



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

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

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**BOARD OF COMMISSIONERS REGULAR MEETING**  
**7:00 PM December 13, 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 November 8, 2021
5. Oaths of Office
  - a. Mayor
  - b. In-coming Commissioners
  - c. Election of Mayor Pro-Tem
6. Appointments
  - a. Committees for BOC
  - b. Department Heads/Staff
  - c. Citizens Committees – Term Extensions
7. 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
  - f. Response to Questions from Ms. Roberts
  - g. Response to Questions from Mr. Hicks
  - h. Action Items from November BOC Meeting
8. Committee Reports
  - a. Finance and Administration (Ms. Hunter)
  - b. Public Works (Mr. Fleming)
  - c. Public Safety (Mr. Ayscue)
  - d. Human Resources/Information Technology (Mr. Blalock)
  - e. Revitalization/Historic District Commission (Mr. Coffman)
  - f. Beautification/Facilities (Ms. Britt)
  - g. Planning/Zoning/Annexation (Mr. Young)
9. Old Business
  - a. Status of Grants – for information
  - b. Update of Grant Opportunities in April Funding Round – for information
  - c. Hayley-Haywood Trail Update and Fund Balance Status – for information and consideration
  - d. Frontier Warren Co-working Space: Events, Attendance, Revenue 2021 – for information
  - e. Downtown Ordinance Review MOU – for consideration
  - f. Downtown Ordinance Review Resolution – for consideration
  - g. Proposed Parking Lot Initial Plan – for information

10. New Business

- a. Statements of Interest to Serve on Planning Board – for consideration
- b. Data Share Agreement with NC Department of Health and Human Services – Low Income Household Water Assistance Program (LIHWAP) – for consideration
- c. Agreement with Warren County – Low Income Household Water Assistance Program (LIHWAP) – for consideration
- d. Historical Marker Funding – for information and consideration

11. Announcements

12. 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  
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### **Sunshine List**

The Town of Warrenton maintains a Sunshine List. Upon request, any person may be added to the Sunshine List to receive notifications of public meetings as well as information disseminated for public meetings.

To be added to the Sunshine List send your request via email to [townadministrator@warrenton.nc.gov](mailto:townadministrator@warrenton.nc.gov).



Walter M. Gardner, Jr.  
Mayor

Robert F. Davie  
Town Administrator

## Town of Warrenton

*"Historically Great - Progressively Strong"*

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

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### **BOARD OF COMMISSIONERS REGULAR MEETING NOVEMBER 8, 2021**

Those attending were Mayor Walter Gardner	Robert Davie, Town Administrator
Commissioner Mary Hunter	Police Chief Goble Lane
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 15 citizens present and several participating by Zoom.

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

Mayor Gardner called to order the regular monthly meeting of the Board of Commissioners at 7:00pm. The Pledge of Allegiance was led by Commissioner Edna Scott. A Moment of Silence was held for the loss of Pat Raiford and the father of James O. Alston, Jr.

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

The Conflict of Interest Statement was reviewed. The Proposed Agenda was presented with a request to add item C2 (a budget amendment) and item F2 (a Grant Project Ordinance for police equipment) under the Old Business section. A motion was made by Commissioner Coffman with second by Commissioner Hunter to approve the Proposed Agenda with changes. The motion was approved by unanimous vote.

#### **Public Comments**

Public Comments were voiced by Dwayne Hicks and Yvette Roberts. Mr. Hicks had a problem he wanted Town assistance with and a question. Ms. Roberts asked how to obtain an agenda beforehand and raised four additional questions. Mayor Gardner stated that the Town would respond in writing to concerns expressed.

#### **Minutes of Board Meeting on October 11, 2021 and Minutes of Called Meeting of October 22, 2021**

Minutes of Board Meeting of October 11th and the Minutes of called meeting of October 22, 2021 were presented. A motion was made by Commissioner Blalock with second by Commissioner Britt 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 Reports
- (f) Response to Questions from Ms. Roberts
- (g) Letter to Hayley Street Property Owner – for information
- (h) Diversity, Equity, and Inclusion at Armory – for information

The Consent Agenda was presented. A motion to approve the Consent Agenda was made by Commissioner Coffman with second by Commissioner Hunter. Commissioner Harding asked if commissioners could attend Diversity Training, Wednesday, December 8, 2021. The Mayor encouraged Commissioners and anyone else who wanted to attend to RSVP to the Town Administrator as soon as possible. All full-time staff plan to be in attendance. After discussion the motion was approved by unanimous vote.

## **COMMITTEE REPORTS**

**Finance and Administration** - Commissioner Hunter had no financial report in addition to written submissions. She did note that Preservation North Carolina has awarded the Gertrude S. Carraway Award of Merit to the Town of Warrenton for restoration of Town Hall, which can be viewed from the Town's website.

**Public Works** - Commissioner Harding had no report in addition to written submission.

**Public Safety** - Commissioner Scott had no report in addition to written submission

**Human Resources/ Information Technology**- Commissioner Blalock had no report for HR. The Town is required to obtain Information Technology services from a new firm, due to a personnel change at the current firm. The changes will be discussed later under New Business.

**Revitalization/Historic District**- Commissioner Coffman reported the Christmas Parade will be held on December 11<sup>th</sup> along with visits with Santa. At its October meeting, the Historic District Commission approved Certificates of Appropriateness properties located at: 109 S. Main Street; 305 E. Macon Street; 326 N. Main Street; 317 N. Main Street; 108 S. Bragg Street; and 123 S. Front Street.

**Beautification/Facilities** - Commissioner Britt would like to review the plants at Town Hall and Bragg Street believing that perennials should be added.

**Planning/Zoning/Annexation** – Commissioner Wethington had no report.

Mayor Gardner took this time to thank Commissioners Harding, Wethington and Scott for their input and impact on Board of Commissioners, as they will only return to the Board for a short period in December to approve the November meeting minutes.

## **OLD BUSINESS**

### **STATUS OF GRANTS**

**Fund 53** NC Commerce Main Street Downtown Redevelopment – Milano's at their expense will continue construction.

**TAP Grant** The markings have been made and DOT is preparing for construction of handicapped ramps.

**Fund 67** NC Neighborhood Revitalization Program – Awarding of contract for lead based paint and asbestos analysis of properties in process

**Fund 68** Building Reuse Grant – work should be completed by end of 2021.

**Brownfield Grant** - Training classes for award recipients occurring.

**NC IDEA** – The first of two Ice House cohorts is underway.

Estimates for the paving of a walking trail at the Hayley-Haywood Park have been submitted from KPH Paving (\$11,550) and Rightmyer Machine Rentals, Inc. (\$19,725). The Town Administrator contacted the Town of Elkin for input as to their trail materials and upkeep. Commissioner Wethington asked if any

other city/town was contacted. The Town of Raleigh was contacted. Since Elkin is known for their walking areas they were specifically contacted. Town Administrator will reach out to other towns prior to the next Board meeting. Commissioner Harding recommended that handicapped compliance requirements are confirmed before trail is paved.

Budget Amendment #3 was presented to increase the Frontier Warren budget by the amount of the NC IDEA Grant. A motion was made by Commissioner Blalock with second by Commissioner Coffman to approve the budget amendment. The motion was approved by unanimous vote.

Budget Amendment #4 was presented to pay down the outstanding principal of the Town Hall roof loan. The amount of \$3220.55 was the result of a fund raising effort by Commissioner Harding which included organizing pictures and designing calendars and Town calendar sales. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve the budget amendment. The motion was approved by unanimous vote.

A Grant Project Ordinance for the EPA Brownfield grant was presented. A motion was made by Commissioner Coffman with second by Commissioner Hunter to approve the Grant Project Ordinance. Commissioner Harding noted a typo in Section 4 (total \$25,000) that should be removed. The motion was approved by unanimous vote.

A contract for analysis and inspection of Lead Based Paint and Asbestos for the CDBG Neighborhood Revitalization grant was presented. Town Administrator noted error of COUNTY in places which should show TOWN. A motion was made by Commissioner Blalock with second by Commissioner Hunter to approve the contract with edits. The motion was approved by unanimous vote.

A Grant Project Ordinance for the Main Street Solutions Fund Grant 72 (Taber Group LLC dba Bragging Rooster Brewery – 120 S. Main Street) was presented. This Grant Project Ordinance is needed to complete record requirements for the grant. A motion was made by Commissioner Hunter with second by Commissioner Coffman to approve the Grant Project Ordinance. The motion was approved by unanimous vote.

The Warrenton Police Department has been awarded an Equipment Grant (\$24,023.25) by the NC Governor's Crime Commission. A motion was made by Commissioner Coffman with second by Commissioner Hunter to approve the Grant Project Ordinance 2021 Warrenton Police Department – Equipment Grant. The motion was approved by unanimous vote.

An ARP Funding and Expenditure Update was discussed by the Town Administrator, explaining that there have been several webinar sessions with the UNC School of Government outlining ways to spend the ARP funds, though a Final Ruling has not been issued by the Federal Government. The Town will receive funds in the total amount of \$272,000 over two years. It was noted that Warren County will be receiving several millions of dollars. Commissioner Wethington voiced several ideas as to possible uses. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve the Resolution for accepting American Rescue Plan Act funds. The motion was approved by unanimous vote.

## **NEW BUSINESS**

Historical Marker Presentation. Mrs. Jennie Johnson-Franklin was before Board as representative of she and Dr. L B Henderson requesting marker to honor the late Dr. L Julian Haywood (renowned heart specialist) of W. Franklin Street. They thought since he was being honored in other cities and states, it would be respectful to honor him in his hometown. Dr. Cosmo George, also, was before the Board to

request a marker for Dr. Haywood. They requested the marker be put on Main Street instead of W. Franklin Street for more attention. Mayor Gardner thanked them for bringing the request to the Board. He asked if they had been in touch with County concerning the marker, as they have a committee that funds such ideas. Commissioner Wethington stated he had contacted Ken Krulik before he left office and was told county funds have been used for communities instead of individuals. The cost for such is approximately \$2,000. Commissioner Blalock asked if ARP funds could be used as specified in the ARP guidelines 2.11 Aid to Tourism. Commissioner Wethington made a motion with second by Commissioner Scott for the possible \$2000 to come from General Funds. The vote was 4 yea (Commissioners Blalock, Coffman, Wethington and Scott) and 3 nay (Commissioners Hunter, Harding and Britt) votes. The motion was approved. The Mayor asked the Town Administrator to come back with a recommendation at the December meeting.

Document Systems' representative, Randall Medlin, is leaving the company to work with Vance County. He has been the technology support specialist for the Town for many years. The Town Administrator has interviewed several companies to replace Document Systems and received quotes ranging from our present cost to four times the cost. Newcomb Tech of Henderson, NC has quoted a cost of \$924 per month, which is an increase of \$300 annually over the current costs. A motion was made by Commissioner Blalock with second by Commissioner Harding to approve the month-to-month agreement with Newcomb Tech. The motion was approved by unanimous vote.

An Agreement from Invoice Cloud for online utility payments was presented. The partnership with Invoice Cloud will give the Town's water and sewer customers the ability to view their bills and make payments online. Customers will be able to locate, view and print bills and payment records online and make payments using credit cards, debit cards, and electronic checks. There is no charge to the Town for this service. A motion was made by Commissioner Coffman with second by Commissioner Britt to approve the agreement with Invoice Cloud. The motion was approved by unanimous vote.

A service available from the North Carolina Department of Commerce's Rural Development Division to review the Town's zoning ordinances for downtown was presented by the Town Administrator. The review and recommendations are at no cost to the Town. A motion was made by Commissioner Harding with second by Commissioner Hunter to proceed with the review of downtown zoning ordinances. The motion was approved by unanimous vote.

For information purposes a Minimum Housing Standard Process, utilized by the City of Henderson, was explained by the Town Administrator as a possible solution to address derelict residential properties.

Before the meeting adjourned the Mayor recognized Commissioner Scott for special and parting comments. Commissioner Scott expressed concerns about diversity, equity and inclusion training as well as about the recent election.

With no announcements and no further business, the meeting was adjourned.



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Town of Warrenton  
Oath of Office  
Warrenton Board of Commissioners

"I \_\_\_\_\_, do solemnly and sincerely swear that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; so help me God."

(1781, c. 342, s. 1, P.R.; R.C., c. 76, s. 4; Code, s. 3312; Rev., s. 2358; C.S., s. 3194; 1985, c. 756, s. 5.)

\_\_\_\_\_

Date

\_\_\_\_\_

Town of Warrenton Commissioner

Administered by:

\_\_\_\_\_

Lisa Blalock  
Clerk of Court  
Warren County, North Carolina



Town of  
*Warrenton*  
NORTH CAROLINA

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0281

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## Town Appointments 2022

Town Administrator/Town Clerk/Zoning Administrator – Robert Davie  
Director of Public Works – Bill Perkinson  
Chief of Police – Goble Lane  
Town Attorney – Mitch Styers

Finance Officer – Meredith Valentine

Kerr Tar Regional Council of Government  
Board Representative – Mayor Walter Gardner  
Alternate – Robert Davie

Local Firefighter's Relief Fund Trustees  
T. Lee Edmonds  
Joyce Greene-Williams



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## **Mayor's Committee Appointments for 2021-2023**

### **Finance/Administration -**

(Budgeting/Tax Collection)  
(Long Range Planning) (Facilities)

**Mary Hunter, Chairperson**  
**John Blalock**  
**Jason Young**

### **Public Safety -**

(Police/Fire) (Fire Inspections)

**Aaron Ayscue, Chairperson**  
**John Blalock**  
**Margaret Britt**

### **Beautification/Museum -**

(Streetscape) (Beautification Committee)  
(Plummer Hook & Ladder Co. Museum)

**Margaret Britt, Chairperson**  
**Michael Coffman**  
**Aaron Ayscue**

### **Public Works -**

(Streets/Sanitation/Water/Sewer/  
Waste Water Treatment)

**Al Fleming, Chairperson**  
**Michael Coffman**  
**Margaret Britt**

### **Human Resources/ - Information Technology**

(Personnel) (Information Technology)

**John Blalock, Chairperson**  
**Mary Hunter**  
**Aaron Ayscue**

### **Planning/Zoning/Cemetery -**

(Planning Board & Board of Adjustment)  
(Warrenton Cemetery) (Annexation)

**Jason Young, Chairperson**  
**Al Fleming**  
**Mary Hunter**

### **Revitalization/Historical -**

(Revitalization Committee)  
(Historical District Commission)  
(Small Town Main Street Program)

**Michael Coffman, Chairperson**  
**Jason Young**  
**Al Fleming**





## **ZONING BOARD**

Robert V. Alston	In Town	2024	257-6093
Al Fleming (Chair)	In Town	2022	257-1779
Claude Burrows	In Town	2022	204-9293
Sallie White (alternate)	Out of Town	2023	762-2703
Calvin Alston	Out of Town	2024	257-4108, 213-4040
Debbe Speer (alternate)	In Town	2022	908-675-1296
Bob Neal	Out of Town	2023	432-9850

## **ZONING ADMINISTRATOR**

The zoning Administrator who shall be appointed by the Town Board of Commissioners is duly charged with the enforcement of the provisions of this chapter. If the Zoning Administrator finds that any of the provisions of this chapter are being violated, the Zoning Administrator shall notify in writing the person responsible for such violations, indicating the nature of the violation and ordering the action necessary to correct it. The Zoning Administrator shall also take any other action authorized by this chapter to ensure compliance with or to prevent violation of its provisions.

## **ZONING BOARD OF ADJUSTMENT**

There shall be and is hereby created a Board of Adjustment (hereinafter called the Board) consisting of five members, including three residents of the town of and two members of the one-mile extraterritorial jurisdiction. The town residence members of the Board shall be appointed by the Town Board of Commissioners. Residents of the one-mile extraterritorial jurisdiction shall be appointed by the County Commissioners. Subsequent terms shall be for three years. If the Board of County Commissioners fail to appoint the extraterritorial members within 90 days after receiving a resolution from the Town Board of Commissioners requesting that there appointments be made, the Town Board of Commissioners may make them. The Board of Adjustment shall elect a chairman and vice-chairman from its regular members, who shall serve for one year or until re-elected or until their successors are elected.

(Ord. passed 12-16-85)

## **PLANNING BOARD**

George Humphries	In Town	2023	820-3404 h
<del>Fern Boyd</del>	<del>In Town</del>	<del>2021</del>	<del>257-1982, 213-1782 m</del>
Georgiana Weddington	In Town	2025	257-4663, 646-361-8996
Tom Hardy (Chair)	In Town	2025	252-432-0604
Kristy Steed	Out of Town	2023	252-204-0081
Carlos Verdaguer	Out of Town	2025	757-390-6846
<del>Bill Overby</del>	<del>Out of Town</del>	<del>2023</del>	<del>257-5166, 213-1062 m</del>

## **MEMBERSHIP AND VACANCIES**

The Planning Board shall consist of seven members. Four members shall be citizens and residents of the town and shall be appointed by the Board of Commissioners; three members shall be citizens and residents of the territory surrounding the town, as described in N.C.G.S. §160A-362, and shall be appointed by the Board of Commissioners. The outside representatives shall have equal rights, privileges, and duties with the other members of the Planning Board, regardless of whether the matters at issue arise within the town or within the extraterritorial area. Four of the initial members shall be appointed for a term of two years, and three for four years. The Chairman of the Town Committee of Future Planning and Public Relations shall serve as an ex officio member of the Planning Board. Vacancies occurring for reasons other than expiration of terms shall be filled as they occur for the period of the unexpired term. Faithful attendance at the meetings of the Board is considered a prerequisite for the maintenance of membership on the Board.

Within 30 days after appointment the Planning Board shall meet and elect a Chairperson and create and fill such offices as it may determine. The term of the Chairperson and other officers shall be one year, with eligibility for re-election. The Board shall adopt rules for transaction of its business and shall keep a record of its members' attendance and of the resolutions, discussions, findings, and recommendations, which record shall be a public record. The Board shall hold at least one meeting monthly, unless the meeting is canceled by the Chairperson, and all of its meetings shall be open to the public. The Board shall hold at least one meeting annually jointly with the Board of Commissioners. There shall be a quorum of five members for the purpose of taking any official action required by this subchapter.

(Ord. passed 10-16-72)

## **CITIZENS ADVISORY BOARD**

E.T. Malone, Jr. (Ted), Chair  
Open Seat  
Open Seat  
Annette Silver  
Candice White

### **ABANDONED, JUNK, NUISANCE VEHICLES**

A Citizens Advisory Board ("CAB") as established by the BOC shall recommend to the BOC at the BOC's regularly scheduled monthly meeting those Vehicles that the CAB believes should be acted upon pursuant to the provisions of this Ordinance. Such recommendation shall be accompanied with documentation supporting the CAB's recommendation which shall include the location of the Vehicle, a photograph of the Vehicle and a short written explanation of why the Vehicle should be acted upon.

The BOC will consider the recommendations of the CAB and, if approved by the BOC, direct the Chief of Police to begin appropriate actions as set forth in this Ordinance. The Chief of Police will include in his monthly report to the BOC a summary of all actions taken pursuant to previous such BOC directions.

## **HISTORIC DISTRICT COMMISSION**

Richard Hunter (Chair)	2022	4-year (rec. by Jacob Holt Foundation)
Cynthia Jenkins	2025	4-year (rec. by Jacob Holt Foundation)
Anne Harris (Treas)	2022	4-year (rec. by Preservation Warrenton)
Audrey Tippet (Secy)	2025	4-year (rec. by Preservation Warrenton)
Marsha West	2022	4-year (at-large)
Bob Shingler	2025	4-year (at-large)
Michael Coffman	2020	1-year (Representing Board of Commissioners)

**Composition:** The Commission shall consist of seven (7) members. All the members shall reside within the territorial jurisdiction of the town. Members of the Commission shall have demonstrated special interest, experience or education in history, architecture, archaeology or related fields. Two members of the Commission shall be recommended by Preservation Warrenton, two members of the Commission shall be recommended by the Jacob Holt Foundation, two members as recommended by the Board of Commissioners from the public and the seventh member of the Commission shall be a member of the Board of Commissioners of the Town of Warrenton (herein referred to as "BOC"), although Commission members recommendations by Preservation Warrenton and/or the Jacob Holt Foundations as set forth herein need not be members of those organizations. Upon the recommending The BOC shall appoint members.

