



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

BOARD OF COMMISSIONERS REGULAR MEETING
7:00 PM January 10, 2022
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 December 13, 2021
5. Consent Agenda
 - a. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
 - b. Monthly Checks Report
 - c. Public Works Monthly Report
 - d. WWTP Monthly Report
 - e. Police Activity Reports
 - f. Action Items from December BOC Meeting
6. 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)
7. Old Business
 - a. Status of Grants – for information
8. New Business
 - a. HR Essentials Presentation of Salary Study and Pay Plan – for consideration
 - b. Proposed Change to Water/Sewer Rates to Qualify for 100% Grant (effective January 16, 2022) – for consideration
 - c. Liability Insurance Renewal, New Carrier – for information
 - d. Dog Tethering Ordinances – for discussion
9. Announcements
10. Adjournment

Conflict of Interest Disclaimer

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

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

Citizen Comments

Rules for Citizen Comments

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

Town of Warrenton
Board of Commissioners



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

P.O. Box 281
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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.

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
Town Administrator

Town of Warrenton

"Historically Great - Progressively Strong"

Post Office Box 281
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Warrenton, NC 27589-0281
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TOWN OF WARRENTON- BOARD OF COMMISSIONERS
REGULAR MONTHLY DECEMBER 13, 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 Margaret Britt William "Bill" Perkinson Public Works
Commissioner John Blalock Annette Silver, Minute Taker
Commissioner Kimberly Harding (outgoing)
Commissioner Mark Wethington (outgoing)
Commissioner Al Fleming (sworn in)
Commissioner Aaron Ayscue (sworn in)
Commissioner Jason Young (sworn in)

Commissioner Edna Scott was not present. Senator Norman Sanderson was present, as well as 12 citizens and remote participants.

Call to Order – Pledge of Allegiance and Moment of Silence

Mayor Gardner called to order the regular monthly meeting of the Town of Warrenton at 7:00 pm. The Pledge of Allegiance was led by Commissioner Harding. A Moment of Silence was held for reflection and for all states suffering tornado damage.

Conflict of Interest Statement and Proposed Agenda

The Conflict-of-Interest Statement was reviewed. The Proposed Agenda was presented. A motion was made by Commissioner Blalock with second by Commissioner Hunter to approve the Proposed Agenda. The motion was approved by unanimous vote.

Public Comments

Public Comments were voiced by Dwayne Hicks and Yvette Roberts. Mr. Hicks wanted to re-address the Dollar General storm water but as it was noted under Consent Agenda, he would wait for it to come up in the agenda. Ms. Yvette Roberts had several questions for the Board. Mayor Gardner asked Ms. Roberts to call and set up an appointment with him to address her questions.

Minutes of Board Meeting on November 8, 2021

Minutes of November 8, 2021 were presented. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve the Minutes. The motion was approved by unanimous vote.

Mayor Gardner welcomed Senator Sanderson to Board meeting. Mayor Gardner also, thanked Commissioners Harding and Commissioner Wethington for their service to the Town as Board members, as well as Commissioner Scott, who was not in attendance.

Swearing in Ceremony for New Board Members

Mrs. Lisa Blalock, Clerk of Court, came forward and swore in Mayor Gardner and Commissioners Mary Hunter, George “Al” Fleming, Jason Young and Aaron Ayscue.

Election of Mayor Pro-Tem and Committee Assignments

Commissioner Blalock made a motion to re-elect Commissioner Hunter as Mayor Pro-Tem with second by Commissioner Britt. The motion was approved by unanimous vote.

