
7. Install vent plugs through a sash to reduce the temperature between stained-glass art and protective Covering.
8. Install 1/4" DuPont SentryGlas (clear, laminated safety glass) as a protective covering on the exterior of the stained-glass window as specified under the **INSTALLATION NOTES** under Protective Covering.

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### **SCHEDULE OF RESTORATION:**

- A. Epiphany Studios shall coordinate the work schedule at the Owner's convenience concerning daily services, religious holidays, weddings, funerals, and the like.
- B. The Owner will endeavor to give Epiphany Studios 48 hours' notice of any disruption to work.

### **SECTION ONE - AT THE JOB SITE:**

#### **1.1. SCAFFOLD / LIFT:**

- A. Scaffold and adequate decking will be installed on both the exterior and interior of the building.
- B. The Owner is responsible for obtaining all necessary permits and easements from the city were necessary to legally block the sidewalk, impede traffic, and work in the right of way.
- C. Epiphany Studios will follow safety procedures established by MOSHA and OSHA to protect workers and passersby.
- D. Epiphany Studios will provide all necessary materials and equipment to protect the building and furnishings from damage during the removal and reinstallation of the stained-glass art.
- E. The scaffold and lift shall be made available upon request for use by the architect and contractors separately employed by the church for inspections and to perform tasks unrelated to the window restoration. Each authorized user shall sign a hold harmless agreement.
- F. The scaffold and/or lift must be secured during non-working hours from unauthorized use.
- G. Upon removal of the scaffold, Epiphany Studios will remove any temporary anchors and fill all holes with Type N mortar. Mortar color will be approved by the architect based on field samples.

#### **1.2. PROTECTIVE COVERING REMOVAL:**

The existing storm coverings will be carefully removed from and placed in a selected area for disposal. Epiphany Studios will provide a dumpster or other means for disposal of the old storm coverings.

#### **1.3. WINDOW REMOVAL:**

- A. Epiphany Studios shall take all necessary steps to ensure the safety of the window panels and to minimize additional breakage, the lengthening or widening of cracks, stress fractures, etc. Conservation tape and other approved methods shall be used to stabilize loose pieces and protect against loss or additional damage. The tape will be applied to the non-painted surface of the stained-glass. All loose sections of stained-glass will be cataloged to assure that all stained-glass is returned to its original setting in the art.
- B. A template will be made of each of the stained-glass panels for fabrication.

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**1.4. PHOTOGRAPHIC DOCUMENTATION – BEFORE REMOVAL & DURING RESTORATION:**

Each window will be fully documented before removal with high-resolution digital images (2 megapixels or higher). Both interior and exterior shall be separately photographed overall for reference and in quadrants, with files named appropriately.

**1.5. TEMPORARY INFILL PANELS:**

Epiphany Studios will install 7/16" OSB particleboard on the exterior of the window opening while the stained-glass panel is out for restoration. The OSB particleboard will be painted white on the exterior and painted to coordinate with the inside trim color on the interior, where applicable.

**1.6. TRANSPORT OF THE GLASS:**

- A. Epiphany Studios shall provide crates for the smaller panels of stained-glass for protection of the panels in transit.
- B. The larger panels of stained-glass will be placed on our studio easels for transporting to the studio in Front Royal, VA.
- C. No glass shall be transported, however, short the distance, without being encased securely between foam sheets.
- D. Epiphany Studios is fully responsible for managing all transport to ensure the safety of the cargo.

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## SECTION TWO - AT THE STUDIO:

### 1.1. UNCRATING THE STAINED-GLASS:

Epiphany Studios will inspect each panel for damage incurred during transit and handling.

### 1.2. GLASS HANDLING & CLEANING:

- A. Epiphany Studios will make a cartoon rubbing of each stained-glass art panel. Replacement glass pieces will be submitted with the original for match verification by architect/Owner.
- B. Epiphany Studios will remove panels from any framing: removing all brace bars and twist wire.
- C. The paint will be examined to determine the stability of the paint. If the paint is determined to be unstable, Epiphany Studios will notify the Owner for further instructions before cleaning.
- D. Epiphany Studios will immerse the glass panels in warm water containing the approved cleaner for no more than four hours, monitoring the glass carefully for signs of deterioration.
- E. If the paint is stable, Epiphany Studios will clean the glass of dirt, putty, paint, caulk, and other foreign materials. This cleaning process will be completed by using a mild solution of Triton X (a nonionic detergent) and water.
- F. Panels may be further cleaned with topical cleaners, using soft bristle brushes, hardwood picks, and soft rags. No cleaning technique is known to abrade glass or further damage the paint shall be employed. We do not use steel wool or similar abrasive products.
- G. Repainted glass pieces where the grisaille has faded or flaked off to be submitted with a benchmark example of the original matching grisaille. Photographic documentation will be done before removal, in the studio, and after restoration.

### 1.3. GLASS PAINT:

- A. The paint used to repair the grisaille shall contain grains of a highly fusible glass with a melting point similar to the glass on which it will be painted.
- B. The pigment shall be a finely powdered oxide resistant to high temperature. The final color shall match as closely as possible to the existing grisaille benchmark and shall be submitted to the architect/Owner for approval.

### 2.4. BROKEN GLASS:

- A. All broken glass will be repaired when possible by edge gluing or copper foil.
  - a. **Epoxy Edge-Gluing:** This technique produces a nearly invisible line and is often used on painted glass, particularly focal points of a window such as a face or a portion of the sky that is intended to be a single continuous piece. Epoxy can also be tinted to match the glass. It is also used for infusing shattered glass or microscopic cracks caused by intense heat from a fire. Epoxy produces a very strong repair but will deteriorate in sunlight and

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ARISE ... SHINE... FOR YOUR LIGHT HAS COME ... Isaiah 60:1

August 25, 2020

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requires secondary glazing to protect it from UV degradation. Epoxy is the least reversible of the two techniques and, usually, the more expensive.

- b. **Copper Foiling:** Copper foil has the longest history and, unless the glass is unstable, is generally the best option when a piece of glass has only one or two cracks. Copper foil is a thin tape that is applied along each side of the break, trimmed to a minimum width on the faces, and soldered. A copper wire can be soldered on where additional strength is required. However, copper foil repairs should not be used on unstable glass, since heat is required that can cause further damage. Copper foil produces a strong repair, is reversible, and has a negligible aesthetic impact (a 1/16" [1.6mm] wide line).
- B. Replacement glass should be limited to the last resort and only when an exact match is possible.
- C. All art glass for piece replacement shall match the original as closely as possible regarding type, color, texture, thickness, and translucency.

#### 1.4. **WATERPROOFING:**

- A. Waterproofing to be made of linseed oil and whiting, and a coloring agent. (Hardening agents shall not be included in the mixture; solvent-based driers shall be used sparingly.)
- B. In areas where the paint is fragile, a stiffer, dryer mix shall be used and applied by hand.
- C. Excess putty shall be cut away, and excess oil shall be cleaned off using the product specified.
- D. The lead and solder joints shall be burnished to match the original. In areas of fragile paint, careful burnishing with a rag by hand shall be done.

#### 1.5. **BRACING:**

- A. Re-brace all panels with new materials to match existing braces.
- B. Evaluate existing bracing and recommend additional structure as appropriate.

#### 1.6. **CRATING:**

Crate sashes with stained-glass for transport to the job site.