**Terms of Office:** Members of the Commission shall serve terms of four years. Terms shall be staggered with the initial term of members being as follows: one (1) member for two (2) years, three (3) members for three (3) years and three (3) members for four (4) years. A member may be reappointed for consecutive terms. In the event that a member should need replacement, the replacing member shall serve the remainder of the current term and shall be recommended to the BOC from the appropriate organization as set forth above.

**Officers:** The Historic Preservation Commission shall elect from among its members a chairman, vice-chairman and treasurer. Officers shall be elected annually and may be re-elected. A staff member of the Town of Warrenton may be appointed to serve as a secretary or an administrative advisor for the Commission. The Commission may appoint advisory bodies and committees as appropriate.

**Meetings:** The Commission shall hold at least one regular meeting each month, except when it has no business pending. Special meetings may be called in a manner determined by the Commission and its rules and procedures. All meetings shall be subject to the North Carolina Open Meeting laws and a public record shall be kept of the Commission's resolutions, proceedings, and actions.

## **REVITALIZATION COMMITTEE**

Commissioner Michael Coffman, Chairman, by appointment of Mayor  
Ex-Officio: Town Administrator Robert Davie

Cheryl Bell	(2022)
Rose Ponton	(2022)
Bob Shingler	(2022)
Adam Foreman	(2022)

Victoria Lehman	(2020)
Roger St. Louis	(2020)
Lisa Zweben	(2020)
Georgiana Weddington	(2020)

Luke McCullough	(2021)
Jereann King	(2021)
Mike Kelley	(2021)
Rose Derring	(2021)

Twelve members appointed by Board of Commissioners. Do not have to be town resident.

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

Sylvia Juantia Ransom Fletcher  
Anne A. Harris  
Jennifer Harris Franks  
Sherman Johnson  
Walter Gardner  
W. Hermenia Salmon  
Annette Silver  
Don Stith  
Jonas Milo Alston  
Julian Felix Green  
Dominique Keshawn Trotman

Appointed by Board of Commissioners. Must have interest in Plummer Hook & Ladder Fire Company.

## **Beautification Committee**

Richard Hunter (Chair)  
Fern Boyd  
Hermenia Salmon  
Margaret Britt

Appointed by Board of Commissioners.

### **Quilter's Lane Committee**

The Quilter's Lane Committee will have Commissioner Hardy as is Chair and the following members:

- A Representative from Revitalization Committee – Charla Duncan
- A representative from Preservation Warrenton – Victoria Lehman
- A representative from Quilt Lizzy – Susan Harris
- A representative from Heritage Quilters – Jere Ann King
- A citizen – in town – Betty Rollinson
- A citizen – out of town (appointed by County Commissioners) – Magnolia Clanton

The committee would be tasked with:

- Designing banners
- Securing Ellis property for landscaping and interactive display on W. Market St.
- Securing permission to include and develop Courthouse Square property behind Tax Office
- Developing Wayfinding Signage in keeping with Branding Strategy
- Designating building locations suitable for murals and secure permission
- Establishing anchors with Heritage Quilters and Quilt Lizzy Training Center locations
- Securing funding to meet and implement these goals

## Budget vs Actual

Town of Warrenton  
12/1/2021 1:49:09 PM

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Period Ending 11/30/2021

34 FRONTIER WARREN							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>							
34-335-341 NC IDEA Grant Revenue	5,000	0.00	0.00	5,000.00	0.00	100%	
34-335-344 Contribution from WC to Frontier Warren	10,000	0.00	0.00	0.00	(10,000.00)		
34-351-362 Frontier Warren Events	0	30.00	180.00	413.50	413.50		
34-351-422 Rent Paid to Town Frontier Warren	24,000	2,820.00	4,300.00	12,160.00	(11,840.00)	51%	
34-352-363 Donations	2,000	43.50	213.25	373.75	(1,626.25)	19%	
<b>Revenues Totals:</b>	41,000	2,893.50	4,693.25	17,947.25	(23,052.75)	44%	
<b>Expenses</b>							
34-405-098 American Rescue Plan Reimbursement	(13,000)	0.00	0.00	0.00	(13,000.00)		
34-405-203 Supplies	691	4.19	208.59	650.70	40.30	94%	
34-405-250 Lights/Heat/Security	4,000	124.88	902.20	2,107.34	1,892.66	53%	
34-405-251 Telephone/Internet	3,000	341.38	445.35	1,321.17	1,678.83	44%	
34-405-255 Bldg Maint/Clean Srvs	2,500	150.00	780.00	1,590.00	910.00	64%	
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	7.50	22.50	25%	
34-405-422 Rent Paid by Town	36,000	3,000.00	6,000.00	18,000.00	18,000.00	50%	
34-405-499 Miscellaneous	779	0.00	0.00	300.00	479.00	39%	
<b>Non-Departmental Totals:</b>	36,000	3,620.45	8,336.14	23,976.71	12,023.29	67%	
34-431-700 NC IDEA Grant Expense	5,000	0.00	1,250.00	1,250.00	3,750.00	25%	
<b>Totals:</b>	5,000	0.00	1,250.00	1,250.00	3,750.00	25%	
<b>Expenses Totals:</b>	41,000	3,620.45	9,586.14	25,226.71	15,773.29	62%	
<b>34 FRONTIER WARREN</b>	<b>Revenues Over/(Under) Expenses:</b>	(726.95)	(4,892.89)	(7,279.46)			

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>							
37-302-301 Ad Valorem Taxes - Current	403,379	0.00	34,684.47	64,729.35	(338,649.65)	16%	
37-302-302 Ad Valorem Taxes - Prior Year	6,000	0.00	995.45	4,112.81	(1,887.19)	69%	
37-302-303 Ad Valorem Taxes - all other prior years	3,000	0.00	0.00	1,427.88	(1,572.12)	48%	
37-302-304 Ad Valorem Taxes - Penalties & Interest	1,800	0.00	74.31	1,031.33	(768.67)	57%	
37-307-310 Motor Vehicles - Current	36,007	0.00	4,795.52	16,347.25	(19,659.75)	45%	
37-320-320 Local Option Sales Tax Monthly	270,000	26,181.98	52,497.20	129,539.82	(140,460.18)	48%	
37-320-321 Annual Refund of Sales Tax the Town paid	0	23,439.89	23,439.89	23,439.89	23,439.89		
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	0.00	19,000.43	(66,999.57)	22%	
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	186.64	186.64	648.72	(351.28)	65%	
37-325-329 PD Narcotics Tax	100	0.00	0.00	0.00	(100.00)		
37-325-330 Solid Waste Disposal Tax Qrly	0	163.59	163.59	314.43	314.43		
37-335-335 Powell Bill	24,128	0.00	0.00	12,444.22	(11,683.78)	52%	
37-345-345 Zone Board of Adj	500	0.00	25.00	50.00	(450.00)	10%	
37-345-346 Code Enforcement	2,750	150.00	700.00	1,625.00	(1,125.00)	59%	
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	15,185.29	30,734.75	76,930.50	(103,549.50)	43%	
37-351-355 Cemetery Fees	1,400	0.00	0.00	0.00	(1,400.00)		
37-351-356 Police Rpt Fees	50	10.00	10.00	20.00	(30.00)	40%	
37-351-357 Court Fees	300	45.00	76.50	153.00	(147.00)	51%	
37-351-360 Cell Tower Rent	29,400	0.00	2,695.00	10,780.00	(18,620.00)	37%	
37-351-361 Parking/Ordinance Collections PD	250	0.00	0.00	50.00	(200.00)	20%	
37-351-401 Debt Setoff Landfill	100	0.00	0.00	53.00	(47.00)	53%	
37-365-001 Interest Income	50	0.00	1.69	6.46	(43.54)	13%	



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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-365-351 Revitalization Comm	9,500	0.00	0.00	20.00	(9,480.00)	0%	
37-365-358 Branded Merchandise for Sales	500	15.00	15.00	15.00	(485.00)	3%	
37-365-366 Surplus Property	1,500	0.00	0.00	7,260.00	5,760.00	484%	
37-365-370 WWTP 25% of GF Exp	44,247	0.00	4,162.91	14,796.70	(29,450.30)	33%	
37-365-371 WS 25% of GF Exp	87,356	0.00	7,208.38	32,481.41	(54,874.59)	37%	
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	4.41	17.49	(482.51)	3%	
37-365-501 Misc Revenue POLICE	500	0.00	0.00	0.00	(500.00)		
37-395-396 Apropriated Fund Balance (Budget Only)	81,323	0.00	0.00	0.00	(81,322.55)		
<b>Revenues Totals:</b>	<b>1,278,320</b>	<b>65,377.39</b>	<b>162,470.71</b>	<b>417,294.69</b>	<b>(861,024.86)</b>	<b>33%</b>	
<b>Expenses</b>							
37-351-359 Charge for Grass Mowing	0	0.00	0.00	(1,212.50)	1,212.50		
Totals:	0	0.00	0.00	(1,212.50)	1,212.50		
37-401-010 Salary - Full Time	128,031	10,191.98	22,384.76	52,960.70	75,070.30	41%	
37-401-012 Salary - Adm Assistant	47,353	3,600.00	9,000.00	19,800.00	27,553.00	42%	
37-401-020 ER-FICA Taxes	9,747	779.12	1,711.02	4,048.38	5,698.62	42%	
37-401-021 ER-FICA Taxes - Adm Assistant	3,623	274.84	687.10	1,511.62	2,111.38	42%	
37-401-030 ER-Retirement - Orbit	31,806	2,510.14	5,712.03	13,242.45	18,563.55	42%	
37-401-040 ER-Health Insurance	24,780	2,261.61	4,182.81	11,869.20	12,910.80	48%	
37-401-050 ER-Life Insurance	504	48.00	96.00	288.00	216.00	57%	
37-401-060 ER-Workman's Comp	400	0.00	0.00	326.20	73.80	82%	
37-401-098 American Rescue Plan Reimbursement	(57,589)	0.00	0.00	0.00	(57,589.00)		
37-401-200 Travel Expense	1,200	0.00	0.00	0.00	1,200.00		
37-401-203 Supplies	4,830	391.58	650.76	1,166.58	3,663.42	24%	
37-401-250 Light, Heat & Security	12,000	392.82	635.18	2,310.55	9,689.45	19%	
37-401-251 Telephone & Postage	3,000	224.89	440.22	1,123.12	1,876.88	37%	
37-401-255 Bldg. Maint/ Clean SVS	6,000	489.83	(1,488.39)	435.51	5,564.49	7%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-401-256 Bank Fees/ Petty Cash	1,500	350.00	600.00	1,300.00	200.00	87%	
37-401-295 Training	1,025	0.00	0.00	325.00	700.00	32%	
37-401-301 Computer Maint	3,770	667.39	1,013.72	1,845.25	1,924.75	49%	
37-401-302 Software Support	2,675	266.59	296.57	1,735.70	939.30	65%	
37-401-304 Website	1,575	0.00	1,200.00	1,575.00	0.00	100%	
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	500.00		
37-401-307 Special Events	500	0.00	0.00	0.00	500.00		
37-401-309 Advertising	1,300	0.00	0.00	87.33	1,212.67	7%	
37-401-310 Dues & Subscriptions	2,800	130.00	268.00	2,189.00	611.00	78%	
37-401-325 NC Sales/Use Tax Paid (No Tax)	700	0.00	223.66	297.40	402.60	42%	
37-401-400 Liability Insurance	7,072	0.00	0.00	1,598.23	5,473.77	23%	
37-401-401 County Tax Collection Svs	8,000	0.00	555.73	1,565.23	6,434.77	20%	
37-401-405 Audit Expense	9,200	0.00	0.00	4,150.00	5,050.00	45%	
37-401-410 Election Cost	3,200	0.00	0.00	0.00	3,200.00		
37-401-415 Economic Development	12,000	1,000.00	2,000.00	6,000.00	6,000.00	50%	
37-401-420 Attorney Fees	28,500	0.00	0.00	17,000.00	11,500.00	60%	
37-401-497 Sales & Uses Tax Expense	0	1,407.68	3,229.58	9,598.44	(9,598.44)		
37-401-499 Miscellaneous Expense	3,000	120.00	(449.58)	(426.25)	3,426.25	-14%	
37-401-700 WDRI Grant Expense	132	0.00	0.00	0.00	132.00		
37-401-801 Town Hall Roof Loan-Principal	7,026	1,610.27	2,039.22	3,326.07	3,700.20	47%	
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	0.00	43.30	173.20	78.80	69%	
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:	318,692	26,716.74	55,031.69	161,421.91	157,270.36	51%	
37-402-014 Mayor Part Time Salary	1,500	125.00	250.00	625.00	875.00	42%	

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37 GENERAL FUND							
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37-402-020 ER - FICA TAXES	115	9.56	19.12	47.80	67.20	42%	
37-402-200 Travel Expense	200	0.00	0.00	0.00	200.00		
37-402-295 Training	900	360.00	360.00	360.00	540.00	40%	
37-402-402 Commission offsite meetings	50	0.00	0.00	0.00	50.00		
Governing Body Totals:	2,765	494.56	629.12	1,032.80	1,732.20	37%	
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	500.00		
37-405-430 Historic District Comm	14,870	326.00	326.00	1,806.00	13,064.00	12%	
37-405-440 Run Warrenton 5K	2,500	0.00	0.00	0.00	2,500.00		
37-405-450 Revitalization Comm	9,500	0.00	384.00	444.00	9,056.00	5%	
37-405-470 Small Town Maint St	2,200	0.00	0.00	375.00	1,825.00	17%	
Non-Departmental Totals:	29,570	326.00	710.00	2,625.00	26,945.00	9%	
37-501-010 SALARY FULL TIME	217,173	18,087.71	40,748.33	91,790.02	125,382.98	42%	
37-501-014 Salary - Part Time	10,000	504.00	1,663.71	2,451.71	7,548.29	25%	
37-501-016 Police Clerical Salary	34,795	2,676.80	6,692.00	14,722.40	20,072.60	42%	
37-501-019 Salary - Over-Time	5,000	327.84	655.68	1,666.52	3,333.48	33%	
37-501-020 ER-FICA Taxes	20,066	1,637.64	3,770.48	8,383.76	11,682.24	42%	
37-501-030 ER - Retirement Orbit	48,440	3,965.88	9,039.15	20,333.40	28,106.60	42%	
37-501-031 ER - 401K 5%	10,912	920.78	2,070.20	4,672.83	6,239.17	43%	
37-501-040 ER - Health Insurance	38,960	3,269.30	6,471.25	19,281.70	19,678.30	49%	
37-501-050 ER - Life Insurance	1,010	96.00	192.00	576.00	434.00	57%	
37-501-060 ER - Workman's Comp	6,420	0.00	0.00	4,600.47	1,819.53	72%	
37-501-200 Travel Expense	1,000	948.00	948.00	988.16	11.84	99%	
37-501-203 Supplies	3,000	170.11	357.61	975.26	2,024.74	33%	
37-501-204 Uniforms	2,000	520.56	520.56	1,147.91	852.09	57%	
37-501-205 Equipment & Material	3,000	76.35	140.09	357.97	2,642.03	12%	
37-501-250 Light, Heat & Security	10,908	329.90	529.69	1,994.85	8,913.15	18%	
37-501-251 Telephone & Postage	9,387	1,381.35	1,608.14	4,019.57	5,367.43	43%	
37-501-252 Fuel	14,000	1,793.55	3,736.23	9,851.82	4,148.18	70%	
37-501-255 Bldg Maint/Clean Svs	5,904	489.83	(766.72)	1,157.18	4,746.82	20%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-501-295 Training	2,000	0.00	0.00	0.00	2,000.00		
37-501-301 Computer Maint	5,606	442.67	830.67	1,829.67	3,776.33	33%	
37-501-302 Software Support	6,665	836.60	836.60	6,610.71	54.29	99%	
37-501-351 Maint & Repair Equip	3,000	536.00	349.86	536.77	2,463.23	18%	
37-501-370 2019 Dodge Car 100	1,000	0.00	0.00	31.04	968.96	3%	
37-501-371 2017 Dodge Car 200	1,000	0.00	104.90	464.60	535.40	46%	
37-501-372 2016 Dodge Car 300	1,000	6.00	47.05	167.05	832.95	17%	
37-501-373 2017 Dodge Car 400	1,000	0.00	0.00	65.61	934.39	7%	
37-501-374 2010 Ford Car 500	1,000	51.48	51.48	51.48	948.52	5%	
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	0.00	46.71	517.71	482.29	52%	
37-501-400 Liability Insurance	12,400	0.00	0.00	3,210.42	9,189.58	26%	
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	440.00	(851.24)	(455.32)	5,115.32	-10%	
37-501-801 Town Hall Roof Loan Principal	6,890	1,610.28	2,039.24	3,326.12	3,564.16	48%	
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,206	0.00	0.00	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	4,544.28	4,544.28	4,544.28	0.72	100%	
37-501-831 Town Hall Roof Loan - Interest PD	388	0.00	43.31	173.24	214.76	45%	
37-501-832 Police 2017 Cars Loan Interest (USDA)	574	0.00	0.00	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	881.72	881.72	881.72	0.28	100%	

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Police Department Totals:	503,267	46,544.63	87,300.98	215,706.63	287,560.65	43%
37-601-014 Salary - Part Time Code Enforcement	3,000	229.50	765.00	1,936.31	1,063.69	65%
37-601-020 ER-FICA Taxes	230	17.56	58.53	105.35	124.65	46%
37-601-252 Fuel/Truck Expense/Insurance	435	0.00	0.00	0.00	435.00	
37-601-352 Vehicle Maintenance	200	0.00	0.00	0.00	200.00	
37-601-437 Contract Srvs Fire Protection	70,000	5,833.33	11,666.66	29,166.65	40,833.35	42%
37-601-475 Donation to Town Fire	1,500	0.00	0.00	0.00	1,500.00	
37-601-476 Code Enforcement Exp	5,300	0.00	5,000.00	5,000.00	300.00	94%
37-601-710 Fire Museum Expense	10,000	0.00	0.00	0.00	10,000.00	
Fire Totals:	90,665	6,080.39	17,490.19	36,208.31	54,456.69	40%
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	25.57	25.57	1,624.43	2%
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	123.85	729.57	1,139.21	3,625.79	24%
37-651-335 Street Lighting Electric Bill	23,000	1,172.60	2,979.51	8,400.24	14,599.76	37%
Signs and Lights Totals:	32,515	1,296.45	3,734.65	9,565.02	22,949.98	29%
37-701-010 Salary - Full Time	56,378	4,210.82	9,137.15	19,271.89	37,106.11	34%
37-701-014 Salary - Part Time	16,316	1,126.18	2,835.37	6,255.22	10,060.78	38%
37-701-019 Over-Time	1,274	0.00	0.00	61.55	1,212.45	5%
37-701-020 ER-FICA Taxes	5,659	407.09	912.92	1,950.99	3,708.01	34%
37-701-030 ER - Retirement - Orbit	13,832	802.69	2,010.34	4,470.81	9,361.19	32%
37-701-040 ER-Health Insurance	14,114	1,416.89	2,263.10	5,639.41	8,474.59	40%
37-701-050 ER-Life Insurance	269	32.32	58.56	156.52	112.48	58%
37-701-060 ER-Workman's Comp	1,837	0.00	0.00	1,836.17	0.83	100%
37-701-203 Supplies	3,503	163.65	390.35	1,600.89	1,902.11	46%
37-701-204 Uniforms	3,720	836.39	1,160.55	1,535.07	2,184.93	41%
37-701-251 Telephone & Postage	936	152.70	152.70	381.81	554.19	41%
37-701-252 Fuel	8,000	1,561.51	2,580.77	3,768.80	4,231.20	47%
37-701-256 Street Maintenance	33,481	12,923.00	17,823.00	27,381.00	6,100.00	82%