TOWN APPOINTMENTS FOR 2022

Board Committees

Finance/Administration	Chairperson Mary Hunter
(Budgeting/Tax Collection)	John Blalock
Long Range Planning (Facilities)	Jason Young

Public Safety	Chairperson Aaron Ayscue
(Police/Fire)	John Blalock
Fire Inspection	Margaret Britt

Beautification/Museum	Chairperson Margaret Britt
Streetscape Beautification Committee	Michael Coffman
Plummer Hook & Ladder Co. Museum	Aaron Ayscue

Public Works	Chairperson Al Fleming
Street/Sanitation/Water/Sewer	Michael Coffman
Waste Water Treatment	Margaret Britt

Human Resources/ Information Technology	Chairperson John Blalock
Personnel	Mary Hunter
Info Technology	Aaron Ayscue

Planning/Zoning/Cemetery	Chairperson Jason Young
Planning Bd & Bd of Adjustment	Al Fleming
Warrenton Cemetery & Annexation	Mary Hunter

Revitalization/Historical	Chairperson Michael Coffman
Revitalization Committee	Jason Young
Historical District Commission	Al Fleming
Small Town Main Street Program	

A motion was made by Commissioner Hunter with second by Commissioner Blalock to approve Committee Appointments for 2022. The motion was approved by unanimous vote.

Department Heads / Staff

- Town Administrator/Town Clerk/Zoning Administrator -- Robert Davie
- Director of Public Works -- Bill Perkinson
- Chief of Police -- Goble Lane
- Finance Director -- Meredith Valentine
- Town Attorney -- Mitch Styers
- Kerr Tar Regional Council of Government -- Board Representative Mayor Walter Gardner (Alternative Robert Davie)
- Local Firefighter's Relief Fund Trustees -- Lee Edmonds and Joyce Greene-Williams

Citizen Committee Appointments

Zoning Board

Robert V. Alston, Al Fleming (Chair), Claude Burrows, Sallie White, Calvin Alston, Bob Neal

Planning Board

George Humphries, Georgiana Weddington, Tom Hardy (Chair), Kristy Steed, Carlos Verdager

Citizens Advisory Board

E T Malone, Jr (Chair), Annette Silver, Candice White

Historic District Commission

Richard Hunter (Chair), Cynthia Jenkins, Anne Harris, Audrey Tippett, Marsha West, Bob Shingler, Michael Coffman

Plummer Hook & Ladder Co. Museum Committee

Anne Harris, Jennifer Harris Franks, Sherman Johnson
Walter Gardner, W. Hermenia Salmon, Annette Silver, Don Stith, Jonas Milo Alston
Julian Felix Green, Dominique K Trotman

Beautification Committee

Richard Hunter (Chair), Fern Boyd, Hermenia Salmon, Margaret Britt

Quilter's Lane Committee

William T Hardy Chairperson

A Representative from Revitalization Committee

A Representative from Preservation Warrenton

A Representative from Quilt Lizzy

A Representative from Heritage Quilters

A citizen-in town

A citizen- out of town

Victoria Lehman

Magnolia Clanton

Susan Harris

Jereann King-Johnson

Betty Rollinson

Charla Duncan

A motion to approve committee appointments was made by Commissioner Hunter with second by Commissioner Blalock. The motion was approved by unanimous vote.

CONSENT AGENDA

The Consent Agenda was presented. A motion was made by Commissioner Coffman with second by Commissioner Britt to approve the Consent Agenda. The motion was approved by unanimous vote.

COMMITTEE REPORTS

Finance and Administration Commissioner Hunter had no additional report for Finance, but displayed the recently received Carraway Award plaque, awarded by Preservation North Carolina for the renovation work on Town Hall.

Public Works Commissioner Fleming had nothing in addition to submitted reports.

Public Safety Commissioner Ayscue had nothing in addition to submitted reports. Chief Lane reported that the Booze It or Lose It program had started on December 13, 2021 and would continue through January 2, 2022.

Human Resources/Information Technology Commissioner Blalock had no report.

Revitalization/Historic District Commission Commissioner Coffman had no report for the Revitalization Committee. For the Historic District Commission he reported that it had approved two COAs; 103 N. Front Street (roof) and 218 W. Ridgeway Street (front door). Commissioner Coffman stated that the owner at 218 W. Ridgeway may come before Board requesting dismissal of outstanding penalties.

Beautification/Facilities Commissioner Britt brought attention to Christmas decorations throughout Warrenton.

Planning/Zoning/Annexation Commissioner Young had no report.

Commissioner Blalock suggested that the Town schedule a tour of the Waste Water Treatment plant and other Town facilities for the benefit of newly elected Commissioners.