#### 2.8. **TRANSPORTING STAINED-GLASS:**

Epiphany Studios will transport crates to the project job site.

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### **SECTION THREE - JOB SITE RE-INSTALLATION & RESTORATION:**

#### **3.1. SCAFFOLD / LIFT:**

Scaffold and adequate decking will be installed on both the exterior and interior of the building.

#### **3.2. REMOVAL OF TEMPORARY INFILL PANELS:**

Epiphany Studios will remove the installed 7/16" OSB particleboard on the exterior of the window.

#### **3.3 HISTORICAL GENERAL MAINTENANCE PROCEDURES:**

Epiphany Studios has instituted the following historical general maintenance procedures. After assessing each window and identifying all items in need of maintenance, our craftsmen will complete the following services:

**Other items of repair will be described independently and specified individually.**

##### **A. Cleaning the Interior of the Stained-Glass**

The craftsmen of Epiphany Studios will clean the interior surface of the stained-glass window by spraying a special liquid cleaning solution on the window then wiping the solution off with a soft cloth. Although Epiphany Studios' craftsmen are very thorough in their cleaning procedures, it is impossible to remove heavy lime deposits, paint overspray, etc. with this cleaning method. Windows with painted glass will be tested for stability, and the correct cleaning method will be determined by the foreman in charge of the project, based on the outcome of the test.

##### **B. Repairing Cracked Glass**

Since maintaining originality is an important part of the proper restoration, the craftsmen of Epiphany Studios will repair all possible cracks with optically clear adhesive or by using Dutchman lead lines. This method of repair is chosen based on structural requirements and artistic design. The job foreman will determine the exact method or methods used, thus guaranteeing a quality restoration.

##### **C. Replacing Stained-Glass**

Epiphany Studios has a large selection of stained-glass in stock and near-unlimited capabilities to acquire specific types of stained-glass. We will provide the best possible matches for your project. Even with these capabilities, exact matches may be impossible due to age, weathering, and lost glass formulas.

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**D. Resecure All Loose Braces**

Loose brace bars will be resecured by either re-soldering the broken joint or installing a new wire tie. Each brace that is damaged or bent will be replaced with a new steel brace.

**E. Weak Areas**

Areas that exhibit an inability to resist deflections will have a brace bar installed to prevent any future occurrence. The new brace bars will be installed to achieve maximum support with minimum interference to the window's artistic design.

**3.4. MILLWORK RESTORATION:**

**(ALL WOOD RESTORATION IS COMPLETED ON A TIME & MATERIALS BASIS)**

- A. **Paint Removal:** Areas on the frame, sill, sash, and muntins where paint or varnish has peeled, alligatored, blistered, or crazed shall have paint removed.
- B. **Wood Repair:** Badly decayed areas (with more than 30 percent wood decayed) shall be removed from the wood sash, sill, frame, and trim assemblies. Moderately decayed areas (less than 30 percent decayed), weathered, or gouged wood shall be patched with epoxy, and shall be sanded smooth. Intact sash rails and stiles that are loose shall be repaired with new dowels to make joints tight.
- C. **Epoxy Wood Repair:** Epoxy wood repair materials shall be applied following the manufacturer's written instructions. Health and safety guidelines shall be followed per the manufacturer's instructions. Wet wood shall be completely dried to a moisture content of 8 to 12 percent of its full depth before patching. Wood that is to be patched shall be cleaned of dust, grease, and loose paint. Clean mixing equipment shall be used to avoid contamination. Mix and proportions shall be as directed by the manufacturer. Batches shall be only large enough to complete the specific job intended. Patching materials shall be completely cured before painting or reinstallation of patched pieces.
- D. **Epoxy Liquid Wood Consolidant:** Epoxy liquid wood consolidant shall be used to penetrate and impregnate deteriorated wood sections to reinforce wood fibers that have become softened or absorbent.
- E. **Epoxy Paste:** Epoxy paste shall be used to fill areas where portions of wood are missing, such as holes, cracks, gaps, gouges, and other voids. Areas to receive epoxy paste patching material shall be primed with compatible epoxy liquid wood.

**3.5. PAINTING PREPARATION:**

- A. Areas where the paint was removed or where existing paint shows crazing, wrinkling and inter-coat peeling shall be scraped, sanded, and shall have edges feathered.
- B. Paint shall be removed to bare wood or the first sound paint layer. All parts shall be cleaned by brush using bleach and trisodium phosphate (TSP) solution, and allowed to dry. The existing

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finish shall be de-glossed. Open joints and cracks shall be filled with epoxy repair materials. The perimeter of fixed sash shall be caulked.

**3.6. UN-CRATING STAINED-GLASS:**

- A. Epiphany Studios will remove stained-glass panels from the crates.
- B. We will preview the stained-glass panels with the Owner before the installation.

**3.7. RE-INSTALLING STAINED-GLASS PANELS:**

Epiphany Studios will re-install the stained-glass art windows into the frames.

**3.8. INSTALL PROTECTIVE COVERING:**

- A. Epiphany Studios will install 1/4" DuPont SentryGlas (clear, laminated safety glass) as a protective covering on the exterior of the stained-glass window(s).
- B. The Covering will be installed into the outer channel of the existing frame(s).

**3.9. SEALANT:**

Your installation will be glazed with GE or CLR silicone sealant, products far superior to ordinary putty or caulking because of their strength and elasticity. These sealants are odorless, non-flowing, and will not crack or peel due to heat, cold, expansion, contraction, vibration, or any form of moisture.

**3.10. SCAFFOLD / LIFT:**

Epiphany Studios will remove the scaffolding from the job site.

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**SITE ELEVATION:**



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## **DETAILS OF TERMINOLOGY:**

### **REPAIRS AND RESTORATION GLOSSARY:**

#### **Brace Bars**

A reinforcing bar (usually flat or round) used to support the stained-glass panel, thus preventing bulging. Most often, these braces are installed on the interior side of the stained-glass window. The craftsmen of Epiphany Studios will install bracing as needed to support your stained-glass window.

The additional braces called for will be 5/8" x 3/16" cold-rolled flat steel. These braces will be installed horizontally and will be embedded 1/2" on both sides on the interior window frame. The additional braces will be installed in the weak points of the stained-glass window and in the areas that were bulging. These additional braces will protect the stained-glass windows from bulging or deteriorating in the future.

The braces are soldered at every lead joint horizontally across the stained-glass window on the interior. After the braces are soldered, each brace is painted with flat black Rust-Oleum paint to prevent the steel from rusting in the future.

#### **Cleaning the Interior Surface of Stained-Glass**

Epiphany Studios will clean the interior surface of the stained-glass window by spraying a special liquid cleaning solution on the stained-glass and then wiping the solution off with a soft cloth. Although Epiphany Studios' craftsmen are very thorough in their cleaning procedures, it is impossible to remove heavy lime deposits or paint overspray, etc. with this cleaning method. Epiphany Studios' craftsmen can provide other cleaning methods to address these concerns on a time and material basis by the bid. Windows with painted glass will be tested for stability. The foreman in charge of the project will determine the correct cleaning method to assure quality results and preserve the window.

#### **Coverings**

The existing storm coverings will be removed and placed in a select area for disposal. Epiphany Studios will provide a dumpster or other means of disposal for the old storm coverings.