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-701-312 Tree Removal	1,200	0.00	0.00	500.00	700.00	42%	
37-701-351 Maint & Repair Equip	8,735	228.63	5,211.81	5,366.64	3,368.36	61%	
37-701-352 Vehicle Maintenance	5,480	451.68	2,281.89	5,479.57	0.43	100%	
37-701-400 Liability Insurance	6,328	0.00	0.00	1,581.51	4,746.49	25%	
37-701-431 Street Debris Disposal	2,500	0.00	1,000.00	1,000.00	1,500.00	40%	
37-701-895 Mowing	(16,000)	(1,125.00)	(2,250.00)	(5,625.00)	(10,375.00)	35%	
Streets Totals:	167,562	23,188.55	45,568.51	82,612.85	84,949.15	49%	
37-710-361 Maint & Repair POWELL BILL	18,167	500.00	500.00	500.00	17,667.00	3%	
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	500.00	500.00	500.00	23,628.00	2%	
37-801-010 Salary - Full Time Sanitation	48,527	3,732.72	9,331.80	20,529.96	27,997.04	42%	
37-801-019 Salary - Over Time Sanitation	678	0.00	0.00	0.00	678.00		
37-801-020 ER - FICA Sanitation	3,764	279.40	698.50	1,536.72	2,227.28	41%	
37-801-030 ER - Retirement - Orbit Sanitation	9,201	679.36	1,698.40	3,736.48	5,464.52	41%	
37-801-040 ER - Health Insurance	11,101	1,055.61	1,912.98	5,343.38	5,757.62	48%	
37-801-050 ER - Life Insurance	227	21.60	43.20	129.60	97.40	57%	
37-801-060 Workman's Compensation	4,080	0.00	0.00	4,079.31	0.69	100%	
37-801-203 Supplies	750	5.75	5.75	275.15	474.85	37%	
37-801-204 Uniforms	2,196	507.98	744.59	1,012.96	1,183.04	46%	
37-801-251 Telephone & Postage	516	82.04	82.04	205.18	310.82	40%	
37-801-252 Fuel	3,000	242.78	581.69	1,044.74	1,955.26	35%	
37-801-350 Landfill Fees	19,300	1,514.87	3,029.07	8,537.81	10,762.19	44%	
37-801-352 Vehicle Maintenance	377	0.00	0.00	210.00	167.00	56%	
37-801-400 Liability Insurance	3,555	0.00	0.00	2,298.62	1,256.38	65%	
Sanitation Totals:	107,272	8,122.11	18,128.02	48,939.91	58,332.09	46%	

## Budget vs Actual

Town of Warrenton  
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Period Ending 11/30/2021

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
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:	1,278,320	113,269.43	229,093.16	557,399.93	720,919.62	44%	
37 GENERAL FUND Revenues Over/(Under) Expenses:		(47,892.04)	(66,622.45)	(140,105.24)			

## Budget vs Actual

Town of Warrenton  
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Period Ending 11/30/2021

38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>							
38-351-401 Water Sales	776,347	58,518.90	117,366.93	313,643.31	(462,703.69)	40%	
38-351-402 Debt Setoff WATER	302	0.00	0.00	37.37	(264.63)	12%	
38-351-404 Sewer Services	594,414	41,872.54	83,673.93	231,370.50	(363,043.50)	39%	
38-351-407 Debt Setoff SEWER	501	0.00	0.00	41.74	(459.26)	8%	
38-351-408 Town Taps	4,616	0.00	246.77	5,195.31	579.31	113%	
38-351-416 Dis/Reconnection Fee	7,320	510.00	960.26	3,627.32	(3,692.68)	50%	
38-351-417 Fire Sprinkler	2,253	146.40	292.80	864.36	(1,388.64)	38%	
38-351-418 Late Fees/Penalty/Cut Off	12,741	0.00	0.00	46.38	(12,694.62)	0%	
38-351-419 Returned Check Fee	430	0.00	0.00	75.00	(355.00)	17%	
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	27	0.00	0.00	55.00	28.00	204%	
38-365-001 Interest Income	26	0.00	2.07	11.59	(14.41)	45%	
38-365-014 Cash Over and Short (Daily Difference)	0	0.00	0.00	4.00	4.00		
38-365-410 Interest/investment Income NCCMT	0	0.00	2.20	8.73	8.73		
38-365-421 Account Activation Fee	2,875	275.00	475.00	1,375.00	(1,500.00)	48%	
38-365-851 Misc Revenue WATER	63	0.00	0.00	1.50	(61.50)	2%	
<b>Revenues Totals:</b>	<b>1,401,915</b>	<b>101,322.84</b>	<b>203,019.96</b>	<b>556,357.11</b>	<b>(845,557.89)</b>	<b>40%</b>	
<b>Expenses</b>							
38-851-010 Salary Full Time	97,849	7,522.92	17,460.17	37,255.63	60,593.37	38%	
38-851-014 Salary - Part Time	18,194	1,276.95	3,239.10	7,217.67	10,976.33	40%	
38-851-019 Salary Over-Time	6,477	224.63	518.49	1,788.15	4,688.85	28%	
38-851-020 ER-FICA Taxes	9,373	666.32	1,563.03	3,406.67	5,966.33	36%	
38-851-030 ER - Retirement Orbit	17,584	1,042.32	2,466.60	5,172.27	12,411.73	29%	
38-851-040 ER - Health Insurance WATER	18,024	1,490.01	2,823.16	7,108.42	10,915.58	39%	
38-851-050 ER - Life Insurance	365	35.60	69.12	190.54	174.46	52%	
38-851-060 ER - Workman's Comp	2,599	0.00	0.00	1,070.01	1,528.99	41%	



## Budget vs Actual

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Period Ending 11/30/2021

38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-851-200 Travel Expense	215	0.00	0.00	0.00	215.00		
38-851-203 Supplies	34,325	5,521.43	6,468.18	12,154.31	22,170.69	35%	
38-851-204 Uniforms	2,172	496.39	727.13	933.79	1,238.21	43%	
38-851-250 Light & Heat & Security	4,374	793.47	912.46	1,936.72	2,437.28	44%	
38-851-251 Telephone & Postage	8,029	894.10	1,385.75	3,382.57	4,646.43	42%	
38-851-252 Fuel	6,000	607.87	1,422.74	2,986.82	3,013.18	50%	
38-851-255 Bldg. Maint/Clean Svs	3,039	244.92	(1,028.99)	(67.05)	3,106.05	-2%	
38-851-260 Electric Tank/Pumps	3,000	344.53	407.62	918.56	2,081.44	31%	
38-851-296 Continuing Education	625	0.00	0.00	0.00	625.00		
38-851-301 Computer Maintenance	2,547	231.90	363.82	811.31	1,735.69	32%	
38-851-302 Software Support	10,492	118.31	148.28	10,317.85	174.15	98%	
38-851-305 Technology Upgrades	2,250	233.34	233.34	466.77	1,783.23	21%	
38-851-309 Advertising	265	0.00	34.93	264.35	0.65	100%	
38-851-310 Dues & Subscriptions	424	12.50	156.34	335.51	88.49	79%	
38-851-313 State Permits	1,250	0.00	870.00	931.59	318.41	75%	
38-851-345 Water Tank Contract	17,506	0.00	4,431.95	8,640.83	8,865.17	49%	
38-851-347 Lab Analysis	1,460	0.00	285.00	425.00	1,035.00	29%	
38-851-351 Maint. & Repair Equip	1,197	187.29	328.71	1,380.27	(183.27)	115%	
38-851-352 Vehicle Maintenance	3,500	411.25	2,049.34	2,591.57	908.43	74%	
38-851-400 Town Liability Insurance	7,160	0.00	0.00	1,741.28	5,418.72	24%	
38-851-405 Audit Expense	4,347	0.00	0.00	2,075.00	2,272.00	48%	
38-851-448 External Contract	16,810	2,253.60	2,253.60	15,510.39	1,299.61	92%	
38-851-451 Water Purchase	201,423	15,000.70	30,538.09	78,591.40	122,831.60	39%	
38-851-801 Town Hall Roof Loan - Principal	2,708	0.00	214.47	857.88	1,850.12	32%	
38-851-802 USDA Public Works Trucks - Princ Water	2,567	0.00	2,566.80	2,566.80	0.20	100%	
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	126	0.00	21.65	86.60	39.40	69%	

## Budget vs Actual

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Period Ending 11/30/2021

38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Water							
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	350.20	350.20	0.80	100%	
38-851-895 Grass Cutting Expense	16,000	1,125.00	2,250.00	5,625.00	10,375.00	35%	
38-851-896 WS 25% of GF Expense	43,678	0.00	3,604.19	16,240.70	27,437.30	37%	
Water Totals:	608,728	40,735.35	89,135.27	235,265.38	373,462.62	39%	
38-852-010 Salary - Full Time	97,849	7,522.92	17,452.51	37,242.64	60,606.36	38%	
38-852-014 Salary - Part Time	18,194	1,276.95	3,239.10	7,217.52	10,976.48	40%	
38-852-019 Salary - Over Time Sewer	6,477	530.44	824.05	3,652.39	2,824.61	56%	
38-852-020 ER - FICA Sewer	9,373	711.03	1,639.10	3,665.60	5,707.40	39%	
38-852-030 ER-Retirement Orbit	17,584	1,109.96	2,517.84	5,470.84	12,113.16	31%	
38-852-040 ER-Health Insurance SEWER	18,025	1,490.84	2,824.86	7,113.59	10,911.41	39%	
38-852-050 ER-Life Insurance	310	36.24	70.40	194.38	115.62	63%	
38-852-060 ER-Workman's Comp	1,195	0.00	0.00	1,070.00	125.00	90%	
38-852-098 American Resecu Plan Reimbursement	(29,000)	0.00	0.00	0.00	(29,000.00)		
38-852-200 Travel Expense	202	0.00	0.00	0.00	202.00		
38-852-203 Supplies	44,708	2,204.27	7,621.57	23,552.97	21,155.03	53%	
38-852-204 Uniforms	2,172	496.33	727.04	933.65	1,238.35	43%	
38-852-205 Materials & Supplies	0	0.00	0.00	7.98	(7.98)		
38-852-250 Light & Heat & Security	5,981	209.63	328.61	1,352.82	4,628.18	23%	
38-852-251 Telephone & Postage	8,029	886.70	1,378.33	3,382.09	4,646.91	42%	
38-852-252 Fuel	6,000	607.87	1,422.73	3,143.60	2,856.40	52%	
38-852-255 Bldg. Maint/Clean Svs	3,039	244.92	(1,028.96)	(67.02)	3,106.02	-2%	
38-852-260 Electric Tank/Pumps	14,000	649.02	1,685.09	4,043.54	9,956.46	29%	
38-852-296 Continuing Education	625	0.00	0.00	0.00	625.00		
38-852-301 Computer Maint.	2,547	231.90	363.82	811.30	1,735.70	32%	

## Budget vs Actual

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-852-302 Software Support	10,492	118.30	148.27	10,317.82	174.18	98%	
38-852-305 Technology Upgrades	2,250	233.33	233.33	466.74	1,783.26	21%	
38-852-309 Advertising	683	0.00	453.43	682.83	0.17	100%	
38-852-310 Dues & Subscriptions	423	12.50	156.33	335.50	87.50	79%	
38-852-313 State Permits	1,250	0.00	0.00	0.00	1,250.00		
38-852-351 Maint & Repair Equip	1,197	187.28	328.70	1,380.26	(183.26)	115%	
38-852-352 Vehicle Maintenance	3,500	411.24	2,049.31	2,521.53	978.47	72%	
38-852-400 Liability Insurance	7,160	0.00	0.00	1,741.29	5,418.71	24%	
38-852-405 Audit Expense	4,347	0.00	0.00	2,075.00	2,272.00	48%	
38-852-435 Purchase of Sewer Services	334,513	0.00	25,517.61	74,697.97	259,815.03	22%	
38-852-448 External Contract	35,939	623.40	3,515.90	28,526.63	7,412.37	79%	
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	0.00	214.48	857.92	1,850.08	32%	
38-852-802 USDA Public Works Trucks - Princ Sewer	2,567	0.00	2,566.80	2,566.80	0.20	100%	
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	0.00	21.66	86.64	39.36	69%	
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	351	0.00	350.20	350.20	0.80	100%	

## Budget vs Actual

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Sewer							
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	3,300	0.00	1,650.00	1,650.00	1,650.00	50%	
38-852-896 WS 25% of GF Expense	43,678	0.00	3,604.19	16,240.71	27,437.29	37%	
38-852-998 Contingency	465	0.00	0.00	0.00	465.00		
Sewer Expenses Totals:	784,518	19,795.07	81,876.30	247,285.73	537,232.27	32%	
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		
Expenses Totals:	1,401,915	60,530.42	171,011.57	482,551.11	919,363.89	34%	
38 WATER / SEWER Revenues Over/(Under) Expenses:		40,792.42	32,008.39	73,806.00			

## Budget vs Actual

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39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>							
39-351-405 Septic Disposal Service	18,828	12,690.00	16,935.00	16,935.00	(1,893.00)	90%	
39-351-470 Town Sewer Revenues	334,513	0.00	25,517.61	74,697.97	(259,815.03)	22%	
39-351-471 Sewer Revenues - County	190,349	0.00	14,520.35	42,505.56	(147,843.44)	22%	
39-351-472 Sewer Rev Norlina	194,521	0.00	14,838.63	43,437.27	(151,083.73)	22%	
39-365-001 Interest Income	0	0.00	0.08	0.09	0.09		
39-365-861 Misc Revenue WWTP	1,000	0.00	(240.00)	4.50	(995.50)	0%	
<b>Revenues Totals:</b>	<b>739,211</b>	<b>12,690.00</b>	<b>71,571.67</b>	<b>177,580.39</b>	<b>(561,630.61)</b>	<b>24%</b>	
<b>Expenses</b>							
39-861-010 Salary - Full Time	168,825	13,111.99	29,811.26	65,474.86	103,350.14	39%	
39-861-014 Salary - Part Time	13,673	1,316.80	3,250.75	7,238.60	6,434.40	53%	
39-861-019 Over-Time	14,064	421.40	1,125.04	4,979.35	9,084.65	35%	
39-861-020 ER-FICA Taxes	15,037	939.15	2,165.23	4,913.10	10,123.90	33%	
39-861-030 ER - Retirement Orbit	33,686	2,014.19	4,743.76	10,578.72	23,107.28	31%	
39-861-040 ER- Health Insurance	27,820	2,401.28	4,395.70	11,038.21	16,781.79	40%	
39-861-050 ER-Life Insurance	625	50.24	94.72	244.96	380.04	39%	
39-861-060 ER-Workman's Comp	2,324	0.00	0.00	2,081.21	242.79	90%	
39-861-200 Travel Expense	500	0.00	0.00	0.00	500.00		
39-861-203 Supplies	41,130	4,070.82	6,605.84	33,528.12	7,601.88	82%	
39-861-204 Uniforms	3,120	645.92	920.01	1,164.42	1,955.58	37%	
39-861-250 Light, Heat & Security	95,000	0.00	8,623.86	32,280.48	62,719.52	34%	
39-861-251 Telephone & Postage	7,873	1,064.90	1,462.79	3,544.14	4,328.86	45%	
39-861-252 Fuel	9,000	715.76	1,388.53	3,261.96	5,738.04	36%	
39-861-296 Continuing Education	1,225	0.00	0.00	0.00	1,225.00		
39-861-301 Computer Maint.	4,369	314.18	578.01	1,433.00	2,936.00	33%	
39-861-302 Software Support	2,672	236.61	296.55	2,410.73	261.27	90%	
39-861-305 Technology Upgrades	2,000	233.33	233.33	466.74	1,533.26	23%	
39-861-309 Advertising	1,000	0.00	488.36	833.91	166.09	83%	

## Budget vs Actual

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39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
39-861-310 Dues & Subscriptions	132	0.00	131.33	131.33	0.67	99%	
39-861-318 Freight Charges	1,900	165.00	379.25	890.52	1,009.48	47%	
39-861-342 Maint & Repair Plant	80,000	2,625.00	13,990.00	18,503.30	61,496.70	23%	
39-861-344 Sludge Removal	60,000	7,390.00	7,390.00	20,987.50	39,012.50	35%	
39-861-345 Beaver Control	750	0.00	0.00	0.00	750.00		
39-861-346 Lab Material & Supplies	9,150	511.20	2,136.04	5,436.36	3,713.64	59%	
39-861-347 Lab Analysis	18,466	1,225.48	2,656.48	5,086.98	13,379.02	28%	
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	739.99	1,047.06	1,581.40	2,668.60	37%	
39-861-400 Liability Insurance	20,500	0.00	0.00	5,130.15	15,369.85	25%	
39-861-405 Audit Expense	8,694	0.00	0.00	4,150.00	4,544.00	48%	
39-861-441 Certify Lab Services	1,000	0.00	518.40	518.40	481.60	52%	
39-861-444 Permits & Fees	6,200	0.00	0.00	5,331.66	868.34	86%	
39-861-446 Influent Debris removal	3,856	490.43	970.13	2,221.77	1,634.23	58%	
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	0.00	4,162.91	14,796.70	29,450.30	33%	
39-861-998 Contingency	8,516	0.00	0.00	0.00	8,516.00		
WWTP - Expenses Totals:	739,211	40,683.67	99,565.34	270,238.58	468,972.42	37%	
Expenses Totals:	739,211	40,683.67	99,565.34	270,238.58	468,972.42	37%	
39 WWTP Revenues Over/(Under) Expenses:		(27,993.67)	(27,993.67)	(92,658.19)			

## Check Listing

Date From: 11/1/2021 Date To: 11/30/2021  
Vendor Range: 1 800 FLAGPOLE.COM - YVONNE D MATTHEWS

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Check Number	Bank	Vendor	Date	Amount
64182	30	AAA GAS AND APPLIANCE CO.	11/01/2021	<u>\$815.94</u>
64183	30	COLUMBIAN MUTUAL LIFE INS CO	11/01/2021	<u>\$37.88</u>
64184	30	DUKE ENERGY PROGRESS	11/01/2021	<u>\$100.32</u>
64185	30	H.B. Poythress & Assoc.LLC	11/01/2021	<u>\$550.00</u>
64186	30	HARRIS EQUIPMENT COMPANY	11/01/2021	<u>\$12,923.00</u>
64187	30	LIME ENERGY SERVICES CO.	11/01/2021	<u>\$530.26</u>
64188	30	NC DIVISION OF MOTOR VEHICLES	11/01/2021	<u>\$6.00</u>
64189	30	USA Bluebook	11/01/2021	<u>\$230.52</u>
64190	30	WRIGHT EXPRESS FSC	11/01/2021	<u>\$1,455.07</u>
64191	30	A & S PEST CONTROL, INC.	11/10/2021	<u>\$150.00</u>
64192	30	AMOS JONES	11/10/2021	<u>\$98.49</u>
64193	30	ANGELA DAUGHTREY	11/10/2021	<u>\$78.22</u>
64194	30	BREEDLOVE ELECTRIC, INC	11/10/2021	<u>\$1,568.69</u>
64195	30	BRIANA BELL	11/10/2021	<u>\$123.23</u>
64196	30	CAROLINA DIGITAL PHONE INC	11/10/2021	<u>\$316.00</u>
64197	30	CHARITEL ROGERS	11/10/2021	<u>\$66.66</u>
64198	30	Core & Main	11/10/2021	<u>\$3,205.26</u>
64199	30	DOCUMENT SYSTEMS, INC	11/10/2021	<u>\$639.33</u>
64200	30	DONICA MARIA ANDERSON	11/10/2021	<u>\$24.21</u>
64201	30	H.G. REYNOLDS COMPANY, INC	11/10/2021	<u>\$6,539.00</u>
64202	30	HEATHER SARGENT	11/10/2021	<u>\$150.00</u>
64203	30	HOLLAND INDUSTRIAL	11/10/2021	<u>\$705.21</u>
64204	30	HOWARD BURCHETTE	11/10/2021	<u>\$123.23</u>
64205	30	J.JS PEER SERVICES	11/10/2021	<u>\$0.35</u>
64206	30	KIMBERLY ROBINSON	11/10/2021	<u>\$100.22</u>
64207	30	Mission Communications, LLC	11/10/2021	<u>\$2,877.00</u>
64208	30	MUNICIPAL ENGINEERING	11/10/2021	<u>\$20,334.00</u>
64209	30	NCL OF WISCONSIN, INC.	11/10/2021	<u>\$135.52</u>
64210	30	PRECISION ELECTRIC, INC.	11/10/2021	<u>\$301.00</u>
64211	30	Purchase Power (Pitney Bowes)	11/10/2021	<u>\$150.00</u>
64212	30	RENA CABINESS	11/10/2021	<u>\$0.45</u>
64213	30	ROBERTA HUDSON	11/10/2021	<u>\$24.74</u>