OLD BUSINESS

Fund 53 (NC Commerce Main Street Downtown Redevelopment) Milano's Project received extension to June 30, 2022, \$210,000 remaining funds.

Fund 55 (NC DEQ Water Infrastructure WWTP) Electrical work remaining to be done

TAP Grant ADA Construction underway at DOT corners only.

NC Main Street Solutions Warrenton Brewery Grant Construction target completion date December 31, 2021, it will probably get extension.

Fund 67 Neighborhood Revitalization Grant lead-based paint and asbestos analysis of properties scheduled for week of December 27th.

Fund 68 Building Reuse Grant (Warren Animal Clinic) Extension granted until December 12, 2022.

Fund 68 Volkswagen Settlement Grant Garbage truck destroyed per grant requirement Expect to receive small amount for recycling of material.

NC IDEA – ICE House Grant The first cohort finished on December 5th with ten graduates.

Update NC DEQ of Grant Opportunities in April Funding round for \$6 million in total, \$3 million for water and \$3 million for sewer. Priorities have been identified as a result of AIA studies in both water and sewer areas. Treatment plant needs fall under the sewer area.

Hayley-Haywood Park Trail Update Two estimates submitted, one by KPH for \$11,550 and one by Rightmyer for \$19,725. ARP funds can be used. A motion was made by

Commissioner Blalock with second by Commissioner Hunter to contract with KPH to pave the walking trail with 1.5 inches of asphalt. The motion was approved by unanimous vote. KPH will be contacted to set up a date as weather allows for proper paving.

For informational purposes a report on events and revenues from Frontier Warren was submitted.

A motion was made by Commissioner Coffman with second by Commissioner Britt to approve an MOU for Downtown Ordinance Review. The motion was approved by unanimous vote.

A resolution to support the Downtown Ordinance Review was submitted. A motion was made by Commissioner Hunter with second by Commissioner Coffman to approve the resolution. The motion was approved by unanimous vote.

For informational purposes an initial parking lot plan for the South Main Street area was submitted. There was brief discussion on the parking lot plan.

NEW BUSINESS

There were two Statements of Interest for service which were presented to the Board from Dian Sourelis and Cynthia Jenkins, whom would serve on the Planning Board. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve Ms. Sourelis to the Planning Board. The motion was approved by unanimous vote. A motion was made by Commissioner Coffman with second by Commissioner Hunter to approve Ms. Jenkins to the Planning Board. The motion was approved by unanimous vote.

Town Administrator explained the Data Share Agreement with NC DHHS to the Board, which will assist water/sewer customers in paying their outstanding water/sewer bills. It is a State project requiring data to be shared with the state and also with Warren County. A motion was made by Commissioner Blalock with second by Commissioner Hunter to approve the data sharing agreement with NC DHHS and Town participation in program. The motion was approved by unanimous vote. A motion was made by Commissioner Blalock with second by Commissioner Ayscue to approve the Water and Wastewater Vendor Agreement with Warren County. The motion was approved by unanimous vote.

The proposed historical marker for Dr. Haywood may be paid for through ARP funds if it is located at the Hayley-Haywood Park and part of the paving project for the park walking trail. Mark Wethington indicated that discussions on the ideal location were ongoing.

ANNOUNCEMENTS

Employee Luncheon schedule for Wednesday, December 15, 2021

Meeting adjourned.

Budget vs Actual

Town of Warrenton
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Period Ending 12/31/2021

