



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

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**BOARD OF COMMISSIONERS REGULAR MEETING
7:00 PM AUGUST 9, 2021
AGENDA**

Regular Meeting

1. Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement, Proposed Agenda
3. Public Comments
4. Minutes of Board Meeting on July 12, 2021
5. Consent Agenda
 - a. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
 - b. Monthly Checks Report
 - c. Public Works Monthly Report
 - d. WWTP Monthly Report
 - e. Police Activity Reports
6. Committee Reports
 - a. Finance and Administration (Ms. Hunter)
 - b. Public Works (Ms. Harding)
 - c. Public Safety (Ms. Scott)
 - d. Human Resources/Information Technology (Mr. Blalock)
 - e. Revitalization/Historic District Commission (Mr. Coffman)
 - f. Beautification/Facilities (Ms. Britt)
 - g. Planning/Zoning/Annexation (Mr. Wethington)
7. Old Business
 - a. Status of Grants – for information
 - b. Norlina Past Due Amounts – for information
 - c. Follow up on Citizen Concerns – for information
 - d. Presentation of Historic District Guidelines Update – Heather Slane (HMW Preservation)
 - e. Grant Project Resolution amendment – for consideration
 - f. Budget Amendment for Grant Project – for consideration
 - g. Salary Study Agreement – for consideration
 - h. Water/Sewer Grant opportunities for September 2021 or Spring 2022 – for information
8. New Business
 - a. NC Community Foundation Grant – for information
 - b. Frontier Warren Update – for information
 - c. Storm water – Battle Avenue – for consideration
 - d. Termite Agreement – for consideration
 - e. Business License Proposal – for discussion
 - f. Opioid Litigation MOA – for consideration
9. Announcements
 - a. Gertrude S. Carraway Award
10. Adjournment

Conflict of Interest Disclaimer

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

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

Citizen Comments

Rules for Citizen Comments

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

**Town of Warrenton
Board of Commissioners**

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
Town Administrator

Town of Warrenton

"Historically Great - Progressively Strong"

Post Office Box 281
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REGULAR MONTHLY MEETING OF
TOWN OF WARRENTON
JULY 12, 2021

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

There were 5 citizens in attendance plus Zoom viewers.

Call to Order – Pledge of Allegiance -Moment of Silence

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order at 7:00pm Monday, July 12, 2021. Commissioner Scott led the Pledge of Allegiance. A Moment of Silence was held for the community and the Town of Littleton, at the loss of their volunteer fire chief.

Conflict of Interest Statement and Proposed Agenda

The Conflict of Interest Statement was reviewed. The Proposed Agenda was presented. Mayor added to Old Business the following items (d) Parking Lot on South Main (e) Brownfield Contract (f) Old Jail (g) Hazelwood Road property. To New Business the following was added (b) ARP Funding (c) Spring Street and Crockett Street Repair. A motion was made by Commissioner Coffman with second by Commissioner Blalock to approve the Proposed Agenda with additions. The motion was approved by unanimous vote.

Public Comments

Public Comments were voiced by Antony Hinton, Yvette Roberts and Jereann King Johnson. Antony Hinton of 234 Hayley Street was before Board to address his water bills and the Town's meter reading practices. He does not believe that his meter is being properly assessed because the meter top is never removed. He states he has complained before and nothing has been done to address his concern that water was being used while he was not at home. Mayor explained the readings are now done electronically and the process does not call for a technician to go to each meter anymore. Mayor and Board agreed to have the Public Works

Department review the concerns and contact customer. Yvette Roberts was before Board at June meeting to express concerns presented at June meeting, the Hayley-Haywood Park walkway condition, grass cutting schedule at the park, glass in the wooded area around the park, furniture left at Haley Street curb where a tenant moved out and the condition of a residential structure at 208 Hayley Street. She also requested consideration for the resurfacing or paving of Hayley Street. Mayor stated all concerns would be investigated. Jereann King Johnson was before Board asking for expansion of two additional members to the Revitalization Committee in order to increase diverse representation on the committee. Mayor advised that a Statement of Interest form is available on the Town's website for all interested parties to fill out and to be kept on file until needed.

Minutes of Board Meeting and Public Hearing of June 14, 2021

The Minutes of the June 14, 2021 Board Meeting and Public Hearing were presented. A motion was made by Commissioner Coffman with second by Commissioner Scott to approve both sets of Minutes. 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 Harding to approve the Consent Agenda. The Agenda was approved by unanimous vote.

COMMITTEE REPORTS

Finance Administration Commissioner Hunter had no report in addition to written submission.

Public Works Commissioner Harding and Public Works Director reported that a repair to the water main at E. Macon and Hwy 58 was completed this afternoon. KPH will be contacted to proceed with the paving Marshall Street.

Public Safety Commissioner Scott had nothing in addition to written report. Mayor informed Board that fire wagon and equipment have been returned to the Plummer Hook and Ladder Museum from Spencer, NC and from the NC Museum of History in Raleigh.

Human Resources/Information Technology Commissioner Blaylock had no report.

Revitalization/Historic District Commission Commissioner Coffman reported that four Certificates of Appropriateness (COAs) were approved by the Historic District Commission. Additionally, one COA applicant was given a 90 day period to come back to the Board with alternatives. The Christmas Parade is scheduled for December 11th. Commissioner Coffman stated he does not believe that the Revitalization Committee needs additional members as they have a hard time achieving a quorum for meetings as it stands. Commissioner Wethington asked if the committee was diverse. Commissioner Coffman stated it was diverse in his opinion. Revitalization will accept Statement of Interest forms.

Beautification/Facilities Commissioner Britt and Public Works Director informed the Board that historic sign toppers had been reviewed, corrected and ordered as necessary, along with

banners. Commissioner Britt requested checking a tree behind Post Office as it appears to be leaning dangerously. She wanted a special thanks given to Puncho and Wil for excellent work done in getting fire equipment back from Spencer and Raleigh.

Planning/Zoning/Annexation Commissioner Wethington had no report.

OLD BUSINESS

Status of Grants report was provided by the Town Administrator. For the NC DEQ Water Infrastructure WWTP grant, the Town anticipates most of the major work to be complete by August 2021. For the NC Main Street Solutions Warrenton Brewery Grant-Renovation work is still going on; grant deadline is September 2021 and will not be extended. For the NC Neighborhood Revitalization Program, the consultant is conducting pre-construction analysis, determining scopes of work for bid process. For the Volkswagen Settlement Grant, a garbage truck was delivered and used for the first time, today July 12, 2021, while a dump truck is still on order. For the Building Reuse Grant on the Warren Veterinary Clinic, construction is underway and the grant deadline is December 2021.

Norlina is past due in amount owed Warrenton by \$52,580.08 with only 1 payment made (\$15,000), although the Norlina Board of Commissioners approved payment of past due amounts. Commissioner Wethington asked if there was a way to accelerate a second meeting with interested parties. Mr. Davie will contact County Manager who is the lead in this effort.

Water/Sewer Revenues were reviewed with no major changes.

Commissioner Wethington asked to have the parking lot on S. Main Street listed on agenda. He has talked with Mr. Powell concerning church property. Mr. Powell has no desire to sell property at the present time. There was discussion on the parking lot as a future spot for the Farmers Market and developing revised plans based on the reduced space. Discussion mentioned new announcement of a grocery store opening in the future and a possible spot there for the Farmers Market. Further plans on this parking lot and farmers market will wait until grocery store announces plans.

The Brownfield Grant contract for administration was presented. A motion to approve was made by Commissioner Coffman with second by Commissioner Hunter pending review by Attorney Styers. The motion was approved by a unanimous vote.

The old jail in the Town of Warrenton on E. Macon Street had been discussed as a possible gift from Warren County. Commissioner Wethington stated that the NAACP has also expressed interest in the site for use as a museum. Commissioner Wethington suggested that Board members consider the possibility of establishing a partnership between the Town and NAACP in order to launch this project.

The property for sale on Hazelwood Drive received no bids and option to buy has expired, although it did receive over 3000 viewers. Commissioner Blalock made a motion to drop the bid to \$5,000 and list the property again on Govdeals. A second to the motion was made by Commissioner Britt. The motion was approved by unanimous vote.

NEW BUSINESS

North Carolina Museum of History loan agreement with the Town of Warrenton was presented concerning the fire bucket wagon, parts of a hand-drawn fire wagon, painted red and black ladders and pike. A motion was made by Commissioner Blalock with second by Commissioner Coffman to approve the equipment loan agreement. The motion was approved by unanimous vote.

Information has been received concerning American Rescue Plan (ARP) funds and the Town will receive approximately \$240,000 in two equal annual payments. No guidelines, on how and where funds may be used, are available yet. Discussion was held on possible ways to spend the funds, and Commissioner Wethington suggested soliciting community input.

Town Administrator indicated that ARP funds had been included in the current FY budget for projects already, including Crocket Street, Spring Street and Battle Avenue. The Dean of the Warren Campus of Vance Granville Community College contacted the Town administrator about concerns for busses and children passing through the Crocket Street and Spring Street repair areas. Mr. Davie suggested that funds be cobbled together from other budget line items until it is determined if ARP funds can be used. The total cost for both projects is \$21,851.00 (Crocket Street \$12,293 and Spring St \$9,558). A motion was made by Commissioner Blalock with second by Commissioner Coffman to repair both streets. The motion was approved by unanimous vote.

With no further business, Board went into closed session by motion of Commissioner Wethington with second by Commissioner Hunter. The motion was approved by unanimous vote. A motion to return to open session was made by Commissioner John Blalock and seconded by Commissioner Hunter. The motion was approved by unanimous vote. A motion to adjourn was made by Commissioner Coffman and seconded by Commissioner Blalock. The motion was approved by unanimous vote.

Budget vs Actual

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Period Ending 7/31/2021

34 FRONTIER WARREN							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
34-335-344 Contribution from WC to Frontier Warren	10,000	0.00	0.00	0.00	(10,000.00)		
34-351-422 Rent Paid to Town Frontier Warren	24,000	1,560.00	1,560.00	1,560.00	(22,440.00)	7%	
34-352-363 Donations	2,000	33.00	33.00	33.00	(1,967.00)	2%	
Revenues Totals:	36,000	1,593.00	1,593.00	1,593.00	(34,407.00)	4%	
Expenses							
34-405-203 Supplies	500	85.66	85.66	85.66	414.34	17%	
34-405-250 Lights/Heat/Security	4,000	390.76	390.76	390.76	3,609.24	10%	
34-405-251 Telephone/Internet	3,000	195.94	195.94	195.94	2,804.06	7%	
34-405-255 Bldg Maint/Clean Srvs	2,500	540.00	540.00	540.00	1,960.00	22%	
34-405-309 Advertising	1,500	0.00	0.00	0.00	1,500.00		
34-405-332 Signs below \$5,000	500	0.00	0.00	0.00	500.00		
34-405-400 Liability Insurance	30	0.00	0.00	0.00	30.00		
34-405-422 Rent Paid by Town	36,000	6,000.00	6,000.00	6,000.00	30,000.00	17%	
34-405-499 Miscellaneous	970	0.00	0.00	0.00	970.00		
Non-Departmental Totals:	49,000	7,212.36	7,212.36	7,212.36	41,787.64	15%	
Expenses Totals:	49,000	7,212.36	7,212.36	7,212.36	41,787.64	15%	
34 FRONTIER WARREN	Revenues Over/(Under) Expenses:	(5,600.86)	(5,600.86)	(5,600.86)			

Budget vs Actual

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Period Ending 7/31/2021

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
37-302-301 Ad Valorem Taxes - Current	403,379	1,561.79	1,561.79	1,561.79	(401,817.21)	0%	
37-302-302 Ad Valorem Taxes - Prior Year	6,000	229.01	229.01	229.01	(5,770.99)	4%	
37-302-303 Ad Valorem Taxes - all other prior years	3,000	1,374.74	1,374.74	1,374.74	(1,625.26)	46%	
37-302-304 Ad Valorem Taxes - Penalties & Interest	1,800	603.58	603.58	603.58	(1,196.42)	34%	
37-307-310 Motor Vehicles - Current	36,007	3,705.34	3,705.34	3,705.34	(32,301.66)	10%	
37-320-320 Local Option Sales Tax Monthly	270,000	23,997.15	23,997.15	23,997.15	(246,002.85)	9%	
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	89.89	89.89	89.89	(910.11)	9%	
37-325-329 PD Narcotics Tax	100	0.00	0.00	0.00	(100.00)		
37-335-335 Powell Bill	24,128	0.00	0.00	0.00	(24,128.00)		
37-345-345 Zone Board of Adj	500	0.00	0.00	0.00	(500.00)		
37-345-346 Code Enforcement	2,750	225.00	225.00	225.00	(2,525.00)	8%	
37-351-350 Run Warrenton 5K	2,500	0.00	0.00	0.00	(2,500.00)		
37-351-353 Landfill Fees Residential	180,480	15,437.39	15,437.39	15,437.39	(165,042.61)	9%	
37-351-355 Cemetery Fees	1,400	0.00	0.00	0.00	(1,400.00)		
37-351-356 Police Rpt Fees	50	5.00	5.00	5.00	(45.00)	10%	
37-351-357 Court Fees	300	18.00	18.00	18.00	(282.00)	6%	
37-351-360 Cell Tower Rent	29,400	0.00	0.00	0.00	(29,400.00)		
37-351-361 Parking/Ordinance Collections PD	250	0.00	0.00	0.00	(250.00)		
37-351-401 Debt Setoff Landfill	100	0.00	0.00	0.00	(100.00)		
37-365-001 Interest Income	50	0.00	0.00	0.00	(50.00)		
37-365-351 Revitalization Comm	9,500	20.00	20.00	20.00	(9,480.00)	0%	
37-365-358 Branded Merchandise for Sales	500	0.00	0.00	0.00	(500.00)		
37-365-366 Surplus Property	1,500	0.00	0.00	0.00	(1,500.00)		

Budget vs Actual

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Period Ending 7/31/2021

37 GENERAL FUND

Description	Budget	MTD	QTD	YTD	Variance	Percent
37-365-370 WWTP 25% of GF Exp	44,247	3,576.53	3,576.53	3,576.53	(40,670.47)	8%
37-365-371 WS 25% of GF Exp	87,356	7,334.24	7,334.24	7,334.24	(80,021.76)	8%
37-365-401 Mis/Revenue/License Tags	100	0.00	0.00	0.00	(100.00)	
37-365-410 Interest Investment NCCMT	500	0.00	0.00	0.00	(500.00)	
37-365-501 Misc Revenue POLICE	500	0.00	0.00	0.00	(500.00)	
37-395-396 Apropiated Fund Balance (Budget Only)	78,102	0.00	0.00	0.00	(78,102.00)	
Revenues Totals:	1,275,099	58,177.66	58,177.66	58,177.66	(1,216,921.34)	5%
Expenses						
37-401-010 Salary - Full Time	128,031	10,191.98	10,191.98	10,191.98	117,839.02	8%
37-401-012 Salary - Adm Assistant	47,353	3,600.00	3,600.00	3,600.00	43,753.00	8%
37-401-020 ER-FICA Taxes	9,747	779.12	779.12	779.12	8,967.88	8%
37-401-021 ER-FICA Taxes - Adm Assistant	3,623	274.84	274.84	274.84	3,348.16	8%
37-401-030 ER-Retirement - Orbit	31,806	2,510.14	2,510.14	2,510.14	29,295.86	8%
37-401-040 ER-Health Insurance	24,780	3,813.66	3,813.66	3,813.66	20,966.34	15%
37-401-050 ER-Life Insurance	504	96.00	96.00	96.00	408.00	19%
37-401-060 ER-Workman's Comp	400	293.21	293.21	293.21	106.79	73%
37-401-200 Travel Expense	1,200	0.00	0.00	0.00	1,200.00	
37-401-203 Supplies	5,000	223.31	223.31	223.31	4,776.69	4%
37-401-250 Light, Heat & Security	12,000	267.87	267.87	267.87	11,732.13	2%
37-401-251 Telephone & Postage	3,000	236.12	236.12	236.12	2,763.88	8%
37-401-255 Bldg. Maint/ Clean SVS	6,000	60.00	60.00	60.00	5,940.00	1%
37-401-256 Bank Fees/ Petty Cash	1,500	200.00	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	3,600	325.58	325.58	325.58	3,274.42	9%
37-401-302 Software Support	2,675	29.98	29.98	29.98	2,645.02	1%
37-401-304 Website	1,575	375.00	375.00	375.00	1,200.00	24%
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	500.00	
37-401-307 Special Events	500	0.00	0.00	0.00	500.00	

Budget vs Actual

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Period Ending 7/31/2021

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-401-309 Advertising	1,300	87.33	87.33	87.33	1,212.67	7%	
37-401-310 Dues & Subscriptions	2,800	1,821.00	1,821.00	1,821.00	979.00	65%	
37-401-325 NC Sales/Use Tax Paid (No Tax)	700	73.74	73.74	73.74	626.26	11%	
37-401-400 Liability Insurance	7,072	0.00	0.00	0.00	7,072.00		
37-401-401 County Tax Collection Svs	8,000	221.27	221.27	221.27	7,778.73	3%	
37-401-405 Audit Expense	9,200	2,166.67	2,166.67	2,166.67	7,033.33	24%	
37-401-410 Election Cost	3,200	0.00	0.00	0.00	3,200.00		
37-401-415 Economic Development	12,000	2,000.00	2,000.00	2,000.00	10,000.00	17%	
37-401-420 Attorney Fees	28,500	0.00	0.00	0.00	28,500.00		
37-401-499 Miscellaneous Expense	3,000	23.33	23.33	23.33	2,976.67	1%	
37-401-700 WDRI Grant Expense	132	0.00	0.00	0.00	132.00		
37-401-801 Town Hall Roof Loan-Principal	5,416	428.95	428.95	428.95	4,987.05	8%	
37-401-803 USDA Town Hall/WS Loan Principal	4,430	0.00	0.00	0.00	4,430.00		
37-401-831 Town Hall Roof Loan - Interest Admin	252	43.30	43.30	43.30	208.70	17%	
37-401-833 USDA Town Hall/WS Loan Interest	2,850	0.00	0.00	0.00	2,850.00		
37-401-998 Contingency	1,000	0.00	0.00	0.00	1,000.00		
General Government Totals:	375,046	30,142.40	30,142.40	30,142.40	344,903.60	8%	
37-402-014 Mayor Part Time Salary	1,500	125.00	125.00	125.00	1,375.00	8%	
37-402-020 ER - FICA TAXES	115	9.56	9.56	9.56	105.44	8%	
37-402-200 Travel Expense	500	0.00	0.00	0.00	500.00		
37-402-295 Training	225	0.00	0.00	0.00	225.00		
37-402-402 Commission offsite meetings	50	0.00	0.00	0.00	50.00		
Governing Body Totals:	2,390	134.56	134.56	134.56	2,255.44	6%	
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	500.00		
37-405-430 Historic District Comm	14,870	0.00	0.00	0.00	14,870.00		
37-405-440 Run Warrenton 5K	2,500	0.00	0.00	0.00	2,500.00		

Budget vs Actual

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Period Ending 7/31/2021

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-405-450 Revitalization Comm	9,500	60.00	60.00	60.00	9,440.00	1%	
37-405-470 Small Town Maint St	2,200	0.00	0.00	0.00	2,200.00		
Non-Departmental Totals:	29,570	60.00	60.00	60.00	29,510.00	0%	
37-501-010 SALARY FULL TIME	218,173	17,063.18	17,063.18	17,063.18	201,109.82	8%	
37-501-014 Salary - Part Time	10,000	120.00	120.00	120.00	9,880.00	1%	
37-501-016 Police Clerical Salary	34,795	2,676.80	2,676.80	2,676.80	32,118.20	8%	
37-501-019 Salary - Over-Time	5,000	81.96	81.96	81.96	4,918.04	2%	
37-501-020 ER-FICA Taxes	20,066	1,511.64	1,511.64	1,511.64	18,554.36	8%	
37-501-030 ER - Retirement Orbit	48,440	3,725.90	3,725.90	3,725.90	44,714.10	8%	
37-501-031 ER - 401K 5%	10,912	857.26	857.26	857.26	10,054.74	8%	
37-501-040 ER - Health Insurance	38,960	6,356.00	6,356.00	6,356.00	32,604.00	16%	
37-501-050 ER - Life Insurance	1,010	192.00	192.00	192.00	818.00	19%	
37-501-060 ER - Workman's Comp	6,420	4,567.48	4,567.48	4,567.48	1,852.52	71%	
37-501-200 Travel Expense	1,000	0.00	0.00	0.00	1,000.00		
37-501-203 Supplies	3,000	111.64	111.64	111.64	2,888.36	4%	
37-501-204 Uniforms	2,000	0.00	0.00	0.00	2,000.00		
37-501-205 Equipment & Material	3,000	0.00	0.00	0.00	3,000.00		
37-501-250 Light, Heat & Security	10,908	203.07	203.07	203.07	10,704.93	2%	
37-501-251 Telephone & Postage	9,387	770.98	770.98	770.98	8,616.02	8%	
37-501-252 Fuel	14,000	2,005.09	2,005.09	2,005.09	11,994.91	14%	
37-501-255 Bldg Maint/Clean Svs	4,904	60.00	60.00	60.00	4,844.00	1%	
37-501-295 Training	2,000	0.00	0.00	0.00	2,000.00		
37-501-301 Computer Maint	5,606	333.00	333.00	333.00	5,273.00	6%	
37-501-302 Software Support	6,665	525.00	525.00	525.00	6,140.00	8%	
37-501-351 Maint & Repair Equip	3,000	0.00	0.00	0.00	3,000.00		
37-501-370 2019 Dodge 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	1,000	120.00	120.00	120.00	880.00	12%	
37-501-373 2017 Dodge Car 400	1,000	0.00	0.00	0.00	1,000.00		