## Check Listing

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Check Number	Bank	Vendor	Date	Amount
64214	30	RODNEY BOYD	11/10/2021	<u>\$123.23</u>
64215	30	Sirchie	11/10/2021	<u>\$81.50</u>
64216	30	Spectrum Business	11/10/2021	<u>\$124.98</u>
64217	30	TIME WARNER CABLE	11/10/2021	<u>\$117.97</u>
64218	30	TRI-COUNTY POWER EQUIPMENT INC	11/10/2021	<u>\$84.17</u>
64219	30	UNIFIRST CORPORATION	11/10/2021	<u>\$2,298.91</u>
64220	30	UNITED PARCEL SERVICE	11/10/2021	<u>\$33.00</u>
64221	30	US CELLULAR	11/10/2021	<u>\$2,068.53</u>
64222	30	USA Bluebook	11/10/2021	<u>\$253.30</u>
64223	30	WARREN COUNTY PUBLIC UTILITIES	11/10/2021	<u>\$15,000.70</u>
64224	30	WARRENTON SUPPLY CO., INC. <b>VOIDED</b>	11/10/2021	<u>\$211.22</u>
64225	30	Cash	11/15/2021	<u>\$100.00</u>
64226	30	DUKE ENERGY PROGRESS	11/15/2021	<u>\$59.88</u>
64227	30	WRIGHT EXPRESS FSC	11/15/2021	<u>\$1,793.55</u>
64228	30	AMAZON CAPTIAL SERVICES, INC.	11/16/2021	<u>\$329.10</u>
64229	30	CENTURY LINK COMMUNICATIONS	11/16/2021	<u>\$288.69</u>
64230	30	Community Eye Care	11/16/2021	<u>\$84.28</u>
64231	30	Core & Main	11/16/2021	<u>\$1,097.74</u>
64232	30	DOCUMENT SYSTEMS, INC	11/16/2021	<u>\$1,503.93</u>
64233	30	DUKE ENERGY PROGRESS	11/16/2021	<u>\$62.91</u>
64234	30	FRONTIER NATURAL GAS	11/16/2021	<u>\$30.05</u>
64235	30	GFL ENVIRONMENTAL	11/16/2021	<u>\$490.43</u>
64236	30	GRANVILLE FARMS, INC.	11/16/2021	<u>\$7,390.00</u>
64237	30	MERITECH INC	11/16/2021	<u>\$1,156.50</u>
64238	30	NORTH CAROLINA 811, INC	11/16/2021	<u>\$25.00</u>
64239	30	PROFESSIONAL MAIL SERVICES, INC	11/16/2021	<u>\$411.84</u>
64240	30	PROFESSIONAL MAIL SERVICES, INC	11/16/2021	<u>\$5.38</u>
64241	30	PROFESSIONAL MAIL SERVICES, INC	11/16/2021	<u>\$138.08</u>
64242	30	PROFESSIONAL MAIL SERVICES, INC	11/16/2021	<u>\$7.22</u>
64243	30	PROFESSIONAL MAIL SERVICES, INC	11/16/2021	<u>\$2.32</u>
64244	30	UNITED PARCEL SERVICE	11/16/2021	<u>\$33.00</u>
64245	30	US CELLULAR	11/16/2021	<u>\$1,443.72</u>



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Check Number	Bank	Vendor	Date	Amount
64246	30	WALKER AUTO STORES	11/16/2021	<u>\$153.46</u>
64247	30	WARREN AUTO PARTS, INC.	11/16/2021	<u>\$287.30</u>
64248	30	WARREN COUNTY PUBLIC WORKS	11/16/2021	<u>\$1,514.87</u>
64249	30	WARRENTON SUPPLY CO., INC.	11/16/2021	<u>\$13.00</u>
64250	30	WATER GUARD, INC.	11/16/2021	<u>\$2,182.66</u>
64251	30	ALWAYS CARE BENEFITS, INC.	11/18/2021	<u>\$509.88</u>
64252	30	BLUE RIDGE SPRINGS, INC	11/18/2021	<u>\$30.00</u>
64253	30	Core & Main	11/18/2021	<u>\$266.43</u>
64254	30	DUKE ENERGY PROGRESS	11/18/2021	<u>\$2,267.30</u>
64255	30	FRONTIER NATURAL GAS	11/18/2021	<u>\$21.25</u>
64256	30	HARRIS EQUIPMENT COMPANY	11/18/2021	<u>\$500.00</u>
64257	30	INFORMATION TECHNOLOGY SERVICE	11/18/2021	<u>\$175.36</u>
64258	30	KING'S FITNESS & NUTRITION CENTER	11/18/2021	<u>\$1,245.00</u>
64259	30	LORD & COMPANY, INC	11/18/2021	<u>\$2,625.00</u>
64260	30	PETE SMITH TIRE & QUICK LUBE, INC	11/18/2021	<u>\$4,025.33</u>
64261	30	United Healthcare	11/18/2021	<u>\$14,735.55</u>
64262	30	WALKER AUTO STORES	11/18/2021	<u>\$667.50</u>
64263	30	WARREN AUTO PARTS, INC.	11/18/2021	<u>\$3.93</u>
64264	30	FIRST CITIZENS BANK	11/18/2021	<u>\$3,297.85</u>
64265	30	AHNER SECURITY INC.	11/19/2021	<u>\$747.26</u>
64266	30	SCHOOL OF GOVERNMENT AT UNC	11/19/2021	<u>\$180.00</u>
64267	30	TIME WARNER CABLE	11/19/2021	<u>\$97.97</u>
64268	30	FRONTIER NATURAL GAS	11/22/2021	<u>\$34.95</u>
64269	30	HUMANA SPECIALTY BENEFITS	11/22/2021	<u>\$29.38</u>
64270	30	NC DEPT OF STATE TREASURER	11/22/2021	<u>\$99.89</u>
64271	30	SCHOOL OF GOVERNMENT AT UNC	11/22/2021	<u>\$180.00</u>
64272	30	TIME WARNER CABLE	11/22/2021	<u>\$119.44</u>
64273	30	AMAZON CAPTIAL SERVICES, INC.	11/24/2021	<u>\$1,040.33</u>
64274	30	BLUE RIDGE SPRINGS, INC	11/24/2021	<u>\$30.00</u>
64275	30	DOCUMENT SYSTEMS, INC	11/24/2021	<u>\$180.41</u>
64276	30	MUNICIPAL INSURANCE TRUST	11/24/2021	<u>\$805.83</u>
64277	30	PRUDENTIAL RETIREMENT	11/24/2021	<u>\$1,424.84</u>

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Check Number	Bank	Vendor	Date	Amount
64278	30	QUICK PRINT	11/24/2021	<u>\$348.01</u>
64279	30	Theodore Champ	11/24/2021	<u>\$147.36</u>
64280	30	UNITED PARCEL SERVICE	11/24/2021	<u>\$99.00</u>
64281	30	ALANNA FLYNNE MEARES	11/29/2021	<u>\$1,000.00</u>
64282	30	FLEMING INVESTMENT COMPANY	11/29/2021	<u>\$3,000.00</u>
64283	30	QUILL CORPORATION	11/29/2021	<u>\$435.58</u>
64284	30	TRIANGLE BUSINESS JOURNAL	11/29/2021	<u>\$138.78</u>
64285	30	WESLEY MEMORIAL UMC	11/29/2021	<u>\$120.00</u>
104	Checks Totaling -			<b>\$135,991.63</b>

### Totals By Fund

	Checks	Voids	Total
34	\$4,150.71		\$4,150.71
36	\$1,421.04	\$13.36	\$1,407.68
37	\$40,133.30	\$17.45	\$40,115.85
38	\$38,065.62		\$38,065.62
39	\$25,347.96	\$180.41	\$25,167.55
55	\$26,873.00		\$26,873.00
Totals:	\$135,991.63	\$211.22	\$135,780.41

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator  
**Date:** December 10, 2021  
**Re:** November 2021 Monthly Activity Report for Public Works

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## Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) West Ridgeway St. sewer main (general location is in area between Ridgeway Street and Fairlane Drive) – Determine exact location of sewer main and right of way. (2) Install magnetic flow meter in 14-inch sewer force main where Town of Norlina's and Warren County's Sewer enters Town of Warrenton's sewer system (meter would give us precise measurement of volume of sewer in route to the wastewater treatment plant from our partners thus helping to ensure accurate portioning of monthly wastewater treatment expense between the three partners). (3) Purchase water and sewer line camera/locating equipment. (4) Purchase water main valve exercising equipment.
- **Completed Water and Sewer System Maintenance/Repair Related Information:** (1) Repair – Dump Trailer – Replaced 4 tires. – Shop: Pete Smith (Labor and Materials - \$374.57) (2) SCADA Monitoring – Annual charges for three elevated tanks, one PRV vault, and John Riggan sewer lift station. Contractor: Mission Communications (Services - \$2,877.00).

**Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$374.57**

**Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$2,877.00**

## Streets and Sanitation

- **Current Tasks:** Tree pruning. Street curb and gutter cleaning. Signs repair/replacement. Loose leaves/debris pick-up.

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator, Warren County Director of Public Works, Norlina Director of Public Works  
**Date:** December 10, 2021  
**Re:** November 2021 Monthly Activity Report for WWTP

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- **Pending Equipment Repairs:** **(1)** Effluent filter controls – Safety issue - Replace cylinders and control mechanism for valves located in pit area of filter building. **(2)** Sand blast and refinish site metal structures. **(Estimated Cost – Refinishing remaining structures - \$58,000)** **(3)** Replace asphalt at plant entrance (2,318 square feet). **(Estimated Cost - \$18,000)**
- **Completed Plant Maintenance/Repair Related Information:** **(1)** Emergency Repair – Plant SCADA System. Replaced defective PLC and fuse. Contractor: Lord and Company (Labor and Parts - \$2,625.00).

**Total cost for Repairs (Account No. 39-861-342) - \$2,625.00**

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month; 11.91 million gallons were treated.

# Activity Detail Summary (by Category)

Warrenton Police Department

(11/01/2021 - 11/30/2021)

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## Incident\Investigations

13B - Simple Assault	1
220 - Burglary/Breaking & Entering	1
23C - Shoplifting	1
23H - All Other Larceny	4
26A - False Pretenses/Swindle/Confidence Game	1
90D - Driving Under the Influence	2
90J - Trespass of Real Property	1
90Z - All Other Offenses	10
<b>Total Offenses</b>	<b>21</b>
<b>Total Incidents</b>	<b>11</b>

---

## Arrests

90D - Driving Under the Influence	2
90Z - All Other Offenses	2
<b>Total Charges</b>	<b>4</b>
<b>Total Arrests</b>	<b>2</b>

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## Accidents

<b>Total Accidents</b>	<b>0</b>
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## Citations

Driving While License Revoked	7
No Operator License	2
Other (Infraction)	1
Speeding (Infraction)	1
Secondary Charge	2
<b>Total Charges</b>	<b>13</b>
<b>Total Citations</b>	<b>11</b>

# Activity Detail Summary (by Category)

Warrenton Police Department

(11/01/2021 - 11/30/2021)

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## Warning Tickets

Total Charges 0

Total Warning Tickets 0

---

## Ordinance Tickets

Fire Lane Violation 1

---

Total Ordinance Tickets 2

---

## Criminal Papers

Total Criminal Papers Served 0

Total Criminal Papers 0

---

## Civil Papers

Total Civil Papers Served 0

Total Civil Papers 0

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# Activity Log Event Summary (Cumulative Totals)

## Warrenton Police Department

(11/01/2021 - 11/30/2021)

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Abandoned Vehicle	3	Accident	7
Alarm Activation	15	Animal Complaint	1
Assault-Physical	1	Assist ALE	2
Assist Elderly/Lost person	1	Assist Highway Patrol	1
Assist Motorist	6	Assist NPD	3
Assist Other Department	4	Assist WC EMS	5
Assist WCSO	9	B & E	1
C.O.P.S	8	Careless and Reckless Driving	1
Check Station/ Checkpoint	3	Citation	7
Complaint	1	Disabled Vehicle	5
Dispute	2	Disturbance	5
Domestic	1	Escort	2
Fight	1	Foot Patrol	4
Found Property/Item	1	Fraud	1
Funeral Escort	4	Information by Phone	3
Larceny	3	Non Law Enforcement Issue	2
Ordinance Violation	3	Parking Violation	5
Patrol	2	Property Check – Business	54
Property Check – Residential	2	Speeding to Elude Arrest	1
Suspected Drunk Driver	3	Suspicious Person / Vehicle	7
Talk with Officer	2	Traffic Control	2
Traffic Stop	40	Vehicle Lockout	1
Vehicle Maintenance	2	Welfare Check	1

**Total Number Of Events: 238**



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

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

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Yvette Robert's Questions for Warrenton Town Commissioner's Meeting of 11/8/2021

1. When are the citizens going to have input into how the ARP funds should be spent?

Options are being developed by staff.

2. How much of the ARP funds have already been spent by the town and what did you spend it on?

No ARP funds have been spent by the town.

3. What is the status of the town administrator's memo regarding Accomplishments for African-American in Warrenton? When is he going to explain each item to me and other citizens?

No further comments.





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Mr. Hicks Questions for Warrenton Town Commissioner's Meeting of 11/8/2021

1. Is rain water runoff from gutters regulated in the Warrenton zoning ordinances?

No, water runoff from gutters is not covered in Warrenton's zoning ordinances.

2. Can town staff inspect the Dollar General building for rain water runoff?

Town Administrator walked around entire property of Dollar General. Without knowing property lines it is difficult to determine who is impacted. However, the issue is strictly between property owners and not a Town responsibility. As a courtesy, one alternative might be for the Town to request, on behalf of surrounding property owners, that Dollar General install piping to existing drainage. Easements may need to be acquired from surrounding property owners and that should be done by property owners with an attorney.



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### **BOC Meeting November 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. Investigate runoff at Dollar General
  - ✓ No language in Town’s zoning ordinances addresses rain water runoff from commercial buildings. Inquired of UNC SOG if part of building code.
3. Review perennial plants at town hall
  - ✓ Bill and Commissioner Britt reviewed plantings
4. Contact other towns about paving trails, with particular emphasis on use by seniors and ADA accessibility.
  - ✓ Updated Summary Info with Hillsborough and ADA findings.
5. Investigate funding for Dr. Haywood sign
  - ✓ Information included in BOC Packet
6. Pay down roof loan principal by amount in savings account (fund raised by calendar sales)
  - ✓ Done
7. Contact NC Commerce Rural Division about evaluating Downtown Development Ordinances
  - ✓ Done. Receive MOU for Board consideration



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## **STATUS OF GRANTS**

**(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.
- Town placed building under its insurance policy.
- Project received extension to June 30, 2022.

**(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.
- Electrical work remaining.

**(No Fund) TAP Grant** – ADA (Americans with Disabilities Act) or handicapped sidewalk access

- DOT roads = 100% grant
- Construction underway at corners of DOT owned streets in Warrenton.

**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.

- NC Commerce and Main Street extended the grant deadline to December 31, 2021. New owners have applied for transfer of grant funding from Commerce. Commerce has approved transfer of grant.
- Construction target completion date December 31, 2021.

**(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.
- Preliminary title work completed (legal).
- Continuing to check pricing on modular homes and building materials.
- Lead based paint and asbestos analysis of properties scheduled for week of December 27th.

**(Fund 68) Building Reuse Grant**

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

**(Fund 69) Volkswagen Settlement Grant**

- Town awarded \$218,000 for new garbage and dump trucks.
- Waiting on delivery of dump truck.
- Garbage truck destroyed per grant requirement. Expect to receive small amount for recycling of material.

**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.

**(No Fund) NC IDEA – Ice House Grant**

- Town awarded and received \$5,000 from NC IDEA to pay for teachers for two more Ice House classes.
- The first cohort finishes on December 5. Expect to have 10 graduates.



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**GRANT APPLICATIONS FOR APRIL 30 DUE DATE AT NC DEQ**

- Applying for 100% grant, increasing W/S rates to meet threshold in January 2022
- Applying for maximum or \$3,000,000 for water areas of need
- Applying for maximum or \$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			

- Galvanized line on Hayley Street
- Dameron Street issue
- Warrenton-Ridgeway 2 inch galvanized line needs to be abandoned
- EQUIPMENT FOR WATER: Valve exercising equipment

**AREAS OF NEED FOR SEWER:**

- Replace second pump at Riggans pump station
- Replace air relief valves for Riggans sewer force main
- Add generators to Red Hill Loop and Ridgeway Warrenton Road pump stations
- Replace electrical panels at Red Hill Loop and Ridgeway Warrenton Road pump stations
- Purchase an additional pump for F&M as emergency replacement, current pumps are 15 years old, or alternatively replace both pumps
- Install emergency/auxiliary bypass port at F&M
- Purchase equipment: sewer locator/video camera, sewer jetter, backhoe, 4-wheel drive tractor, four service trucks, 10-foot bush hog for tractor
- Replace 12,840 linear feet of sewer lines in poor condition (reference AIA document)
- Replace sewer line that services buildings on east side of S. Main Street between E. Market and E. Macon (not in AIA)
- Replace 4 and 6 inch VC line beginning at 406 Halifax Street to manhole 126C and include manholes 126B and 128A
- Replace 4 inch sewer extension running parallel with Hazelwood and connects to Connell Street
- Replace 4 inch VC line at lower end of W. Franklin St
- Replace 4 inch community line with 8 inch on Park Drive mobile home court along with houses beside that could connect to community line
- Replace 4 inch sewer extension on from Reid Circle to Church St line
- Magnetic Meter for measuring sewer flow from Norlina and Warren County

**AREAS OF NEED FOR WWTP:**

- Replace 4 rotors and drivetrains at WWTP
- Clean out oxidation ditch at WWTP
- Building addition for admin at WWTP
- Rehabilitate tertiary filter building and convert to ultraviolet light for disinfection
- Install septage dumping station
- Replace influent pump station
- Repaving of streets/drives at WWTP
- Berm construction between creek and sewer intake

# TOWN OF WARRENTON, NORTH CAROLINA



## SEWER SYSTEM ASSET INVENTORY AND ASSESSMENT GRANT PROGRAM

### PROJECT SUMMARY PRESENTATION WARRENTON BOARD OF COMMISSIONERS

November 9, 2020



**Municipal Engineering Services Company, PA**

68 Shipwash Drive, Garner, NC 27529

Phone: 919-772-5393 Fax: 919-772-1176

Corporate License No. C-0281

**TOWN OF WARRENTON**  
**WASTEWATER ASSET AND INVENTORY ASSESSMENT GRANT**  
**State Project No. E-AIA-W-18-0131**

**Executive Summary**

The Asset Inventory and Assessment (AIA) grant program was established to encourage municipalities to become viable and proactive in the management of their water and wastewater systems. The grants provide funding for developing water and wastewater asset inventories, condition assessments of critical assets and other components of a comprehensive asset management program. The program is administered by the North Carolina Department of Environmental Quality, Division of Water Infrastructure.

In March of 2018, the Town of Warrenton was approved for a wastewater system AIA grant from the North Carolina Division of Water Infrastructure in the amount of \$150,000. As stated in the Town's AIA preliminary project scope, the grant funds would be used to establish a GIS based sewer mapping system and perform a comprehensive condition assessment of approximately 11,000 linear feet of sewers. Below is a description of the asset mapping and condition assessment efforts.

**GIS Mapping**

The town's entire sewer collection system was GIS mapped as part of the AIA project. The collection of data for the mapping portion of the project involved a 3-stage process. The data was first collected in the field by our GIS surveyors using a Trimble R10 GNSS Receiver, TSC3 Data Logger, VRS Connectivity and 2-meter pole. A data logger was used to store the geographic information as well as the attributes associated with each infrastructure asset. The setup provided a horizontal accuracy of 8mm + 0.5 ppm and a vertical accuracy of 15mm + 0.5 ppm.

Once the field data was collected, it was processed by our GIS team using Trimble Business Center and then exported to ArcGIS Pro to create physical maps and map books of the sewer system. ArcDESKTOP version 10.5, in combination with ArcGIS Publisher, was then used to create an interactive GIS mapping tool that the Town could use to display the location, and attributes of the associated asset. Once initial field work and mapping was completed, GIS staff met with town personnel on several occasions to check the maps for accuracy and provide quality assurance/quality control (QA/QC) of the final product. Once the QA/QC process was complete, MESCO's GIS staff worked to complete the final mapping deliverables for the town.

Since the town does not have ArcGIS software or the technical staff to use the software, ArcREADER (a free reader), was installed on individual desktops, laptops and tablets to allow staff to view the ArcGIS Publisher files. In addition to the computer applications, overall system maps and map books were created in PDF format and assembled into notebooks allowing O&M personnel to have access to detailed maps while out in the field. The final product will also be delivered to the Warren County GIS department for inclusion in the county's GIS database and mapping system.