#### **Cracked Glass (Repairing)**

Maintaining the originality is an important part of a proper restoration. Epiphany Studios will repair all cracks with an optically clear adhesive, copper foil, or by edge gluing in re-leading projects. The method of repair is chosen based on structural requirements and artistic design. The exact method or methods used will be determined by the job foreman, thus guaranteeing a quality restoration.

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### **Historic Restoration or Re-leading**

Epiphany Studios' craftsmen will carefully take a rubbing of the panel(s) to be re-leaded. Once the rubbing is completed, the panel(s) will be disassembled piece by piece and properly cleaned. Epiphany Studios' craftsmen will then reassemble the stained-glass panel(s) using all-new lead came and solder. Each panel will be cemented on both sides and a proper bracing system installed before reinstallation. The re-leaded panels will be re-installed and properly secured. A flexible sealant will be applied to allow each panel to expand and contract without any hindrance, thus preventing any future damage to the stained-glass.

### **Interior Divider Bars**

Epiphany Studios' craftsmen will remove any loose putty on the stained-glass divider bars and re-putty those bars. After the re-putty is completed, each bar will be painted to preserve and prevent rusting. In some cases, the divider bars will be re-glazed using GE Silpruf® Sealant. Silpruf® does not require any painting and will remain flexible.

### **Painting**

Epiphany Studios' craftsmen will scrape all loose or flaking paint, re-putty any needed areas, and apply one coat of top-quality primer. After the surface is properly prepared, Epiphany Studios' craftsmen will apply the finish coat(s) of paint. The client will have the choice of paint, type, and color. Epiphany Studios will only use the highest quality paints available.

### **Re-cementing**

The exterior surface of the stained-glass window will have a specially formulated cement compound brushed underneath the lead flanges. Re-cementing will strengthen and weatherproof the window by replacing the original cement compound, which has loosened or fallen out over the years. This process also serves to clean the window.

### **Re-securing Loose Braces**

Loose brace bars will be resecured by either re-soldering the broken joint or installing a new wire tie. Braces that are damaged or bent will be replaced with new steel braces.

### **Solder**

A mixture of tin and lead for glass workers is manufactured to melt around 400 degrees Fahrenheit. After leading up, all the comes of a mosaic window are joined with a thin layer of solder (referred to as sweating the lead joints.) We use a 60% lead / 40% tin solder, Canfield, or similar.

### **Stained-Glass**

Traditionally, leaded mosaic windows of colored glass that have also been painted and fired, with or without the additional application of silver stain. The term has come to represent any mosaic window, with or without paint or stain, composed of glass that is colored, opaque or clear.

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## **INSTALLATION NOTES:**

### **1. Painting**

The craftsmen of Epiphany Studios will scrape all loose or flaking paint, re-putty any needed areas, and apply one coat of top-quality primer. After the surface is properly prepared, two [2] finish coats of paint will be applied. Epiphany Studios uses Sherwin-Williams's™ products.

### **2. Protective Covering**

Epiphany Studios will install new ¼" clear laminated safety glass on the exterior of your stained-glass windows. The Covering will be installed on an appropriate stop from the stained-glass window, setting the protective Covering into the first stop of the window frame tracery. Where needed, the protective Covering will be supported by aluminum divider bars, which will be secured with non-corrosive anchors.

### **3. Venting**

Epiphany Studios has two different options to venting your stained-glass art windows:

- A. Venting with the use of a plastic plug through the window sash.
- B. The Epiphany Studios signature venting method, created through years of in-house development, allows venting through the stained-glass panel itself with the means of a discreet plastic vent.

Both of these options will vent the window to the interior, avoiding any potential contamination issues caused by environmental pollution in the gap.

### **4. Sealant**

Your installation will be glazed with CLR or GE silicone sealant, products far superior to ordinary putty or caulking because of their strength and elasticity. These sealants are odorless, non-flowing, and will not crack or peel due to heat, cold, expansion, contraction, vibration, or any form of moisture.

### **5. Time & Materials**

Any replacement of rotted wood in the window frames will be performed on a time and material basis. "Time" is charged at \$125 per hour, per worker. "Material" is our cost at a local mill or lumberyard. You have the option of using your carpenter.

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**6. Scheduling and Work Area**

The craftsmen of Epiphany Studios will clean up the work area at the end of each workday. Our craftsmen will work around any functions that you may have. At your request, simple scaffolding will be taken down over the weekends. Epiphany Studios asks that you provide as much notice as possible; however, our craftsmen will work with you under any circumstances. It is also most helpful if we can be allowed the use of an area to store and secure supplies and tools during the project.

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**TOTAL INVESTMENT:**

\$47,524.09

**COST BREAKDOWN:**

Window	Restoration	Scaffolding	Hazardous Waste Disposal	Covering	Total
1	1,349.83	-	13.50	1,095.55	2,458.88
2	497.50	-	4.97	777.76	1,280.24
3	995.00	-	9.95	1,555.53	2,560.47
4	781.37	-	7.81	777.76	1,566.94
5	781.37	-	7.81	777.76	1,566.94
6	781.37	-	7.81	777.76	1,566.94
7	497.50	-	4.97	777.76	1,280.24
8	14,340.59	150.00	143.41	3,865.55	18,499.54
9	497.50	-	4.97	777.76	1,280.24
10	497.50	-	4.97	777.76	1,280.24
11	497.50	-	4.97	777.76	1,280.24
12	3,867.73	-	38.68	777.76	4,684.17
13	497.50	-	4.97	777.76	1,280.24
14	1,065.97	-	10.66	1,555.53	2,632.15
15	497.50	-	4.97	777.76	1,280.24
16	1,456.28	-	14.56	1,555.53	3,026.37
Totals	28,902.00	150.00	289.02	18,183.07	47,524.09

**I WOULD RECOMMEND THAT YOU SET UP A BUDGET OF APPROXIMATELY \$2500.00-\$3,500.00 FOR MILLWORK RESTORATION.**

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**TERMS:**

- 5% Retainer due at time of acceptance of the proposal
- 25% Time of order billed 30 days before the commencement of your project
- 50% Progressive Payments billed monthly during the duration of work/ ordering of materials
- 20% Final payment due upon completion of the restoration

Window	Cost Per	Deposit 5%	Time of Order 25%	Progress Payment 50%	Final Payment 20%
1	2,458.88	122.94	614.72	1,229.44	491.78
2	1,280.24	64.01	320.06	640.12	256.05
3	2,560.47	128.02	640.12	1,280.24	512.09
4	1,566.94	78.35	391.74	783.47	313.39
5	1,566.94	78.35	391.74	783.47	313.39
6	1,566.94	78.35	391.74	783.47	313.39
7	1,280.24	64.01	320.06	640.12	256.05
8	18,499.54	924.98	4,624.89	9,249.77	3,699.91
9	1,280.24	64.01	320.06	640.12	256.05
10	1,280.24	64.01	320.06	640.12	256.05
11	1,280.24	64.01	320.06	640.12	256.05
12	4,684.17	234.21	1,171.04	2,342.09	936.83
13	1,280.24	64.01	320.06	640.12	256.05
14	2,632.15	131.61	658.04	1,316.08	526.43
15	1,280.24	64.01	320.06	640.12	256.05
16	3,026.37	151.32	756.59	1,513.19	605.27
<b>Total</b>	<b>47,524.09</b>	<b>2,376.20</b>	<b>11,881.02</b>	<b>23,762.04</b>	<b>9,504.82</b>

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## SCOPE OF PHASED RESTORATION PROGRAM, PHASE OUTLINE:

You are about to begin a very exciting and meaningful venture for your building of worship. From a practical viewpoint, stained-glass windows need attention and maintenance if they are going to last. As a legacy of spiritual art, they deserve respect and care to fulfill their purpose of inspiring all worshippers to lift their minds and hearts to God.