Budget vs Actual

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
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	1,000	0.00	0.00	0.00	1,000.00		
37-501-376 2019 Dodge Car 700	1,000	46.71	46.71	46.71	953.29	5%	
37-501-400 Liability Insurance	12,400	0.00	0.00	0.00	12,400.00		
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	4,660	23.33	23.33	23.33	4,636.67	1%	
37-501-801 Town Hall Roof Loan Principal	5,280	428.96	428.96	428.96	4,851.04	8%	
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,206	4,206.00	4,206.00	4,206.00	0.00	100%	
37-501-803 Police Security Camera Loan Principal (USDA)	1,243	0.00	0.00	0.00	1,243.00		
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,545	0.00	0.00	0.00	4,545.00		
37-501-831 Town Hall Roof Loan - Interest PD	388	43.31	43.31	43.31	344.69	11%	
37-501-832 Police 2017 Cars Loan Interest (USDA)	574	574.00	574.00	574.00	0.00	100%	
37-501-833 Police Security Camera Loan Interest (USDA)	91	0.00	0.00	0.00	91.00		
37-501-834 Police 2019 Cars Loan Interest (USDA)	882	0.00	0.00	0.00	882.00		
Police Department Totals:	501,657	46,603.31	46,603.31	46,603.31	455,053.69	9%	
37-601-014 Salary - Part Time Code Enforcement	3,000	834.71	834.71	834.71	2,165.29	28%	
37-601-020 ER-FICA Taxes	230	21.07	21.07	21.07	208.93	9%	
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	0.00	0.00	0.00	70,000.00		
37-601-475 Donation to Town Fire	1,500	0.00	0.00	0.00	1,500.00		

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Period Ending 7/31/2021

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-601-476 Code Enforcement Exp	5,300	0.00	0.00	0.00	5,300.00		
37-601-710 Fire Museum Expense	10,000	0.00	0.00	0.00	10,000.00		
Fire Totals:	90,665	855.78	855.78	855.78	89,809.22	1%	
37-651-330 Christmas Lights/Santa House	600	0.00	0.00	0.00	600.00		
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	4,765	0.00	0.00	0.00	4,765.00		
37-651-335 Street Lighting Electric Bill	23,000	1,806.91	1,806.91	1,806.91	21,193.09	8%	
Signs and Lights Totals:	32,515	1,806.91	1,806.91	1,806.91	30,708.09	6%	
37-701-010 Salary - Full Time	56,378	3,422.37	3,422.37	3,422.37	52,955.63	6%	
37-701-014 Salary - Part Time	16,316	1,126.18	1,126.18	1,126.18	15,189.82	7%	
37-701-019 Over-Time	1,274	61.55	61.55	61.55	1,212.45	5%	
37-701-020 ER-FICA Taxes	5,659	351.49	351.49	351.49	5,307.51	6%	
37-701-030 ER - Retirement - Orbit	13,832	827.37	827.37	827.37	13,004.63	6%	
37-701-040 ER-Health Insurance	14,114	1,670.53	1,670.53	1,670.53	12,443.47	12%	
37-701-050 ER-Life Insurance	269	45.48	45.48	45.48	223.52	17%	
37-701-060 ER-Workman's Comp	1,837	1,836.17	1,836.17	1,836.17	0.83	100%	
37-701-203 Supplies	3,619	618.10	618.10	618.10	3,000.90	17%	
37-701-204 Uniforms	3,720	0.00	0.00	0.00	3,720.00		
37-701-251 Telephone & Postage	936	76.37	76.37	76.37	859.63	8%	
37-701-252 Fuel	8,000	613.34	613.34	613.34	7,386.66	8%	
37-701-256 Street Maintenance	33,481	0.00	0.00	0.00	33,481.00		
37-701-312 Tree Removal	1,200	0.00	0.00	0.00	1,200.00		
37-701-351 Maint & Repair Equip	9,187	0.00	0.00	0.00	9,187.00		
37-701-352 Vehicle Maintenance	4,912	0.00	0.00	0.00	4,912.00		
37-701-400 Liability Insurance	6,328	0.00	0.00	0.00	6,328.00		
37-701-431 Street Debris Disposal	2,500	0.00	0.00	0.00	2,500.00		
Streets Totals:	183,562	10,648.95	10,648.95	10,648.95	172,913.05	6%	

Budget vs Actual

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-710-361 Maint & Repair POWELL BILL	18,167	0.00	0.00	0.00	18,167.00		
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	5,637	0.00	0.00	0.00	5,637.00		
37-710-830 BB&T Battle Ave Sewer Loan POWELL - Int	224	0.00	0.00	0.00	224.00		
Powell Bill Totals:	24,128	0.00	0.00	0.00	24,128.00		
37-801-010 Salary - Full Time Sanitation	48,527	3,732.72	3,732.72	3,732.72	44,794.28	8%	
37-801-019 Salary - Over Time Sanitation	678	0.00	0.00	0.00	678.00		
37-801-020 ER - FICA Sanitation	3,764	279.62	279.62	279.62	3,484.38	7%	
37-801-030 ER - Retirement - Orbit Sanitation	9,201	679.36	679.36	679.36	8,521.64	7%	
37-801-040 ER - Health Insurance	11,101	1,701.93	1,701.93	1,701.93	9,399.07	15%	
37-801-050 ER - Life Insurance	227	43.20	43.20	43.20	183.80	19%	
37-801-060 Workman's Compensation	4,080	4,079.31	4,079.31	4,079.31	0.69	100%	
37-801-203 Supplies	750	236.36	236.36	236.36	513.64	32%	
37-801-204 Uniforms	2,196	0.00	0.00	0.00	2,196.00		
37-801-251 Telephone & Postage	516	41.05	41.05	41.05	474.95	8%	
37-801-252 Fuel	3,000	177.39	177.39	177.39	2,822.61	6%	
37-801-350 Landfull Fees	19,300	1,909.50	1,909.50	1,909.50	17,390.50	10%	
37-801-352 Vehicle Maintenance	377	210.00	210.00	210.00	167.00	56%	
37-801-400 Liability Insurance	3,555	1,410.00	1,410.00	1,410.00	2,145.00	40%	
Sanitation Totals:	107,272	14,500.44	14,500.44	14,500.44	92,771.56	14%	
37-901-889 Transfer Out to USDA Loan Reserve	1,883	0.00	0.00	0.00	1,883.00		
Transfers Out Totals:	1,883	0.00	0.00	0.00	1,883.00		
Expenses Totals:	1,348,688	104,752.35	104,752.35	104,752.35	1,243,935.65	8%	
37 GENERAL FUND Revenues Over/(Under) Expenses:		(47,848.75)	(47,848.75)	(47,848.75)			

Budget vs Actual

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
38-351-401 Water Sales	776,347	69,534.14	69,534.14	69,534.14	(706,812.86)	9%	
38-351-402 Debt Setoff WATER	302	0.00	0.00	0.00	(302.00)		
38-351-404 Sewer Services	594,414	54,427.29	54,427.29	54,427.29	(539,986.71)	9%	
38-351-407 Debt Setoff SEWER	501	0.00	0.00	0.00	(501.00)		
38-351-408 Town Taps	4,616	4,673.54	4,673.54	4,673.54	57.54	101%	
38-351-416 Dis/Reconnection Fee	7,320	745.00	745.00	745.00	(6,575.00)	10%	
38-351-417 Fire Sprinkler	2,253	178.14	178.14	178.14	(2,074.86)	8%	
38-351-418 Late Fees/Penalty/Cut Off	12,741	(3.62)	(3.62)	(3.62)	(12,744.62)	0%	
38-351-419 Returned Check Fee	430	0.00	0.00	0.00	(430.00)		
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	27	0.00	0.00	0.00	(27.00)		
38-365-001 Interest Income	26	0.00	0.00	0.00	(26.00)		
38-365-421 Account Activation Fee	2,875	350.00	350.00	350.00	(2,525.00)	12%	
38-365-851 Misc Revenue WATER	63	0.00	0.00	0.00	(63.00)		
Revenues Totals:	1,401,915	129,904.49	129,904.49	129,904.49	(1,272,010.51)	9%	
Expenses							
38-851-010 Salary Full Time	97,849	6,262.24	6,262.24	6,262.24	91,586.76	6%	
38-851-014 Salary - Part Time	18,194	1,365.13	1,365.13	1,365.13	16,828.87	8%	
38-851-019 Salary Over-Time	6,477	672.32	672.32	672.32	5,804.68	10%	
38-851-020 ER-FICA Taxes	9,373	610.85	610.85	610.85	8,762.15	7%	
38-851-030 ER - Retirement Orbit	17,584	937.75	937.75	937.75	16,646.25	5%	
38-851-040 ER - Health Insurance WATER	18,024	1,804.25	1,804.25	1,804.25	16,219.75	10%	
38-851-050 ER - Life Insurance	365	54.38	54.38	54.38	310.62	15%	
38-851-060 ER - Workman's Comp	2,599	1,053.52	1,053.52	1,053.52	1,545.48	41%	
38-851-200 Travel Expense	250	0.00	0.00	0.00	250.00		
38-851-203 Supplies	37,289	550.01	550.01	550.01	36,738.99	1%	
38-851-204 Uniforms	2,172	0.00	0.00	0.00	2,172.00		
38-851-250 Light & Heat & Security	4,368	297.76	297.76	297.76	4,070.24	7%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-851-251 Telephone & Postage	8,029	665.86	665.86	665.86	7,363.14	8%	
38-851-252 Fuel	6,000	679.14	679.14	679.14	5,320.86	11%	
38-851-255 Bldg. Maint/Clean Svs	2,989	30.00	30.00	30.00	2,959.00	1%	
38-851-260 Electric Tank/Pumps	3,000	171.14	171.14	171.14	2,828.86	6%	
38-851-296 Continuing Education	625	0.00	0.00	0.00	625.00		
38-851-301 Computer Maintenance	2,547	140.05	140.05	140.05	2,406.95	5%	
38-851-302 Software Support	10,492	9,405.00	9,405.00	9,405.00	1,087.00	90%	
38-851-305 Technology Upgrades	2,250	0.00	0.00	0.00	2,250.00		
38-851-309 Advertising	250	33.85	33.85	33.85	216.15	14%	
38-851-310 Dues & Subscriptions	389	12.50	12.50	12.50	376.50	3%	
38-851-313 State Permits	1,250	0.00	0.00	0.00	1,250.00		
38-851-345 Water Tank Contract	16,836	4,208.88	4,208.88	4,208.88	12,627.12	25%	
38-851-347 Lab Analysis	1,460	0.00	0.00	0.00	1,460.00		
38-851-351 Maint. & Repair Equip	1,000	575.29	575.29	575.29	424.71	58%	
38-851-352 Vehicle Maintenance	3,500	70.00	70.00	70.00	3,430.00	2%	
38-851-400 Town Liability Insurance	7,160	0.00	0.00	0.00	7,160.00		
38-851-405 Audit Expense	4,347	1,083.33	1,083.33	1,083.33	3,263.67	25%	
38-851-448 External Contract	14,784	8,874.29	8,874.29	8,874.29	5,909.71	60%	
38-851-451 Water Purchase	201,423	15,601.76	15,601.76	15,601.76	185,821.24	8%	
38-851-801 Town Hall Roof Loan - Principal	2,708	214.47	214.47	214.47	2,493.53	8%	
38-851-802 USDA Public Works Trucks - Princ Water	2,567	0.00	0.00	0.00	2,567.00		
38-851-803 USDA Town Hall/WS Loan Principal	26,000	0.00	0.00	0.00	26,000.00		
38-851-831 Town Hall Roof Loan - Interest Water	126	21.65	21.65	21.65	104.35	17%	
38-851-833 USDA Town Hall/WS Loan Interest	14,423	0.00	0.00	0.00	14,423.00		
38-851-836 USDA Public Works Trucks - Int Water	351	0.00	0.00	0.00	351.00		

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-851-895 Grass Cutting Expense	16,000	1,125.00	1,125.00	1,125.00	14,875.00	7%	
38-851-896 WS 25% of GF Expense	43,678	3,667.12	3,667.12	3,667.12	40,010.88	8%	
Water Totals:	608,728	60,187.54	60,187.54	60,187.54	548,540.46	10%	
38-852-010 Salary - Full Time	97,849	6,262.24	6,262.24	6,262.24	91,586.76	6%	
38-852-014 Salary - Part Time	18,194	1,364.98	1,364.98	1,364.98	16,829.02	8%	
38-852-019 Salary - Over Time Sewer	6,477	793.39	793.39	793.39	5,683.61	12%	
38-852-020 ER - FICA Sewer	9,373	641.55	641.55	641.55	8,731.45	7%	
38-852-030 ER-Retirement Orbit	17,584	974.74	974.74	974.74	16,609.26	6%	
38-852-040 ER-Health Insurance SEWER	18,025	1,805.98	1,805.98	1,805.98	16,219.02	10%	
38-852-050 ER-Life Insurance	310	55.66	55.66	55.66	254.34	18%	
38-852-060 ER-Workman's Comp	1,195	1,053.51	1,053.51	1,053.51	141.49	88%	
38-852-200 Travel Expense	225	0.00	0.00	0.00	225.00		
38-852-203 Supplies	28,796	539.87	539.87	539.87	28,256.13	2%	
38-852-204 Uniforms	2,172	0.00	0.00	0.00	2,172.00		
38-852-250 Light & Heat & Security	5,981	297.74	297.74	297.74	5,683.26	5%	
38-852-251 Telephone & Postage	8,029	672.83	672.83	672.83	7,356.17	8%	
38-852-252 Fuel	6,000	679.14	679.14	679.14	5,320.86	11%	
38-852-255 Bldg. Maint/Clean Svs	2,989	30.00	30.00	30.00	2,959.00	1%	
38-852-260 Electric Tank/Pumps	14,000	888.41	888.41	888.41	13,111.59	6%	
38-852-296 Continuing Education	625	0.00	0.00	0.00	625.00		
38-852-301 Computer Maint.	2,547	140.05	140.05	140.05	2,406.95	5%	
38-852-302 Software Support	10,492	9,404.99	9,404.99	9,404.99	1,087.01	90%	
38-852-305 Technology Upgrades	2,250	0.00	0.00	0.00	2,250.00		
38-852-309 Advertising	500	33.84	33.84	33.84	466.16	7%	
38-852-310 Dues & Subscriptions	400	12.50	12.50	12.50	387.50	3%	
38-852-313 State Permits	1,250	0.00	0.00	0.00	1,250.00		
38-852-351 Maint & Repair Equip	1,000	575.29	575.29	575.29	424.71	58%	
38-852-352 Vehicle Maintenance	3,500	0.00	0.00	0.00	3,500.00		
38-852-400 Liability Insurance	7,160	0.00	0.00	0.00	7,160.00		

Budget vs Actual

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38 WATER / SEWER						
Description	Budget	MTD	QTD	YTD	Variance	Percent
38-852-405 Audit Expense	4,347	1,083.33	1,083.33	1,083.33	3,263.67	25%
38-852-435 Purchase of Sewer Services	334,513	0.00	0.00	0.00	334,513.00	
38-852-448 External Contract	35,939	811.50	811.50	811.50	35,127.50	2%
38-852-473 WWTP Rehab Annual Payment	25,357	0.00	0.00	0.00	25,357.00	
38-852-801 Town Hall Roof Loan - Principal	2,708	214.48	214.48	214.48	2,493.52	8%
38-852-802 USDA Public Works Trucks - Princ Sewer	2,567	0.00	0.00	0.00	2,567.00	
38-852-803 USDA Town Hall/WS Loan Principal	26,000	0.00	0.00	0.00	26,000.00	
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	6,485	0.00	0.00	0.00	6,485.00	
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	267	0.00	0.00	0.00	267.00	
38-852-831 Town Hall Roof Loan - Interest Sewer	126	21.66	21.66	21.66	104.34	17%
38-852-833 USDA Town Hall/WS Loan Interest	14,423	0.00	0.00	0.00	14,423.00	
38-852-836 USDA Public Works Trucks - Int Sewer	351	0.00	0.00	0.00	351.00	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	3,300	0.00	0.00	0.00	3,300.00	
38-852-896 WS 25% of GF Expense	43,678	3,667.12	3,667.12	3,667.12	40,010.88	8%
38-852-998 Contingency	16,807	0.00	0.00	0.00	16,807.00	
Sewer Expenses Totals:	813,518	32,024.80	32,024.80	32,024.80	781,493.20	4%
38-901-889 Transfer Out to USDA Loan Reserve	8,669	0.00	0.00	0.00	8,669.00	
Transfers Out Totals:	8,669	0.00	0.00	0.00	8,669.00	

Budget vs Actual

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Expenses Totals:	1,430,915	92,212.34	92,212.34	92,212.34	1,338,702.66	6%
38 WATER / SEWER Revenues Over/(Under) Expenses:		37,692.15	37,692.15	37,692.15		

Budget vs Actual

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39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
39-351-470 Town Sewer Revenues	334,513	0.00	0.00	0.00	(334,513.00)		
39-351-471 Sewer Revenues - County	190,349	0.00	0.00	0.00	(190,349.00)		
39-351-472 Sewer Rev Norlina	194,521	0.00	0.00	0.00	(194,521.00)		
39-365-861 Misc Revenue WWTP	19,828	0.00	0.00	0.00	(19,828.00)		
Revenues Totals:	739,211	0.00	0.00	0.00	(739,211.00)		
Expenses							
39-861-010 Salary - Full Time	168,825	11,414.48	11,414.48	11,414.48	157,410.52	7%	
39-861-014 Salary - Part Time	13,673	1,359.51	1,359.51	1,359.51	12,313.49	10%	
39-861-019 Over-Time	14,064	553.20	553.20	553.20	13,510.80	4%	
39-861-020 ER-FICA Taxes	15,037	826.53	826.53	826.53	14,210.47	5%	
39-861-030 ER - Retirement Orbit	33,686	1,836.14	1,836.14	1,836.14	31,849.86	5%	
39-861-040 ER- Health Insurance	27,820	2,834.69	2,834.69	2,834.69	24,985.31	10%	
39-861-050 ER-Life Insurance	625	61.28	61.28	61.28	563.72	10%	
39-861-060 ER-Workman's Comp	2,324	2,048.23	2,048.23	2,048.23	275.77	88%	
39-861-200 Travel Expense	500	0.00	0.00	0.00	500.00		
39-861-203 Supplies	41,130	7,291.75	7,291.75	7,291.75	33,838.25	18%	
39-861-204 Uniforms	3,120	0.00	0.00	0.00	3,120.00		
39-861-250 Light, Heat & Security	95,000	6,962.48	6,962.48	6,962.48	88,037.52	7%	
39-861-251 Telephone & Postage	7,798	679.43	679.43	679.43	7,118.57	9%	
39-861-252 Fuel	9,000	664.93	664.93	664.93	8,335.07	7%	
39-861-296 Continuing Education	1,225	0.00	0.00	0.00	1,225.00		
39-861-301 Computer Maint.	4,289	280.08	280.08	280.08	4,008.92	7%	
39-861-302 Software Support	2,672	774.99	774.99	774.99	1,897.01	29%	
39-861-305 Technology Upgrades	2,000	0.00	0.00	0.00	2,000.00		
39-861-309 Advertising	1,000	67.69	67.69	67.69	932.31	7%	
39-861-318 Freight Charges	1,900	84.57	84.57	84.57	1,815.43	4%	
39-861-342 Maint & Repair Plant	80,000	0.00	0.00	0.00	80,000.00		

Budget vs Actual

Town of Warrenton
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Period Ending 7/31/2021

39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
39-861-344 Sludge Removal	60,000	6,615.00	6,615.00	6,615.00	53,385.00	11%	
39-861-345 Beaver Control	750	0.00	0.00	0.00	750.00		
39-861-346 Lab Material & Supplies	9,150	1,951.26	1,951.26	1,951.26	7,198.74	21%	
39-861-347 Lab Analysis	18,466	0.00	0.00	0.00	18,466.00		
39-861-348 Tar - Pamlico Dues	3,000	0.00	0.00	0.00	3,000.00		
39-861-349 OSHAComp/Safety M&S	1,000	0.00	0.00	0.00	1,000.00		
39-861-352 Vehicle Maintenance	4,250	0.00	0.00	0.00	4,250.00		
39-861-400 Liability Insurance	20,500	0.00	0.00	0.00	20,500.00		
39-861-405 Audit Expense	8,694	2,166.67	2,166.67	2,166.67	6,527.33	25%	
39-861-441 Certify Lab Services	1,000	0.00	0.00	0.00	1,000.00		
39-861-444 Permits & Fees	6,200	1,750.00	1,750.00	1,750.00	4,450.00	28%	
39-861-446 Influent Debris removal	3,856	362.81	362.81	362.81	3,493.19	9%	
39-861-810 NCDEQ WWTP Phase 2 Principal	23,607	0.00	0.00	0.00	23,607.00		
39-861-897 WWTP 25% of GF Exp	44,247	3,576.53	3,576.53	3,576.53	40,670.47	8%	
39-861-998 Contingency	8,803	0.00	0.00	0.00	8,803.00		
WWTP - Expenses Totals:	739,211	54,162.25	54,162.25	54,162.25	685,048.75	7%	
Expenses Totals:	739,211	54,162.25	54,162.25	54,162.25	685,048.75	7%	
39 WWTP Revenues Over/(Under) Expenses:		(54,162.25)	(54,162.25)	(54,162.25)			