34 FRONTIER WARREN							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
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	245.00	425.00	658.50	658.50		
34-351-422 Rent Paid to Town Frontier Warren	24,000	3,920.00	8,220.00	16,080.00	(7,920.00)	67%	
34-352-363 Donations	2,000	0.00	213.25	373.75	(1,626.25)	19%	
Revenues Totals:	41,000	4,165.00	8,858.25	22,112.25	(18,887.75)	54%	
Expenses							
34-405-098 American Rescue Plan Reimbursement	(13,000)	0.00	0.00	0.00	(13,000.00)		
34-405-203 Supplies	691	22.98	231.57	673.68	17.32	97%	
34-405-250 Lights/Heat/Security	4,000	473.16	1,375.36	2,580.50	1,419.50	65%	
34-405-251 Telephone/Internet	3,000	103.97	549.32	1,425.14	1,574.86	48%	
34-405-255 Bldg Maint/Clean Srvs	2,500	810.00	1,590.00	2,400.00	100.00	96%	
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	9,000.00	21,000.00	15,000.00	58%	
34-405-499 Miscellaneous	779	0.00	0.00	300.00	479.00	39%	
Non-Departmental Totals:	36,000	4,410.11	12,746.25	28,386.82	7,613.18	79%	
34-431-700 NC IDEA Grant Expense	5,000	1,250.00	2,500.00	2,500.00	2,500.00	50%	
Totals:	5,000	1,250.00	2,500.00	2,500.00	2,500.00	50%	
Expenses Totals:	41,000	5,660.11	15,246.25	30,886.82	10,113.18	75%	
34 FRONTIER WARREN	Revenues Over/(Under) Expenses:	(1,495.11)	(6,388.00)	(8,774.57)			

Budget vs Actual

Town of Warrenton
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Period Ending 12/31/2021

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
37-302-301 Ad Valorem Taxes - Current	403,379	133,233.72	167,918.19	197,963.07	(205,415.93)	49%	
37-302-302 Ad Valorem Taxes - Prior Year	6,000	966.81	1,962.26	5,079.62	(920.38)	85%	
37-302-303 Ad Valorem Taxes - all other prior years	3,000	6.99	6.99	1,434.87	(1,565.13)	48%	
37-302-304 Ad Valorem Taxes - Penalties & Interest	1,800	75.38	149.69	1,106.71	(693.29)	61%	
37-307-310 Motor Vehicles - Current	36,007	4,779.70	9,575.22	21,126.95	(14,880.05)	59%	
37-320-320 Local Option Sales Tax Monthly	270,000	26,714.36	79,211.56	156,254.18	(113,745.82)	58%	
37-320-321 Annual Refund of Sales Tax the Town paid	0	0.00	23,439.89	23,439.89	23,439.89		
37-325-325 Utility Franchise Tax Quarterly	86,000	21,559.26	21,559.26	40,559.69	(45,440.31)	47%	
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	0.00	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	0.00	163.59	314.43	314.43		
37-335-335 Powell Bill	24,128	16,750.63	16,750.63	29,194.85	5,066.85	121%	
37-345-345 Zone Board of Adj	500	25.00	50.00	75.00	(425.00)	15%	
37-345-346 Code Enforcement	2,750	175.00	875.00	1,800.00	(950.00)	65%	
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	15,178.81	45,945.56	92,141.31	(88,338.69)	51%	
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	20.00	30.00	(20.00)	60%	
37-351-357 Court Fees	300	13.50	90.00	166.50	(133.50)	56%	
37-351-360 Cell Tower Rent	29,400	2,695.00	8,085.00	16,170.00	(13,230.00)	55%	
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	1.66	4.93	9.70	(40.30)	19%	

Budget vs Actual

Town of Warrenton
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Period Ending 12/31/2021

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	13.00	28.00	28.00	(472.00)	6%	
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	3,875.12	11,539.15	22,172.94	(22,074.06)	50%	
37-365-371 WS 25% of GF Exp	87,356	10,145.34	24,238.05	49,511.08	(37,844.92)	57%	
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	8.67	21.75	(478.25)	4%	
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)		
Revenues Totals:	1,278,320	236,219.28	411,808.28	666,632.26	(611,687.29)	52%	
Expenses							
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	11,291.98	33,676.74	64,252.68	63,778.32	50%	
37-401-012 Salary - Adm Assistant	47,353	4,150.00	13,150.00	23,950.00	23,403.00	51%	
37-401-020 ER-FICA Taxes	9,747	863.28	2,574.30	4,911.66	4,835.34	50%	
37-401-021 ER-FICA Taxes - Adm Assistant	3,623	316.92	1,004.02	1,828.54	1,794.46	50%	
37-401-030 ER-Retirement - Orbit	31,806	2,810.44	8,522.47	16,052.89	15,753.11	50%	
37-401-040 ER-Health Insurance	24,780	2,111.61	6,294.42	13,980.81	10,799.19	56%	
37-401-050 ER-Life Insurance	504	48.00	144.00	336.00	168.00	67%	
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	4,389	233.48	884.24	1,400.06	2,988.89	32%	
37-401-250 Light, Heat & Security	12,000	747.49	1,382.67	3,058.04	8,941.96	25%	
37-401-251 Telephone & Postage	3,000	203.77	643.99	1,326.89	1,673.11	44%	
37-401-255 Bldg. Maint/ Clean SVS	6,000	2,099.28	610.89	2,534.79	3,465.21	42%	