We are submitting to you a full program of restorative maintenance for your stained-glass. It may seem like an ambitious endeavor, but remember that it is more desirable and cost-effective for you to restore rather than to replace your current windows. Additionally, this program can be completed in phases over three years rather than all at once.

Our commitment to you is to provide you with service that is backed by experience and a dedication to excellence in accordance with your needs and wishes.

Please keep in mind the following considerations; however: This price will be honored for 45 days. You may proceed in phases with your project over three years. If you decide to do so, a 5% retainer submitted within 45 days will secure your contract price.

---

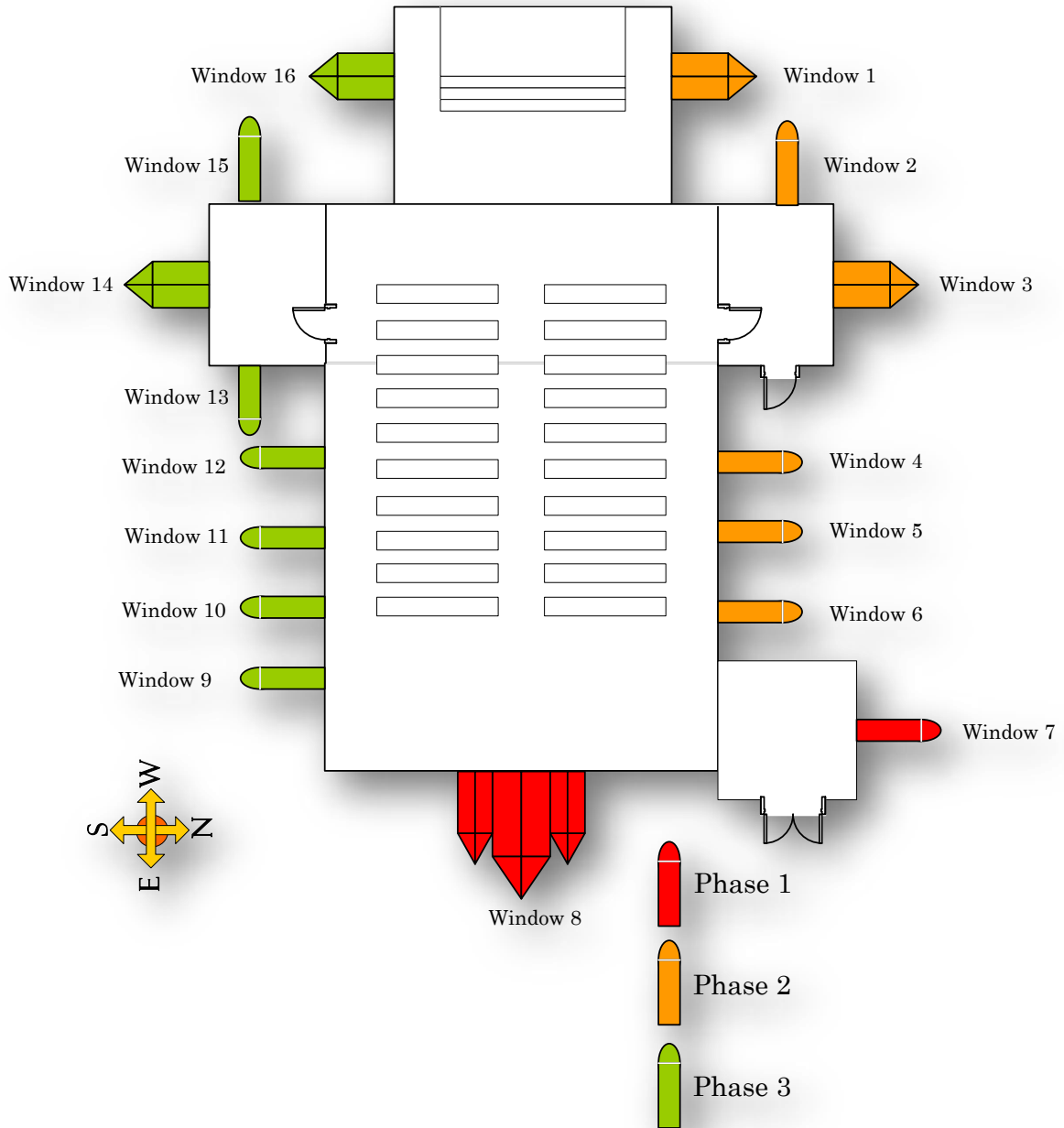
### FULL SERVICE STAINED-GLASS ART STUDIO

Studio Address: 2091 Guard Hill Road, Middletown, VA 22645 - Mailing Address: PO Box 777 Front Royal, Va, 22630  
Toll Free: 866-293-6160 - Phone: 540-636-1607 - Fax: 540-636-6114  
Website: [www.epiphanystudios.org](http://www.epiphanystudios.org) Email: [contactus@epiphanystudios.org](mailto:contactus@epiphanystudios.org)

ARISE ... SHINE... FOR YOUR LIGHT HAS COME ... Isaiah 60:1

August 25, 2020

All Saint's Episcopal Church  
201 South Front Street  
Warrenton, NC 27589  
ATTN: Brooks Graebner  
Project 4215 ES 2001 Stained-Glass Art Windows Assessment



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**OPTION SELECTION:**

The members of our worship community have decided on the following option for our Maintenance and Restoration Program.

Option 1:

\_\_\_\_\_ We will complete the entire program all at once. We are prepared to begin this project as soon as possible. The signed contract signature page and the retainer in the amount of 5% of the full contract price are enclosed. Epiphany Studios will schedule the start of our project at a mutually agreeable date.

Option 2:

\_\_\_\_\_ We will complete the entire program all at once. We wish to start our project later. The signed contract signature page and the retainer in the amount of 5% of the full contract price are enclosed. We understand that this retainer will lock in our cost as specified in our signed contract for up to three years from the date of the contract.

Option 3:

\_\_\_\_\_ We will complete our restoration program in phases. We will coordinate the schedule with Epiphany Studios. The signed contract signature page and the retainer in the amount of 5% of the full contract price are enclosed. There are only three contingencies if you opt for this phase option:

1. The components you select for phases 2 - 3 must have a total value of at least \$15,000.00
2. Additional travel charges of \$567.00 per phase will be billed beginning at the start of the second phase, and each phase after that.
3. If All Saint's Episcopal Church has not accomplished the fundraising for the balance of the project after three years, the church is not obligated to complete the work as outlined in **Proposal ES 4215 2001 Assessment**, but the church will forfeit the 5% retainer on any unfinished phases of the project.