Check Listing

Date From: 7/1/2021 Date To: 7/31/2021

Vendor Range: 1 800 FLAGPOLE.COM - YVONNE D MATTHEWS

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Check Number	Bank	Vendor	Date	Amount
63770	30	ALANNA FLYNNE MEARES	07/06/2021	<u>\$1,000.00</u>
63771	30	ALWAYS CARE BENEFITS, INC.	07/06/2021	<u>\$452.48</u>
63772	30	Core & Main	07/06/2021	<u>\$229.37</u>
63773	30	FLEMING INVESTMENT COMPANY	07/06/2021	<u>\$3,000.00</u>
63774	30	JUST FLOWERS LLC	07/06/2021	<u>\$74.73</u>
63775	30	MUNICIPAL INSURANCE TRUST	07/06/2021	<u>\$730.44</u>
63776	30	NC DEPARTMENT OF REVENUE	07/06/2021	<u>\$73.74</u>
63777	30	NC LEAGUE OF MUNICIPALITIES	07/06/2021	<u>\$1,517.00</u>
63778	30	TAR PAMLICO BASIN ASSOCIATION	07/06/2021	<u>\$2,880.00</u>
63779	30	TRI-COUNTY POWER EQUIPMENT INC	07/06/2021	<u>\$437.87</u>
63780	30	WOMACK PUBLISHING CO. INC.	07/06/2021	<u>\$56.00</u>
63781	30	A FULL CLEANING SERVICES LLC	07/07/2021	<u>\$180.00</u>
63782	30	Community Eye Care	07/07/2021	<u>\$84.28</u>
63783	30	NC DIVISION OF MOTOR VEHICLES	07/07/2021	<u>\$2,006.00</u>
63784	30	DARNESBURG REALTY & PROP MNGMNT	07/09/2021	<u>\$98.49</u>
63785	30	DOCUMENT SYSTEMS, INC	07/09/2021	<u>\$29.20</u>
63786	30	DRAXIE ELSWICK	07/09/2021	<u>\$81.55</u>
63787	30	JIMMY T PERKINSON	07/09/2021	<u>\$14.93</u>
63788	30	MERITECH INC	07/09/2021	<u>\$1,677.00</u>
63789	30	WARREN COUNTY PUBLIC UTILITIES	07/09/2021	<u>\$15,601.76</u>
63790	30	WRIGHT EXPRESS FSC	07/09/2021	<u>\$2,005.09</u>
63791	30	CAROLINA DIGITAL PHONE INC	07/13/2021	<u>\$316.00</u>
63792	30	Cash	07/13/2021	<u>\$100.00</u>
63793	30	Company Wrench	07/13/2021	<u>\$393.20</u>
63794	30	HARRIS ENTERPRISES	07/13/2021	<u>\$648.51</u>
63795	30	NC DEQ/DWR/WSS Laboratory Cert. Branch	07/13/2021	<u>\$1,750.00</u>
63796	30	NORTH CAROLINA 811, INC	07/13/2021	<u>\$25.00</u>
63797	30	PETE SMITH TIRE & QUICK LUBE, INC	07/13/2021	<u>\$97.33</u>
63798	30	PRO, INC.	07/13/2021	<u>\$2,500.00</u>
63799	30	SCHOOL OF GOVERNMENT AT UNC	07/13/2021	<u>\$110.00</u>
63800	30	SOUTHERN CORROSION, INC.	07/13/2021	<u>\$4,208.88</u>
63801	30	Spectrum Business	07/13/2021	<u>\$124.98</u>

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Check Number	Bank	Vendor	Date	Amount
63802	30	TAR HEEL TIRE SALES/SERVICE	07/13/2021	<u>\$17.51</u>
63803	30	THE TRACTOR PLACE, INC.	07/13/2021	<u>\$741.05</u>
63804	30	A FULL CLEANING SERVICES LLC	07/13/2021	<u>\$180.00</u>
63805	30	DOCUMENT SYSTEMS, INC	07/13/2021	<u>\$64.05</u>
63806	30	H.G. REYNOLDS COMPANY, INC	07/13/2021	<u>\$405,846.00</u>
63807	30	KERR-TAR REG COUNCIL OF GOV	07/13/2021	<u>\$138.00</u>
63808	30	MUNICIPAL ENGINEERING	07/13/2021	<u>\$13,215.00</u>
63809	30	H.G. REYNOLDS COMPANY, INC VOIDED	07/13/2021	<u>\$406,582.30</u>
63810	30	ADAM GARRETT HAAS	07/15/2021	<u>\$120.00</u>
63811	30	AMAZON CAPTIAL SERVICES, INC.	07/15/2021	<u>\$121.68</u>
63812	30	DOCUMENT SYSTEMS, INC	07/15/2021	<u>\$404.25</u>
63813	30	DUKE ENERGY PROGRESS	07/15/2021	<u>\$365.92</u>
63814	30	HARRIS ENTERPRISES	07/15/2021	<u>\$448.35</u>
63815	30	NC STATE BUREAU OF INVESTIGATION	07/15/2021	<u>\$150.00</u>
63816	30	PETE SMITH TIRE & QUICK LUBE, INC	07/15/2021	<u>\$49.86</u>
63817	30	TIME WARNER CABLE	07/15/2021	<u>\$117.97</u>
63818	30	AHNER SECURITY INC.	07/19/2021	<u>\$572.00</u>
63819	30	DOCUMENT SYSTEMS, INC	07/19/2021	<u>\$1,066.42</u>
63820	30	FIRST CITIZENS BANK	07/19/2021	<u>\$1,092.46</u>
63821	30	GFL ENVIRONMENTAL	07/19/2021	<u>\$362.81</u>
63822	30	HOLDEN WILKINS	07/19/2021	<u>\$300.00</u>
63823	30	PETE SMITH TIRE & QUICK LUBE, INC	07/19/2021	<u>\$1,254.60</u>
63824	30	PROFESSIONAL MAIL SERVICES, INC	07/19/2021	<u>\$608.51</u>
63825	30	TIME WARNER CABLE	07/19/2021	<u>\$77.97</u>
63826	30	WARREN COUNTY PUBLIC WORKS	07/19/2021	<u>\$1,909.50</u>
63827	30	AMAZON CAPTIAL SERVICES, INC.	07/20/2021	<u>\$776.46</u>
63828	30	CENTURY LINK COMMUNICATIONS	07/20/2021	<u>\$289.70</u>
63829	30	HACH COMPANY	07/20/2021	<u>\$738.53</u>
63830	30	MOBILE COMMUNICATIONS AMERICA	07/20/2021	<u>\$1,848.77</u>
63831	30	UNITED PARCEL SERVICE	07/20/2021	<u>\$84.57</u>
63832	30	US CELLULAR	07/20/2021	<u>\$1,354.17</u>
63833	30	WOMACK PUBLISHING CO. INC.	07/20/2021	<u>\$87.33</u>

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Check Number	Bank	Vendor	Date	Amount
63834	30	DUKE ENERGY PROGRESS	07/21/2021	<u>\$10,070.11</u>
63835	30	HUMANA SPECIALTY BENEFITS	07/21/2021	<u>\$29.38</u>
63836	30	PITNEY BOWES GLOBAL	07/21/2021	<u>\$224.18</u>
63837	30	United Healthcare	07/21/2021	<u>\$24,816.76</u>
63838	30	BOWERS & BURROWS INC	07/22/2021	<u>\$7,771.48</u>
63839	30	CHERRY BEKAERT LLP	07/22/2021	<u>\$6,500.00</u>
63840	30	Core & Main	07/22/2021	<u>\$19,625.99</u>
63841	30	ENVIRONMENTAL RESOURCE ASSOC.	07/22/2021	<u>\$425.54</u>
63842	30	EZTASK	07/22/2021	<u>\$1,500.00</u>
63843	30	FRONTIER NATURAL GAS	07/22/2021	<u>\$12.42</u>
63844	30	INFORMATION TECHNOLOGY SERVICE	07/22/2021	<u>\$174.04</u>
63845	30	LAKELAND CULTURAL ARTS CENTER	07/22/2021	<u>\$661.50</u>
63846	30	MUNICIPAL INSURANCE TRUST	07/22/2021	<u>\$669.52</u>
63847	30	NC INTERLOCAL RISK MANAGMENT	07/22/2021	<u>\$15,490.74</u>
63848	30	PICKET FENCES	07/22/2021	<u>\$50.00</u>
63849	30	TAR HEEL TIRE SALES/SERVICE	07/22/2021	<u>\$18.80</u>
63850	30	WARREN AUTO PARTS, INC.	07/22/2021	<u>\$17.08</u>
63851	30	AMAZON CAPTIAL SERVICES, INC.	07/26/2021	<u>\$123.54</u>
63852	30	FRONTIER NATURAL GAS	07/26/2021	<u>\$8.28</u>
63853	30	HACH COMPANY	07/26/2021	<u>\$273.81</u>
63854	30	PRUDENTIAL RETIREMENT	07/26/2021	<u>\$1,337.20</u>
63855	30	TRI-COUNTY POWER EQUIPMENT INC	07/26/2021	<u>\$458.27</u>
63856	30	VERIZON WIRELESS	07/26/2021	<u>\$280.07</u>
63857	30	ANDY'S KETTLE CORN	07/28/2021	<u>\$40.00</u>
63858	30	COLUMBIAN MUTUAL LIFE INS CO	07/28/2021	<u>\$37.88</u>
63859	30	DOCUMENT SYSTEMS, INC	07/28/2021	<u>\$180.41</u>
63860	30	SOULBACHI, LLC	07/28/2021	<u>\$20.00</u>
63861	30	A FULL CLEANING SERVICES LLC	07/30/2021	<u>\$360.00</u>
63862	30	AMAZON CAPTIAL SERVICES, INC.	07/30/2021	<u>\$209.44</u>
63863	30	BLUE RIDGE SPRINGS, INC	07/30/2021	<u>\$42.85</u>
63864	30	CITIZENS INSURANCE & BONDING,	07/30/2021	<u>\$1,410.00</u>
63865	30	DUKE ENERGY PROGRESS	07/30/2021	<u>\$105.68</u>

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Check Number	Bank	Vendor	Date	Amount
63866	30	GARY V. WILLIAMS	07/30/2021	<u>\$280.00</u>
63867	30	GRANVILLE FARMS, INC.	07/30/2021	<u>\$6,615.00</u>
63868	30	HACH COMPANY	07/30/2021	<u>\$642.64</u>
63869	30	HARRIS EQUIPMENT COMPANY	07/30/2021	<u>\$8,358.29</u>
63870	30	PROFESSIONAL MAIL SERVICES, INC	07/30/2021	<u>\$5.05</u>
63871	30	USA Bluebook	07/30/2021	<u>\$87.73</u>
63872	30	WRIGHT EXPRESS FSC	07/30/2021	<u>\$1,565.03</u>
103	Checks Totaling -			\$993,988.28

Totals By Fund

	Checks	Voids	Total
34	\$4,861.44	\$4,861.44	\$0.00
36	\$2,455.23	\$2,455.23	\$0.00
37	\$61,048.64	\$61,048.64	\$0.00
38	\$49,632.20	\$49,632.20	\$0.00
39	\$44,109.60	\$44,109.60	\$0.00
55	\$825,643.30	\$825,643.30	\$0.00
67	\$2,500.00	\$2,500.00	\$0.00
69	\$3,737.87	\$3,737.87	\$0.00
Totals:	\$993,988.28	\$993,988.28	\$0.00

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator
Date: August 3, 2021
Re: July 2021 Monthly Activity Report for Public Works

Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) West Ridgeway St. sewer main (general location is in area between Ridgeway Street and Fairlane Drive) – Determine exact location of sewer main and right of way. (2) Install magnetic flow meter in 14 inch sewer force main where Town of Norlina's and Warren County's Sewer enters Town of Warrenton's sewer system (meter would give us precise measurement of volume of sewer in route to the wastewater treatment plant from our partners thus helping to ensure accurate portioning of monthly wastewater treatment expense between the three partners). (3) Purchase water and sewer line locating equipment. (4) Purchase water main valve exercising equipment.
- **Water and Sewer System Needs – Funded:** (1) Sewer main located between Bragg St. and Macon St. (serves all businesses located on the east side of South Main Street between Odom's Motor Service and Macon Street and Quilt Lizzy) – Line is failing and will need to be repaired or relocated. Repair will be exceedingly difficult due to location of line – Replacement of line will be funded by USDA Rural Development grant. (2) Purchase and install public works 2-way radio repeater. Funded by USDA Rural Development grant. (3) Purchase and install SCADA systems on Town's 3 sewer lift stations - Funded by USDA Rural Development grant.
- **Completed Water and Sewer System Maintenance/Repair Related Information:** (1) Shop Repair – Landscape Trailer – Replaced tire. – Shop: Pete Smith (Labor and Materials - \$91.28) (2) Repair – JCB Backhoe – Replaced fuel filler and gasket. Supplier: Company Wrench (Parts - \$368.34) and Kioti Tractor – Replaced right plastic fuel tank. Supplier: The Tractor Place (Parts - \$690.96, Invoice for labor to follow on next months report). (3) Equipment Upgrade – 5 Mission SCADA Units. – Replaced 3G radio sending unit with 4G unit. Contractor: Harris Enterprises (Labor - \$420.00, radio units supplied by Mission at no charge). (4) Repair – North Main Street Elevated Tank. Replaced transducer for Mission SCADA system tank level data. Contractor: Harris Enterprises (Labor - \$180.00, Parts – Supplied by Town). (5) Emergency Repair – 10-inch Water Main located near the intersection of Hwy 58 and Hwy 158 – Repaired section of ruptured line. Contractor: Harris Equipment Company (Labor - \$8,358.29, Parts – Supplied by Town). (6) Emergency Repair – Riggans Sewer Lift Station – Troubleshooted and corrected issue with generator transfer switch. Contractor: Harris Enterprises (Labor - \$60.00). (7) Emergency Repair – F and M Sewer Lift Station – Replaced electrical relay and float switch. Contractor: Harris Enterprises (Labor - \$120.00, Parts - \$25.00, additional Parts supplied by Town). (8) Repair – Riggans Sewer Lift Station – Replaced pump hour meter. Contractor:

Harris Enterprises (Labor - \$120.00, Parts - \$42.50). **(9)** Emergency Repair – Ridgeway-Warrenton Road Sewer Lift Station. Troubleshooted issue with auto-dialer. Contractor: Harris Enterprises (Labor - \$60.00). **(10)** Emergency Services – Red Hill Loop Road Sewer Lift Station – Pump and haul service while there was an electrical outage. Contractor: Holden Watkins Septic Tank Service (Labor - \$300.00).

Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$1,150.58

Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$9,685.79

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: August 3, 2021
Re: July 2021 Monthly Activity Report for WWTP

- **Pending Equipment Repairs:** **(1)** Effluent filter controls – Safety issue - Replace cylinders and control mechanism for valves located in pit area of filter building. **(2)** Sand blast and refinish site metal structures. **(Estimated Cost – Refinishing remaining structures - \$58,000)** **(3)** Replace Influent pump No. 2 and 3 motor base stands. **(Estimated Cost - \$4,000 per pump)**

- **Completed Plant Maintenance/Repair Related Information:**

Total cost for Repairs (Account No. 39-861-342) - \$0.00

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month; 19.16 million gallons were treated.

Activity Detail Summary (by Category)

Warrenton Police Department

(07/01/2021 - 07/31/2021)

Incident\Investigations

23H - All Other Larceny	1
90Z - All Other Offenses	11
Total Offenses	12
Total Incidents	7

Arrests

13A - Aggravated Assault	1
13B - Simple Assault	1
23H - All Other Larceny	1
90C - Disorderly Conduct	1
90Z - All Other Offenses	2
Total Charges	6
Total Arrests	3

Accidents

Total Accidents 0

Citations

Speeding (Infraction)	2
Secondary Charge	1
Total Charges	3
Total Citations	2

Warning Tickets

Total Charges 0
Total Warning Tickets 0

Activity Detail Summary (by Category)

Warrenton Police Department

(07/01/2021 - 07/31/2021)

Ordinance Tickets

Fire Lane Violation	2
---------------------	---

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

Total Ordinance Tickets	3
-------------------------	---

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

(07/01/2021 - 07/31/2021)

<No Event Type Specified>	2	911 Hang-up	2
Abandoned Vehicle	1	Accident	2
Alarm Activation	18	Animal Complaint	1
Assault-Physical	2	Assist Motorist	1
Assist NPD	5	Assist Other Department	1
Assist WC EMS	5	Assist WCSO	10
C.O.P.S	1	C.O.P.S. - Main St	2
C.O.P.S.- Neighborhood Patrol	7	Careless and Reckless Driving	1
Civil Dispute	1	Complaint	1
Disabled Vehicle	4	Dispute	1
Disturbance	12	Escort	1
False Report	1	Follow up Investigation	1
Foot Patrol	4	Funeral Escort	2
Information by Phone	3	Injury to Real Property	1
Investigation and/or Interview	2	Juvenile Issues	1
Larceny	2	Medical / Person Hurt or Sick	1
Open Door (Business)	1	Ordinance Violation	2
Other	4	Parking Violation	7
Patrol	2	Property Check – Business	13
Property Check – Residential	7	Speeding to Elude Arrest	1
Suspicious Person / Vehicle	5	Talk with Officer	4
Traffic Stop	47	Trespassing	3
Vehicle Maintenance	1	Welfare Check	3

Total Number Of Events: 199



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

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

BOC Meeting July 2021 – Action Items Checklist

1. Execute annexation resolution, file copy of resolution with Register of Deeds, update Ordinance Book as addition to Table 1. (cont.)
 - ✓ Done for Hayley Haywood property. Mayor reviewing other annexed properties.
2. Update personnel manual with vacation accrual changes (cont.).
3. Letter to School Board acknowledging efforts regarding painting in Town Hall.
 - ✓ Done
4. Address citizen concerns (Antony Hinton, Yvette Roberts).
 - ✓ Contacted Antony Hinton and Yvette Roberts by phone. Mailed letters. Addressed many of complaints. Ongoing.
5. Contact County Manager to accelerate meeting with Norlina, County and Warrenton.
 - ✓ Done 2x
6. Execute NC Museum contract.
 - ✓ Done
7. Wait until news of negotiations with grocery and farmers market before entering into re-design plans with Belk for parking lot.
8. Execute Brownfield contract.
 - ✓ Done
9. Relist Hazelwood property at \$5000.
 - ✓ Done
10. Submit needs list of WWTP to County for consideration of ARP funds.
 - ✓ Reviewed list with Municipal Engineering. Compiling for Warren County.
11. Proceed with Crocket and Spring street repairs. Contact Dean at VGCC Warrenton Campus.
 - ✓ Spring Street complete except for paving. Crocket Street underway.



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

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STATUS OF GRANTS

(Fund 51 & 61) USDA Rural Development --

- Marshall Street has been paved. Project being completely closed out.

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

- Received bids for Phase 2. Received some lower bids for electrical, concrete and plumbing. Phase 2 plans may be revised and rebid, else project could continue as Phase 1 cost estimates are similar to prior estimates.
- Received updated estimates to continue on as Phase 1. Town placed building under its insurance policy.
- Town working with COG and NC Commerce to facilitate difficult situation. However, work must be completed by December 2021 or HUD will claw back unspent funds.

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

- Town \$1,600,000 with 100% grant and Town to pay 1.5% processing fee. Town borrowing additional \$500,000 to pay for cost increases in marketplace.
- Aerators installed. Startup up lime slurry, connections to SCADA.
- Anticipate work complete by September 2021.

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

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

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

- Project being closed out.

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

- Renovation work still proceeding. Grant deadline remains September 2021 and will not be extended.

(Fund 67) NC Neighborhood Revitalization Program

- Application underway for CDGB funds to assist in repairing houses owned by citizens of low or moderate incomes.
- Received release of funds letter from NC Department of Commerce.
- Continuing pre-construction analysis, scoping of work.
- Preliminary report from attorney needed regarding liens, mortgages, etc.
- Resolving issues with homeowner in bankruptcy.
- Contacting NC Commerce regarding high cost of materials.
- Checking pricing on modular homes.
- Next step is lead based paint analysis of all properties, except one.

(Fund 69) 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.
- Garbage truck delivered.
- Dump truck on order. Older vehicles will be required to be salvaged.

Building Reuse Grant

- Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic.
- Construction underway. Grant deadline is December 2021.

Brownfield Grant

- This grant will analyze the environmental issues with multiple properties in Warrenton.
- The Town has been officially been awarded a grant of \$300,000.
- Awaiting notice to proceed from EPA.