**TOWN OF WARRENTON**  
**WASTEWATER ASSET AND INVENTORY ASSESSMENT GRANT**  
**State Project No. E-AIA-W-18-0131**

**Condition Assessment**

As part of the AIA project, a condition assessment of approximately 14,000 linear feet of sanitary sewer lines was performed. The assessment areas were selected by the town's operations and maintenance (O&M) personnel as some of the more critical areas in town. In addition to the CCTV inspection of lines, lines were also smoke tested to reveal sources of inflow and manholes were visually inspected for condition issues.

The assessment consisted of closed-circuit television (CCTV) inspection of the collector sewers, a level 2 aboveground inspection of the manholes in the sub-basin and smoke testing of the collector lines. Approximately 14,000 feet of sewer pipe was inspected along with 64 manholes. The pipes and manholes were inspected and graded using protocols and standards established by the National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP) and the Manhole Assessment Certification Program (MACP).

Most of the sewers inspected were constructed of terra cotta clay pipe and were in poor condition. Numerous pipe defects such as cracks, fractures, holes, offset joints, roots, and pipe sags were noted throughout the survey area. Similarly, many of the manholes inspected were found to be in poor condition. Most were constructed of brick or masonry block and had active infiltration occurring.

**Preliminary Cost Estimates**

Based on the results and evaluation of the condition assessment, the total cost to repair, rehabilitate and replace the sewer infrastructure in the assessment areas was estimated to be around \$1.0 million. A preliminary estimate to replace/rehabilitate the sanitary sewers in the assessment areas is included in Exhibit A. The estimates should be included in the town's long-range capital improvement projects and should be used for determining ways to pay for the project whether through planned rate increases or by seeking funding from state and federal sources.

**Conclusions and Recommendations**

Approximately 12,840 feet (92%) of the sewers and manholes inspected were in poor condition and in need of rehabilitation or replacement. Excessive I/I within the assessment areas is likely having a negative effect on the town lift stations and treatment facilities by causing excessive pump runtimes which creates excessive wear and tear on the stations and increases treatment costs. If the sewers are not rehabilitated or replaced in the foreseeable future, overall O&M costs and user fees will likely increase.

It is therefore the recommendation of this Executive Summary that the Town of Warrenton develop capital improvement projects to address the town's sewer issues and seek funding to accomplish these improvements whether through step-wise, planned rate increases, state and federal funding, or a combination of both.

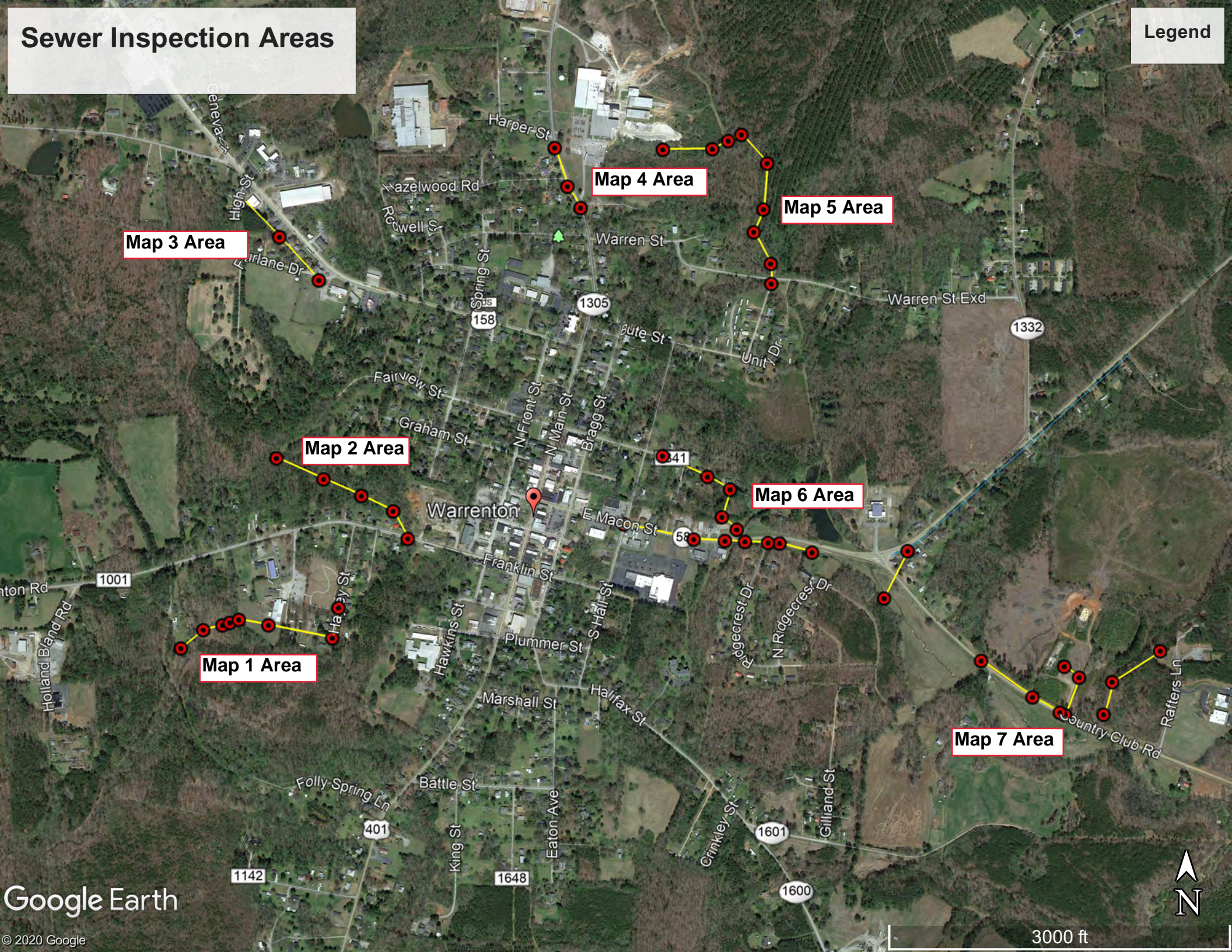
# **Exhibit A**

## **Sewer Condition Assessment Summary Maps and Evaluations**



# Sewer Inspection Areas

Legend





# Map 1

## MH 13 to MH 58A CCTV and MH Inspection

**Legend**

- Feature 1
- Path Measure
- Untitled Path





# Map 2

## MH 20 to MH 63 CCTV and MH Inspection

### Legend

- Feature 1
- Path Measure
- Untitled Path

1,400 LF of 10" CCTV & Smoke Test  
5 Manhole Inspections

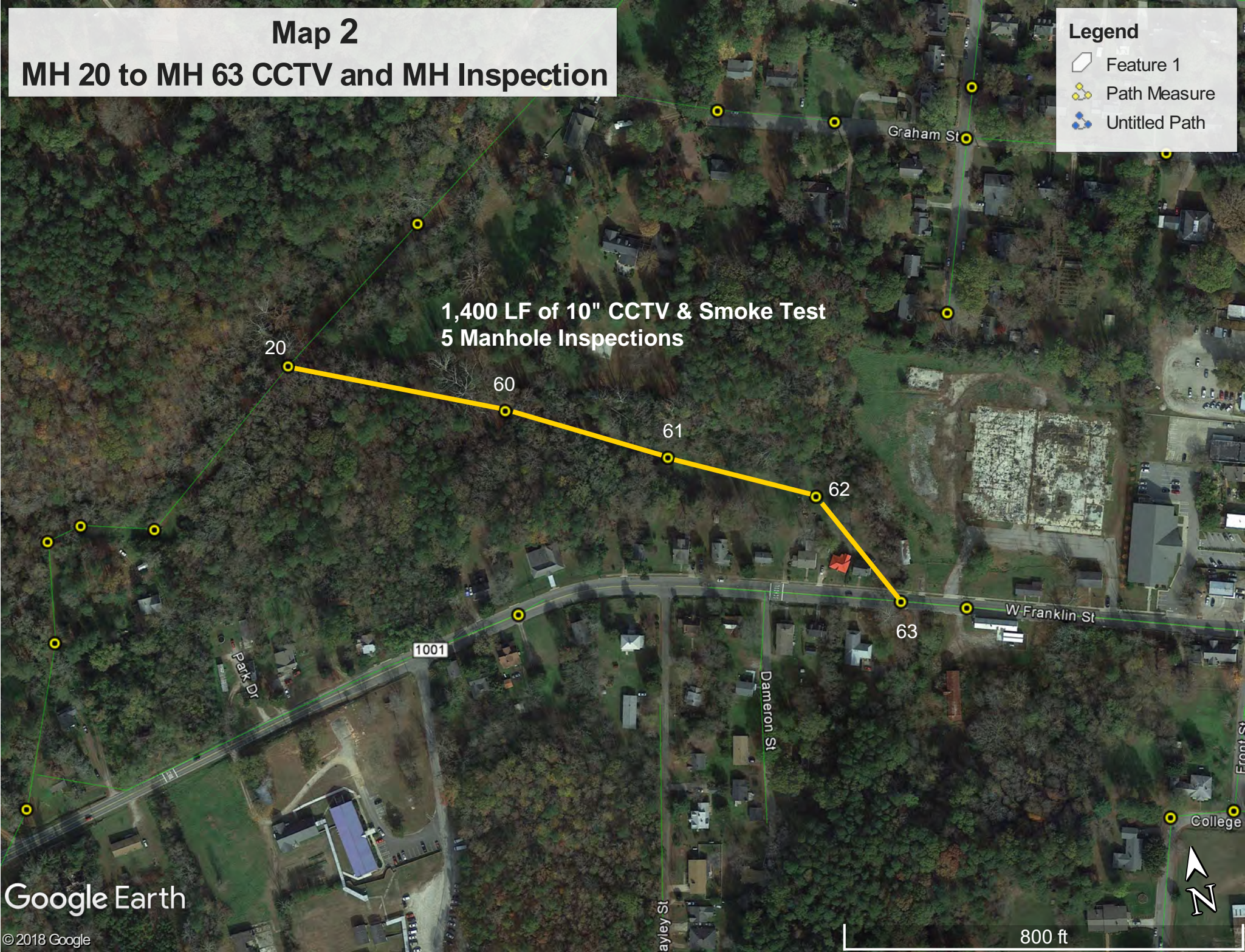
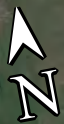
20