Submitted by (committee representative)	Date

Accepted by Epiphany Studios	Date
------------------------------	------

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### **PAYMENT AGREEMENT:**

1. The proposal price will be honored for 45 days from the date of this proposal. If a signed contract is not received by that date, Epiphany Studios has the right to adjust the price based on labor/material/overhead costs at that time.
2. Our progress payments are based on work completed to date. Progress payments will be billed biweekly based on the progress completed. If full payment is not received within [7] seven days of invoice, the invoiced amount will accrue 9% interest and a \$50 administrative fee, and the project will be pulled from production.
3. Unless other arrangements are made in advance with the company, final payment should be made upon completion of the project. The craftsman-in-charge will conduct a walk-through inspection with you, at which point the craftsman will accept your check made payable to Epiphany Studios for the final payment due. Finance charges / late fees will apply if the final payment is not made as scheduled.

### **GUARANTEE:**

1. Epiphany Studios will provide your project with an official guarantee after your project. Epiphany Studios guarantees each project against defective materials and workmanship for a period of 10 [ten] years when an exterior protective covering is installed.
2. Epiphany Studios guarantees all other work for a period of 1 [one] year against defective materials and workmanship if the protective Covering is not installed.
3. Epiphany Studios' guarantee does not include any glass breakage due to vandalism, accidents, or acts of God.
4. In the unlikely event of a problem, Epiphany Studios craftsman will return to the project site to correct the situation within 30 days of your written notice. All material and craftsmanship will meet applicable local ordinances and building codes.

### **CERTIFICATE OF INSURANCE:**

1. Epiphany Studios will supply a certificate of insurance once we receive a signed contract for your project.

---

### **FULL SERVICE STAINED-GLASS ART STUDIO**

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Project 4215 ES 2001 Stained-Glass Art Windows Assessment

**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)  
1/23/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Gantt Insurance Agency 205 N. Virginia Street Farmville VA 23901	<b>CONTACT NAME:</b> Neal Townsend <b>PHONE (A/C, No, Ext):</b> (434) 392-7200 <b>FAX (A/C, No):</b> (434) 392-3890 <b>E-MAIL ADDRESS:</b> neal@ganttagency.com <b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: The Hartford INSURER B: Allied Insurance Company INSURER C: Building Industry Insurance Association INSURER D: INSURER E: INSURER F:
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**INSURED**  
 Epiphany Studios, Inc.  
 P.O. Box 777  
 Front Royal VA 22630

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD/DEBTR/INSR/ WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENTL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	14SBABE8574	03/31/2016	03/31/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	ACP3007476915	01/02/2017	01/02/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	14SBABE8574	03/31/2016	03/31/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in WA) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	11932 2016	03/31/2016	03/31/2017	<input checked="" type="checkbox"/> THIS STATUTE <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

\*Certificate Holder is Additional Insured.

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Christal Eubank</i>

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**GUARANTEE:**

**EPIPHANY STUDIOS, INC.**  
CREATION • RESTORATION • PRESERVATION

REPAIRS • RESTORATION • PROTECTIVE COVERING

**Epiphany Studios, Inc.** guarantees that the work performed at (Name of Church) under contract #0000 ES 0000 will be free from any defects in material or workmanship for a period of ten years after the repairs have been completed. Painting on the exterior of the building is excluded from the warranty. When protective covering is not installed, **Epiphany Studios, Inc.** offers a one-year guarantee that the repairs and restoration work will be free from defects in material or workmanship. In the unlikely event of a problem, an artisan from **Epiphany Studios, Inc.** will return to the project site within 30 days of written notification to correct the situation. Glass breakage of any kind, except that which is determined to be caused by defective craftsmanship or installation, is excluded from this guarantee. In the event of damage to these windows from causes other than defective materials or workmanship, **Epiphany Studios, Inc.** agrees to make the necessary repairs at its prevailing rates.

Complete Date: \_\_\_\_\_ By: \_\_\_\_\_

**CORPORATE SEAL**

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**STATE CORPORATION COMMISSION:**

**Commonwealth of Virginia**

 **State Corporation Commission**

*CERTIFICATE OF GOOD STANDING*

*I Certify the Following from the Records of the Commission:*

That Epiphany Studios, Inc. is duly incorporated under the law of the Commonwealth of Virginia;

That the date of its incorporation is November 10, 2011;

That the period of its duration is perpetual; and

That the corporation is in existence and in good standing in the Commonwealth of Virginia as of the date set forth below.

Nothing more is hereby certified.

*Signed and Sealed at Richmond on this Date:*  
April 19, 2012

  
Joel H. Peck, Clerk of the Commission



CISECOM  
Document Control Number: 1204195823

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**CLASS A CONTRACTOR:**



**FULL SERVICE STAINED-GLASS ART STUDIO**

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**CONTACT INFORMATION PAGE:**

**PROJECT CONTACT:**

Name: \_\_\_\_\_

Phone #: Cell: \_\_\_\_\_

Work/Home: \_\_\_\_\_

Email: \_\_\_\_\_

**ONSITE CONTACT:**

Name: \_\_\_\_\_

Phone #: Cell: \_\_\_\_\_

Work/Home: \_\_\_\_\_

Email: \_\_\_\_\_

**BILLING CONTACT:**

Name: \_\_\_\_\_

Phone #: Cell: \_\_\_\_\_

Work/Home: \_\_\_\_\_

Email: \_\_\_\_\_

**Please send along with the Signature Page**

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**SIGNATURE PAGE:**

Total Investment Quoted:  
\$47,524.09

(Forty-Seven Thousand, Five Hundred Twenty-Four Dollars and Nine Cents)

1. The proposal price will be honored for **forty-five (45) days** from the date of this proposal. If a signed contract is not received by that date, Epiphany Studios has the right to review the price based on material cost at that time. Contracted work will not be re-evaluated in price during the contracted term. However, any work taking place more than 12 months after the initial signing of this proposal will be assessed a small price increase that follows the prevailing United States federal inflation rate.
2. Epiphany Studios agrees to furnish all workmen's compensation, liability, and property damage insurance for this project. Epiphany Studios will furnish all necessary labor, materials, and equipment needed to complete this project. A certificate of insurance will be supplied upon request. **Special licenses, permits, or bonds required for this project will be the client's responsibility.**
3. **Environmental Conditions:** Epiphany Studios will not start glazing work until the outdoor temperature is above 40° Fahrenheit and rising unless approved provisions are made to warm the glass and rabbet surfaces. Glazing work will not be performed during damp and rainy weather.
4. Any alterations or deviations from the stated work will be executed only with an executed **Change Order**, regardless of additional costs being incurred. The cost of changes will be charged on a time and materials basis. "Time" is charged at \$125 per hour, per man. "Material" is our cost at a local supplier or vendor. In the instance of any woodwork, you have the option of using your carpenters to assist our workers, provided we have proof of proper insurance coverage.

**Commonwealth of Virginia Class "A" Contractor #270514437**

**To accept this proposal, please sign the enclosed copy of the signature page only and return it with your retainer payment to Epiphany Studios in the enclosed envelope.**

Respectfully Submitted by: \_\_\_\_\_ Date: 8/25/2020  
GENE HIGGINS, JR. – STUDIO DIRECTOR / COO

Accepted Project by: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_  
Tax Exemption Number: \_\_\_\_\_

Accepted for Epiphany Studios by: \_\_\_\_\_ Date: \_\_\_\_\_

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Kerr-Tar Local Area Workforce Development Board  
Workforce Innovation and Opportunity Act (WIOA)

**Work Experience (WEX) Worksite Agreement**

This Agreement is made between \_\_\_\_\_ EDSI Solutions, Inc. \_\_\_\_\_ (NCWorks Career Center WIOA Service Providers) and The Town of Warrenton (WIOA Worksite) a  public  non-profit or  private for profit **business or organization** to provide subsidized internship/work experience to eligible youth participating in the Kerr-Tar Local Area WIOA Workforce Development Program, authorized and funded under the Workforce Innovation and Opportunity Act. Under this Agreement, participants will be provided short-term work experience, which is valuable and meaningful for both the participant and the organization/worksite.