Walter M. Gardner, Jr. – Mayor
Meredith Valentine – Interim Town Administrator

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

Revitalization Committee
July 20, 2021
Minutes

Those present: Michael Coffman, Mike Kelly, Cheryl Bell, Rose Derring, Bob Shingler, Lisa Zweban, Roger St. Louis, Georgianna Weddington, Jere Ann King, Victoria Lehman, Kimberly Harding and Robert Davie.

Minutes of the June meeting were reviewed. One typo was noted and Cheryl Bell motioned to approve the minutes with change. All approved.

Michael Coffman reviewed action items from the previous meeting and inquired if sub-committees had met. Two persons of the Promotion committee talked over the phone. The Design committee is planning to meet soon. Michael stated that no sponsors had responded to support the Harvest Market event and only five vendors had responded and that it was not likely that we would have a Harvest Market in October 2021.

Under Norms on the agenda, Michael Coffman stated that the Revitalization meetings have become dysfunctional, not working well, with committee members _____. He is of the mind that the committee should disband and reorganize, along the Main Street principals, within one year. Input from all members was sought.

Cheryl Bell agreed with 65% of what Michael expressed and inquired if the Town Board had asked Revitalization to begin working on another Town Café. It was confirmed that the Town Board had not made such a request. Cheryl further stated that the initial Town Café was the result of a grant application and that both Cafés had been useful efforts. Feeling that the committee has just become a committee for festivals only, she would rather clarify than reorganize.

Rose Derring stated she had been working extremely hard over the years and did not want to quit altogether. The focus of Revitalization should be on promoting the town and its businesses. A paper should be generated for expectations of each member.

Michael Coffman stated that he is suggesting a reorganization, on a 1-year timeline, to create a clearer picture of the purpose of the committee. And with COVID restrictions returning it would be good timing. Rose Derring agreed on the timing.

Lisa Zweban offered the perspective of a new member, stating that it didn't seem like things were getting done in the three meetings she has attended. If not getting results in the committee meetings it is not possible to accomplish anything, anywhere.

Cheryl Bell described the history of the Town Café and the entrance into the Main Street program.

Victoria Lehman stated that all-volunteer boards are inherently difficult to operate because of their volunteer status and difficult to hold accountable. She indicated at times it is good to take a step back. She also stated that measuring success in three months is not realistic.

Jereann King stated that Revitalization had made good progress in the last eight years: white lights converted to colored lights on the Christmas tree, movie nights, and Christmas parades. She stated that the meeting style was the primary issue and that a reset was needed, but not for an entire year. Norms were needed for the time in between reconstituting Revitalization along with inclusion of diverse voices and new ideas, along with Main Street principles.

Cheryl Bell stated that an editorial in the Warren Record needed a response from the committee.

Robert Davie asked if it was appropriate for him to speak... and outlined how Main Street structure came to Revitalization in mid-stream, but that it had never been fully adopted, even though the Town had sent multiple people from the committee for multiple years.

Jereann King stated that Main Street was a good framework and agreed with Robert. One reason there was no follow through on the Main Street structure is that it was not clear what members had to do. She stated that the Café was a good way to engage the broader community.

Robert Davie indicated that the Main Street committee structure had been communicated often and in detail but that members were not listening.

Victoria Lehman asked if the members were the right people to be on the Main Street committees, and inquired if business owners with more at stake would not be better members.

Mike Kelley stated that he was ready to leave at the June meeting of Revitalization, outlining how conversations always were sidetracked in the year he had been a part of the committee. He was in favor of shutting down the committee and reorganizing it, making applications and the nomination process a priority. He asked about vetting potential new members. Several members mentioned the Statement of Interest to Serve application on the Town's website.

Rose Derring spoke about budgeting better. She found it difficult to plan and make arrangements for events without knowing what the budget was.

Georgianna Weddington asked about a contingency plan if the committee is not reconstituted. Michael Coffman said that a motion could be made with contingency part of the motion.

Jereann King stated that group dynamics and conflict was the underlying problem and that there were ways of dealing with it and working through the issues, highlighting stages of forming, storming, norming and performing, the current stage of Revitalization being storming. She was not in favor of disbanding.

Michael Coffman stated that if the Board of Commissioners approved of a reorganization, Statements of Interest to Serve would be accepted, after the Commissioners on his committee had met with the Town Administrator to craft a process.

Mike Kelley motioned to shut down and restart the Revitalization Committee under new rules so that all understand what is expected. Roger St. Louis seconded the motion and with brief discussion a vote was held. The motion passed by a vote of 7 to 3, with Jereann King, Cheryl Bell and Rose Derring voting nay.

With no additional business the meeting was adjourned.

**Warrenton Revitalization Committee Town of Warrenton,
North Carolina**

RULES OF PROCEDURE

1.0 NAME

This Group shall be known as the Warrenton Revitalization Committee (WRC).

2.0 PURPOSE

To promote the planned growth and prosperity of the Town of Warrenton, including the residential and business sectors, while enhancing the Town's economic basis by utilizing sound fiscal policies.

3.0 RESPONSIBILITIES

- (a) Develop promotional strategies for the Town of Warrenton as a destination to reside, shop and tour.
- (b) Market to potential businesses and to commercial and residential developers.
- (c) Serve as a resource for local businesses to help provide them with contacts (local, State, Federal), strategies and possible incentives to promote growth and the sense of community.
- (d) Work possible landscape and streetscape designs and enhancements.
- (e) Work in concert with other organizations regarding projects which may have a bearing on the Town of Warrenton and fit the Purpose of this Committee.
- (f) Work with State, Federal and County agencies to take advantage of any programs or resources that may be available to enhance the economic growth of the Town of Warrenton.

4.0 JURISDICTION

The jurisdiction for activities of the WRC shall coincide with the Town of Warrenton's Zoning Jurisdiction as delineated and shown on the official zoning map for the Town of Warrenton.

5.0 MEMBERSHIP

5.1 Committee Representation

5.1.1 The WRC shall be composed of 12 members plus the Chairman.

5.1.2 New Members will be selected by a Nominating Committee.

5.1.3 All proposed new Members will be submitted to the Town of Warrenton Board of Commissioners for approval.

5.1.4 The Members should include citizen, business and non-profit group representation.

5.1.5 The Town Administrator shall be an ex officio member of the WRC.

Page 1 of 4

5.1.6 Term of service on the WRC will initially be staggered with rotating terms of one, two and three years. Thereafter, the terms will be for a period of three years.

5.1.7 There is no limit to the number of terms that a Member may serve.

5.1.8 Membership on the WRC will be limited to persons, who live, own property, own a business or who represent an organization that is active in the promotion of the Town of Warrenton.

5.2 Chairman

5.2.1 The Chairman of the WRC will be a member of the Town of Warrenton Board of Commissioners as decided by the Board of Commissioners.

5.2.2 The Chairman shall decide all points of order and procedure subject to these rules, unless directed otherwise by a majority of the Members in session at the time.

5.2.3 The Chairman shall appoint any committees, not specified in these rules, found necessary to investigate any matters before the WRC.

5.3 Vice-Chairman

5.3.1 The WRC shall elect a Vice-Chairman annually from among the WRC members.

5.3.2 The Vice-Chairman shall serve as acting Chairman in the absence of the Chairman and, at such times, shall have the same powers and duties as the Chairman.

5.4 Secretary

5.4.1 The WRC shall elect a Secretary annually from its members.

5.4.2 The Secretary, subject to the direction of the Chairman of the WRC, shall keep all records, conduct all correspondence of the WRC and generally supervise the clerical work of the WRC.

5.5 Attendance at Meetings

5.5.1 Faithful and prompt attendance at all meetings of the WRC and conscientious performance of the duties required of members shall be a prerequisite to continuing membership on the WRC.

5.5.2 Should a member fail to attend three consecutive regular meetings of the WRC and should there be no adequate excuse for such absences, the Chairman, with the concurrence of a majority of the Members present at a regularly scheduled meeting, shall declare a vacancy.

Page 2 of 4

6.0 **MEETINGS**

6.1 Regular Meetings

The WRC shall meet at least monthly, at an agreed upon time and place.

6.2 Special Meetings

Special meetings of the WRC may be called upon the request of the Chairman or one-third of the Committee Members, in compliance with the North Carolina General Statutes regarding open meetings.

6.3 Cancellation of Meetings

Meetings of the WRC may be cancelled at any time by the Chairman in compliance with the North Carolina General Statutes regarding open meetings.

6.4 Action by the Board

All actions of the WRC shall have been put before the Members in the form of a motion, duly seconded and voted on by the Members present for a quorum.

6.5 Quorum

6.5.1 A quorum shall consist of a majority of the Members currently on the WRC.

6.5.2 A quorum must be present at a meeting before business can be transacted or motions made or passed.

6.6 Conduct of Meetings

6.6.1 All meetings shall be open to the public.

6.6.2 The order of business at regular meetings shall be as follows:

- (a) approval of minutes of previous meeting
- (b) time for public comments
- (c) report of committees
- (d) unfinished business
- (e) new business
- (f) adjournment.

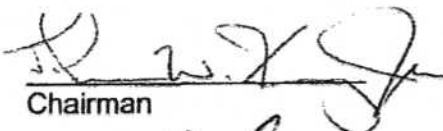
6.6.3 The current edition of Roberts Rules of Order shall be the source of authority in parliamentary procedures in all meetings.

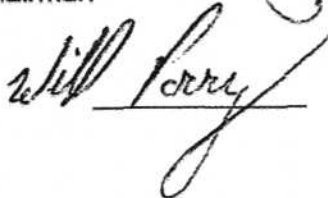
7.0 **COMMITTEES**

7.1 Standing or Other Committees

7.1.1 Standing or Other Committees having two (2) or more members may be designated by a resolution adopted by a majority of the number of Members currently on the WRC.

Page 3 of 4


Chairman


Will Perry


Town Administrator

7.1.2 Vacancies in the membership of such committees shall be filled by appointment made in the same manner as provided in the case of the original appointment.

7.1.3 The WRC may, by majority vote, delegate day-to-day operational functions to standing or special committees, which shall at all times report to and be subject to the supervision of the WRC.

7.2 Nominating Committee

7.2.2 The Chairman of the WRC will appoint a Nominating Committee to determine candidates to fill any vacancies that occur on the WRC.

8.0 AMENDMENTS

- (a) These rules may be amended at any time by an affirmative vote of not less than a majority of the Members of the Town of Warrenton Board of Commissioners.

Approved by the 14th day of December 2006

secretary

Approved by the 14th day of December, 2006.



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

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Norlina Balance Due to Town of Warrenton for WWTP Services:

Past Due:

April: \$11,373.14

May: \$8,402.66

June: \$16,808.04

Subtotal: \$36,583.84

Current:

July: \$14,645.47

Total: \$51,229.31



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July 19, 2021

Ms. Yvette Roberts
228 Hayley Street
Warrenton, NC 27589

Dear Ms. Roberts:

I wanted to share with you updates in writing.

- The contractor for the path at Hayley-Haywood Park is going to spray the path again with weed control.
- A nuisance letter has been sent to the owner of the “blue house” on Hayley Street.
- A nuisance letter has also been sent to the owner where the furniture was left by a tenant.

The schedule for cutting grass at Hayley-Haywood Park is every three weeks, provided the weather cooperates and no other priorities intercede. This is the rotation schedule for the many areas the Town maintains, cemeteries, lots, utility strips, etc.

If you have any questions feel free to contact me at town hall at 252-257-1122 x201.

Best regards,

Robert Davie
Town Administrator



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

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July 19, 2021

Mr. Antony Hinton
234 Hayley Street
Warrenton, NC 27589

Dear Mr. Hinton:

Enclosed you will find a history of your water usage dating back to June of 2015. Please note that your account was closed from approximately September 2017 through September 2019.

This information is detailed, so if you have any questions please feel free to give me a call.

Best regards,

Robert Davie
Town Administrator

Warrenton National Register Historic District Update

2021

hmwPreservation



Local Historic Districts

- Tool to manage change/development
- Zoning overlay requires COA for proposed changes



What is the National Register?

- Tool for documentation
- Afford some protection from federal undertakings
- Make available state and federal rehabilitation tax credits



Why does the National Register district need to be updated?

- Account for changes and historic context since listing
- Provide a full and complete inventory
- Amend boundaries to reflect continued development of Warrenton

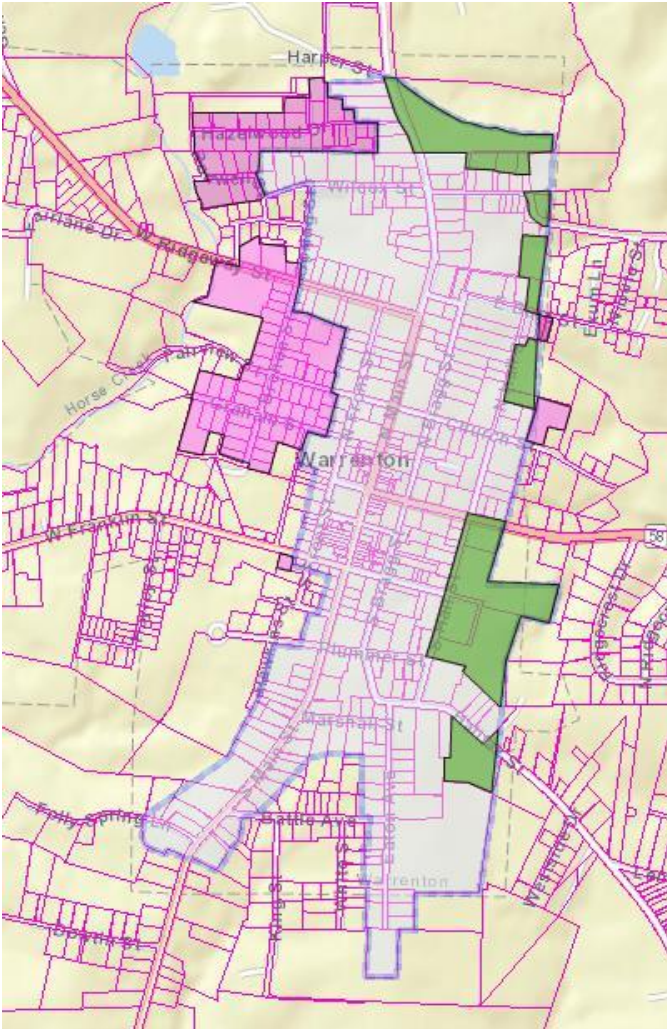


What are the components of a National Register nomination?

- Field Survey/Building Inventory
 - SHPO provided in 2018/2019
- Historic Context
- Architectural Context
- Maps & Photos



Where are the proposed changes to the boundary?



- Based on recommendations made by the SHPO after the 2018/2019 field survey
- Remove vacant properties
- Add mid-twentieth century development
- Consider historically African American areas

How can you help?

- Alert the consultants to changes that have occurred since 2018
- Suggest long-time residents to interview twentieth-century historians
- Field questions from local residents about the project
- Suggest other useful resources



When is all of this going to happen?

- Follow-up fieldwork
 - August/September 2021
- Preparation of updated inventory
 - November/December 2021
- Additional historic context and report preparation
 - January/February 2022
- Public Meeting and Review of Nomination
 - mid-2022

Heather Slane

hmwPreservation

heather@hmwpreservation.com

336.207.1502



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

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GRANT PROJECT ORDINANCE

**American Rescue Fund Grant
Established by the United States Federal Government
May 10, 2021**

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 Grant Project Ordinance is hereby adopted:

Section 1: The Grant Project (Fund 70) authorized by the Board of Commissioners of the Town of Warrenton is for the purpose of receiving and distributing funds from the American Relief Fund awarded to the Town.

Section 2: The Board of Commissioners of the Town of Warrenton directs the Town Administrator to proceed with the Grant Project within the terms of the grant documents, the rules and regulations of the Federal government and the budget contained herein.

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

Grant	<u>\$265,474.97</u>
Total	<u>\$265,474.97</u>

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

TBD	\$265,474.97

Section 5: The Town Administrator is hereby directed to maintain within the Grant 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 Grant 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 **Grant** 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.

Walter M. Gardner, Jr. – Mayor

ATTEST: Robert Davie – Town Administrator

Warrenton Budget Amendments

Date: 8/9/2021
Number: #1

Purpose of Amendment: The purpose of BA #1 is to increase the amount received from the American Rescue Plan Grant.

Fund Name: Building Maintenance

Revenue

Account Title/Number:	Increase Amount	Decrease Amount
Grant Revenue 70-335-338	25,475	

Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
Grant Expense 70-431-700	25,475	

Subtotal 25,475 -
Total 25,475
Grand Total -

25,475 -
 25,475

**PROFESSIONAL SERVICES OFFERED TO
TOWN OF WARRENTON
FOR
A MARKET PAY STUDY**

This is a proposal and agreement by the Piedmont Triad Regional Council (PTRC) to provide services to the Town of Warrenton, North Carolina (hereinafter “the Town”) to conduct a market pay study for the Town’s budgeted position classifications. These services will be conducted according to the scope of work contained herein and as described below:

I. Work Elements for the Market Pay Study

As part of the Market Pay Study, PTRC agrees to review the Town’s existing pay plan for appropriateness, internal equity and external competitiveness in accordance with the following Scope of Work and conduct the following work elements:

- A. Evaluate the external competitiveness of the salary and wages as compared to the agreed upon market.
- B. Evaluate the internal comparisons of positions to maintain internal equity.
- C. Update the current classification system and salary ranges to ensure competitiveness in the market and appropriate internal equity.
- D. Review and make recommendations concerning the effectiveness of the Town’s overall compensation system including compression issues.
- E. Discuss the following issues with management before commencement of the study: expectations of the study, confirmation of labor market comparisons, the understanding of the compensation and classification process, and implementation principles.
- F. Collect salary and classification data from the identified and agreed upon market employers. The Town will have input as to from whom data is collected and generally what weight data is given. A comparative analysis of each classification will be performed to include collected data to determine minimum, mid-point and maximum; average salary; benchmark position identification; analysis of practices and salary structure
- G. Provide agreed upon timely progress notifications indicating the data collected and status.

- H. Assign each classification to a salary grade based on an assessment of the classification, market data collected, and internal relationships.
- I. Assign each employee to a position and classification. Implementation strategies will be developed and implementation costs for any recommended changes will be calculated and shall include, but not be limited to, addressing salary compression. A printout will be provided to management which will include name, current title and proposed title, current grade and proposed grade, current salary and proposed salary, dollar increase on an annual basis, and percent increase. These implementation costs will be summarized by department based on the way the information is provided by the Town.
- J. Discuss the findings with management prior to finalizing the recommendations.
- K. Present to management a comprehensive report of the process, findings and recommendations.
- L. Deliver to the Town a final compilation of the study that will contain the assignment of classifications to grades, schedule of changes, allocation list and implementation costs.
- M. Present findings and recommendations to the Town Council, as may be requested.

II. Responsibilities of the Town

In order to facilitate relevant and useful study results the Town agrees to provide to PTRC the following:

- A. Input identifying from whom data is collected and generally what weight data is given. Because this element is so important in determining recommended salary ranges, it is suggested this be discussed and resolved before the data is collected in order to obtain some consensus about data collection and what emphasis should be placed on the larger employers in the market.
- B. As may be needed, copies of existing class specifications (Job Descriptions). Electronic copies will be provided if available,
- C. Access to a computer or digital database of current payroll and salary administration information. This database should include the employee's name, current title, current grade, current salary, and any other relevant information related to classification or study implementation decisions. PTRC will summarize the study reports based on the way the information is provided by the Town.
- D. Guidance as to how the implementation of the study's results may be administered.

- E. Access to appropriate management staff, as determined by the Town Administrator, to meet with PTRC's representatives to gather information, discuss recommendations and receive input.
- F. A contact person for all business related to the project including necessary meeting space, information referral to the Town Administrator, Project Team and any other items necessary to the completion of this project.

III. Proposed Timeline for Project Completion

August 2021

- Meet with management and discuss the expectations of the market pay study, confirmation of labor market comparisons, collect employee classification and compensation data.

August – September 2021

- Collect and analyze labor market position classification and salary data.
- Conduct comparative analysis of Town employee current pay and classification data to that collected from market study group.

October – December 2021

- Meet with management to discuss preliminary findings and receive input.
- Final presentation will be made to management summarizing the study and recommendations.
- Deliver final compilation of the study to the Town.

Date(s) To Be Determined each fiscal year

- As may be requested, meet with and make informal and/or formal presentation(s) to the Town Council.

IV. Method of Classification

Of the four main types of position classification, PTRC utilizes the factor comparison method of job evaluation. The duties and responsibilities of individual positions are evaluated to determine their relative level of difficulty and responsibility. The factors used are generally accepted principles in Human Resources comparative analytical studies. The following are among the classification factors used in determining the level of each position:

1. Working conditions

2. Nature and significance of public contacts
3. Variety and complexity of work
4. Decision making
5. Consequence of error
6. Supervision given
7. Supervision received
8. Knowledge, skills, and abilities

These factors are identified and analyzed through review of current job descriptions as well as discussions with Town management.

V. Staff

The staff who will be working on the Town's scope-of-work elements are very experienced in human resources and pay and classification work with each having 25 or more years of North Carolina state or local government experience.