60

61

62

63





# Map 3 Ridgeway Area

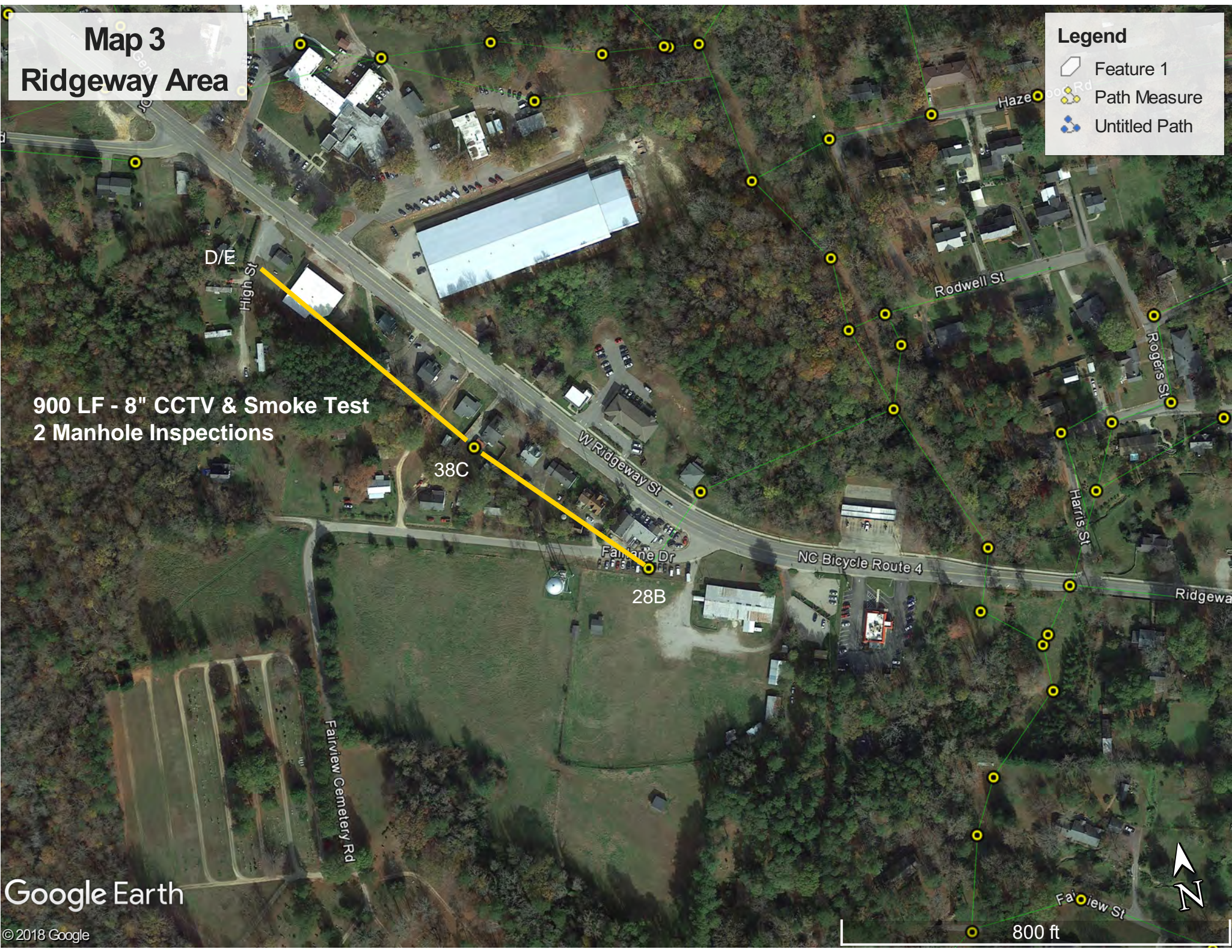
**Legend**

- Feature 1
- Path Measure
- Untitled Path

900 LF - 8" CCTV & Smoke Test  
2 Manhole Inspections

Google Earth

© 2018 Google



38C

28B

800 ft



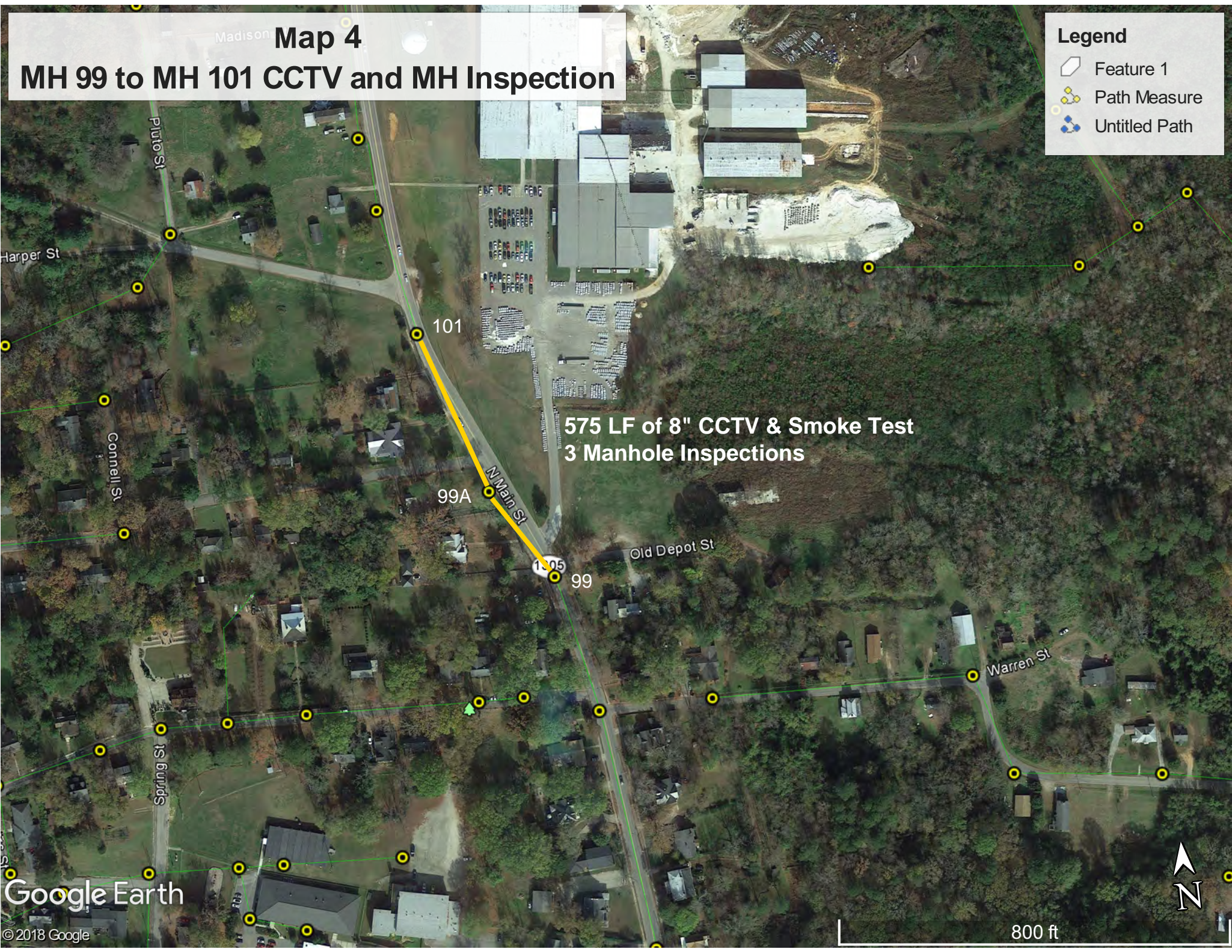


Map 4  
MH 99 to MH 101 CCTV and MH Inspection

**Legend**

- Feature 1
- Path Measure
- Untitled Path

575 LF of 8" CCTV & Smoke Test  
3 Manhole Inspections



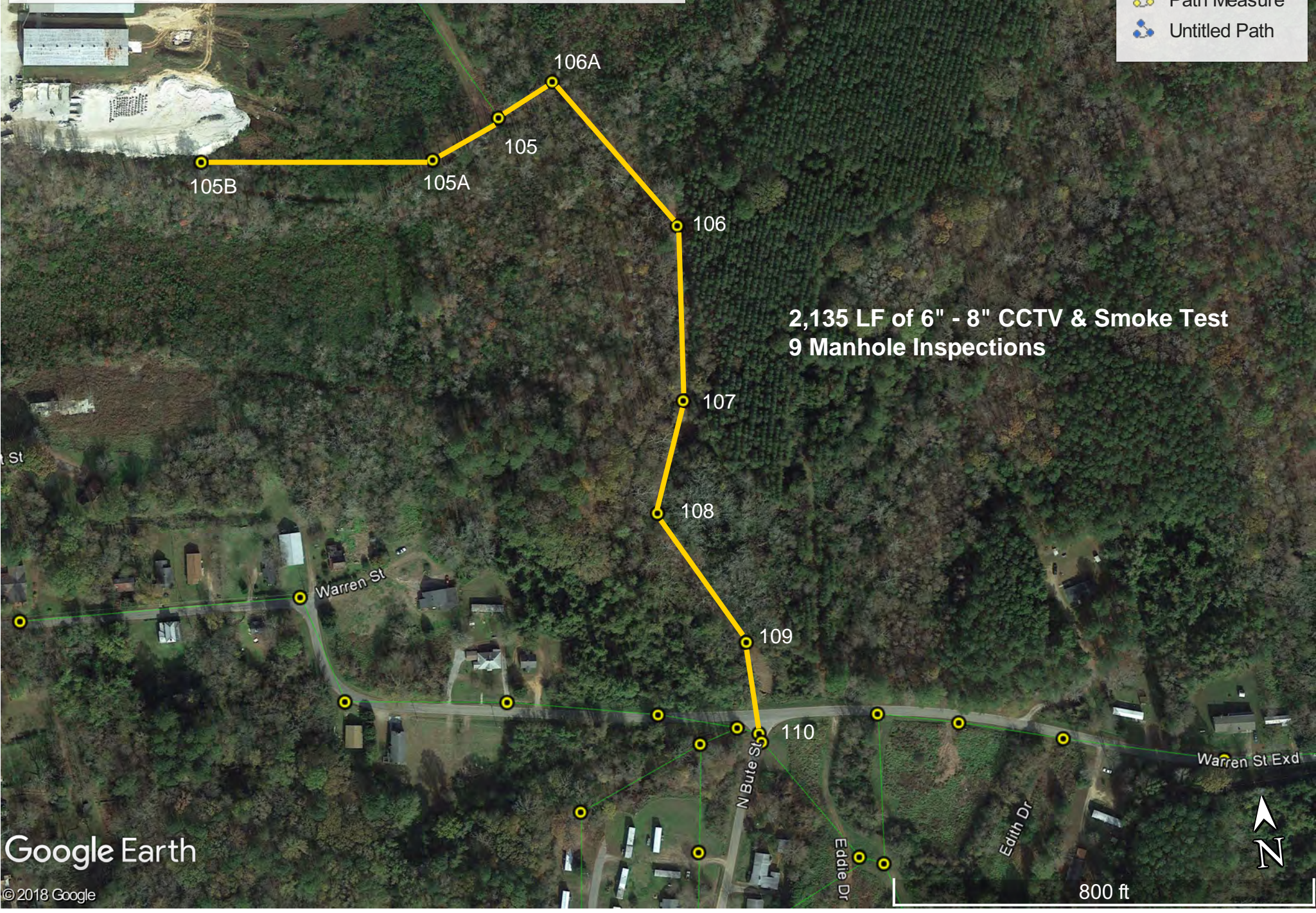


# Map 5

## MH 105 to MH 110 CCTV and MH Inspection

**Legend**

- Feature 1
- Path Measure
- Untitled Path



Google Earth

© 2018 Google



800 ft

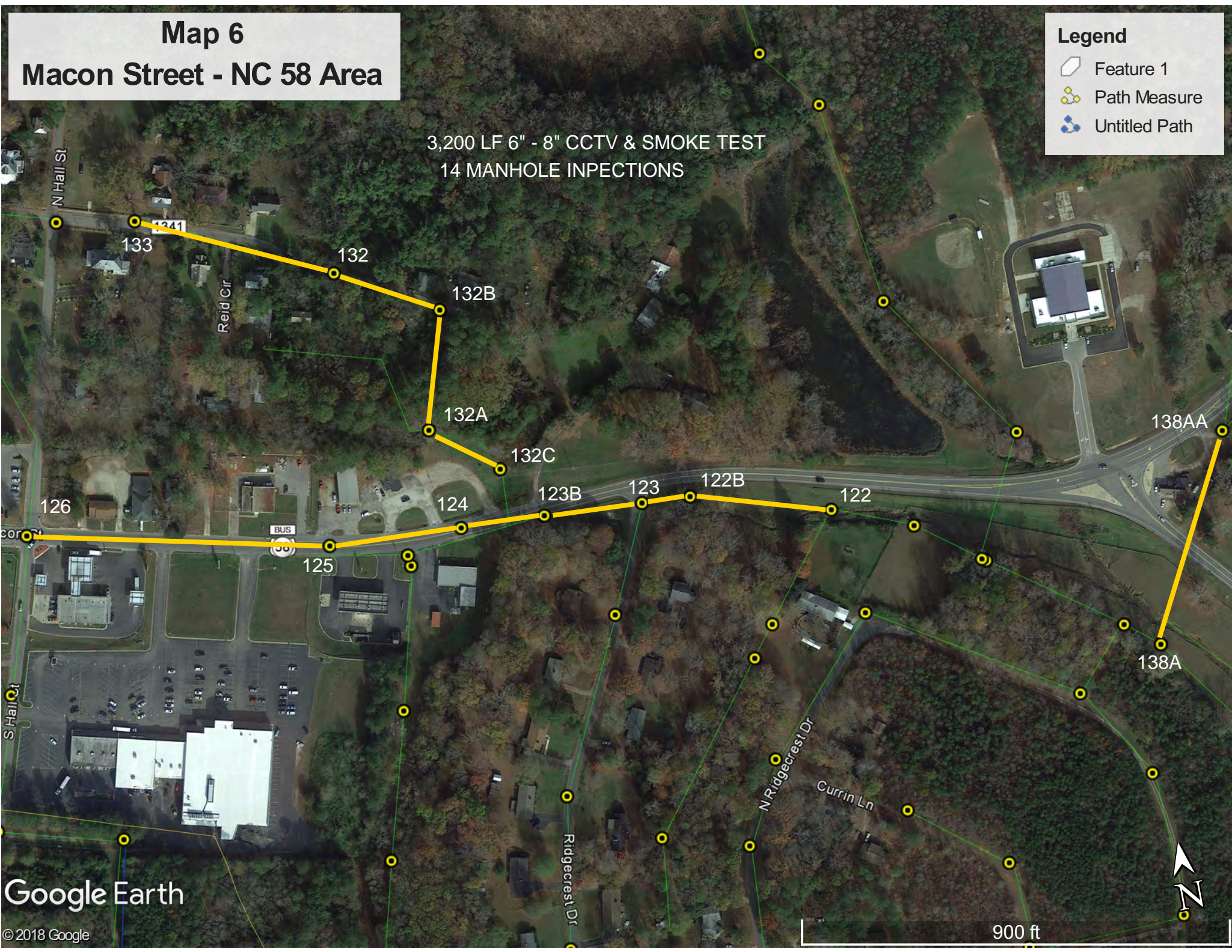


# Map 6 Macon Street - NC 58 Area

3,200 LF 6" - 8" CCTV & SMOKE TEST  
14 MANHOLE INSPECTIONS

**Legend**

- Feature 1
- Path Measure
- Untitled Path



Google Earth

© 2018 Google

900 ft



# Map 7 NC 58 Area

**Legend**

- Feature 1
- Path Measure
- Untitled Path

2,100 LF of 6" CCTV & Smoke Tests  
8 Manhole Inspections





## Sanitary Sewer Evaluation

Warrenton Sewer System AIA

State Project No. E-AIA-W-18-0131

Map No.	MH Reach	Length (ft)	Size (in)	Pipe Material	No. Taps	PACP Grade	Condition	Repair Option	Estimated Cost	Notes, Descriptions
1	56-13	250	8	DIP	0	3	Fair	None	\$ -	
	56A-56	192	8	PVC	0	0	Good	None	\$ -	
	56B-56A	71	8	PVC	0	0	Good	None	\$ -	
	56C-56B	88	8	PVC/DIP	1	3	Fair	None	\$ -	
	57-56C	267	6	VCP	0	3	Poor	Replace	\$ 26,700.00	Replace w/8"
	57-58	572	6	VCP	10	5	Poor	Replace	\$ 57,200.00	Replace w/8"
	58A-58	263	6	VCP	6	5	Poor	Replace	\$ 26,300.00	Replace w/8"
1	<b>TOTAL</b>	<b>1,102</b>							<b>\$ 110,200.00</b>	
2	60-20	458	10	PE	0	4	Poor	Replace	\$ 45,800.00	
	61-60	356	10	VCP	2	2	Poor	Replace	\$ 35,600.00	
	62-61	316	10	PE	2	3	Fair	Replace	\$ 31,600.00	
	63-62	274	10	VCP	4	5	Poor	Replace	\$ 27,400.00	
2	<b>TOTAL</b>	<b>1404</b>							<b>\$ 140,400.00</b>	
3	38C-D/E	425	8	VCP	1	5	Poor	Replace	\$ 42,500.00	
	28B-38C	325	8	VCP	7	5	Poor	Replace	\$ 32,500.00	
3	<b>TOTAL</b>	<b>750</b>							<b>\$ 75,000.00</b>	
4	99-99A	221	8	VCP	2	5	Fair	Line/Replace	\$ 22,100.00	
	101-99A	355	8	VCP	3	5	Poor	Replace	\$ 35,500.00	
4	<b>TOTAL</b>	<b>576</b>							<b>\$ 57,600.00</b>	
5	107-108	226	8	VCP	0	2	Fair	Line	\$ 14,000.00	
	108-109	307	8	VCP	0	2	Fair	Line	\$ 18,500.00	
	109-110	181	8	DIP	0	3	Fair	Line	\$ 11,000.00	
5	<b>TOTAL</b>	<b>714</b>							<b>\$ 43,500.00</b>	
6	122B-122	255	8	VCP	0	3	Fair	Replace	\$ 25,500.00	
	123-122B	104	8	VCP	0	4	Fair	Line	\$ 7,000.00	
	123B-123	204	8	VCP	0	5	Poor	Replace	\$ 20,400.00	
	124-123B	179	8	VCP	1	4	Poor	Replace	\$ 17,900.00	
	125-124	278	8	VCP	0	5	Poor+	Replace	\$ 27,800.00	
	126-125	633	8	VCP	6	5	Fair	Replace	\$ 63,300.00	
	132-132B	237	6	VCP	1	5	Poor+	Replace	\$ 23,700.00	Replace w/8"
	132A-132C	175	6	VCP	0	4	Poor	Replace	\$ 17,500.00	Replace w/8"
	132B-132A	248	6	VCP	0	4	Poor	Replace	\$ 24,800.00	Replace w/8"
	133-132	433	6	VCP	3	5	Poor+	Replace	\$ 43,300.00	Replace w/8"
	138AA-138A	477	8	VCP	2	5	Poor+	Replace	\$ 47,700.00	
6	<b>TOTAL</b>	<b>3,223</b>							<b>\$ 318,900.00</b>	
7	140AA-140H	564	6	VCP	0	5	Poor+	Replace	\$ 56,400.00	Replace w/8"
	140D-140C	307	6	VCP	0	4	Poor	Replace	\$ 30,700.00	Replace w/8"
	140E-140D	500	6	VCP	0	4	Poor	Replace	\$ 50,000.00	Replace w/8"
	140F-140AA	282	6	VCP	0	5	Poor	Replace	\$ 28,200.00	Replace w/8"
	140G-140H	360	6	VCP	0	5	Poor	Replace	\$ 36,000.00	Replace w/8"
	140H-140F	53	6	VCP	0	4	Fair	Replace	\$ 6,000.00	Replace w/8"
	140I-140G	165	6	VCP	0	3	Fair	Replace	\$ 16,500.00	Replace w/8"
7	<b>TOTAL</b>	<b>2,231</b>							<b>\$ 223,800.00</b>	
<b>TOTAL</b>		<b>10,000</b>							<b>Estimated Cost \$ 650,500.00</b>	

Map No.	MH Reach	Length (ft)	Size (in)	Pipe Material	No. Taps	PACP Grade	Condition	Repair Option	Estimated Cost	Notes, Descriptions
<b>Areas Inspected by Amendment to CCTV Contract</b>										
	75-68	397	8	VCP	7	5	Poor	Replace	\$ 39,700.00	Bragg - Franklin/Plummer
	76-75	168	8	VCP	5	5	Poor	Replace	\$ 16,800.00	Bragg St.
	88A-88	471	8	VCP	7	5	Fair	Replace	\$ 47,100.00	Bragg to Fairview
	88B-88A	189	8	VCP	3	4	Fair	Replace	\$ 18,900.00	Bragg
	89-88	500	8	VCP	5	3	Fair	Replace	\$ 50,000.00	Fairview - Hall/Bragg
	91-88B	229	8	VCP	7	5	Poor	Replace	\$ 22,900.00	Bragg
		242	8	VCP		5	Poor	Replace	\$ 24,200.00	Bragg - Franklin/Macon
		201	8	VCP		5	Poor	Replace	\$ 20,100.00	E. Market - Main/Bragg
	126A-126E	286	8	DIP	4	3	Fair	None	\$ -	Hall - Franklin/Mason
	126E-126	339	8	DIP	2	3	Fair	None	\$ -	Hall - Franklin/Mason
	130-129	242	8	VCP	5	5	Poor	Replace	\$ 24,200.00	Bragg - Front/Market
	131-129	201	8	VCP	6	5	Poor	Replace	\$ 20,100.00	E. Market - Main/Bragg
	<b>TOTAL</b>	<b>2,840</b>						<b>Estimated Cost</b>	<b>\$ 284,000.00</b>	

<b>GRAND TOTAL</b>	<b>12,840 Linear Feet</b>	<b>Estimated Total Cost</b>	<b>\$ 934,500.00</b>
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13,995



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

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### **Hayley-Haywood Park Trail**

Distance = approximately 1100 feet  
Width = 6 feet

Cost per foot of 1.5 inches of asphalt with appropriate base = \$1.75

KPH Paving estimate =  $1100 \times 6 \times \$1.75 = \$11,550$   
Rightmyer estimate =  $1100 \times 6 \times \$1.75 = \$19,725$

To reduce costs by a third, the width of the trail could be 4 feet (standard sidewalk size) instead of 6 feet.

### **Example:**

Town of Hillsborough  
Eric Peterson  
Town Manager

“Our public space and sustainability manager who managed the Riverwalk Project and many others for us, Stephanie, said we followed the Access Board Design Standards for Trails and Greenways, which is an industry best practice. It’s a federal standard/guideline but NOT an adopted regulation.

Stephanie was also adamant in stating that it’s SO much easier to maintain a paved trail. Gravel trails requires constant maintenance and attention. Plus, the public will demand you go out regularly. My guess is you may have more falls or liability risk with a gravel trail since people will fall more in ruts that develop.”

Town of Elkin  
Adam W. McComb  
Assistant Town Manager  
Director, Elkin Recreation & Parks Department

“Our trail surface is made of compacted granite screenings. We are fortunate that there is a granite quarry in operation very near to the town. We typically place granite crusher/run to a 3

inch depth beneath the granite screenings. From a maintenance standpoint we spent a half day or so after a large thunderstorm regrading and filling in areas that have washed (and we keep a stockpile just for this reason). We utilize a small utility tractor with a front loader and then a box blade to level. I have seen other towns actually drag and groom their trails similar to dragging a baseball infield. We don't have the manpower and time to do this. In the fall of the year we will blow the leaves off the trails several times as well as spray the edges for grass growth. All in all, if we don't have any major flooding events the trails keep their shape fairly well with minimal work."

"We fund \$5k per year (that carry's over if unused) for future trail maintenance issues that may arise (flooding mainly)."

"The positive comments that we receive on our trail surface has outweighed the calls for asphalt. Although it would be less maintenance, the local perception is that our trail surface provides a more cushioned experience."

"In our community asphalt is for roads not trails 😊"

"In local comparison; Mt. Airy, Wilkesboro and Yadkinville all have a combination of asphalt and natural trails."

"We maintain close to 4 miles of trail. Our park maintenance dept is a 2 to 3 man crew and 1 seasonal part-time and trail work is just a small portion of their work load."

"I should also note that we have a local interest group that schedules at least 1 work day a quarter and then smaller ones as needed to help replenish trail material as needed. They are energetic and robust and I usually just step out of the way and ensure they have what they need."

### **ARP Funding**

After discussion with Diane Cox at the Kerr Tar COG, an expenditure on paving a park walkway is confirmed as allowed under the ARP guidelines.

### **Rubber Coating**

A rubber coating requires typically two coats applied over a clean asphalt surface. This would be an additional cost over and above the asphalt paving.

### **ADA Accessibility**

ADA accessibility is not mandated for trails, but encouraged where feasible. The slope at Hayley-Haywood Park is too steep in much of the area and exceeds the ADA limit for slope for wheelchairs.



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## FUND BALANCE APPROPRIATIONS FY 2021-22

\* (Indicates item could qualify as ARP expenditures)

### Expenditures Already Approved as Fund Balance Appropriations

- Crocket St Storm Water Repairs and Paving (\$12,923 + \$4707)\*
- Spring St Storm Water Repairs and Paving (\$9,558 + \$1053)\*
- Battle Ave Storm Water Survey of Properties (\$4,900)\*
- S. Front St. Parking Lot Engineering, Permitting, Bidding, Construction Administration (\$22,000)
- Historic District Update (\$14,500)

**Total: \$69,641**

### Fund Balance Expenditures Not Yet Approved

- Purchase and Construction of Parking Lot along S. Front St. \$175,000 (estimated)
- Battle Ave storm water Repairs \$24,850\*

**Total: \$199,850**

*Total Fund Balance Approved or Planned Expenditures: **\$269,491***

*Current Unassigned Fund Balance: **\$842,000***

*Total of Items believed Can Qualify as ARP Expenditures: **\$57,991***

*ARP Funds Received In Current FY: **\$132,737***

*ARP Funds Expected In 2023 FY: **\$132,737***

Date	Name	Event	# Attend	Amount \$
1/13/2021	Flynne Meares	January Yoga + Mini-Retreat	60	\$157.50
2/5/2021	Flynne Meares	February Yoga	25	\$48.00
2/17/2021	February TED Talk	Stacey Abrams (Drip)	11	\$0.00
3/5/2021	Access Warren	Warrenist	25	\$0.00
3/10/2021	March TED Talk	Simon Sinek (Hardware)	8	\$0.00
4/7/2021	April TED Talk	Kimberly Rich (Whistle Stop)	12	\$0.00
4/16/2021	Flynne Meares	March & April Yoga + Mini-Retreat	101	\$263.00
4/22/2021	WABA	1st Meeting	22	\$0.00
5/5/2021	May TED Talk	Brene Brown (Robinson Ferry)	11	\$0.00
5/6/21-5/8/21	May Co-Working	Brendan Sullivan & Kelly Chen	6	\$0.00
5/31/2021	Flynne Meares	May Yoga	43	\$107.00
5/30/21-6/2/21	Theater Production	Walter Cronkite is Dead	67	\$171.50
5/30/21-6/2/21	Frontier Warren	Walter Cronkite is Dead	na	\$153.00
5/14/2021	Warrenist	Chris Hevily - Founder of Mapquest	18	\$40.00
5/22/2021	Heritage Quilters	Quilt Show & Pop Up Market	na	\$20.25
5/27/2021	WABA	2nd Meeting	20	\$0.00
6/2/2021	June TED Talk	Adam Grant (Drip)	7	\$0.00
6/9/2021	Angela Bakka	How Money Works	0	\$0.00
6/10/2021	Edna Scott	Just Friends Jazz Show	40	\$90.00
6/10/2021	Frontier Warren	Just Friends Jazz Show	na	\$153.00
6/12/2021	John Graham	Class of '71 Reunion Meeting	12	\$20.00
6/25-27/21	Theater Production	ART	63	\$283.50
6/25-27/21	Theater Production	ART	na	\$109.00
6/30/2021	Flynne Meares	June Yoga	22	\$66.00
7/1/2021	Flynne Meares	July Yoga	14	\$33.00
7/10/2021	Access Warren	Jabriel Designs	16	\$0.00
7/16/2021	Korita Steverson	Charcuterie Class	17	\$45.00
7/17/2021	John Graham	Class of '71 Reunion Meeting	12	\$20.00
7/30/2021	Thomas Park	One Man Show	42	\$40.00
7/31/2021	Travis Kyng	Poetry Performance Workshop	4	\$25.00
8/4/2021	August TED Talk	Emile Wapnick (Hardware)	7	\$0.00
8/8/2021	WAM	First Friday	25	\$20.00
8/28/2021	Aimee Anderson-Cooper	Private Meeting	20	\$30.00
8/28/2021	Korita Steverson	Private Evening Class	12	\$45.00
8/31/2021	Flynne Meares	August Yoga	33	\$67.50
9/1/2021	September TED Talk	Melody Hobson (Trinity)	4	\$0.00
9/30/2021	Flynne Meares	September Yoga	22	\$60.00
9/19/2021	Korita Steverson	Not So Basic Batches	6	\$47.25



10/1/2021	WAM (Thomas Park)	October First Friday	21	\$25.00
10/6/2021	October TED Talk	Robert Wright (Whistle Stop)	10	\$0.00
10/22/2021	Art Frontier Gallery	Artist Reception	50	\$85.00
10/23/2021	Art Frontier Gallery	Art Show	50	\$125.00
10/24/2021	Korita Steverson	Charcuterie Class	6	\$37.50
10/31/2021	Flynne Meares	October Yoga	18	\$43.50
11/3/2021	November TED Talk	Lucinda Beamon	7	\$0.00
11/5/2021	WAM	First Friday	25	\$30.00
11/6/2021	Flynne Meares	Yoga Mini-Retreat	8	\$31.50
11/8/2021	Eva Walsh	GEW L&L: Carla Norwood	11	\$0.00
11/8/2021	Eva Walsh	GEW Launch Warren Panel	16	\$0.00
11/9/2021	Eva Walsh	GEW L&L: NCSU Ag Ext	10	\$0.00
11/10/2021	Eva Walsh	GEW L&L: Side Gigs & Hustles	10	\$0.00
11/12/2021	Eva Walsh	GEW L&L: Ag Ext Food Start Ups	11	\$0.00
11/12/2021	FW, WABA, AW	GEW Kids Art Show & Market	100	\$0.00
11/14/2021	Warrenist	GEW Visionary Panel Brunch	18	\$0.00
11/14/2021	FW, WABA, AW	GEW Kids Conference	21	\$0.00
11/15/2021	Wendy Grimm	Pumpkin Succulent Workshop	3	\$20.00
12/1/2021	December TED Talk	Thandiwe Newton		\$0.00
12/1/2021	Robert Steverson	Private Meeting		
12/3/2021	Thomas Park	WAM First Friday	30	\$ 20.00
12/4/2021	Frontier Warren	Holiday Artist Market	50	\$ 225.00
12/5/2021	Korita Steverson	Ice House Cohort 3	10	\$0.00
12/12/2021	Korita Steverson	Gingerbread House Kit Pickup		
12/11/2021	John Graham	Class of '71 Reunion Meeting		
12/18/2021	Korita Steverson	Gingerbread House Turn In		
12/19/2021	Korita Steverson	Vendor Village		
12/20/2021	Korita Steverson	Vendor Village		
12/21/2021	Korita Steverson	Vendor Village / Gingerbread Winner		
12/26/2021	Vernita Terry	Kwanza		
12/31/2021	Vernita Terry	Kwanza		
1/1/2021	Vernita Terry	Kwanza		

**MEMORANDUM OF UNDERSTANDING  
DOWNTOWN ORDINANCE REVIEW**

This Memorandum of Understanding (MOU) is entered into by and between the North Carolina Department of Commerce, Rural Economic Development Division, Rural Planning Program (“Program”) and Town of Warrenton (“Town”), and together the (“ Parties”), for the purpose of setting out the terms and understandings between the Parties to provide a no-cost downtown ordinance review and planning report with recommendations for the Town.