Budget vs Actual

Town of Warrenton
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Period Ending 12/31/2021

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-401-256 Bank Fees/ Petty Cash	1,700	350.00	950.00	1,650.00	50.00	97%	
37-401-295 Training	1,025	0.00	0.00	325.00	700.00	32%	
37-401-301 Computer Maint	3,770	261.60	1,275.32	2,106.85	1,663.15	56%	
37-401-302 Software Support	2,675	29.98	326.55	1,765.68	909.32	66%	
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	576	576.00	576.00	576.00	0.00	100%	
37-401-309 Advertising	1,300	0.00	0.00	87.33	1,212.67	7%	
37-401-310 Dues & Subscriptions	2,800	0.00	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	2,076.80	2,632.53	3,642.03	4,357.97	46%	
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	3,000.00	7,000.00	5,000.00	58%	
37-401-420 Attorney Fees	28,500	1,200.00	1,200.00	18,200.00	10,300.00	64%	
37-401-497 Sales & Uses Tax Expense	0	1,464.00	4,693.58	11,062.44	(11,062.44)		
37-401-499 Miscellaneous Expense	3,156	270.00	(179.58)	(156.25)	3,312.50	-5%	
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	428.95	2,897.12	4,183.97	2,842.30	60%	
37-401-803 USDA Town Hall/WS Loan Principal	4,431	4,431.00	4,431.00	4,431.00	0.00	100%	
37-401-831 Town Hall Roof Loan - Interest Admin	260	43.30	129.90	259.80	0.00	100%	
37-401-833 USDA Town Hall/WS Loan Interest	2,850	2,850.00	2,850.00	2,850.00	0.00	100%	
37-401-998 Contingency	1,000	0.00	0.00	0.00	1,000.00		
General Government Totals:	318,692	39,857.88	95,361.82	201,752.04	116,940.23	63%	
37-402-014 Mayor Part Time Salary	1,500	125.00	375.00	750.00	750.00	50%	

Budget vs Actual

Town of Warrenton
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Period Ending 12/31/2021

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-402-020 ER - FICA TAXES	115	9.56	28.68	57.36	57.64	50%	
37-402-200 Travel Expense	200	0.00	0.00	0.00	200.00		
37-402-295 Training	900	540.00	900.00	900.00	0.00	100%	
37-402-402 Commission offsite meetings	50	0.00	0.00	0.00	50.00		
Governing Body Totals:	2,765	674.56	1,303.68	1,707.36	1,057.64	62%	
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	500.00		
37-405-430 Historic District Comm	14,870	0.00	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	48.91	432.91	492.91	9,007.09	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	48.91	758.91	2,673.91	26,896.09	9%	
37-501-010 SALARY FULL TIME	215,873	17,562.10	58,310.43	109,352.12	106,520.88	51%	
37-501-014 Salary - Part Time	10,000	1,810.28	3,473.99	4,261.99	5,738.01	43%	
37-501-016 Police Clerical Salary	34,795	3,226.80	9,918.80	17,949.20	16,845.80	52%	
37-501-019 Salary - Over-Time	5,000	1,079.14	1,734.82	2,745.66	2,254.34	55%	
37-501-020 ER-FICA Taxes	20,066	1,799.73	5,570.21	10,183.49	9,882.51	51%	
37-501-030 ER - Retirement Orbit	48,440	4,108.63	13,147.78	24,442.03	23,997.97	50%	
37-501-031 ER - 401K 5%	10,912	932.06	3,002.26	5,604.89	5,307.11	51%	
37-501-040 ER - Health Insurance	38,960	3,206.18	9,677.43	22,487.88	16,472.12	58%	
37-501-050 ER - Life Insurance	1,010	48.00	240.00	624.00	386.00	62%	
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	0.00	948.00	988.16	11.84	99%	
37-501-203 Supplies	3,000	259.37	616.98	1,234.63	1,765.37	41%	
37-501-204 Uniforms	2,000	(89.12)	431.44	1,058.79	941.21	53%	
37-501-205 Equipment & Material	3,000	1,107.47	1,247.56	1,465.44	1,534.56	49%	
37-501-250 Light, Heat & Security	10,908	670.46	1,200.15	2,665.31	8,242.69	24%	
37-501-251 Telephone & Postage	9,387	787.66	2,395.80	4,807.23	4,579.77	51%	
37-501-252 Fuel	14,000	2,201.36	5,937.59	12,053.18	1,946.82	86%	
37-501-255 Bldg Maint/Clean Svs	5,904	2,099.28	1,332.56	3,256.46	2,647.54	55%	