David Hill will be project manager. David retired from Caldwell County after 23 years as the Human Resources Director and brings both a private and public sector perspective having worked within a unionized private sector establishment as well as state and local government within North Carolina. David received a Bachelor's Degree in Economics from UNC Asheville and has over 40 years of experience in human resources management. David is a graduate of the School of Government's Municipal and County Administration program and is a former member of IPMA, and SHRM. David served for six years as a Trustee for the NC Association of County Commissioner's Health, Workers' Comp, and Property & Liability Insurance Pools and is a past member of the Board of Directors for the Foothills Area Mental Health Authority. David's specialties include employee benefits development, labor contract negotiations, development of policies and procedures, federal contract compliance, employee and management training, compensation and classification analysis, conflict resolution, Affirmative Action and EEO compliance, and establishment and management of a Substantially Equivalent HR System.

David is a veteran of the U.S. Army.

Bob Carter is experienced in managing the employment, interviewing, and employee records maintenance functions for small and large organizations. His breadth of experience includes labor contract administration and the development of operating budgets. He has significant job evaluation experience and has conducted salary studies to ensure workforce competitiveness. He also has experience in the development and administration of local county substantial equivalency compensations systems to ensure compliance with State of NC guidelines. Bob has served as a subject matter expert for three different local government employers implementing client server human resource information systems. Bob graduated from High Point University with a bachelor's degree in Business Administration and has completed post graduate work in public administration at UNCG and Florida

International University. He is a graduate of the Institute of Government's Municipal and County Administration Course, and he holds a certification as a Certified Compensation Professional (CCP). Bob is a veteran of the U.S. Air Force.

VI. References

PTRC has conducted and participated in human resources consulting and service delivery for over two decades. A list of local governments for whom services have been rendered recently and would be familiar with our work can be provided upon request.

VII. Fees for Service

PTRC proposes to complete the market pay study for a fee of \$2,500. This fee will be billed in three installments; twenty-five percent (25%) within 30 days after approval of this agreement; fifty percent (50%) upon delivery of the study preliminary findings, recommended job classifications and implementation options; and, twenty-five percent (25%) on final acceptance of all product deliverables.

VIII. Acceptance of Proposal and Agreement

If you are in agreement with the terms of this proposal please indicate by signing below and returning a signed original to the offices of the PTRC. PTRC staff will begin work as soon as we are notified of your acceptance. This confirms your intention to accept the scope of work as indicated in the proposal presented by the PTRC, provide assistance and otherwise meet the responsibilities outlined, and you are confirming the encumbrance of funds sufficient to pay the fees for services rendered.

Please return acceptance to:
Matt Reece, Assistant Director
Piedmont Triad Regional Council
1398 Carrollton Crossing Drive
Kernersville, NC 27284

For your information:
Office - 336-904-0300 / mreece@ptrc.org / www.ptrc.org

Town of Warrenton, North Carolina

_____ Signature
_____ Title
_____ Date

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

_____ Signature of Finance Officer
_____ Date



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

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GRANT APPLICATIONS FOR SEPTEMBER 30 DUE DATE AT NC DEQ

- Applying for 100% grant
- Applying for \$3,000,000 for water areas of need
- Applying for \$3,000,000 for sewer areas of need
- Using recent AIA grant maps to determine areas of greatest need (3,4 or 5 out of 5)
- Hopeful that town’s status as a VU (Vulnerable Utility) will help in receiving 100% grant. This status expires later in this FY. Need areas designed to maximize scoring (20 years or older).
- Warren County not eligible for 100% grant

AREAS OF NEED FOR WATER:

<u>Location</u>	<u>Length (Ft.)</u>	<u>Diameter</u>	<u>Material</u>
Rodwell Street (Wilcox to Hazelwood)	2,953	1.5	Galvanized
North Main Street (N. Main St. Tank to Airport Rd)	12,468	4	CIP
Airport Road (N. Main St. to Barnette Drive)	4,922	2	Galvanized
Connell St. (Hazelwood Rd. to end of Connell)	985	2	Galvanized
Fairview St. ((N. Front St. to Brehon St.)	2,297	6	CIP
Fairview St. East end(Brehon St. to curve before creek)	1,969	1.5	Galvanized
Brehon St. (Graham St. to Dead End)	1,313	4, 2	PVC, Galv
Ridgeway-Warrenton Road	2,625	2	Galvanized
Church St. (Near eastern end to E. Macon St.)	1,313	6	CIP
Highway 158 Business East (From Highway 58 to Red Hill Loop Road)	5,250	2	Galvanized
Highway 158 Business East (From Red Hill Loop Rd. to end of 1st Lane to Rt.)	3,609	2	Galvanized
Highway 58 (Going southeast from Hwy 158 East redo 1st four service connections on left side of road - connect to 8 inch PVC main.			
Ridgecrest Drive and connecting streets	16,404	6	CIP
Halifax St/Baltimore Road going south just past Hall St.	19,029	3	Galvanized
West Side Drive	2,297	1	Galvanized
King St. Complex to Hwy 401 South	2,297	6	CIP
Hwy 401 South going south just past WWTP entrance	7,218	2	Galvanized
E. Macon and Ridgecrest	TBD		CIP
Fairgrounds Tank Vault			

AREAS OF NEED FOR SEWER:

- Grant funding will address 90% of areas coded 3, 4, or 5 in severity
- Add a MAG meter near where Norlina sewage enters Warrenton system
- Replace pumps at Riggans Pump Station (23 years old)
- Replace 4 rotors and drivetrains at WWTP
- Clean out oxidation ditch at WWTP



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

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Grant Application to NC Community Foundation

Grant amount: \$1400

Purpose: track lighting for Frontier Warren co-working space to highlight artists and their works as startup businesses.

In cooperation with Warren County Arts Council

Application Deadline: August 17, 2021

Total project amount estimated to be \$2400 including installation. Additional funding to match the grant will be in the form of donations.



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

Frontier Warren Update

Most Recent Events:

- Ted Talk – Lunch ‘n Learn – “Why Some of Us Don’t Have One True Calling” (1 hour)
- Access Warren – Intro to Grant Writing (2.5 hours)
- Artist Market First Friday – “A Return to Main Street” (2 hours)
- Yoga every Tuesday evening (1 hour)

Other Recent Events:

- Charcuterie Class
- Various poetry nights
- Two theatre productions – three shows per weekend
- Jazz show concert
- Founder of Mapquest.com presentation
- How Money Works presentation

ACCT. # _____

P.O. BOX 2169
123 E. BELLE ST.
HENDERSON, N.C. 27536

PHONE NUMBERS
HENDERSON 252-492-2818
OXFORD 919-693-3040
LOUISBURG 919-496-1492
WAKE FOREST 919-554-1447
CREEDMOOR 919-528-3840
DURHAM 919-479-3200



SERVICE AGREEMENT

Robert Dave
257-1122 ext. 201

DATE 8-2-21 PHONE H: (252) 257-1122 ext. 201 PHONE M: (____) _____

NAME Walterton Town Hall NAME _____

TREATING ADDRESS 113 S. Brags St. BILLING ADDRESS _____

Walterton NC 27589 CITY _____ STATE _____ ZIP _____

CITY _____ STATE _____ ZIP _____

WHITCO is authorized to make structural modifications and/or repairs to the said premises shown in the graph and specification sheet. WHITCO is hereby authorized to treat premises described above as treating address for the control of:

- Eastern Subterranean Termites
- Pretreat Eastern Subterranean Termites
- Powder Post Beetles (Spot treatment only)
- Floor Supports

- Vent Wells # _____
- Automatic Vents # _____
- Moisture Barrier _____
- Other _____

NOTE: The reverse side of this document contains important terms and conditions of this agreement. Please be sure to read this entire agreement.

METHOD OF PAYMENT

Cash

\$ 2,156.00 Initial Treatment

\$ 0 Additional Charges

\$ 2,156.00 TOTAL AMOUNT DUE

\$ 0 Less Down Payment

\$ 2,156.00 BALANCE DUE

Finance

\$ _____ Initial Treatment

\$ _____ Additional Charges

\$ _____ TOTAL AMOUNT DUE

\$ _____ Less Down Payment

\$ _____ Amount To Be Financed

IF THE METHOD OF PAYMENT IS FINANCED:

PAYMENT: For the services and Service Agreement WHITCO is providing under this service agreement, I agree to pay Whitco Termite and Pest Control, Inc.

LATE PAYMENT/DEFAULT: If I am late in making a payment for more than 30 days, I understand that Whitco Termite and Pest Control, Inc. can require me, after default, to pay at once the entire unpaid balance of my debt less unearned finance charges.

COLLECTION COSTS: I agree to pay any necessary court costs plus reasonable attorneys fees if Whitco Termite and Pest Control, Inc. files suit to collect their credit account.

I authorize Whitco Termite and Pest Control, Inc. to investigate my past credit record and to report my performance of this contract to properly authorized persons or credit reporting agencies.

Creditor - Whitco Termite and Pest Control, Inc.

Amount Financed (the amount of credit provided on my behalf) _____ \$

FINANCE CHARGE (the dollar amount my credit will cost) _____ \$

Total Payments (the amount I will have paid when I have made all my scheduled payments) _____ \$

Total Sale Price (the total cost of my purchase on credit, including my down payment of \$ _____) _____ \$

ANNUAL PERCENTAGE RATE (the cost of my credit as a yearly rate) _____ %

Payment Schedule: I will pay _____ monthly payments of \$ _____ each commencing on _____ (month) 10, 20, 30, 20 (circle one) (year)

and on the same day of each succeeding month until this obligation is paid in full. Late Charge- if a payment is late by more than 10 days, I will be charged \$6.00 as a late fee. Prepayment - if this is a consumer Agreement, I will be entitled to a rebate of unearned finance charge if I prepay this obligation in full.

SERVICE AGREEMENT - WOOD DESTROYING INSECTS

WHITCO shall renew this Service Agreement annually for a fee of \$ 185.00 to cover the wood destroying insects checked above using the following applicable guidelines:

- (a) Eastern Subterranean Termites - Perform a visual inspection of accessible structures identified above and retreat areas if there is evidence of reinfestation. Retreatment will be in accordance to pesticide label instructions.
- (b) Powder Post Beetles - Perform a visual inspection of accessible structures identified above and retreat areas that have evidence of reinfestation. Retreatment will be in accordance to pesticide label instructions. (Powder Post Beetles Service Agreement effective initially for 18 months.)

This Service Agreement shall renew on an annual basis unless either party gives notice in writing, at least thirty (30) days prior to the annual date of it's election not to renew the Service Agreement. The company reserves the right to adjust the renewal fee annually. Customer shall have the right to terminate this Service Agreement, not withstanding the thirty (30) day notice requirement, upon receipt of the company's notice of increase in fees. This Service Agreement shall remain in effect so long as payments are made in accordance with this Service Agreement. If payments are not made in accordance with this Service Agreement, Whitco may cancel this Service Agreement without further notice to owner or agent. All payments are due within thirty (30) days of company's invoices.

This Service Agreement shall be composed of the Service Agreement, Graph & Specification Sheet and the General Terms and Conditions as they appear on the reverse side of this Service Agreement.

NOTICE TO BUYER

1. I am entitled to an exact copy of this agreement.
2. I have the right to pay in advance the full amount due and under certain conditions to obtain a partial refund of the finance charge shown above. If I am in default and Whitco Termite and Pest Control, Inc. requires that I immediately pay off the unpaid balance of my obligation, I will receive a partial refund of the finance charge shown above.
3. Buyer's right to cancel - I may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right.
4. Caution - It is important that I thoroughly read this agreement before I sign it. I will not sign this agreement before I read it or if it contains a blank space. I will keep it to protect my legal rights.
5. Any holder of this consumer credit agreement is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery here under by the debtor shall not exceed amounts paid by the debtor hereunder.

Retail Installment Agreement

I acknowledge receipt of a signed copy of this agreement.

ACCEPTED BY:

Robert Dave
Owner or Agent

Date 8-2-21
WHITCO TERMITE AND PEST CONTROL, INC.

Joshua Harrison
Owner or Agent

Representative
N.C. PEST CONTROL LIC. # 1686 PW
LICENSEE - JOSHUA HARRISON

SPOUSE

GENERAL TERMS AND CONDITIONS

The purchaser understands and agrees that the general terms and conditions below are made a part of the Service Agreement and apply without exception.

1. IT IS AGREED THAT UNDER THIS SERVICE AGREEMENT, WHITCO IS NOT RESPONSIBLE FOR THE REPAIR OF VISIBLE OR INVISIBLE DAMAGE UNLESS A SEPARATE WRITTEN AGREEMENT HAS BEEN ENTERED INTO AS SET FORTH IN PARAGRAPH NO. 9 BELOW.
2. Minimum treating specifications for subterranean termites have been met with the exception of those detailed on the accompanying "North Carolina Official Waiver of Minimum Requirements for the Control of Subterranean Termites in Existing Structures form", if applicable.
3. If moisture and/or structural conditions exist which enable Subterranean Termites to survive despite WHITCO's treatment, WHITCO shall be relieved of any and all liabilities. WHITCO shall have no further duty to retreat the subject property.
4. Structural or mechanical defects may destroy the effectiveness of WHITCO's treatment, thereby permitting infestation to continue after the date of initial treatment. If such a condition is discovered, it is agreed that the customer will be responsible for making such repairs as are necessary to correct the structural or mechanical defects and WHITCO will, upon completion of said repairs, provide additional necessary treatment to infestation in the area, during the term of this Service Agreement. Failure to correct defects shall relieve WHITCO of any and all liabilities.
5. Any claim for breach of any Service Agreement shall be made in writing to the originating WHITCO office.
6. WHITCO'S liability shall be terminated should WHITCO be prevented from fulfilling its responsibilities under the terms of this Service Agreement, by reason of Acts of War, whether declared or undeclared. Acts of any duly constituted Government Authority, strikes or Acts of God.
7. This Service Agreement covers the premises diagrammed on the accompanying Graph and Proposal. In the event the premises are structurally or chemically altered or otherwise changed after the initial treatment, this agreement shall terminate unless a separate written agreement shall have been entered into by the purchaser for WHITCO to reinspect the Premises.
8. It is agreed and understood that installment payments shall be made payable to WHITCO, it's successors or assigns.
9. WHITCO SHALL NOT BE RESPONSIBLE FOR THE MAKING OF REPAIRS FOR ANY DAMAGE. ANY AGREEMENT TO THE CONTRARY MUST BE SIGNED BY AN OFFICER OF THE CORPORATION.
10. This Service Agreement shall terminate upon transfer of ownership of the described structure(s). A new Service Agreement may be issued by Company to a new Purchaser provided the new Purchaser signs a Service Agreement as purchaser and signs a graph showing condition of structure(s) at transfer, a fee is paid to cover administrative costs of transfer, the expiration date remains the same as under the original Service Agreement and payment of a renewal fee as established by the Company.
11. There are no other agreements, express or implied, except as set forth in this Agreement.
12. If Customer or other occupants of the structure(s) or adjacent buildings believe they are or may be sensitive to pesticides/termiticides or their odors, Customer must notify Company in writing, in advance of treatment, including whether Customer or other occupants have consulted with a medical doctor or other healthcare provider regarding such sensitivity. Company reserves the right, upon receipt of such notification, to deny or terminate service. Failure to provide notification represents Customer's assumption of risk and waiver of any claims against Company in connection with such sensitivity.
13. This Service Agreement shall be construed and interpreted under the laws of the State of North Carolina.
14. This Service Agreement contains the entire Agreement between the parties hereto with respect to the subject matter hereof and supersedes all negotiations, prior discussion, agreements, arrangements and understandings written or oral, relating to the subject matter hereof.
15. NOTE: all references to termites apply only to native Eastern Subterranean Termites.
16. This Service Agreement may not be amended except by written instrument duly executed by or on behalf of all the parties hereto.

WHITCO TERMITE & PEST CONTROL, INC.



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

Summary – New Business License Software Module

Given the current new FY budget, the finance area of administration has received a new software module for tracking Business Licenses, Fire Inspections and properties lying within the Historic District.

Although the Town does not currently require a business license since the abolishment of privilege licenses by the state, and although the Town ordinances still include references to business and privilege licenses, staff would like to recommend implementing a no-fee, annual, business license and simultaneously update the ordinances to reflect it.

A new business license requirement will help the Town to:

- Track what is going on within the community,
- Fulfill reporting requirements to Main Street,
- Address peddlers that often arrive in the community,
- Facilitate fire inspections.

Applications for existing business will be mailed out and must be sent back by June 30. When opening a new water account for a business, it will be required that the individual takes a copy of the water application upstairs to finance to get a business license as well. Finance will enter data into the Business License software module and also trigger a fire inspection.

The software module will be used in three ways; for business licenses, notice for new fire inspections (for example: businesses opening in vacant buildings, when business changes ownership), and also for properties lying within the Historic District.

For the first time we will have properties listed in the local historic district by street address.

In short, we will be presenting updates to the privilege license ordinance to you, the board, in the coming months.

What is the North Carolina Memorandum of Agreement (NC MOA)?

- Seventy-six counties and eight municipalities have filed lawsuits in federal court to hold accountable several companies involved in manufacturing, marketing, promoting, and distributing prescription opioid drugs.
- Local governments and the state are hopeful that a National Settlement Agreement with the companies involved in national opioid litigation may be forthcoming, along with additional potential proceeds from a related bankruptcy resolution.
- The proposed North Carolina Memorandum of Agreement (NC MOA) governs how North Carolina would use its share of opioid settlement funds and includes a high level of transparency and accountability.
- Under the NC MOA, all opioid settlement funds would be directed as follows:
 - 15% to the state (which the General Assembly would have authority to appropriate on a wide range of strategies to address the epidemic)
 - 80% to local governments, including all 100 counties plus 17 municipalities, allocated among those counties and municipalities through a formula developed by attorneys representing local governments in national litigation
 - An additional 5% percent into an incentive fund for any county (and any municipality in that county receiving settlement funds) in which the county itself and every municipality with at least 30,000 residents (based on 2019 population totals) in the county signs the NC MOA

Why should municipalities sign the NC MOA?

- For North Carolina to receive the maximum payout under any potential national opioid settlements it is important that all 100 counties, and all large and medium-sized municipalities sign onto the NC MOA and those national settlement agreements.
- The NC MOA is designed to maximize the share of opioid settlement funds received in the state to help abate the harm caused by opioids and ensure the resources reach communities as quickly, effectively, and directly as possible.
- Residents of all municipalities in North Carolina – including those that receive settlement funds and those that do not – stand to benefit from county programs and services supported with opioid settlement funds.
- It is advantageous to all North Carolinians for all local governments to sign onto the MOA and demonstrate solidarity in response to the opioid epidemic.

By signing the NC MOA, what resources could municipalities receive?

- Under the national settlement and bankruptcy resolution (taken together), up to \$850 million would be allocated to North Carolina for opioid remediation over an 18-year period.
- The potential settlement money would be allocated among states based on population and the local impact of the opioid crisis, as determined by public health statistics related to opioid misuse.
- The allocation formula also includes an incentive that increases the payment amounts as more counties and municipalities join the settlement.
- **The national settlement agreement is expected to provide the highest benefits to state and local governments that have 100% participation in signing on to their state agreements and the National Settlement Agreement.**
- If the NC MOA is adopted by all 100 counties and the following 17 municipalities, these local governments would be eligible to receive direct funding from the “Local Abatement Fund,” which accounts for 80% of North Carolina’s total allocation. *This group includes the eight municipalities involved in the national litigation and nine other municipalities with a population of 75,000 or greater - based on 2019 population totals. *(Percentage allocations are shown in NC MOA Exhibit G).*
- **Under the MOA, 17 municipalities could receive direct funding including:** Asheville, *Canton, Cary, Charlotte, Concord, Durham, *Fayetteville, Gastonia, *Greensboro, Greenville, *Henderson, *Hickory, High Point, *Jacksonville, Raleigh, *Wilmington, *Winston-Salem (** denotes municipalities that are party to the national settlement litigation*).

If a municipality gets opioid settlement funds, how could the money be spent?

- Any national opioid settlement and bankruptcy resolution will direct state and local governments to use most opioid settlement funds to address the epidemic. Consistent with this principle, the NC MOA offers local governments two options:
 - A. Under Option A, a local government may fund one or more strategies from a shorter list of evidence-based, high-impact strategies to address the epidemic.
 - B. Under Option B, a local government may fund one or more strategies from a longer list of strategies after engaging in a collaborative strategic planning process involving a diverse array of stakeholders at the local level.