**WHEREAS**, the Town has a current need for a downtown zoning ordinance review, with attention to the suitability of development and growth in the downtown central business district, including a review of the historic district guidelines for compatibility. The downtown zoning ordinance review and a planning report with recommendations will be a valuable resource for use with Town programs regarding planning, historic district, revitalization, and Town NC Main Street activities.

**WHEREAS**, as part of the NC Department of Commerce, the state’s lead agency for promoting economic development and prosperity, the Program is a unit within the North Carolina Main Street and Rural Planning Center (“NC-MS&RPC”), and it provides services and assistance to add value to community economic development efforts.

**WHEREAS**, the mission of the NC-MS&RPC is to work in regions, counties, cities, towns, downtown districts and in designated North Carolina Main Street communities, to inspire placemaking through building asset-based economic development strategies that achieve measurable results such as investment, business growth and jobs. And within that mission, the Center may share successful “best practices” with other communities when appropriate. In this context, relevant materials produced from this project and economic outcomes may be shared with other communities as needed.

**Program and Town agree as follows:**

**A. Scope of Work (the “Work”)**

A downtown zoning ordinance review and a planning report with recommendations for the Town will be prepared by the Program on behalf of the NC-MS&RPC. Shown below are the tasks and products summary, the project staff, timeline for project, no-cost project items and next steps.

***Tasks and Products Summary***

1. Have initial email and/or telephone coordination NC-MS&RPC and Town Administrator.
2. Prepare Memorandum of Understanding, and draft Resolution (Exhibit A).
3. Prepare initial report outline (Exhibit B).
4. Acquire: Town development regulations applicable to downtown; historic district

- guidelines; plans; and policies.
5. Do virtual tour of downtown e.g., using Google Maps and Street View.
  6. Review: Town development regulations applicable to downtown; historic district guidelines; plans; and policies.
  7. Research other NC town examples of downtown regulations, and historic district guidelines that could be used to help the Town.
  8. Prepare planning report and submit to Town.

### ***Project Staff***

#### Project Management Staff

- Mark Zeigler, AICP – NC MS&RPC – Community Economic Development Planner. Mark will be project manager and report to Robert.
- Robert Davie – Town Administrator. Robert will coordinate with Mark, and Robert will keep the Mayor and Board of Commissioners up to date of plan report progress.

#### Support Staff

- Chuck Halsall - NC MS&RPC - Coordinator, Downtown Programming and Technical Services. Chuck will be an advisor to Mark.

### ***Timeline for Project***

#### First Month

- Acquire from Town: development regulations applicable to downtown, historic district guidelines, plans, policies. Review the material.
- Research other NC town examples of downtown ordinance regulations, and historic district guidelines that could be used to help the Town.
- Do a virtual downtown tour e.g., using Google Maps and Street View.
- Further refine planning report outline and begin analysis and writing.

#### Second Month

- Continue to review and analyze the material, and work at preparing the project report.
- Finish project report and deliver to Town.

#### After the Project Completion

- Town takes plan project report recommendations, and overtime, makes revisions as necessary to zoning ordinance, historic district guidelines, and Town Main Street program.

**No-Cost Project**

The project will be completed at no cost from NC Main Street and Rural Planning Center to the Town.

<b>Project Items</b>	
NC-MS&RPC staff project time and labor	No charge
NC-MS&RPC coordination with Town staff e.g., telephone, email, virtual Teams	No charge
One digital Word and PDF copy of project final report	No charge

**Next Steps**

The project will be scheduled to begin upon receipt of this signed Memorandum of Understanding, and the Town adopted Resolution (Exhibit A) for the project by the Town Mayor and Town Board of Commissioners.

Completion of the project by the NC-MS&RPC will be targeted for approximately a month and a half after the signing of the Memorandum of Understanding. The lead planner for this project will be Mark Zeigler, Project Manager, Community Economic Development Planner, Wilmington Office, with input from Chuck Halsall, Main Street Coordinator, Downtown Programming and Technical Services, Greenville Office.

**B. Effective Term and Termination of MOU**

This MOU will be effective on the date the last of the Parties executes it through January 2023. This MOU is subject to modification at any time upon written amendment signed by the Parties. In the event of staff turnover, budget reductions, or other unforeseeable events, the Program may be compelled to place the project in an indefinite “hold” status until replacement staff resources can be secured. In rare cases, where very specialized staff skills are unable to be replaced, the project commitment may be terminated by the Program. Projects may also be re-prioritized consistent with departmental or division policies.

**C. Funding**

The Work will be completed by the Program at no charge to the Town.

**D. Auditing**

The records as they relate to this MOU shall be accessible to the North Carolina State Auditor’s Office in accordance with N.C. Gen. Stat. §147-64.7 and to any other State or federal entity authorized to conduct audits with respect to activity performed pursuant to this MOU.

**E. Information Sharing/Confidentiality**

In order to facilitate necessary information sharing and cooperation in fulfilling the purpose of this MOU, the Parties agree that they will protect all confidential information provided to them by the other Party in accordance with applicable state and federal statutes. Those employees who receive confidential information will be limited by the Parties to those who need access to it for the purpose of carrying out the functions outlined in this MOU and confidential information shall not be disclosed to third parties for any purpose, except when required by law.

**F. Notices**

All notices given in connection with this MOU shall be in writing and, if routine, may be sent by email or fax and, if requested, followed by first class United States mail, postage prepaid, or sent by certified mail, return receipt requested, hand delivered, or delivered by overnight courier. Notices shall be delivered to the appropriate Party at the addresses set forth below.

**PROGRAM:**

Darren Rhodes  
Rural Economic Development Program Manager  
Rural Economic Development Division  
525 Vine Street, Suite 240  
Winston-Salem, NC 27101  
drhodes@nccommerce.com

**TOWN:**

Robert Davie  
Town Administrator  
Town of Warrenton  
PO Box 281  
Warrenton, NC 27589  
townadministrator@warrenton.nc.gov

**G. Governing Law**

This MOU is governed and construed in accordance with the laws of the State of North Carolina.

**H. Signatures**

Program and Town agree to the foregoing understandings as indicated by the signatures below of their respective authorized representatives, on duplicate originals.

**NORTH CAROLINA DEPARTMENT OF COMMERCE  
RURAL ECONOMIC DEVELOPMENT DIVISION  
NC MAIN STREET AND RURAL PLANNING CENTER  
RURAL PLANNING PROGRAM**

\_\_\_\_\_ Date: \_\_\_\_\_  
Darren Rhodes, CPM, Rural Planning Program Manager

**TOWN**

\_\_\_\_\_ Date: \_\_\_\_\_  
Robert Davie, Town Administrator

**Exhibit A**

**(Draft Template)**

**Resolution Requesting the Services of the  
NC Main Street and Rural Planning Center  
For the Town of \_\_\_\_\_**

WHEREAS the Town of \_\_\_\_\_ Board of Commissioners wish to undertake a downtown ordinance review and resulting planning report with recommendations; and

WHEREAS the Town of \_\_\_\_\_ Board of Commissioners would like assistance with this project from the NC Main Street and Rural Planning Center; and

WHEREAS the NC Main Street and Rural Planning Center and the Town of \_\_\_\_\_ have reached an agreement on the work to be performed; and

NOW THEREFORE BE IT RESOLVED that the Town of \_\_\_\_\_ Board of Commissioners hereby requests the NC Main Street and Rural Planning Center to assist the Town with the preparation of a downtown ordinance review and planning report with recommendations, with no-cost plan project services. The Town of \_\_\_\_\_ Board of Commissioners are committed to using the report and implementing the report recommendations after its completion.

DULY ADOPTED BY THE TOWN OF \_\_\_\_\_ BOARD OF COMMISSIONERS ON:

\_\_\_\_\_  
Date

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
TOWN ADMINISTRATOR

**Exhibit B**

**Town of Warrenton – *Plan Outline*  
Downtown Zoning Ordinance Review and Planning Report Recommendations**

---

Cover sheet

Acknowledgements

Table of contents

Introduction

Downtown development review

- Guiding principles and policies

Zoning districts, overlay districts and maps

- Focus on central business district and historic district

Uses: permitted, conditional, special

Density and dimensional requirements

Off-street parking and loading

Landscaping: screening, parking lot, and street yard

Signs

Encouraging downtown development

---

Approximate total plan pages (estimation from other similar plans)

15-20





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

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

---

**Resolution Requesting the Services of the  
NC Main Street and Rural Planning Center  
For the Town of Warrenton**

WHEREAS the Town of Warrenton’s Board of Commissioners wish to undertake a downtown ordinance review and resulting planning report with recommendations; and

WHEREAS the Town of Warrenton’s Board of Commissioners would like assistance with this project from the NC Main Street and Rural Planning Center; and

WHEREAS the NC Main Street and Rural Planning Center and the Town of Warrenton have reached an agreement on the work to be performed; and

NOW THEREFORE BE IT RESOLVED that the Town of Warrenton’s Board of Commissioners hereby requests the NC Main Street and Rural Planning Center to assist the Town with the preparation of a downtown ordinance review and planning report with recommendations, with no-cost plan project services. The Town of Warrenton’s Board of Commissioners are committed to using the report and implementing the report recommendations after its completion.

DULY ADOPTED BY THE TOWN OF WARRENTON’S BOARD OF COMMISSIONERS ON:

\_\_\_\_\_

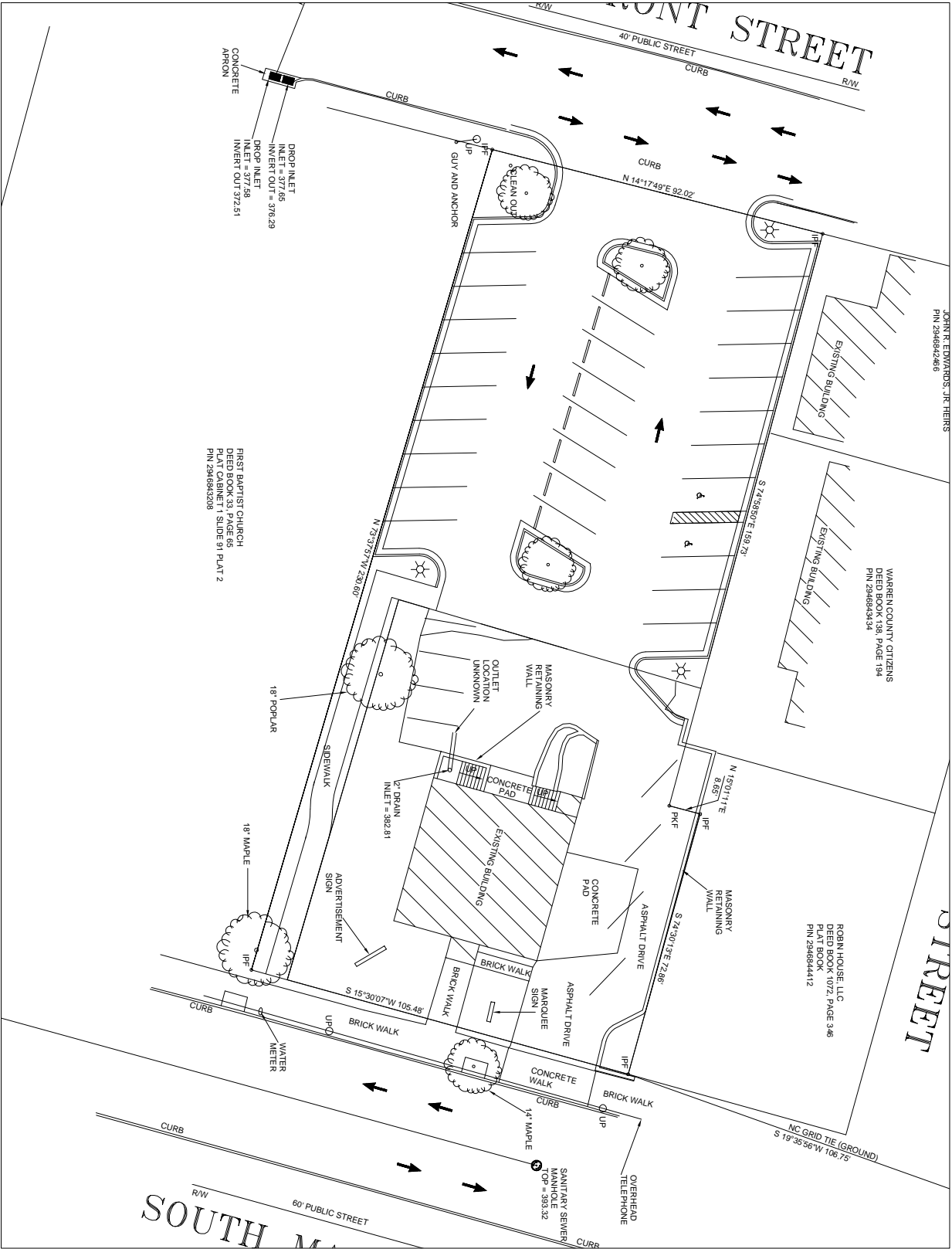
Date

\_\_\_\_\_

MAYOR

\_\_\_\_\_

TOWN ADMINISTRATOR



DROP INLET  
 INLET = 377.65  
 INVERT OUT = 376.29  
 DROP INLET  
 INLET = 377.58  
 INVERT OUT = 372.51  
 CONCRETE  
 APRON

FIRST BAPTIST CHURCH  
 DEED BOOK 33, PAGE 66  
 PLAT CABINET 1 SLIDE 91 PLAT 2  
 PIN 29869843208

WARREN COUNTY CITIZENS  
 DEED BOOK 138, PAGE 194  
 PIN 298698434

ROBIN HOUSE, LLC  
 DEED BOOK 1072, PAGE 348  
 PIN 2986984412

JOHN R. EDWARDS, JR. HEIRS  
 PIN 2986984286

60' PUBLIC STREET  
 CURB  
 RW  
 SOUTH STREET

40' PUBLIC STREET  
 CURB  
 RW  
 FRONT STREET

NC GRID TIE (GROUND)  
 S 19°36'56"W 106.75'

N 73°37'57"W 230.60'

N 14°17'49"E 92.02'

S 74°58'06"E 159.73'

N 15°01'11"E  
 8.65'

S 74°30'13"E 72.86'

S 15°30'07"W 105.48'

SANITARY SEWER  
 MANHOLE  
 TOP = 383.32

18' POPULAR

18' MAPLE

14' MAPLE

ADVERTISMENT SIGN

WATER METER

OUTLET IN UNKNOWN

CONCRETE PAD

ASPHALT DRIVE

BRICK WALK

CONCRETE WALK

OVERHEAD TELEPHONE

ASPHALT DRIVE

MARQUEE SIGN

EXISTING BUILDING

MASONRY RETAINING WALL

CONCRETE PAD

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MARQUEE SIGN

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ASPHALT DRIVE

MARQUEE SIGN

EXISTING BUILDING

# TOWN OF WARRENTON

*"Historically Great - Progressively Strong"*

P. O. Box 281

Warrenton, NC 27589-0281

PHONE (252) 257-3315 FAX (252) 257-9219

[www.warrenton.nc.gov](http://www.warrenton.nc.gov)

## STATEMENT OF INTEREST TO SERVE

If you are a Town of Warrenton or Warren County resident and would like to be appointed or volunteer your time and expertise to your community, please complete and return to:

Warrenton Board of Commissioners  
c/o Town Administrator  
P O Box 281  
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Citizen's Advisory
2. Planning Board
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name: Dian Sourelis

Date of Birth: 6.12.53 Sex F Race White

Mailing Street Address: 105 Halifax

City and Zip Code Warrenton NC

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone 773 848 3400

Job Title \_\_\_\_\_

Company or Agency self

Email Address dian@sourelis.com

Are you a full time resident of the Town of Warrenton  YES  NO

### Educational Background

Name of High School Attended South Shore Hs Chgo

Name of College Attended Loyola Chgo

Degree Received BA Art Education

Please list any military experience and rank when discharged \_\_\_\_\_

n/a

If you are presently serving or have previously served as an elected or appointed official, please explain: \_\_\_\_\_

n/a

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications. *Please feel free to attach a resume if so desired.*

Work Experience Brainforest, Inc chgo, Founding Partner  
Sourellist Assoc Princpat

Volunteer Experience loaves + fishes Warrenton NC  
WCAC Warren city NC  
Board, Block Y Condo Assn Chgo

How did you become aware of Town of Warrenton volunteer or appointment opportunities? (Please circle appropriate response)

Newspaper      Current Town of Warrenton Volunteer      Web Site      Staff      Other

If other, please explain \_\_\_\_\_

I affirm that the above statements are true and if appointed, I will serve to the best of my ability.

Signature 

Date 11.22.21

# TOWN OF WARRENTON

"Historically Great - Progressively Strong"

P. O. Box 281

Warrenton, NC 27589-0281

PHONE (252) 257-3315 FAX (252) 257-9219

www.warrenton.nc.gov

## STATEMENT OF INTEREST TO SERVE

If you are a Town of Warrenton or Warren County resident and would like to be appointed or volunteer your time and expertise to your community, please complete and return to:

Warrenton Board of Commissioners

c/o Town Administrator

P O Box 281

Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Planning Board
2. Historic District Comm.
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name: Cynthia King Jenkins

Date of Birth: 5-3-48 Sex F Race White

Mailing Street Address: 534 Eaton Ave

City and Zip Code Warrenton, NC 27589

Home Phone mobile 919-260-8008 Work Phone  Cell Phone 919-260-8008

Job Title Retired CEO Welcome Federal Credit Union

Company or Agency Welcome Federal Credit Union

Email Address Cynthiajenkins1948@ymc.com

Are you a full time resident of the Town of Warrenton  YES  NO

### Educational Background

Name of High School Attended Goldsboro High School

Name of College Attended Institute of Computer Technology and some college courses

Degree Received \_\_\_\_\_

Please list any military experience and rank when discharged N/A

If you are presently serving or have previously served as an elected or appointed official, please explain: \_\_\_\_\_

Currently serving on the Historic District Commission, and Preservation Warrenton.

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications. *Please feel free to attach a resume if so desired.*

Work Experience Bears - Audit Dept - 1 yr, First Citizens Bank - 2 yrs, Wachovia Bank - 2 yrs, Welcome Federal Credit Union - 36 years. Served as EVP from 1998 - 2013, Pres/CEO from 2013 - 2018. Credit Union served Burroughs Welcome, Glaxo Wellcome + GSK.