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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	333.00	1,163.67	2,162.67	3,443.33	39%	
37-501-302 Software Support	6,665	0.00	836.60	6,610.71	54.29	99%	
37-501-351 Maint & Repair Equip	3,000	0.00	349.86	536.77	2,463.23	18%	
37-501-370 2019 Dodge Car 100	1,000	49.95	49.95	80.99	919.01	8%	
37-501-371 2017 Dodge Car 200	1,000	194.38	299.28	658.98	341.02	66%	
37-501-372 2016 Dodge Car 300	1,000	0.00	47.05	167.05	832.95	17%	
37-501-373 2017 Dodge Car 400	2,300	2,143.23	2,143.23	2,208.84	91.16	96%	
37-501-374 2010 Ford Car 500	1,000	0.00	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	393.59	440.30	911.30	88.70	91%	
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	36.76	(814.48)	(418.56)	5,078.56	-9%	
37-501-801 Town Hall Roof Loan Principal	6,890	428.96	2,897.16	4,184.04	2,706.24	61%	
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	0.00	4,544.28	4,544.28	0.72	100%	
37-501-831 Town Hall Roof Loan - Interest PD	388	43.31	129.93	259.86	128.14	67%	
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	0.00	881.72	881.72	0.28	100%	

Budget vs Actual

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Police Department Totals:	503,267	44,432.58	132,205.83	260,611.48	242,655.80	52%
37-601-014 Salary - Part Time Code Enforcement	3,000	27.07	792.07	1,963.38	1,036.62	65%
37-601-020 ER-FICA Taxes	230	2.07	60.60	107.42	122.58	47%
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	17,499.99	34,999.98	35,000.02	50%
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	5,862.47	23,352.66	42,070.78	48,594.22	46%
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	174.43	174.43	174.43	2,325.57	7%
37-651-333 Street Beautification - Below \$5,000	4,765	239.02	968.59	1,378.23	3,386.77	29%
37-651-335 Street Lighting Electric Bill	23,000	1,854.51	4,834.02	10,254.75	12,745.25	45%
Signs and Lights Totals:	32,515	2,267.96	6,002.61	11,832.98	20,682.02	36%
37-701-010 Salary - Full Time	56,378	5,404.60	14,541.75	24,676.49	31,701.51	44%
37-701-014 Salary - Part Time	16,316	1,412.46	4,247.83	7,667.68	8,648.32	47%
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	520.33	1,433.25	2,471.32	3,187.68	44%
37-701-030 ER - Retirement - Orbit	13,832	984.16	2,994.50	5,454.97	8,377.03	39%
37-701-040 ER-Health Insurance	14,114	1,263.89	3,526.99	6,903.30	7,210.70	49%
37-701-050 ER-Life Insurance	269	32.32	90.88	188.84	80.16	70%
37-701-060 ER-Workman's Comp	1,837	0.00	0.00	1,836.17	0.83	100%
37-701-203 Supplies	3,203	142.63	532.98	1,743.52	1,459.48	54%
37-701-204 Uniforms	3,720	159.94	1,320.49	1,695.01	2,024.99	46%
37-701-251 Telephone & Postage	936	76.35	229.05	458.16	477.84	49%
37-701-252 Fuel	8,000	1,233.01	3,813.78	5,001.81	2,998.19	63%
37-701-256 Street Maintenance	33,481	0.00	23,583.00	33,141.00	340.00	99%