Information for Counties to Discuss the NC MOA with Municipal Partners



- Under Option A, local governments may use opioid settlement funds to support programs or services listed below that serve persons with Opioid Use Disorder (OUD) or any co-occurring Substance Use Disorder (SUD) or mental health conditions. Specifically, under Option A, local governments may use opioid settlement proceeds to fund the following: *(See NC MOA Exhibit A for additional detail)*
 1. Collaborative strategic planning
 2. Evidence-based addiction treatment
 3. Recovery support services
 4. Recovery housing support
 5. Employment-related services
 6. Early intervention
 7. Naloxone distribution
 8. Post-overdose response teams
 9. Syringe service programs
 10. Criminal justice diversion programs
 11. Addiction treatment for incarcerated persons
 12. Reentry programs for recently incarcerated persons

- The Option B strategies include a wider array of strategies than would be allowed under any national settlement or under a resolution of bankruptcy proceedings. This includes strategies that: *(See NC MOA Exhibit B for a current version of the Option B national strategy list)*
 - A. Treat Opioid Use Disorder (OUD)
 - B. Support people in treatment and recovery
 - C. Provide connections to care
 - D. Address the needs of criminal-justice-involved persons with OUD
 - E. Address the needs of pregnant or parenting women and their families
 - F. Prevent over-prescribing of opioids
 - G. Prevent misuse of opioids
 - H. Prevent overdose deaths and other harms (harm reduction)
 - I. Support first responders
 - J. Promote leadership, planning, and coordination
 - K. Fund relevant training and research

- Under Option B, a local government may fund one or more strategies from the longer list of national strategies after engaging in collaborative strategic planning at the local level. This involves: *(See NC MOA Exhibit C for additional detail)*
 - Engaging a wide array of local stakeholders

- Exploring the root causes of drug misuse, addiction, and overdose death in the area
- Identifying and evaluating potential strategies to address the epidemic
- Looking for opportunities to fill gaps in existing programs, align strategies, and combine opioid settlement funds with other sources of funding
- Offering comprehensive recommendations to the county board, city council, or other governing body

What is the allocation formula used to determine North Carolina's portion of opioid settlement funds, the county-by-county allocations, and allocations to eligible municipalities?

- The allocation model for the NC MOA is derived directly from the allocation model developed at the national level by experts retained by the outside counsel for local governments. (*Counties and municipalities that are party to the national litigation may want to refer to their local counsels for more information on how the national allocation model was developed).
- The national allocation model (the "Allocation Model"), available at allocationmap.iclaimsonline.com, is based on the level of historical opioid usage, abuse, and deaths in each county, calculated using national data that is collected for each county, rather than population. The Allocation Model gives equal weight to each of these three factors (described in more detail below). Thus, a hypothetical county with an OUD percentage of .3%, and overdose deaths percentage of .2% and an amounts of opioids percentage of .16% would receive an overall allocation of .22%. A county's litigating status is not a factor. The three-factors used to determine the allocation of potential opioids settlement proceeds among counties include:
 - A. Opioid Use Disorder ("OUD").** Under this factor, each county is assigned a percentage derived by dividing the number of people in the county with OUD by the total number of people nationwide with OUD. The Model uses data reported in the National Survey on Drug Use and Health ("NSDUH") for 2017. The data is accessible at <https://bit.ly/2HqF554>.
 - B. Overdose Deaths.** This factor assigns to each county a percentage of the nation's opioid overdose deaths. The percentage is based on Multiple Causes of Death ("MCOB") data reported by the National Center for Health Statistics ("NCHS"), the Centers for Disease Control ("CDC") and the Department of Health and Human Services ("DHHS"). The data so reported is adjusted using a standard, accepted method (the "Ruhm Adjustment") designed to address the well-established under-reporting of deaths by opioids overdose.

C. Amount of Opioids. This factor assigns to each county a percentage of the national opioids shipments during 2006-2016 (expressed as morphine molecule equivalents, or MMEs) that produced a negative outcome. This percentage is based on data reported by the U.S. Drug Enforcement Agency (“DEA”) in its ARCOS (Automation of Reports and Consolidated Orders System) database. Each county’s share of national shipments is multiplied by the higher of two ratios: (1) the ratio of the percentage of people in the county with OUD to the percentage of people nationwide with OUD; or (2) the ratio of the percentage of people in the county who died of an opioids overdose between 2006-2016 to the national percentages of opioids overdose deaths during that time.

What is the “Incentive Fund”?

- The 5% Incentive Fund is intended to help local governments sign onto the NC MOA. It will go directly to eligible local governments as a direct allocation as well and can be used for opioid remediation activities as set forth in the NC MOA.
- A county or municipality may receive an additional (smaller) amount in connection with the incentive fund described in Section G to the MOA. The NC MOA directs **five percent** of all settlement funds flowing to the state into an incentive fund that would be divided among those counties (and any municipalities in those counties that stand to receive settlement funds under NC MOA Exhibit G) in which the county itself and every municipality in the county with at least 30,000 residents (based on 2019 population totals) signs the MOA.
- If everyone signs onto the agreement, local governments can expect to receive as much as 85% of the opioid settlement funds that come to North Carolina.

What is timeline for getting resolutions passed in support of the NC MOA?

- All counties and municipalities should sign the agreement as soon as possible. If all counties and municipalities above 30,000 in population sign onto the agreement without delay, we expect local governments will receive **as much as 85% in direct allocations** from any forthcoming national opioid settlement funds.
- However, if the NC MOA does not go into effect, we anticipate that North Carolina’s allocation will be governed by the default allocations included in the national settlement agreements. We expect the default arrangement would provide **as little as 15%** of state settlement funds in direct payments to local governments.

**MEMORANDUM OF AGREEMENT
 BETWEEN THE STATE OF NORTH CAROLINA AND LOCAL GOVERNMENTS
 ON PROCEEDS RELATING TO THE SETTLEMENT OF OPIOID LITIGATION**

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Background Statement

Capitalized terms not defined below have the meanings set forth in the Definitions section of the Statement of Agreement.

WHEREAS, the State of North Carolina (the “State”), North Carolina counties and municipalities, and their people have been harmed by misconduct committed by certain entities that engage in or have engaged in the manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic (“Pharmaceutical Supply Chain Participants”); and

WHEREAS, certain North Carolina counties and municipalities, through their counsel, and the State, through its Attorney General, are separately engaged in ongoing investigations, litigation and settlement discussions seeking to hold Pharmaceutical Supply Chain Participants accountable for the damage caused by their misconduct; and

WHEREAS, the State and the Local Governments share a common desire to abate and alleviate the impacts of the misconduct described above throughout North Carolina and in its local communities; and

WHEREAS, while the Local Governments and the State recognize the sums which may be available from the aforementioned litigation will likely be insufficient to fully abate the public health crisis caused by the opioid epidemic, they share a common interest in dedicating the most resources possible to the abatement effort; and

WHEREAS, settlements resulting from the investigations and litigation with Johnson & Johnson, AmerisourceBergen, Cardinal Health, and McKesson are anticipated to take the form of a National Settlement Agreement; and

WHEREAS, this Memorandum of Agreement (“MOA”) is intended to facilitate compliance by the State and by the Local Governments with the terms of the National Settlement Agreement and, to the extent appropriate, in other settlements related to the opioid epidemic reached by the state of North Carolina; and

WHEREAS, North Carolina’s share of settlement funds from the National Settlement Agreement will be maximized only if all North Carolina counties, and municipalities of a certain size, participate in the settlement; and

WHEREAS, the National Settlement Agreement will set a default allocation between each state and its political subdivisions unless they enter into a state-specific agreement regarding the distribution and use of settlement amounts (a “State-Subdivision Agreement”); and

WHEREAS, this MOA is intended to serve as such a State-Subdivision Agreement under the National Settlement Agreement; and

WHEREAS, the aforementioned investigations and litigation have caused some Pharmaceutical Supply Chain Participants to declare bankruptcy, and it may cause additional entities to declare bankruptcy in the future; and

WHEREAS, this MOA is also intended to serve as a State-Subdivision Agreement under resolutions of claims concerning alleged misconduct in manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic entered in bankruptcy court that provide for payments (including payments through a trust) to both the State and North Carolina counties and municipalities and allow for the allocation between a state and its political subdivisions to be set through a state-specific agreement (“Bankruptcy Resolutions”); and

WHEREAS, specifically, this MOA is intended to serve under the Bankruptcy Resolution concerning Purdue Pharma L.P. as a statewide abatement agreement, and under this MOA, a statewide abatement agreement is a type of State-Subdivision Agreement.

Statement of Agreement

The parties hereto agree as follows:

A. Definitions

As used in this MOA:

The terms “Bankruptcy Resolution,” “MOA,” “Pharmaceutical Supply Chain Participant,” “State,” and “State-Subdivision Agreement” are defined in the recitals to this MOA.

“Coordination group” refers to the group described in **Section E.7** below.

“County Incentive Fund” is defined in **Section G** below.

“Governing Body” means (1) for a county, the county commissioners of the county, and (2) for a municipality, the elected city council, town council, board of commissioners, or board of aldermen for the municipality.

“Incentive Eligible Local Government” is defined in **Section G** below.

“Local Abatement Funds” are defined in **Section B.2** below.

“Local Government” means all counties and municipalities located within the geographic boundaries of the State of North Carolina that have chosen to sign on to this MOA.

“MDL Matter” means the matter captioned *In re: National Prescription Opiate Litigation*, MDL 2804 pending in the United States District Court for the Northern District of Ohio.

“MDL Parties” means all parties who participated in the matter captioned *In re: National Prescription Opiate Litigation*, MDL 2804 pending in the United States District Court for the Northern District of Ohio as Plaintiffs.

“National Settlement Agreement” means a national opioid settlement agreement with the Parties and one or all of the Settling Defendants concerning alleged misconduct in manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic.

“Opioid Settlement Funds” shall mean all funds allocated by the National Settlement Agreement and any Bankruptcy Resolutions to the State or Local Governments for purposes of opioid remediation activities or restitution, as well as any repayment of those funds and any interest or investment earnings that may accrue as those funds are temporarily held before being expended on opioid remediation strategies. Not included are funds made available in the National Settlement Agreement or any Bankruptcy Resolutions for the payment of the Parties’ litigation expenses or the reimbursement of the United States Government.

“Parties” means the State of North Carolina and the Local Governments.

“Settling Defendants” means Johnson & Johnson, AmerisourceBergen, Cardinal Health, and McKesson, as well as their subsidiaries, affiliates, officers, and directors named in a National Settlement Agreement.

“State Abatement Fund” is defined in **Section B.2** below.

B. Allocation of Settlement Proceeds

1. Method of distribution. Pursuant to the National Settlement Agreement and any Bankruptcy Resolutions, Opioid Settlement Funds shall be distributed directly to the State and to Local Governments in such proportions and for such uses as set forth in this MOA, provided Opioid Settlement Funds shall not be considered funds of the State or any Local Government unless and until such time as each annual distribution is made.
2. Overall allocation of funds. Opioid Settlement Funds shall be allocated as follows: (i) 15% directly to the State (“State Abatement Fund”), (ii) 80% to abatement funds established by Local Governments (“Local Abatement Funds”), and (iii) 5% to a County Incentive Fund described in **Section G** below.
3. Allocation of funds between Local Governments. The Local Abatement Funds shall be allocated to counties and municipalities in such proportions as set forth in **Exhibit G**, attached hereto and incorporated herein by reference, which is based upon the MDL Matter’s Opioid Negotiation Class Model. The proportions shall not change based on population changes during the term of the MOA. However, to the extent required by the terms of the National Settlement Agreement, the proportions set forth in **Exhibit G** shall be adjusted: (i) to provide no payment from the National Settlement Agreement to any listed county or municipality that does not participate in the National Settlement Agreement; and (ii) to provide a reduced payment from the National Settlement Agreement to any listed county or municipality that signs onto the National Settlement Agreement after the initial participation deadline.
4. Municipal allocations. Within counties and municipalities:

- a. Local Governments receiving payments. The proportions set forth in **Exhibit G** provide for payments directly to (i) all North Carolina counties, (ii) North Carolina municipalities with populations over 75,000 based on the United States Census Bureau's Vintage 2019 population totals, and (iii) North Carolina municipalities who are also MDL Parties as of January 1, 2021.
 - b. Municipality may direct payments to county. Any municipality allocated a share in **Exhibit G** may elect to have its share of current or future annual distributions of Local Abatement Funds instead directed to the county or counties in which it is located. Such an election may be made by January 1 each year to apply to the following fiscal year. If a municipality is located in more than one county, the municipality's funds will be directed based on the MDL Matter's Opioid Negotiation Class Model.
5. Use of funds for opioid remediation activities. This MOA requires that except as related to the payment of the Parties' litigation expenses and the reimbursement of the United States Government, all Opioid Settlement Funds, regardless of allocation, shall be utilized only for opioid remediation activities.
 6. Relationship of this MOA to other agreements and resolutions. All Parties acknowledge and agree the National Settlement Agreement will require a Local Government to release all its claims against the Settling Defendants to receive Opioid Settlement Funds. All Parties further acknowledge and agree based on the terms of the National Settlement Agreement, a Local Government may receive funds through this MOA only after complying with all requirements set forth in the National Settlement Agreement to release its claims. This MOA is not a promise from any Party that any National Settlement Agreement or Bankruptcy Resolution will be finalized or executed.

C. Payment of Litigating and Non-Litigating Parties

No Party engaged in litigating the MDL Matter shall receive a smaller payment than a similarly situated non-litigating Party, other than as based on the Allocation Proportions in **Exhibit G** or based on the eligibility criteria for payments from the County Incentive Fund as provided by **Section G** below.

D. Special Revenue Fund

1. Creation of special revenue fund. Every Local Government receiving Opioid Settlement Funds shall create a separate special revenue fund, as described below, that is designated for the receipt and expenditure of the Opioid Settlement Funds.
2. Procedures for special revenue fund. Funds in this special revenue fund shall not be commingled with any other money or funds of the Local Government. The funds in the

special revenue fund shall not be used for any loans or pledge of assets, unless the loan or pledge is for an opioid remediation purpose consistent with the terms of this MOA and adopted under the process described in **Section E.6** below. Although counties or municipalities may make contracts with or grants to a nonprofit, charity, or other entity, counties or municipalities may not assign to another entity their rights to receive payments from the national settlement or their responsibilities for funding decisions.

3. Interest earned on special revenue fund. The funds in the special revenue fund may be invested, consistent with the investment limitations for local governments, and may be placed in an interest-bearing bank account. Any interest earned on the special revenue fund must be used in a way that is consistent with this MOA.

E. Opioid Remediation Activities.

1. Limitation on use of funds. Local Governments shall expend Opioid Settlement Funds only for opioid-related expenditures consistent with the terms of this MOA and incurred after the date of the Local Government's execution of this MOA, unless execution of the National Settlement Agreement requires a later date.
2. Opportunity to cure inconsistent expenditures. If a Local Government spends any Opioid Settlement Funds on an expenditure inconsistent with the terms of this MOA, the Local Government shall have 60 days after discovery of the expenditure to cure the inconsistent expenditure through payment of such amount for opioid remediation activities through budget amendment or repayment.
3. Consequences of failure to cure inconsistent expenditures. If a Local Government does not make the cure required by **Section E.2** above within 60 days, (i) future Opioid Fund payments to that Local Government shall be reduced by an amount equal to the inconsistent expenditure, and (ii) to the extent the inconsistent expenditure is greater than the expected future stream of payments to the Local Government, the Attorney General may initiate a process up to and including litigation to recover and redistribute the overage among all eligible Local Governments. The Attorney General may recover any litigation expenses incurred to recover the funds. Any recovery or redistribution shall be distributed consistent with **Sections B.3 and B.4** above.
4. Annual meeting of counties and municipalities within each county. Each county receiving Opioid Settlement Funds shall hold at least one annual meeting with all municipalities in the Local Government's county invited in order to receive input as to proposed uses of the Opioid Settlement Funds and to encourage collaboration between local governments both within and beyond the county. These meetings shall be open to the public.
5. Use of settlement funds under Option A and Option B. Local Governments shall spend Opioid Settlement Funds from the Local Abatement Funds on opioid remediation activities using either or both of the processes described as Option A and Option B below, unless the relevant National Settlement Agreement or Bankruptcy Resolution further limit the spending.

a. Option A.

- i. Without any additional strategic planning beyond the meeting described in **Section E.4** above, Local Governments may spend Opioid Settlement Funds from the list of High-Impact Opioid Abatement Strategies attached as **Exhibit A**. This list is a subset of the initial opioid remediation strategies listed in the National Settlement Agreement.
- ii. **Exhibit A** may be modified as set forth in **Exhibit D** below; provided, however, that any strategy listed on **Exhibit A** must be within the list of opioid remediation activities for the then-current National Settlement Agreement. Opioid remediation activities undertaken under a previously authorized strategy list may continue if they were authorized at the time of the Local Government's commitment to spend funds on that activity.

b. Option B.

- i. A Local Government that chooses to participate in additional voluntary, collaborative, strategic planning may spend Opioid Settlement Funds from the broader list of categories found in **Exhibit B**. This list contains all the initial opioid remediation strategies listed in the National Settlement Agreement.
- ii. Before spending any funds on any activity listed in **Exhibit B**, but not listed on **Exhibit A**, a Local Government must first engage in the collaborative strategic planning process described in **Exhibit C**. This process shall result in a report and non-binding recommendations to the Local Government's Governing Body described in **Exhibit C** (right-hand column).
- iii. A Local Government that has previously undertaken the collaborative strategic planning process described in **Exhibit C** and wishes to continue implementing a strategy listed in **Exhibit B**, but not listed in **Exhibit A**, shall undertake a new collaborative strategic planning process every four years (or more often if desired).
- iv. A Local Government that has previously undertaken the collaborative strategic planning process described in **Exhibit C** that wishes to implement a new strategy listed in **Exhibit B** but not listed in **Exhibit A**, shall undertake a new collaborative strategic planning process.
- v. Two or more Local Governments may undertake a single collaborative strategic planning process resulting in a report and recommendations to all of the Local Governments involved.

6. Process for drawing from special revenue funds.

- a. Budget item or resolution required. Opioid Settlement Funds can be used for a purpose when the Governing Body includes in its budget or passes a separate resolution authorizing the expenditure of a stated amount of Opioid Settlement Funds for that purpose or those purposes during a specified period of time.
- b. Budget item or resolution details. The budget or resolution should (i) indicate that it is an authorization for expenditure of opioid settlement funds; (ii) state the specific strategy or strategies the county or municipality intends to fund pursuant to Option A or Option B, using the item letter and/or number in **Exhibit A** or **Exhibit B** to identify each funded strategy, and (iii) state the amount dedicated to each strategy for a stated period of time.

7. Coordination group. A coordination group with the composition and responsibilities described in **Exhibit D** shall meet at least once a year during the first three years that this MOA is in effect. Thereafter, the coordination group shall meet at least once every three years until such time as Opioid Settlement Funds are no longer being spent by Local Governments.

F. Auditing, Compliance, Reporting, and Accountability

1. Audits under Local Government Budget and Fiscal Control Act. Local Governments' Opioid Settlement Funds are subject to financial audit by an independent certified public accountant in a manner no less than what is required under G.S. 159-34. Each Local Government must file an annual financial audit of the Opioid Settlement Funds with the Local Government Commission. If any such audit reveals an expenditure inconsistent with the terms of this MOA, the Local Government shall immediately report the finding to the Attorney General.
2. Audits under other acts and requirements. The expenditure of Opioid Settlement Funds is subject to the requirements of the Local Government Budget and Fiscal Control Act, Chapter 159 of the North Carolina General Statutes; Local Government Commission rules; the Federal Single Audit Act of 1984 (as if the Opioid Settlement Funds were federal funds); the State Single Audit Implementation Act; Generally Accepted Government Auditing Standards; and all other applicable laws, rules, and accounting standards. For expenditures for which no compliance audit is required under the Federal Single Audit Act of 1984, a compliance audit shall be required under a compliance supplement approved by the coordination group.
3. Audit costs. Reasonable audit costs that would not be required except for this Section F may be paid by the Local Government from Opioid Settlement Funds..
4. Access to persons and records. During and after the term of this MOA, the State Auditor and Department of Justice shall have access to persons and records related to this MOA and expenditures of Opioid Settlement Funds to verify accounts and data affecting fees or

performance. The Local Government manager/administrator is the point of contact for questions that arise under this MOA.

5. Preservation of records. The Local Government must maintain, for a period of at least five years, records of Opioid Settlement Fund expenditures and documents underlying those expenditures, so that it can be verified that funds are being or have been utilized in a manner consistent with the National Settlement Agreement, any Bankruptcy Resolutions, and this MOA.
6. Reporting.
 - a. Annual financial report required. In order to ensure compliance with the opioid remediation provisions of the National Settlement Agreement, any Bankruptcy Resolutions, and this MOA, for every fiscal year in which a Local Government receives, holds, or spends Opioid Settlement Funds, the county or municipality must submit an annual financial report specifying the activities and amounts it has funded.
 - b. Annual financial report timing and contents. The annual financial report shall be provided to the North Carolina Attorney General by emailing the report to opioiddocs@ncdoj.gov, within 90 days of the last day of the state fiscal year covered by the report. Each annual financial report must include the information described on **Exhibit E**.
 - c. Reporting to statewide opioid settlement dashboard. Each Local Government must provide the following information to the statewide opioid settlement dashboard within the stated timeframes:
 - i. The budget or resolution authorizing the expenditure of a stated amount of Opioid Settlement Funds for a specific purpose or purposes during a specified period of time as described in **Section E.6.b** above (within 90 days of the passage of any such budget or resolution);
 - ii. If the Local Government is using Option B, the report(s) and non-binding recommendations from collaborative strategic planning described in **Section E.5.b.ii** above and **Exhibit C** (right hand column) (within 90 days of the date the report and recommendations are submitted to the local governing body for consideration);
 - iii. The annual financial reports described in **Section F.6.a** and **Exhibit E** (within 90 days of the end of the fiscal year covered by the report); and
 - iv. The impact information described in **Exhibit F** (within 90 days of the end of the fiscal year covered by the report).

The State will create an online portal with instructions for Local Governments to report or upload each of these four items by electronic means.