Volunteer Experience Worked + volunteered with American Cancer Society - 2009 - 2018. Volunteered with Cancer Clinic, Oxford Orphanage, NC Social Services for Wake + Pitt Co, GlaxoSmithKline 5K runs on site.

How did you become aware of Town of Warrenton volunteer or appointment opportunities? (Please circle appropriate response)

Newspaper

Current Town of Warrenton Volunteer

Web Site

Staff

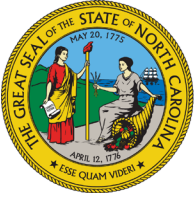
Other

If other, please explain \_\_\_\_\_

I affirm that the above statements are true and if appointed, I will serve to the best of my ability.

Signature Cynthia K. Jenkins

Date 11.22.21



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

**ROY COOPER** • Governor

**MANDY COHEN, MD, MPH** • Secretary

**SUSAN OSBORNE** • Assistant Secretary for County Operations for  
Human Services

September 16, 2021

**DEAR COUNTY DIRECTORS OF SOCIAL SERVICES**

**ATTENTION:** DIRECTORS, ENERGY MANAGERS AND SUPERVISORS

**SUBJECT:** Low Income Household Water Assistance Program (LIHWAP)

**Priority:** Assistance Requested

The Consolidated Appropriations Act, 2021 (CAA) enacted on December 27, 2020, and the American Rescue Plan Act of 2021 (ARPA) enacted on March 3, 2021, provided funds for the establishment of a new emergency water and wastewater assistance program. This is a temporary program where funds must be spent by September 30, 2023; there is not a permanent authorization for the Low Income Household Water Assistance Program (LIHWAP). LIHWAP provides emergency assistance to low-income households, particularly those with the lowest of incomes that pay a high proportion of their household income for drinking and wastewater services. The funds must be paid to owners or operators of public water systems or treatment works to reduce arrearage of and rates charged to eligible households.

There has been a workgroup established with staff from DHHS and the Directors for the local county Division of Social Services (DSS) to develop our state's policies and procedures for LIHWAP. The North Carolina LIHWAP Model Plan was submitted August 9, 2021 and revised based on feedback from our federal partners on September 10, 2021. We are currently awaiting approval on our plan and will be actively engaged in developing policy and training based on that approval.

In the meantime, the group has been working with the UNC School of Government to reach out to the over 500 water and wastewater vendors in North Carolina to ensure they are aware of the program. Last week a webinar was held by the UNC School of Government for water and wastewater vendors. There were approximately 178 people on the webinar, but it is uncertain how many of the attendees were vendors. A recording of that call is included in a link below. During that call, the vendors were asked if they would be willing to provide information about their current status through a link that was provided to them. As of today, we have received information from several vendors, but the reach has not been as great as we hoped.

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES**

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603

MAILING ADDRESS: 2409 Mail Service Center, Raleigh, NC 27699-2409

www.ncdhhs.gov • TEL: 919-527-6390 • FAX: 919-733-3052

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

We need your help in reaching out to the water and wastewater vendors in your county to obtain information that will assist us in allocating enough funds to cover constituents in your county who are in Priority Group 1 (have already had their services disconnected) or Priority Group 2 (are in danger of having their services disconnected).

Here is what we are asking:

Reach out to the water and wastewater vendors in your county to establish a relationship, share with them the information that follows in this letter, and provide them with the documents that are needed to be completed to get them set up as a vendor and to share data. [Click here](#) to see the list of vendors from the UNC School of Government; please note that the contact information on this list may be out of date.

1. Ask the vendor if they would complete this [Vendor Data Collection Survey Tool](#). If they are unwilling to complete the survey, please consider gathering as much information as you can and completing it on their behalf. I have attached a PDF version in case you want to go over it with them, the tool asks the following questions:
  - a. Vendor contact information (name, phone number, email address)
  - b. The type of vendor (water, wastewater, both)
  - c. The organizations' FEIN number
  - d. What counties they operate in
  - e. If they are under a moratorium and, if they are, when they expect to resume disconnections. It also asks as of September 1, 2021 how many households have been disconnected for failure to pay their bill, and what the total amount owed is on those accounts.
  - f. As of September 1, 2021, how many households are in danger of having their water or wastewater services disconnected before January 1, 2022, and what the total amount owed is for 30 days past due and 60 days past due.
  - g. If their bill includes reconnection fees and any other municipal services (such as trash) and the average cost for both.
  - h. If they are willing to sign a Vendor Service Agreement (attached to this document) and if they are willing to share data through a data sharing agreement (also attached to this document).
2. If the vendor has questions, share this link for them to submit their questions, we are working on a FAQ document that will be posted both on the UNC School of Government website and an upcoming state LIHWAP website. [LIHWAP Vendor Question Submission Form](#)
3. Until the North Carolina website is available, share with the vendor the link to the federal [LIHWAP](#) website.
4. Share with them the Vendor Service Agreement (attached to this letter) and ask them to complete and return to you. Once you have received the Vendor Service Agreement, take the appropriate steps to approve and then upload the information into NC FAST.



We are planning on doing an “auto” payment for categorically eligible customers who are in priority group 1 or 2, as long as we have the data from the vendors that we can use to match against NC FAST. You can share the Data Sharing Agreement attached to this letter with the vendor and ask them to complete the form and return to you. Attached to this letter is the format that the vendor would use to return the information back to us. Additional information about sharing the data will be sent in the next couple of weeks.

Two webinars have been scheduled next week. The first will be held on Tuesday September 21, 10-11 am. To register:

Please register for Low-Income Household Water Assistance Program (LIHWAP) on Sep 21, 2021 10:00 AM EDT at:

<https://attendee.gotowebinar.com/register/4538019157085487630>

After registering, you will receive a confirmation email containing information about joining the webinar.

The second will be held on Thursday September 23, 3-4 pm. To register:

Please register for Low-Income Household Water Assistance Program (LIHWAP) II on Sep 23, 2021 3:00 PM EDT at:

<https://attendee.gotowebinar.com/register/525709096558052622>

After registering, you will receive a confirmation email containing information about joining the webinar.

If you have any questions, please send them to the Operational Support Team (OST) at [DSS.Policy.Questions@dhhs.nc.gov](mailto:DSS.Policy.Questions@dhhs.nc.gov).

Sincerely,



Carla West

Senior Director for Economic Security

Division of Social Services, Economic and Family Services Section

Attachments:

- Vendor Service Agreement
- Vendor Data Sharing Agreement
- Vendor Data Sharing Format

**EFS-75-2021**

## **Data Share/Use Agreement**

### **By and Between the North Carolina Department of Health and Human Services, Division of Social Services and DATA RECIPIENT**

#### **I. Background**

Low Income Home Water Assistance Program (LIHWAP) is a federal funded program implemented by Administration of Children and Families. LIHWAP provides funds to assist low-income households with water and wastewater bills.

#### **II. Parties and Authority**

- A. Water and Wastewater Vendors in the state of North Carolina
- B. North Carolina Department of Health and Human Services

#### **III. Purpose and Scope**

This Data Share/Use Agreement is being entered into by the North Carolina Department of Health and Human Services (NC DHHS), Data Recipient, and Water and Wastewater Vendors for the state of North Carolina, Data Custodian. This agreement memorializes the collaboration between NC DHHS and Water and Wastewater vendors to share data regarding North Carolina households who are currently disconnected or subject to disconnection for failure to pay water and/or wastewater costs. This data will assist NC DHSS and its local agencies with identifying households that may be eligible for LIHWAP by performing a data match with NC DHHS' Energy Program data. Specific data elements will be needed in effort to identify exact data matches:

- *Account Holder's Full Name*
- *Account Holder's Service Address*
- *Account Number Associated with Account Holder and Service Address*
- *Social Security Number, if available*
- *Date of Birth, if available*
- *Amount needed to reconnect water and/or wastewater services if applicable to household*
- *Amount needed to avoid disconnection of water/wastewater services if applicable to household*
- *Amount needed to avoid disconnection for households with past due water/wastewater bills.*
- *Any additional fees associated with reconnecting water/wastewater services if applicable to household*

Current household data should be listed on a spreadsheet and sent to NC DHHS upon request.

#### IV. Terms and Conditions of Data Access

1. **RESTRICTIONS ON USE.** All signatory Data Recipients to this DUA agree not to use or further disclose the sensitive data other than as permitted by this DUA, or as otherwise required by law or regulation. Data Recipient shall use appropriate safeguards to protect the PII or sensitive data from misuse or inappropriate disclosure and to prevent any use or disclosure of the PII or sensitive data other than as provided in this DUA or as otherwise required by law or regulation.
2. **REPORTING.** Data Recipient shall report to Data Custodian any use or disclosure of the sensitive data that is not provided for in this Data Use Agreement (DUA) within three (3) business days from the date it becomes aware of the disclosure. Data Recipient will take reasonable steps to limit any further such use or disclosure. Data Custodian in its sole discretion may require the Data Recipient to:
  - Investigate and respond to Data Custodian regarding any alleged disclosure; promptly resolve any problems identified by the investigation.
  - Submit a corrective action plan with steps designed to prevent any future unauthorized disclosures.
  - Require that all Data Set files be returned or, if infeasible, destroyed immediately.
3. **DUA Termination Date is one year after DUA effective date.**
  - (a) **Term.** The Term of this DUA shall be effective as of the date written in Section E and shall terminate three years after DUA effective date. All sensitive data provided by the Data Custodian to Data Recipient must be destroyed or returned to Data Custodian, or, if it is infeasible to return or destroy data, protections are extended to such information, in accordance with the termination provisions in this Section.
  - (b) **Term Extension.** In the event that the Data Recipient requires data for a time period exceeding the term, a formal request for a term extension must be submitted to the "Data Custodian". If a term extension is granted by the "Data Custodian", this DUA must be amended.
  - (c) **Termination for Cause.**

Should Data Recipient commit a material breach of this DUA, which is not cured within thirty (30) days after Data Recipient receives notice of such breach from the Data Custodian or resolved in a manner deemed acceptable by the Data Custodian, then the Data Custodian will discontinue disclosure of sensitive information.
  - (d) **Effects of Termination.**
    - i. Within ten (10) days upon termination of this DUA, Data Recipient shall return or destroy all data received from Data Custodian. This provision shall apply to data that is in the possession of sub Recipients or agents of Data Recipient. Data Recipient shall retain no copies of the sensitive data.

- ii. In the event that Data Recipient determines that returning or destroying the sensitive data is infeasible, Data Recipient shall provide to Data Custodian notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Parties that the return or destruction of sensitive data is infeasible; Data Recipient shall extend the protections of this DUA to such sensitive data and limit further uses and disclosures of such sensitive data to those purposes that make the return or destruction infeasible, for so long as Data Recipient maintains sensitive data.

**V. General Terms and Conditions Applicable to DSS and DATA RECIPIENT**

A. **PRIVACY AND SECURITY REQUIREMENTS.** Each agency agrees to maintain compliance with the NC Statewide Information Security Manual, located online at <https://it.nc.gov/statewide-information-security-policies>

B. **CONFIDENTIALITY AND DATA SECURITY.**

Confidentiality: The Data Recipient shall protect the confidentiality of all information, data, instruments, documents, studies, or reports given to the Data Recipient under this agreement in accordance with the standards of the DHHS privacy and security policies, applicable local laws, state regulations, and federal regulations including: the Privacy Rule at 45 C.F.R. Parts 160 and 164, subparts A and E , Security Standards at 45 C.F.R. Parts 160, 162 and 164, subparts A and C (“the Security Rule”), and the applicable provisions of the Health Information Technology for Economic and Clinical Health Act (HITECH). The Data Recipient shall not disclose or make information available to any individual or organization without the prior written consent of the DHHS Division of Social Services except permitted by this contract for performing its obligations. The Data Recipient acknowledges that in receiving, storing, and processing confidential information, it will implement necessary privacy and security measures to safeguard all information.

Data Security: The Data Recipient shall implement internal data security measures, environmental safeguards, firewalls, access controls, and other security methods utilizing appropriate hardware and software necessary to monitor, maintain, and ensure data integrity in accordance with all applicable federal regulations, state regulations, local laws, and DHHS privacy and security policies. In the event the Data Recipient obtains written consent by DSS to enter into a third-party agreement to whom the Data Recipient provides confidential information, the Data Recipient shall ensure that such agreement contains provisions reflecting obligations of data confidentiality and data security stringent as those set forth in the contract

Duty to Report: The Data Recipient shall report all suspected and confirmed privacy/security incidents or privacy/security breaches involving unauthorized access, use, disclosure, modification, or data destruction to the DHHS Privacy and Security Office at [ncdhhs.gov/about/administrative-divisions-offices/office-privacy-security](http://ncdhhs.gov/about/administrative-divisions-offices/office-privacy-security)

within twenty-four (24) hours after the incident is first discovered. If the privacy or security incident involves Social Security Administration (SSA) data or Centers for Medicare and Medicaid Services (CMS) data, the Data Recipient shall report the incident within one (1) hour after the breach is first discovered. At a minimum, such privacy and security incident report will contain to the extent known: the nature of the incident, specific information about the data compromised, the date the privacy or security incident occurred, the date the Data Recipient was notified, and the identity of affected or potentially affected individual(s). During the performance of this contract, the Data Recipient is to notify the DHHS Privacy and Security Office of any contact by the federal Office for Civil Rights (OCR) received by the Data Recipient. In addition, the Data Recipient will reasonably cooperate with DHHS Divisions and Offices to mitigate the damage or harm of such security incidents.

Cost Borne in the Event of Security Breach: If any applicable federal, state, or local law, regulation, or rule requires NCDHHS or Data Recipient to give affected persons written notice of a security breach arising out performance under this Agreement, the party responsible for the breach shall bear the cost of the notice.

- C. **RELATED PARTIES.** Both parties represent that they are authorized to bind to the terms of this agreement, including confidentiality and destruction or return of data, all related or associated institutions, individuals, employees, or Data Recipients who may have access to the data or may own, lease or control equipment or facilities of any kind where the data is stored, maintained, or used in any way. Data may be stored on a server with additional data but may not be merged with any other data without prior written permission from NCDHHS. This Agreement takes effect only upon acceptance by authorized representatives of both agencies, by which that institution agrees to abide by its terms.
- D. **EFFECTIVE DATE:** This Agreement takes effect upon signature by the authorized representative of each party and will remain in effect for a period of one year. *DATA RECIPIENT* and DSS may mutually agree to cancel this Agreement at any time in writing. *DATA RECIPIENT* and DSS further understand that either party may cancel this Agreement at any time, upon at least 30 calendar days' notice to the other party. Either party further reserves the right to cancel this Agreement should the cancelling party, in its sole but reasonable discretion, determine that confidential information has been released in a manner inconsistent with this Agreement, or has not been maintained in a secure manner.
- E. **DATA OWNERSHIP:** Both agencies understands that the Agreement does not convey ownership of data to the other party.
- F. **DATA STORAGE:** Any cloud storage or processing of DSS data by *Data Recipient* will require the express written consent of DSS. Any data that is part of this agreement must not be taken or accessed outside the United States.

G. MODIFICATION: This Agreement may be extended or otherwise modified only upon written agreement of the parties.

Entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Accepted on behalf of the North Carolina Department of Health and Human Services, Division of Social Services

By \_\_\_\_\_

\_\_\_\_\_ [Printed Name]

\_\_\_\_\_ [Title]

Accepted on behalf of *DATA CUSTODIAN* \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_ [Printed Name]

\_\_\_\_\_ [Title]

**Low Income Household Water Assistance Program (LIHWAP)  
Water and Wastewater Vendor Agreement  
By and Between**

\_\_\_\_\_ **County Department of Social Services/Human Services**  
**and**  
\_\_\_\_\_ **[INSERT NAME OF WATER PROVIDER]**

The undersigned Water Provider agrees to participate in the Low Income Household Water Assistance Program (LIHWAP) for the effective 12- month period beginning on (date) \_\_\_\_\_ through (date) \_\_\_\_\_ .

The undersigned \_\_\_\_\_ County Department of Social Services/Human Services (County DSS) will pay to the undersigned Water Provider a portion of the home water or wastewater costs of households eligible to receive such assistance. Payment amounts are determined by individual household needs. Eligible households must have a household income at or below the 150% Federal Poverty level and water services have been disconnected, in jeopardy of disconnection, or have a current bill. Households that receive benefits through the Low Income Household Water Assistance Program (LIHWAP), Supplemental Nutrition Assistance Program (SNAP), Food and Nutrition Services benefits (FNS) and Temporary Assistance for Needy Families (TANF) will automatically be eligible. The following variables will be used to determine the benefit amount: income, household size, household drinking water burden or household wastewater burden.

The undersigned Water Provider agrees to participate in the Low Income Household Water Assistance Program (LIHWAP) and to follow the NC LIHWAP Policy Manual.

2. Provide water and/or wastewater services to each eligible and approved residential household for which payment is provided under LIHWAP; and
3. Restore water services upon payment; and
4. Comply with all North Carolina laws, regulations or other requirements regarding disconnects pertaining to the supply of home drinking water and/or wastewater services for residential use; and
5. Negotiate for continuation or reconnection of service to households determined eligible for LIHWAP benefits; and
6. Collaborate and do everything possible to ensure the customer has continuous access to home water service; and
7. Charge all LIHWAP eligible households the same price charged for home drinking water and/or wastewater services billed to non-eligible households, as determined by the approved rate setting process; and
8. Not apply LIHWAP payments to account balances that have previously been written off or paid with other funds; and
9. Not apply LIHWAP payments to commercial accounts. LIHWAP payments should only be applied to residential accounts; and
10. Not discriminate against a LIHWAP eligible household with respect to terms, deferred payment plans, credit, conditions of sale, or discounts offered to other customers; and
11. To credit the entire LIHWAP payment to a household's account immediately upon receipt of payment from the County DSS, regardless of whether the payment results in a credit on the account; and
12. To provide documentation such as payment confirmation or updated bills of home water and wastewater supplied to certified households under LIHWAP as may be required by the County DSS to verify funds were applied to the correct accounts; and
13. To provide upon request and at no cost to the County DSS or the household, information on an applicant's home water and wastewater costs, bill payment history, or arrearage history for the last 12- month billing period; and
14. Continually maintain accurate records of LIHWAP credit balances and annually reconcile accounts. After one year, credit balances must be refunded to the AGENCY, in compliance with LIHWAP Vendor Refund Policies, no later than 45 days following the end of the program year 2022; and
15. Not exchange the household's credit authorization for cash or give any cash equivalent for excess credit; and
16. Cooperate with any Federal, State, or local investigation, audit, or program review. The Vendor shall allow AGENCY representative access to all books and records relating to LIHWAP households for purposes of compliance verification with the Agreement; and

DSS – xxxx  
Economic and Family Services

Distribution:  
Original – County File  
Copy to Vendor

17. LIHWAP funds shall only be applied to open accounts. If an account is closed, the Water Provider must return **all** funds to the County DSS. LIHWAP funds cannot be applied to a closed account with remaining balance.

Termination of the Agreement:

1. Termination of this Agreement may occur by either party terminating its duties under this Agreement upon provision of thirty (30) calendar days written notice to the other.
2. This Agreement will terminate immediately should the Water Provider supply false information or attempt to defraud the State, the County DSS, or the eligible household. In such cases, no additional reimbursement will be made to the Water Provider unless and until such matters are resolved and the Water Provider is exonerated of wrongdoing.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Print Name of County

\_\_\_\_\_  
Print Name of Water Provider Representative

\_\_\_\_\_  
Print Name of County DSS Director

\_\_\_\_\_  
Signature of Water Provider Representative

\_\_\_\_\_  
Signature of County DSS Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Mailing Address

\_\_\_\_\_  
Print Mailing Address

\_\_\_\_\_  
Print City, State, Zip Code

\_\_\_\_\_  
Print City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Provider Federal ID Number (FEIN) or SSN





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

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

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### **Funding Options for Historic Sign for Dr. Haywood**

1. Appropriate Unrestricted Fund Balance
  - a. \$81,322.55 from Unrestricted Fund Balance is already appropriated in the current budget and will remain at that high figure unless ARP funding is used to offset some of the expenditures.
2. Utilize ARP funds
  - a. Would require that signage be a part of improvements to trail in Hayley-Haywood Park. Lowest quote on paving trail in Hayley-Haywood Park is \$11,550. Signage would be additional \$2000 on top of \$11,550.
3. Research further additional areas of possible funding