Work Experience will be consistent with each WIOA participant's capabilities and interests and in an occupational field or specific job in which he/she has minimal or no prior work experience. WIOA-funded Work Experience is expected to help individuals gain the skills and experience they need to succeed in the workplace and obtain unsubsidized employment.

**Term:** This agreement will take effect on 09/14/2020 and terminate no later than 12/14/2020.  
(Date) (Date)

**This Worksite Agreement provides the following assurances**

- 1) There will be sufficient, meaningful work to keep WIOA participants fully occupied during work hours;
- 2) Work will be conducted in a safe work environment;
- 3) There will be adequate full-time supervision of each WIOA participant by qualified supervisors;
- 4) The NCWorks Career Center will obtain Worker's Compensation Insurance to cover all WIOA participants engaged in internship or work experience at a worksite;
- 5) The participating Worksite will notify NCWorks Career Center staff if difficulties arise which the Worksite supervisor and participant are unable to resolve. NCWorks Career Center staff will attempt to find a mutually satisfactory solution. The NCWorks Career Center WIOA Provider and/or Worksite supervisor may recommend termination or transfer of the participant if the situation or problem is not resolved;
- 6) There will be adequate oversight and review of each participant's time and attendance;
- 7) There will be sufficient equipment and/or materials provided to carry out assignments;
- 8) This agreement will be maintained at the Worksite and available for review by federal, state, local area and NCWorks Career Center representatives;
- 9) All requirements and regulations governing the WIOA program will be upheld;
- 10) Worksite supervisors will adhere to existing State and Federal labor standards.
- 11) The participating worksite has not relocated this establishment and commenced operations in the past 120 days, where the relocation resulted in the loss of employment at the original location.
- 12) No WIOA participant shall be employed or job opening filled (A) when any other individual is on layoff from the same or any substantially equivalent job, or (B) when the Worksite has terminated the employment of any regular employee or otherwise reduced its work force with the intention of filling the vacancy so created by hiring a participant whose wages are subsidized under this Act.
- 13) **Equal Employment Opportunity and Nondiscrimination.** The Worksite assures that no person on the grounds of race, creed, color, disability, national origin, sex, age, political affiliation, or beliefs, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under the Workforce Investment Act.
- 14) The Local Workforce Development Board will determine payroll responsibility.

*Equal Opportunity Employer/Program.*

*Auxiliary aids and services are available upon request to individuals with disabilities.*

**Work Activities**

This WEX Agreement **requires** the attachment of a written job description. The job description must include:

- (1) Accurate description of required duties and responsibilities
- (2) Hourly wage for the position
- (3) The days and hours to be worked (not to exceed 40 hours per week or 480 hours in total).

If the WIOA participant’s job duties at the Worksite change, the Worksite agrees to notify the NCWorks Career Center Career Advisor immediately so that this agreement may be modified.

**Time and Attendance**

The Worksite supervisor for each WIOA participant will keep accurate time and attendance records. Records will reflect the time actually worked by the participant. **Participants will not be paid for time not engaged in work duties, including absences, lunch periods, vacation time, or holidays. Under no circumstances should a WIOA participant work over 40 hours in a week.**

**Monitoring**

It is mutually understood and agreed that the WIOA Worksite may be monitored by the NCWorks Career Center -WIOA Providers, Kerr-Tar Local Area Workforce Development Board Staff, NC Division of Workforce Solutions and/or the US Department of Labor. The NCWorks Career Center WIOA Provider will monitor the Worksite based on a planned schedule at least once during the term of this agreement. The Worksite supervisor will maintain current and accurate time and attendance records and will cooperate fully to provide NCWorks Career Center staff with worksite information or records as required in a timely fashion.

**Supervision**

Worksite supervisors must be experienced in the work to be performed by the WIOA participant and in supervising entry-level employees. Worksite supervisors should encourage, and expect participants to demonstrate, good work habits, satisfactory job performance, and positive attitudes about work.

**Authorized Signatures**

**Worksite Representative**

\_\_\_\_\_
Print Name

\_\_\_\_\_
Signature Date

\_\_\_\_\_
Print Title

Worksite Business Name and Address

\_\_ Town of Warrenton \_\_\_\_\_
\_\_ 113 South Bragg Street \_\_\_\_\_
\_\_ Warrenton, NC 27589 \_\_\_\_\_

**NCWorks Career Center Representative**

\_\_Helen S. Bradby\_\_\_\_\_
Print Name

\_\_\_\_\_
Signature Date

\_\_Program Manager\_\_\_\_\_
Print Title

NCWorks Career Center Name and Address

NCWorks Career Center \_\_\_\_\_
111 Hilltop Village \_\_\_\_\_
Oxford, NC 27565 \_\_\_\_\_

*Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.*

**Kerr-Tar Workforce Development Board - NCWorks Work Experience (WEX) Programs**  
**Work Experience (WEX) Worksite - Participant Agreement**

This Agreement is made between \_\_EDSI Solutions, Inc.\_\_\_\_ (Kerr-Tar WDB Service Provider) and \_\_\_\_**Customer's Name**\_\_\_\_ (Work Experience Participant) to provide subsidized work experience to eligible youth participating in the NCWorks WEX Program, authorized and funded under the Workforce Innovation and Opportunity Act (WIOA).

Work experience will be consistent with each participant's capabilities and interests and in an occupational field or specific job in which he/she has minimal or no prior work experience. A Work Experience is expected to help individuals gain the skills and experience they need to succeed in the workplace and obtain unsubsidized employment.

**This Worksite Agreement provides the following assurances:**

- 15) The WEX participant will report to work and be in place by the scheduled start time for each shift;
- 16) The WEX participant is not eligible for Unemployment Insurance after the completion of Work Experience
- 17) The WEX participant will follow all company policies regarding;
  - a. Breaks and lunch periods
  - b. Dress code
  - c. Attendance expectations
  - d. Use of company equipment
- 18) The WEX participant will maintain contact with WEX staff as agreed upon;
- 19) The WEX participant will notify a case manager if difficulties arise which the Worksite supervisor and participant are unable to resolve.

**Term:** Determination of the duration of the Work Experience activity should be based on the occupational competencies that the WEX participant needs to develop or refine. This agreement will take effect on:

09/14/2020 And terminate no later than 12/14/2020  
(Date) (Date)

**Location:** Please specify the exact worksite location(s) for work activities to take place throughout the term of this agreement, including address and phone number:

Frontier Warren \_\_\_\_\_  
Main Street \_\_\_\_\_  
Warrenton, NC 27589 \_\_\_\_\_

**Time, Attendance, and Rate of Pay**

The WEX participant's time sheet will reflect the time actually worked each pay period. Participants **will not** be paid for time not engaged in work duties, including absences, lunch periods, vacation time, or holidays. Under **NO** circumstances should a participant work over 40 hours in a week. This participant will be paid at the rate of \$ 12.00 per hour.