- d. Copy to NCDOJ of any additional reporting. If the National Settlement Agreement or any Bankruptcy Resolutions require that a Local Government file, post, or provide a report or other document beyond those described in this MOA, or if any Local Government communicates in writing with any national administrator or other entity created or authorized by the National Settlement Agreement or any Bankruptcy Resolutions regarding the Local Government's compliance with the National Settlement Agreement or Bankruptcy Resolutions, the Local Government shall email a copy of any such report, document, or communication to the North Carolina Department of Justice at opioiddocs@ncdoj.gov.

 - e. Compliance and non-compliance.
 - i. Every Local Government shall make a good faith effort to comply with all of its reporting obligations under this MOA, including the obligations described in **Section F.6.c** above.
 - ii. A Local Government that engages in a good faith effort to comply with its reporting obligations under **Section F.6.c** but fails in some way to report information in an accurate, timely, or complete manner shall be given an opportunity to remedy this failure within a reasonable time.
 - iii. A Local Government that does not engage in a good faith effort to comply with its reporting obligations under this MOA, or that fails to remedy reporting issues within a reasonable time, may be subject to action for breach of contract.
 - iv. Notwithstanding anything to the contrary herein, a Local Government that is in substantial compliance with the reporting obligations in this MOA shall not be considered in breach of this MOA or in breach of contract.
7. Collaboration. The State and Local Governments must collaborate to promote effective use of Opioid Settlement Funds, including through the sharing of expertise, training, technical assistance. They will also coordinate with trusted partners to collect and share information about successful regional and other high-impact strategies and opioid treatment programs.

G. County Incentive Fund

A Local Government receiving Settlement Proceeds pursuant to **Section B.4.a** shall be an Incentive Eligible Local Government if every municipality in the Local Government's county with population of at least 30,000 has executed this MOA by October 1, 2021, but no later than any such deadline set in the National Settlement Agreement for the highest possible participation in incentive structures for North Carolina. Each Incentive Eligible Local Government shall receive a share of the 5% County Incentive Fund set forth in **Section B.2.iii**, distributed pro rata among only Incentive Eligible Local Governments as set forth in **Exhibit G**. For purposes of the calculations required by this Section, populations will be based on United States Census Bureau's Vintage 2019 population totals, and a municipality with populations in multiple counties will be counted only toward the county which has the largest share of that municipality's population.

H. Effectiveness

1. When MOA takes effect. This MOA shall become effective at the time a sufficient number of Local Governments have joined the MOA to qualify this MOA as a State-Subdivision Agreement under the National Settlement Agreement or any Bankruptcy Resolution. If this MOA does not thereby qualify as a State-Subdivision Agreement, this MOA will have no effect.
2. Amendments to MOA.
 - a. Amendments to conform to final national documents. The Attorney General, with the consent of a majority vote from a group of Local Government attorneys appointed by the Association of County Commissioners, may initiate a process to amend this MOA to make any changes required by the final provisions of the National Settlement Agreement or any Bankruptcy Resolution. The Attorney General's Office will provide written notice of the necessary amendments to all the previously joining parties. Any previously joining party will have a two-week opportunity to withdraw from the MOA. The amendments will be effective to any party that does not withdraw.
 - b. Coordination group. The coordination group may make the changes authorized in **Exhibit D**.
 - c. No amendments to allocation between Local Governments. Notwithstanding any other provision of this MOA, the allocation proportions set forth in **Exhibit G** may not be amended.
 - d. General amendment power. After execution, the coordination group may propose other amendments to the MOA, subject to the limitation in **Section H.2.c** above. Such amendments will take effect only if approved in writing by the Attorney General and at least two-thirds of the Local Governments who are Parties to this MOA. In the vote, each Local Government Party will have a number of votes measured by the allocation proportions set forth in **Exhibit G**.
3. Acknowledgement. The Parties acknowledge that this MOA is an effective and fair way to address the needs arising from the public health crisis due to the misconduct committed by the Pharmaceutical Supply Chain Participants.
4. When MOA is no longer in effect. This MOA is effective until one year after the last date on which any Opioid Settlement Funds are being spent by Local Governments pursuant to the National Settlement Agreement and any Bankruptcy Resolution.
5. Application of MOA to settlements and bankruptcy resolutions. This MOA applies to all settlements under the National Settlement Agreement with the Settling Defendants and any Bankruptcy Resolutions. The Parties agree to discuss the use, as the Parties may deem appropriate in the future, of the settlement terms set out herein (after any necessary

amendments) for resolutions with Pharmaceutical Supply Chain Participants not covered by the National Settlement Agreement or a Bankruptcy Resolution.

6. Applicable law and venue. Unless required otherwise by the National Settlement Agreement or a Bankruptcy Resolution, this MOA shall be interpreted using North Carolina law and any action related to the provisions of this MOA must be adjudicated by the Superior Court of Wake County. If any provision of this MOA is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision which can be given effect without the invalid provision.
7. Scope of MOA. The Parties acknowledge that this MOA does not excuse any requirements placed upon them by the terms of the National Settlement Agreement or any Bankruptcy Resolution, except to the extent those terms allow for a State-Subdivision Agreement to do so.
8. No third party beneficiaries. No person or entity is intended to be a third party beneficiary of this MOA.
9. No effect on authority of parties. Nothing in this MOA shall be construed to affect or constrain the authority of the Parties under law.
10. Signing and execution of MOA. This MOA may be signed and executed simultaneously in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. A signature transmitted by facsimile or electronic image shall be deemed an original signature for purposes of executing this MOA. Each person signing this MOA represents that he or she is fully authorized to enter into the terms and conditions of, and to execute, this MOA, and that all necessary approvals and conditions precedent to his or her execution have been satisfied.

(Signature pages follow.)

Signature pages will be structured as one page for the State of North Carolina,
followed by separate signature pages for each county.

These signature pages will also include blanks for the county's municipalities.

To avoid having 101 signature pages in the middle of this file,
the signature pages are in a separate document.

**EXHIBIT A TO NC MOA:
HIGH-IMPACT OPIOID ABATEMENT STRATEGIES (“OPTION A” List)**

In keeping with the National Settlement Agreement, opioid settlement funds may support programs or services listed below that serve persons with Opioid Use Disorder (OUD) or any co-occurring Substance Use Disorder (SUD) or mental health condition.

As used in this list, the words “fund” and “support” are used interchangeably and mean to create, expand, or sustain a program, service, or activity.

1. **Collaborative strategic planning.** Support collaborative strategic planning to address opioid misuse, addiction, overdose, or related issues, including staff support, facilitation services, or any activity or combination of activities listed in Exhibit C to the MOA (collaborative strategic planning).
2. **Evidence-based addiction treatment.** Support evidence-based addiction treatment consistent with the American Society of Addiction Medicine’s national practice guidelines for the treatment of opioid use disorder – including Medication-Assisted Treatment (MAT) with any medication approved for this purpose by the U.S. Food and Drug Administration – through Opioid Treatment Programs, qualified providers of Office-Based Opioid Treatment, Federally Qualified Health Centers, treatment offered in conjunction with justice system programs, or other community-based programs offering evidence-based addiction treatment. This may include capital expenditures for facilities that offer evidence-based treatment for OUD. (If only a portion of a facility offers such treatment, then only that portion qualifies for funding, on a pro rata basis.)
3. **Recovery support services.** Fund evidence-based recovery support services, including peer support specialists or care navigators based in local health departments, social service offices, detention facilities, community-based organizations, or other settings that support people in treatment or recovery, or people who use drugs, in accessing addiction treatment, recovery support, harm reduction services, primary healthcare, or other services or supports they need to improve their health or well-being.
4. **Recovery housing support.** Fund programs offering recovery housing support to people in treatment or recovery, or people who use drugs, such as assistance with rent, move-in deposits, or utilities; or fund recovery housing programs that provide housing to individuals receiving Medication-Assisted Treatment for opioid use disorder.
5. **Employment-related services.** Fund programs offering employment support services to people in treatment or recovery, or people who use drugs, such as job training, job skills, job placement, interview coaching, resume review, professional attire, relevant courses at community colleges or vocational schools, transportation services or transportation vouchers to facilitate any of these activities, or similar services or supports.
6. **Early intervention.** Fund programs, services, or training to encourage early identification and intervention for children or adolescents who may be struggling with problematic use of drugs or mental health conditions, including Youth Mental Health

First Aid, peer-based programs, or similar approaches. Training programs may target parents, family members, caregivers, teachers, school staff, peers, neighbors, health or human services professionals, or others in contact with children or adolescents.

7. **Naloxone distribution.** Support programs or organizations that distribute naloxone to persons at risk of overdose or their social networks, such as Syringe Service Programs, post-overdose response teams, programs that provide naloxone to persons upon release from jail or prison, emergency medical service providers or hospital emergency departments that provide naloxone to persons at risk of overdose, or community-based organizations that provide services to people who use drugs. Programs or organizations involved in community distribution of naloxone may, in addition, provide naloxone to first responders.
8. **Post-overdose response team.** Support post-overdose response teams that connect persons who have experienced non-fatal drug overdoses to addiction treatment, recovery support, harm reduction services, primary healthcare, or other services or supports they need to improve their health or well-being.
9. **Syringe Service Program.** Support Syringe Service Programs operated by any governmental or nongovernmental organization authorized by section 90-113.27 of the North Carolina General Statutes that provide syringes, naloxone, or other harm reduction supplies; that dispose of used syringes; that connect clients to prevention, treatment, recovery support, behavioral healthcare, primary healthcare, or other services or supports they need; or that provide any of these services or supports.
10. **Criminal justice diversion programs.** Support pre-arrest or post-arrest diversion programs, or pre-trial service programs, that connect individuals involved or at risk of becoming involved in the criminal justice system to addiction treatment, recovery support, harm reduction services, primary healthcare, prevention, or other services or supports they need, or that provide any of these services or supports.
11. **Addiction treatment for incarcerated persons.** Support evidence-based addiction treatment, including Medication-Assisted Treatment with at least one FDA-approved opioid agonist, to persons who are incarcerated in jail or prison.
12. **Reentry Programs.** Support programs that connect incarcerated persons to addiction treatment, recovery support, harm reduction services, primary healthcare, or other services or supports they need upon release from jail or prison, or that provide any of these services or supports.

EXHIBIT B TO NC MOA:

Additional Opioid Remediation Activities (“OPTION B” List)

This list shall be automatically updated to match the list of approved strategies in the most recent National Settlement Agreement.

PART ONE: TREATMENT

A. TREAT OPIOID USE DISORDER (OUD)

Support treatment of Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health (SUD/MH) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:¹

1. Expand availability of treatment for OUD and any co-occurring SUD/MH conditions, including all forms of Medication-Assisted Treatment (MAT) approved by the U.S. Food and Drug Administration.
2. Support and reimburse evidence-based services that adhere to the American Society of Addiction Medicine (ASAM) continuum of care for OUD and any co-occurring SUD/MH conditions.
3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, including MAT, as well as counseling, psychiatric support, and other treatment and recovery support services.
4. Improve oversight of Opioid Treatment Programs (OTPs) to assure evidence-based or evidence-informed practices such as adequate methadone dosing and low threshold approaches to treatment.
5. Support mobile intervention, treatment, and recovery services, offered by qualified professionals and service providers, such as peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions and for persons who have experienced an opioid overdose.
6. Treatment of trauma for individuals with OUD (e.g., violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (e.g., surviving family members after an overdose or overdose fatality), and training of health care personnel to identify and address such trauma.
7. Support evidence-based withdrawal management services for people with OUD and any co-occurring mental health conditions.

¹ As used in this Exhibit B, words like “expand,” “fund,” “provide” or the like shall not indicate a preference for new or existing programs.

8. Training on MAT for health care providers, first responders, students, or other supporting professionals, such as peer recovery coaches or recovery outreach specialists, including telementoring to assist community-based providers in rural or underserved areas.
9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH conditions.
10. Fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.
11. Scholarships and supports for behavioral health practitioners or workers involved in addressing OUD and any co-occurring SUD or mental health conditions, including but not limited to training, scholarships, fellowships, loan repayment programs, or other incentives for providers to work in rural or underserved areas.
12. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 (DATA 2000) to prescribe MAT for OUD, and provide technical assistance and professional support to clinicians who have obtained a DATA 2000 waiver.
13. Dissemination of web-based training curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service-Opioids web-based training curriculum and motivational interviewing.
14. Development and dissemination of new curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service for Medication-Assisted Treatment.

B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY

Support people in treatment for or recovery from OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare.
2. Provide the full continuum of care of treatment and recovery services for OUD and any co-occurring SUD/MH conditions, including supportive housing, peer support services and counseling, community navigators, case management, and connections to community-based services.
3. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions.
4. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, including supportive housing, recovery housing, housing assistance programs, training for housing providers, or recovery housing programs that allow or integrate FDA-approved medication with other support services.

5. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions.
6. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions.
7. Provide or support transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH conditions.
8. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions.
9. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.
10. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.
11. Training and development of procedures for government staff to appropriately interact and provide social and other services to individuals with or in recovery from OUD, including reducing stigma.
12. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.
13. Create or support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions, including new Americans.
14. Create and/or support recovery high schools.
15. Hire or train behavioral health workers to provide or expand any of the services or supports listed above.

C. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED (CONNECTIONS TO CARE)

Provide connections to care for people who have – or at risk of developing – OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OUD treatment.
2. Fund Screening, Brief Intervention and Referral to Treatment (SBIRT) programs to reduce the transition from use to disorders, including SBIRT services to pregnant women who are uninsured or not eligible for Medicaid.

3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.
4. Purchase automated versions of SBIRT and support ongoing costs of the technology.
5. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments.
6. Training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MAT, recovery case management or support services.
7. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, or persons who have experienced an opioid overdose, into clinically-appropriate follow-up care through a bridge clinic or similar approach.
8. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions or persons that have experienced an opioid overdose.
9. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.
10. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions or to persons who have experienced an opioid overdose.
11. Expand warm hand-off services to transition to recovery services.
12. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.
13. Develop and support best practices on addressing OUD in the workplace.
14. Support assistance programs for health care providers with OUD.
15. Engage non-profits and the faith community as a system to support outreach for treatment.
16. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions.

D. ADDRESS THE NEEDS OF CRIMINAL-JUSTICE-INVOLVED PERSONS

Address the needs of persons with OUD and any co-occurring SUD/MH conditions who are involved in, are at risk of becoming involved in, or are transitioning out of the criminal justice

system through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Support pre-arrest or pre-arraignment diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, including established strategies such as:
 - a. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative (PAARI);
 - b. Active outreach strategies such as the Drug Abuse Response Team (DART) model;
 - c. “Naloxone Plus” strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;
 - d. Officer prevention strategies, such as the Law Enforcement Assisted Diversion (LEAD) model;
 - e. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative; or
 - f. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.
2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MAT, and related services.
3. Support treatment and recovery courts that provide evidence-based options for persons with OUD and any co-occurring SUD/MH conditions.
4. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are incarcerated in jail or prison.
5. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are leaving jail or prison, have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.
6. Support critical time interventions (CTI), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.
7. Provide training on best practices for addressing the needs of criminal-justice-involved persons with OUD and any co-occurring SUD/MH conditions to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, harm reduction, case management, or other services offered in connection with any of the strategies described in this section.

E. ADDRESS THE NEEDS OF PREGNANT OR PARENTING WOMEN AND THEIR FAMILIES, INCLUDING BABIES WITH NEONATAL ABSTINENCE SYNDROME

Address the needs of pregnant or parenting women with OUD and any co-occurring SUD/MH conditions, and the needs of their families, including babies with neonatal abstinence syndrome (NAS), through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Support evidence-based or evidence-informed treatment, including MAT, recovery services and supports, and prevention services for pregnant women – or women who could become pregnant – who have OUD and any co-occurring SUD/MH conditions, and other measures to educate and provide support to families affected by Neonatal Abstinence Syndrome.
2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for uninsured women with OUD and any co-occurring SUD/MH conditions for up to 12 months postpartum.
3. Training for obstetricians or other healthcare personnel that work with pregnant women and their families regarding treatment of OUD and any co-occurring SUD/MH conditions.
4. Expand comprehensive evidence-based treatment and recovery support for NAS babies; expand services for better continuum of care with infant-need dyad; expand long-term treatment and services for medical monitoring of NAS babies and their families.
5. Provide training to health care providers who work with pregnant or parenting women on best practices for compliance with federal requirements that children born with Neonatal Abstinence Syndrome get referred to appropriate services and receive a plan of safe care.
6. Child and family supports for parenting women with OUD and any co-occurring SUD/MH conditions.
7. Enhanced family supports and child care services for parents with OUD and any co-occurring SUD/MH conditions.
8. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.
9. Offer home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, including but not limited to parent skills training.
10. Support for Children's Services – Fund additional positions and services, including supportive housing and other residential services, relating to children being removed from the home and/or placed in foster care due to custodial opioid use.

PART TWO: PREVENTION

F. PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Fund medical provider education and outreach regarding best prescribing practices for opioids consistent with Guidelines for Prescribing Opioids for Chronic Pain from the U.S. Centers for Disease Control and Prevention, including providers at hospitals (academic detailing).
2. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.
3. Continuing Medical Education (CME) on appropriate prescribing of opioids.
4. Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.
5. Support enhancements or improvements to Prescription Drug Monitoring Programs (PDMPs), including but not limited to improvements that:
 - a. Increase the number of prescribers using PDMPs;
 - b. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs, by improving the interface that prescribers use to access PDMP data, or both; or
 - c. Enable states to use PDMP data in support of surveillance or intervention strategies, including MAT referrals and follow-up for individuals identified within PDMP data as likely to experience OUD in a manner that complies with all relevant privacy and security laws and rules.
6. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation's Emergency Medical Technician overdose database in a manner that complies with all relevant privacy and security laws and rules.
7. Increase electronic prescribing to prevent diversion or forgery.
8. Educate Dispensers on appropriate opioid dispensing.

G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Fund media campaigns to prevent opioid misuse.
2. Corrective advertising or affirmative public education campaigns based on evidence.
3. Public education relating to drug disposal.
4. Drug take-back disposal or destruction programs.
5. Fund community anti-drug coalitions that engage in drug prevention efforts.
6. Support community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction – including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (SAMHSA).
7. Engage non-profits and faith-based communities as systems to support prevention.
8. Fund evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.
9. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.
10. Create or support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.
11. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.
12. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health workers or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or other drug misuse.

H. PREVENT OVERDOSE DEATHS AND OTHER HARMS (HARM REDUCTION)

Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Increase availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, individuals at high risk of overdose, schools, community navigators and outreach workers, persons being released from jail or prison, or other members of the general public.
2. Public health entities that provide free naloxone to anyone in the community.

3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the general public.
4. Enable school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.
5. Expand, improve, or develop data tracking software and applications for overdoses/naloxone revivals.
6. Public education relating to emergency responses to overdoses.
7. Public education relating to immunity and Good Samaritan laws.
8. Educate first responders regarding the existence and operation of immunity and Good Samaritan laws.
9. Syringe service programs and other evidence-informed programs to reduce harms associated with intravenous drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, connections to care, and the full range of harm reduction and treatment services provided by these programs.
10. Expand access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.
11. Support mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions.
12. Provide training in harm reduction strategies to health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD and any co-occurring SUD/MH conditions.
13. Support screening for fentanyl in routine clinical toxicology testing.

PART THREE: OTHER STRATEGIES

I. FIRST RESPONDERS

In addition to items in sections C, D, and H of this Exhibit relating to first responders, support the following:

1. Educate law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.
2. Provision of wellness and support services for first responders and others who experience secondary trauma associated with opioid-related emergency events.

J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, coordination, facilitation, training and technical assistance to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Statewide, regional, local, or community regional planning to identify root causes of addiction and overdose, goals for reducing harms related to the opioid epidemic, and areas and populations with the greatest needs for treatment intervention services; to support training and technical assistance; or to support other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
2. A dashboard to share reports, recommendations, or plans to spend Opioid Settlement Funds; to show how Opioid Settlement Funds have been spent; to report program or strategy outcomes; or to track, share, or visualize key opioid-related or health-related indicators and supports as identified through collaborative statewide, regional, local, or community processes.
3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
4. Provide resources to staff government oversight and management of opioid abatement programs.

K. TRAINING

In addition to the training referred to throughout this document, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not-for-profit entities to abate the opioid crisis.
2. Support infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, or implement other strategies to abate the opioid epidemic described in this opioid abatement strategy list (e.g., health care, primary care, pharmacies, PDMPs, etc.).

L. RESEARCH

Support opioid abatement research that may include, but is not limited to, the following:

1. Monitoring, surveillance, data collection, and evaluation of programs and strategies described in this opioid abatement strategy list.
2. Research non-opioid treatment of chronic pain.

3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.
4. Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.
5. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.
6. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (e.g. Hawaii HOPE and Dakota 24/7).
7. Epidemiological surveillance of OUD-related behaviors in critical populations including individuals entering the criminal justice system, including but not limited to approaches modeled on the Arrestee Drug Abuse Monitoring (ADAM) system.
8. Qualitative and quantitative research regarding public health risks and harm reduction opportunities within illicit drug markets, including surveys of market participants who sell or distribute illicit opioids.
9. Geospatial analysis of access barriers to MAT and their association with treatment engagement and treatment outcomes.

**EXHIBIT C to NC MOA:
COLLABORATIVE STRATEGIC PLANNING PROCESS UNDER OPTION B**

	ACTIVITY NAME	ACTIVITY DETAIL	CONTENT OF REPORT & RECOMMENDATIONS
A	Engage diverse stakeholders	Engage diverse stakeholders, per "ITEM A DETAIL" below, throughout the collaborative strategic planning process	Report on stakeholder engagement per "ITEM A DETAIL" below
B	Designate facilitator	Designate a person or entity to facilitate the strategic collaborative planning process. Consider a trained, neutral facilitator.	Identify the facilitator
C	Build upon any related planning	Build upon or coordinate with prior or concurrent planning efforts that address addiction, drug misuse, overdose, or related issues, including but not limited to community health assessments.	Report any related planning efforts you will build upon or coordinate with
D	Agree on shared vision	Agree on a shared vision for positive community change, considering how strategic investments of Opioid Settlement Funds have the potential to improve community health and well-being and address root causes of addiction, drug misuse, overdose, and related issues	Report on shared vision for positive community change
E	Identify key indicator(s)	Identify one or more population-level measures to monitor in order to gauge progress towards the shared vision. (The NC Opioid Action Plan Data Dashboard contains several such measures.)	Report on the key indicators selected
F	Identify and explore root causes	Explore root causes of addiction, drug misuse, overdose, and related issues in the community, using quantitative data as well as stakeholder narratives, community voices, the stories of those with lived experience, or similar qualitative information	Report on root causes as described
G	Identify and evaluate potential strategies	Identify potential strategies to address root causes or other aspects of the opioid epidemic; identify these strategies (by letter or number) on EXHIBIT A or EXHIBIT B, and consider the effectiveness of each strategy based on available evidence	Identify and evaluate potential strategies
H	Identify gaps in existing efforts	For each potential strategy identified (or for favored strategies), survey existing programs, services, or supports that address the same or similar issues; and identify gaps or shortcomings	Report on survey of and gaps in existing efforts
I	Prioritize strategies	Prioritize strategies, taking into account your shared vision, analysis of root causes, evaluation of each strategy, and analysis of gaps in existing efforts	Report on prioritization of strategies
J	Identify goals, measures, and evaluation plan	For each strategy (or favored strategy), develop goals and an evaluation plan that includes at least one process measure (How much did you do?), at least one quality measure (How well did you do it?), and at least one outcome measure (Is anyone better off?)	Report on goals, measures, and evaluation plan for each chosen strategy
K	Consider ways to align strategies	For each potential strategy identified (or for favored strategies), consider opportunities to braid Opioid Settlement Funds with other funding streams; develop regional solutions; form strategic partnerships; or to pursue other creative solutions	Report on opportunities to align strategies as described
L	Identify organizations	Identify organizations and agencies with responsibility to implement each strategy; and identify the human, material, and capital resources to implement each strategy	Identify organizations and needs to implement each strategy

M	Develop budgets and timelines	Develop a detailed global budget for each strategy with anticipated expenditures, along with timelines for completing components of each strategy	Report budgets and timelines for each strategy
N	Offer recommendations	Offer recommendations to local governing body (e.g., the county board, city council, or other local governing body)	Report recommendations to governing body

ITEM A DETAIL: STAKEHOLDER INVOLVEMENT

	STAKEHOLDERS	DESCRIPTION	CONTENT OF REPORT & RECOMMENDATIONS
A-1	Local officials	County and municipal officials, such as those with responsibility over public health, social services, and emergency services	Report stakeholder involvement (who and how involved in process)
A-2	Healthcare providers	Hospitals and health systems, addiction professionals and other providers of behavioral health services, medical professionals, pharmacists, community health centers, medical safety net providers, and other healthcare providers	same as above
A-3	Social service providers	Providers of human services, social services, housing services, and community health services such as harm reduction, peer support, and recovery support services	same
A-4	Education and employment service providers	Educators, such as representatives of K-12 schools, community colleges, and universities; and those providing vocational education, job skills training, or related employment services	same
A-5	Payers and funders	Health care payers and funders, such as managed care organizations, prepaid health plans, LME-MCOs, private insurers, and foundations	same
A-6	Law enforcement	Law enforcement and corrections officials	same
A-7	Employers	Employers and business leaders	same
A-8	Community groups	Community groups, such as faith communities, community coalitions that address drug misuse, groups supporting people in recovery, youth leadership organizations, and grassroots community organizations	same
A-9	Stakeholders with "lived experience"	Stakeholders with "lived experience," such as people with addiction, people who use drugs, people in medication-assisted or other treatment, people in recovery, people with criminal justice involvement, and family members or loved ones of the individuals just listed	same
A-10	Stakeholders reflecting diversity of community	Stakeholders who represent the racial, ethnic, economic, and cultural diversity of the community, such as people of color, Native Americans, members of the LGBTQ community, and members of traditionally unrepresented or underrepresented groups	same

EXHIBIT D TO NC MOA: COORDINATION GROUP

COMPOSITION

The Coordination Group shall consist of the following twelve members:

Five Local Government Representatives

- Four appointed by the North Carolina Association of County Commissioners including:
 - One county commissioner
 - One county manager
 - One county attorney
 - One county local health director or consolidated human services director
- One municipal manager appointed by the North Carolina League of Municipalities

Four Experts Appointed by the Department of Health and Human Services

- Four appointed by the Secretary of the Department of Health and Human Services, having relevant experience or expertise with programs or policies to address the opioid epidemic, or with behavioral health, public health, health care, harm reduction, social services, or emergency services.

One Expert Appointed by the Attorney General

- One appointed by the Attorney General of North Carolina from the North Carolina Department of Justice or another state agency, having drug policy or behavioral health experience or expertise.

Two Experts Appointed by Legislative Leaders

- One representative from the University of North Carolina School of Government with relevant expertise appointed by the Speaker of the North Carolina House of Representatives.
- One representative from the board or staff of the North Carolina Institute of Medicine with relevant expertise appointed by the President Pro Tem of the North Carolina Senate.

The coordination group may appoint a non-voting administrator to convene meetings and facilitate the work of the coordination group. The administrator will not be paid from the Opioid Settlement Funds distributed under this MOA.

Appointees shall have relevant experience or expertise with programs or policies to address the opioid epidemic, behavioral health, public health, health care, social services, emergency services, harm reduction, management of local government, or other relevant areas.

Those responsible for making appointments to the coordination group are encouraged to appoint individuals who reflect the diversity of North Carolina, taking into consideration the need for geographic diversity; urban and rural perspectives; representation of people of color and

traditionally underrepresented groups; and the experience and perspective of persons with “lived experience.” Those responsible for making appointments may appoint a successor or replace a member at any time. Members of the coordination group serve until they resign or are replaced by the appointer. Eight members of the coordination group constitutes a quorum.

RESPONSIBILITIES

- a. As provided in **Section F.2** of the MOA, where no compliance audit would be required under the Federal Single Audit Act of 1984 for expenditures of Opioid Settlement Funds, a compliance audit shall be required under a compliance supplement established by a vote of at least 8 members of the coordination group. The compliance supplement shall address, at least, procedures for determining:
 - i. Whether the Local Government followed the procedural requirements of the MOA in ordering the expenditures.
 - ii. Whether the Local Government’s expenditures matched one of the types of opioid-related expenditures listed in **Exhibit A** of the MOA (if the Local Government selected Option A) or **Exhibit B** of the MOA (if the Local Government selected Option B).
 - iii. Whether the Local Government followed the reporting requirements in the MOA.
 - iv. Whether the Local Government (or sub-recipient of any grant or loan, if applicable) utilized the awarded funds for their stated purpose, consistent with this MOA and other relevant standards.
 - v. Which processes (such as sampling) shall be used:
 - i. To keep the costs of the audit at reasonable levels; and
 - ii. Tailor audit requirements for differing levels of expenditures among different counties.
- b. The coordination group may, by a vote of at least 8 members, propose amendments to the MOA as discussed in **Section H** of the MOA or modify any of the following:
 - i. The high-impact strategies discussed in **Section E.5** of the MOA and described in **Exhibit A** to the MOA;
 - ii. The collaborative strategic planning process discussed in **Section E.5** of the MOA and described in **Exhibit C** to the MOA;
 - iii. The annual financial report discussed in **Section F.4** of the MOA and described in **Exhibit E** to the MOA;
 - iv. The impact information discussed in **Section F.4** of the MOA and described in **Exhibit F** to the MOA; or
 - v. Other information reported to the statewide opioid dashboard.

- c. The coordination group may, by consensus or by vote of a majority of members present and voting, work with the parties to this MOA, the North Carolina Association of County Commissioners, the North Carolina League of Municipalities, other associations, foundations, non-profits, and other government or nongovernment entities to provide support to Local Governments in their efforts to effectuate the goals and implement the terms of this MOA. Among other activities, the coordination group may coordinate, facilitate, support, or participate in any of the following activities:
- i. Providing assistance to Local Governments in identifying, locating, collecting, analyzing, or reporting data used to help address the opioid epidemic or related challenges, including data referred to in **Exhibit F**;
 - ii. Developing resources or providing training or technical assistance to support Local Governments in addressing the opioid epidemic and carrying out the terms of this MOA;
 - iii. Developing pilot programs, trained facilitators, or other resources to support the collaborative strategic planning process described in this MOA;
 - iv. Developing and implementing a voluntary learning collaborative among Local Governments and others to share best practices in carrying out the terms of this MOA and addressing the opioid epidemic, including in-person or virtual convenings or connections;
 - v. Developing voluntary leadership training programs for local officials on strategies to address the opioid epidemic, opportunities for Local Governments to harness the ongoing transition to value-based healthcare, and other relevant topics;
 - vi. Taking other actions that support Local Governments in their efforts to effectuate the goals and implement the terms of this MOA but do not in any way change the terms of this MOA or the rights or obligations of parties to this MOA.

**EXHIBIT E TO NC MOA:
ANNUAL FINANCIAL REPORT**

Each annual financial report must include the following financial information:

1. The amount of Opioid Settlement Funds in the special revenue fund at the beginning of the fiscal year (July 1).
2. The amount of Opioid Settlement Funds received during the fiscal year.
3. The amount of Opioid Settlement Funds disbursed or applied during the fiscal year, broken down by funded strategy (with any permissible common costs prorated among strategies).
4. The amount of Opioid Settlement Funds used to cover audit costs as provided in Section F.3 of this MOA.
5. The amount of Opioid Settlement Funds in the special revenue fund at the end of the fiscal year (June 30).

All Local Governments that receive two-tenths of one percent (0.2 percent) or more of the total Local Government Allocation as listed in **Exhibit G** shall provide the following additional information:

6. For all Opioid Settlement Funds disbursed or applied during the fiscal year as reported in item 3 above, a single breakdown of the total amount disbursed or applied for all funded strategies during the fiscal year into the following categories:
 - a. Human resource expenditures.
 - b. Subcontracts, grants, or other payments to sub-recipients involved in implementing of the funded strategies listed item 4 above.
 - c. Operational expenditures.
 - d. Capital expenditures.
 - e. Other expenditures.
7. With respect to item 6.b above, the Local Government shall provide the following information for any sub-recipient that receives ten percent or more of the total amount that the Local Government disbursed or applied during the fiscal year:
 - a. The name of the sub-recipient.
 - b. The amount received by the sub-recipient during the fiscal year.
 - c. A very brief description of the goods, services, or other value provided by the sub-recipient (for example, “addiction treatment services” or “peer-support services” or “syringe service program” or “naloxone purchase”).

The coordination group may clarify or modify specifications for this annual financial report as provided in Exhibit D.

EXHIBIT F TO NC MOA: IMPACT INFORMATION

Within 90 days of the end of any fiscal year in which a Local Government expends Opioid Settlement Funds, the Local Government shall report impact information for each strategy that it funded with Opioid Settlement Funds during that fiscal year (“funded strategy”), using the STANDARD FORM or the SHORT FORM for each funded strategy.

The STANDARD FORM is recommended to all Local Governments for all funded strategies. However, Local Governments may use the SHORT FORM as follows:

- All Local Governments that receive less than 0.2 percent (two-tenths of one percent) of the total Local Government Allocation as shown on **Exhibit G** may use the SHORT FORM for all funded strategies.
- All Local Governments that receive 0.2 percent (two-tenths of one percent) or more but less than 0.3 percent (three-tenths of one percent) of the total Local Government Allocation as shown on **Exhibit G** must use the STANDARD FORM for the funded strategy that received the largest amount of settlement funds during the fiscal year and may use the SHORT FORM for all other funded strategies.
- All Local Governments that receive 0.3 percent (three-tenths of one percent) or more but less than 0.4 percent (four-tenths of one percent) of the total Local Government Allocation as shown on **Exhibit G** must use the STANDARD FORM for the two funded strategies that received the largest amount of settlement funds during the fiscal year and may use the SHORT FORM for all other funded strategies.

STANDARD FORM

1. County or municipality and fiscal year covered by this report.
2. Name, title, and organization of person completing this report.
3. Name of funded strategy, letter and/or number of funded strategy on **Exhibit A** or **Exhibit B** to the MOA, and number and date of resolution(s) authorizing expenditure of settlement funds on funded strategy.
4. **Brief progress report** describing the funded strategy and progress made during the fiscal year. Recommended length: approximately one page (250 words).
5. **Brief success story** from a person who has benefitted from the strategy (de-identified unless the person has agreed in writing to be identified). Recommended length: approximately one page (250 words).
6. **One or more process measures**, addressing the question, “How much did you do?”
Examples: number of persons enrolled, treated, or served; number of participants trained; units of naloxone or number of syringes distributed.
7. **One or more quality measures**, addressing the question, “How well did you do it?”
Examples: percentage of clients referred to care or engaged in care; percentage of staff with

certification, qualification, or lived experience; level of client or participant satisfaction shown in survey data.

8. **One or more outcome measures**, addressing the question, “Is anyone better off?”
Examples: number or percentage of clients with stable housing or employment; self-reported measures of client recovery capital, such as overall well-being, healthy relationships, or ability to manage affairs; number or percentage of formerly incarcerated clients receiving community services or supports within X days of leaving jail or prison.
9. In connection with items 6, 7, and 8 above, **demographic information** on the participation or performance of people of color and other historically marginalized groups.

The State will provide counties and municipalities with recommended measures and sources of data for common opioid remediation strategies such as those listed in **Exhibit A**.

Counties or municipalities that have engaged in collaborative strategic planning are encouraged to use the measures for items 6 through 8 above identified through that process.

SHORT FORM

1. County or municipality and fiscal year covered by this report.
2. Name, title, and organization of person completing this report.
3. Name of funded strategy, letter and/or number of funded strategy on **Exhibit A** or **Exhibit B** to the MOA, and number and date of resolution(s) authorizing expenditure of settlement funds on strategy.
4. **Brief progress report** describing the funded strategy and progress made on the funded strategy during the fiscal year. Recommended length: approximately one-half to one page (125-250 words).

**EXHIBIT G TO NC MOA:
LOCAL GOVERNMENT ALLOCATION PROPORTIONS**

Counties:

Alamance	1.378028967612490%
Alexander	0.510007879580514%
Alleghany	0.149090598929352%
Anson	0.182192960366522%
Ashe	0.338639188321974%
Avery	0.265996766935006%
Beaufort	0.477888434887858%
Bertie	0.139468575095652%
Bladen	0.429217809476617%
Brunswick	2.113238507591200%
Buncombe	2.511587857322730%
Burke	2.090196827047270%
Cabarrus	1.669573446626000%
Caldwell	1.276301146194650%
Camden	0.073036400412663%
Carteret	1.128465593852300%
Caswell	0.172920237524674%
Catawba	2.072695222699690%
Chatham	0.449814383077585%
Cherokee	0.782759152904478%
Chowan	0.113705596126821%
Clay	0.224429948904576%
Cleveland	1.119928027749120%
Columbus	1.220936938986050%
Craven	1.336860190247190%
Cumberland	2.637299659634610%
Currituck	0.186778551294444%
Dare	0.533126731273811%
Davidson	1.940269530393250%
Davie	0.513147526867745%
Duplin	0.382785147396895%
Durham	1.797994362444460%
Edgecombe	0.417101939026669%
Forsyth	3.068450809484740%
Franklin	0.500503643290578%
Gaston	3.098173886907710%
Gates	0.079567516632414%
Graham	0.183484561708488%
Granville	0.590103409340146%

Greene	0.123274818647799%
Guilford	3.375015231147900%
Halifax	0.453161173976264%
Harnett	0.988980772198890%
Haywood	0.803315110111045%
Henderson	1.381595087040930%
Hertford	0.206843050128754%
Hoke	0.332485804570157%
Hyde	0.027237354085603%
Iredell	2.115931374540020%
Jackson	0.507757731330674%
Johnston	1.250887468217670%
Jones	0.087966986994631%
Lee	0.653115683614534%
Lenoir	0.604282592625687%
Lincoln	0.926833627125253%
Macon	0.466767666100745%
Madison	0.237776496104888%
Martin	0.232882220579515%
McDowell	0.587544576492856%
Mecklenburg	5.038301259920550%
Mitchell	0.309314151564137%
Montgomery	0.226050543041193%
Moore	0.971739112775481%
Nash	0.845653639635102%
New Hanover	2.897264892001010%
Northampton	0.120996238921878%
Onslow	1.644001364710850%
Orange	1.055839419023090%
Pamlico	0.119936151028001%
Pasquotank	0.374816210815334%
Pender	0.585749331860312%
Perquimans	0.111833180344914%
Person	0.403024296727131%
Pitt	1.369008066415930%
Polk	0.266142985954851%
Randolph	1.525433986174180%
Richmond	0.749132839979529%
Robeson	1.359735343574080%
Rockingham	1.365368837477560%
Rowan	2.335219287913370%
Rutherford	0.928941617994687%
Sampson	0.619513740526226%
Scotland	0.449148274209402%

Stanly	0.724974208589555%
Stokes	0.623953112434303%
Surry	1.410826706091650%
Swain	0.281162928604502%
Transylvania	0.497595509451435%
Tyrrell	0.041440907207785%
Union	1.466702679869700%
Vance	0.536258255282162%
Wake	4.902455667205510%
Warren	0.106390583495122%
Washington	0.074770720453604%
Watauga	0.469675799939888%
Wayne	0.970699333078804%
Wilkes	1.997177160589100%
Wilson	0.646470841490459%
Yadkin	0.562147145073638%
Yancey	0.382114976889272%

Municipalities:

Asheville	0.235814724255298%
Canton	0.011453823221205%
Cary	0.144151645370137%
Charlotte	1.247483814366830%
Concord	0.227455870287483%
Durham	0.380405026684971%
Fayetteville	0.309769055181433%
Gastonia	0.257763823789835%
Greensboro	0.527391696384329%
Greenville	0.162656474659432%
Henderson	0.032253478794181%
Hickory	0.094875835682315%
High Point	0.206428762905859%
Jacksonville	0.095009869783840%
Raleigh	0.566724612722679%
Wilmington	0.119497493968465%
Winston-Salem	0.494459923803644%

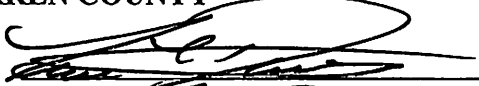
**MEMORANDUM OF AGREEMENT
BETWEEN THE STATE OF NORTH CAROLINA AND LOCAL GOVERNMENTS
ON PROCEEDS RELATING TO THE SETTLEMENT OF OPIOID LITIGATION**

IN WITNESS WHEREOF, the parties, through their duly authorized officers, have executed this Memorandum of Agreement under seal as of the date hereof.

SIGNATURE PAGE FOR WARREN COUNTY AND ITS MUNICIPALITIES

County Government

WARREN COUNTY

By: 
Name: TARE L. DAVIS
Title: CHAIRMAN
Date: 7/13/21

Municipal Governments

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____

Preservation North Carolina

The Historic Preservation Foundation of North Carolina, Inc.

Saving historic places important to the diverse people of North Carolina.



July 20, 2021

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OFFICES

Hall and Graves-Fields Houses
Headquarters, Raleigh
919-832-3652

Bellamy Mansion, Wilmington
910-251-3700

Eastern Office, Tarboro
252-563-5288

Piedmont Office, Durham
919-401-8540

Western Office, Shelby
704-482-3531

Mayor Walter M. Gardner, Jr.
Town of Warrenton
113 S. Bragg Street
Warrenton, NC 27589

Dear Mayor Gardner,

It is my great pleasure to inform you that the Town of Warrenton has been selected to receive a 2021 Gertrude S. Carraway Award of Merit from Preservation North Carolina for the renovation of the Warrenton Town Hall Building. The Carraway Awards are presented each year to people and organizations demonstrating genuine commitment through extraordinary leadership, research, philanthropy, promotion and/or personal participation in historic preservation.

The Honor Awards will be presented during a **virtual** ceremony as part of PNC's Annual Conference on Friday, October 22. Details will follow soon.

We invite you to participate in the awards presentation and encourage you to invite friends, business associates, and family members as well. Registration is complimentary for the awards ceremony and we will email you the link to register once it's available.

If you are unable to attend the awards program, please let us know who will accept on your behalf.

Again, congratulations on this notable preservation achievement.

Sincerely,

J. Myrick Howard
President

cc: April Larkins, 2021 Awards Committee Chair