**Authorized Signatures:**

**NCWorks WIOA Service Provider Representative**

Helen S. Bradby \_\_\_\_\_  
Print Name Signature Date

**NCWorks WIOA WEX Participant**

**Customer's Name** \_\_\_\_\_  
Print Name Signature Date

*Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.*



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

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

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### **Warren Board of Education – Artwork Loan and Exhibition Proposal**

A group of four paintings, donated by Kate Arrington to Warren County Schools and having been stored in the damp basement of the school administration building, are in need of a home that is suitable for their long term preservation. While not yet determined, the paintings are believed to be of significant value. It is noted that Warrenton resident Kate Arrington was instrumental in the establishment of the North Carolina Museum of Art.

For the purposes of the Plummer Hook and Ladder museum, the Town Hall building has been constructed to museum standards for temperature control, humidity control and security, and is an ideal location for the display of these significant art pieces.

Should the Town BOC approve their loan and exhibition, the Warren BOE has provided an agreement and has approved the agreement at their September 8, 2020 meeting. Warrenton’s insurance policy will cover up to \$50,000 on the paintings as part of its umbrella policy. The agreement with Warren BOE allows for the value to be established by the Town. (“Owner agrees that the value it selects for insurance purposes is the true value of the Artwork.”)

One of the works is the portrait of John Graham. A second work is a landscape by Paul Weber in the style of Albert Bierstadt.

Also, Preservation Warrenton has expressed interest in raising funds to pay for restorations of each painting.

Potential display areas could be in the first floor lobby and second floor employee hallway, avoiding direct sunlight. Signage, similar to existing signage, could be created to describe each work and location within Town Hall.

# ARTWORK LOAN AND EXHIBITION AGREEMENT

This Artwork Loan and Exhibition Agreement (“**Agreement**”), having an effective date as of the date of the last signature hereto, is entered into by and between the Town of Warrenton, a North Carolina Municipal Corporation, 113 S. Bragg Street, Warrenton, NC 27589 (“**Town**”), and The Warren County, North Carolina, Board of Education, a North Carolina Body Politic, 109 Cousin Lucy’s Lane, Warrenton, NC 27589 (“**Owner**”).

## Background

- A. The Town owns and occupies, as their town hall, the building located at 113 S. Bragg Street, Warrenton, NC 27589 (“**Town Hall**”).
- B. The artwork (“**Artwork**”) listed in Attachment A to this Agreement, which is attached hereto and incorporated herein, is solely owned by Owner.
- C. Owner wishes to loan the Artwork to the Town, and the Town wishes to borrow the Artwork, so that the Town may display it in the Town Hall in accordance with the terms of this Agreement.

NOW, THEREFORE, the parties agree as follows:

### 1. Loan and License Grant

1.1. Loan. Owner grants to the Town a loan of the Artwork, subject to the terms of this Agreement.

1.2. Copyright Permission. Owner grants to the Town: (a) the right to display the Artwork in the Town Hall; and (b) the irrevocable right to use images of the Artwork in materials about or relating to the exhibition of the Artwork and/or the Town Hall and the Town, and to allow others to do so, in all media now known or later developed and including the Internet and the World Wide Web, provided that such use shall not be for commercial purposes. This grant shall survive the termination of this Agreement.

2. **Owner’s Warranties and Representations.** Owner represents and warrants that it is: (a) is the sole owner of the Artwork; (b) has full authority to loan the Artwork and grant the rights provided in this Agreement. Owner further represents and warrants that nothing in the Artwork defames any person or entity, infringes any copyright, or otherwise violates the rights of any third party.

### 3. Transfer, Installation, Care, and Removal of Artwork

3.1. Condition of Artwork upon Transfer to the Town. Owner and the Town will make mutually agreeable arrangements for the Artwork to be delivered to the Town Hall. The absence of any notation on this Agreement or its attachments as to the condition of the

Artwork at the time it was received by the Town shall not mean it was in good condition on receipt.

3.2. Shipping and Installation. Owner shall pay any cost for shipping the Artwork to and from the Town Hall.

3.3. Care of Artwork. The Town shall use reasonable efforts to maintain the Artwork in the condition it is in upon delivery to the Town Hall. Except with the Owner's permission, the Town shall not (i) unframe or remove the Artwork from any mat, mount, or base, or (ii) attempt repairs to the Artwork. The Town has the right to execute any emergency preservation measure without Owner's permission if such measure, in the sole discretion of the Town, is required to protect the Artwork or other property, or to protect the health and safety of the Town personnel or the public.

3.4. Surrender and Removal. The Artwork will be returned only to Owner or to Owner's authorized agent or representative. The Town may request removal of the Artwork at any time by sending written notice by certified mail to Owner at the address of Owner as shown in this agreement (or to the last change of address sent by Owner to the Town).

#### **4. Duration of Loan and Term of this Agreement**

4.1 Duration of Loan. The term of this Agreement begins on the Effective Date and ends on termination. The Artwork may not be removed from Town Hall by Owner during the term of the Agreement without written notice to the Town of at least ninety (90) business days.

4.2. Termination. Either Party has a right to terminate this Agreement for convenience by giving the other Party ninety (90) days' written notice. "Termination Date" means the ninetieth (90th) day after the date of the terminating party's written notice, unless the parties mutually agree otherwise. In the event of termination, the Town shall de-install the Artwork and notify Owner that the Artwork is available for Owner to remove from Town Hall. Owner shall complete such removal within thirty (30) days of the Termination Date.

4.3. Post-Termination Rights. If Owner does not remove the Artwork within thirty days of the Termination Date, then the Town has an absolute right to place the Artwork in storage, to charge regular storage fees and any related insurance cost, and to perfect and enforce a lien for these fees and costs. If Owner does not remove the Artwork within ninety (90) days after the Termination Date, and in consideration for the Town's storage and safeguarding of the Artwork during this period, the Artwork shall be deemed an unrestricted gift to the Town.

#### **5. Security, Risk, and Indemnification**

5.1. Security and Risk. The Town shall exercise as much care in respect to the Artwork as the Town does in safeguarding its own property. Notwithstanding the foregoing, Owner acknowledges and agrees that the Town will provide no additional security for the Artwork beyond the currently contracted security provided in the Town Hall. Owner bears sole responsibility for obtaining and maintaining insurance for the Artwork while it is in transit to or from the Town Hall, being installed or deinstalled, and on display. Owner agrees that the value it selects for insurance purposes is the true value of the Artwork.

5.2. Indemnification and Release. Owner agrees to indemnify, defend and hold the Town harmless from any liability (including attorney's fees and the costs of defending any actions) arising out of any claim by any individual, institution, or other person claiming full or partial title or copyright to the Artwork. Owner accepts all risk associated with the Artwork being on display or stored in the Town Hall, and hereby releases all claims and subrogation against the Town for any loss or damage to the Artwork, however caused.

**6. Notices.** All notices and communications pertaining to this Agreement may be directed as follows:

The Town of Warrenton:  
Robert Davie, Town Administrator  
113 S. Bragg Street  
Warrenton, NC 27589  
252-257-1122  
[townadministrator@warrenton.nc.gov](mailto:townadministrator@warrenton.nc.gov)

Warren County Board of Education:  
Dr. Mary Young, Superintendent  
109 Cousin Lucy's Lane  
Warrenton, NC 27589  
252-257-3184  
[myoung@warrenk12nc.org](mailto:myoung@warrenk12nc.org)

**7. Miscellaneous.**

7.1. No Joint Venture. Nothing contained in this Agreement creates a joint venture, partnership, or agency relationship between the parties.

7.2. Severability. If a court of competent jurisdiction determines any Agreement provision to any extent to be invalid or unenforceable, the remainder of this Agreement will not be affected, and each remaining Agreement provision will be valid and enforceable to the fullest extent permitted by law. If any Agreement provision is capable of more than one construction, one of which would render the provision void and any other of which would render the provision valid, the provision has the meaning that renders it valid.

7.3. Governing Law and Venue. The laws of the state of North Carolina, except its conflicts of law provisions, will govern this Agreement. The venue for any action arising under this Agreement will be the state courts located in Warren County, North Carolina, and each party hereby submits to the jurisdiction of those courts.

7.4. Headings. The headings used in this Agreement are for convenience only and shall not be used for purposes of interpreting any provision of this Agreement.

7.5. Waiver. A party's waiver of any provision, right or remedy under this Agreement must be in writing and signed by an authorized representative of the waiving party to be effective. If a party does waive any provision, right, or remedy under this Agreement, such waiver will not preclude the party from enforcing any other provision, right, or remedy. A party's failure, neglect, or delay to enforce the provisions, rights, or remedies of this Agreement will not be construed or deemed to be a waiver of such party's rights to do so and will not affect the validity or all or any part of this Agreement or prejudice such party's right to take subsequent action.

7.6. Entire Agreement. This Agreement, including its attachments hereto, contains the entire agreement between the parties with respect to the subject matter, and supersedes all previous communications, representations, understandings, and agreements, either oral or written, between the parties with respect to the subject matter. This Agreement may not be modified or amended except in writing and signed by a duly authorized representative of each party.

The parties have signed below to indicate their acceptance of the terms of this Agreement

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

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

Warren County Board of Education

Town of Warrenton

By: \_\_\_\_\_  
Ebony Talley-Brame, Chair

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

ATTEST:

ATTEST:

\_\_\_\_\_  
Dr. Mary Young, Superintendent

\_\_\_\_\_  
Town Clerk



**ATTACHMENT A  
ARTWORK LOAN AND EXHIBITION AGREEMENT**

Title of Artwork:

Description of Artwork:

Artists Credit Information:

Other Data:

*[attached additional sheets as needed]*

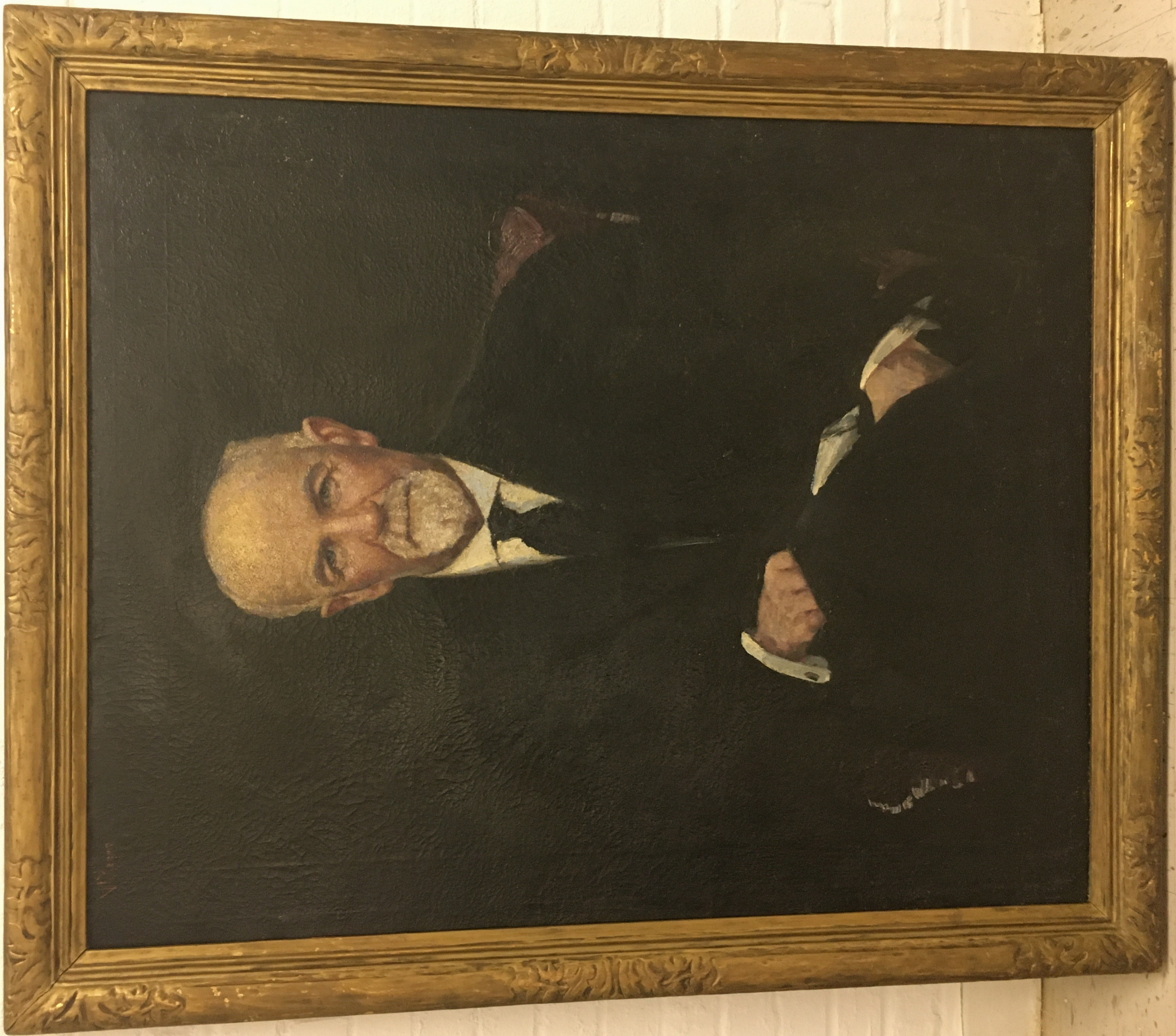
















Walter M. Gardner, Jr. – Mayor  
Robert F. Davie, Jr. – Town Administrator

P.O. Box 281  
Warrenton, NC 27589-0281  
(252) 257-1122 Fax (252) 257-9219  
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**Resolution – Warren County Chamber of Commerce**

Whereas, the Town of Warrenton is united in the belief that our community deserves the highest quality of business support and promotion;

Whereas, the Town of Warrenton believes that an active, vibrant chamber of commerce with a regularly staffed office makes the Town more competitive for jobs and the people who fill them;

Whereas, the Warren County Chamber has been a long-standing organization supporting businesses in Warrenton and Warren County;

Whereas, the Lake Gaston Chamber of Commerce has been a vibrant organization supporting businesses in Warrenton and Warren County;

Now therefore, the Board of Commissioners of the Town of Warrenton recommends that the Warren County Chamber of Commerce negotiate a partnership with the Lake Gaston Chamber of Commerce to create a vibrant, regularly-staffed chamber office within the Town limits and resolves to fully support such an arrangement financially through its membership dues.