Budget vs Actual

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-701-312 Tree Removal	500	0.00	0.00	500.00	0.00	100%	
37-701-351 Maint & Repair Equip	7,735	0.00	5,211.81	5,366.64	2,368.36	69%	
37-701-352 Vehicle Maintenance	6,480	598.88	2,880.77	6,078.45	401.55	94%	
37-701-400 Liability Insurance	6,328	0.00	0.00	1,581.51	4,746.49	25%	
37-701-431 Street Debris Disposal	3,500	2,500.00	3,500.00	3,500.00	0.00	100%	
37-701-895 Mowing	(16,000)	(1,125.00)	(3,375.00)	(6,750.00)	(9,250.00)	42%	
Streets Totals:	167,562	13,203.57	64,532.08	101,576.42	65,985.58	61%	
37-710-361 Maint & Repair POWELL BILL	18,167	2,112.00	2,612.00	2,612.00	15,555.00	14%	
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	2,112.00	2,612.00	2,612.00	21,516.00	11%	
37-801-010 Salary - Full Time Sanitation	48,527	3,933.60	13,265.40	24,463.56	24,063.44	50%	
37-801-019 Salary - Over Time Sanitation	678	0.00	0.00	0.00	678.00		
37-801-020 ER - FICA Sanitation	3,764	294.77	993.27	1,831.49	1,932.51	49%	
37-801-030 ER - Retirement - Orbit Sanitation	9,201	715.92	2,414.32	4,452.40	4,748.60	48%	
37-801-040 ER - Health Insurance	11,101	965.61	2,878.59	6,308.99	4,792.01	57%	
37-801-050 ER - Life Insurance	227	21.60	64.80	151.20	75.80	67%	
37-801-060 Workman's Compensation	4,080	0.00	0.00	4,079.31	0.69	100%	
37-801-203 Supplies	750	0.00	5.75	275.15	474.85	37%	
37-801-204 Uniforms	2,196	87.16	831.75	1,100.12	1,095.88	50%	
37-801-251 Telephone & Postage	516	41.02	123.06	246.20	269.80	48%	
37-801-252 Fuel	3,000	253.52	835.21	1,298.26	1,701.74	43%	
37-801-350 Landfill Fees	19,300	1,989.90	5,018.97	10,527.71	8,772.29	55%	
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	8,303.10	26,431.12	57,243.01	50,028.99	53%	

Budget vs Actual

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37 GENERAL FUND

Description	Budget	MTD	QTD	YTD	Variance	Percent
37-901-037 Transfer Out To GF Bank 30	0	(500.00)	(500.00)	(500.00)	500.00	
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	(500.00)	(500.00)	(500.00)	2,383.00	-27%
Expenses Totals:	1,278,320	116,263.03	352,060.71	680,367.48	597,952.07	53%
37 GENERAL FUND Revenues Over/(Under) Expenses:		119,956.25	59,747.57	(13,735.22)		

Budget vs Actual

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
38-351-401 Water Sales	776,347	65,984.66	183,432.99	379,709.37	(396,637.63)	49%	
38-351-402 Debt Setoff WATER	302	0.00	0.00	37.37	(264.63)	12%	
38-351-404 Sewer Services	594,414	54,576.35	138,336.27	286,032.84	(308,381.16)	48%	
38-351-407 Debt Setoff SEWER	501	0.00	0.00	41.74	(459.26)	8%	
38-351-408 Town Taps	4,616	2,723.00	2,969.77	7,918.31	3,302.31	172%	
38-351-416 Dis/Reconnection Fee	7,320	535.00	1,495.26	4,162.32	(3,157.68)	57%	
38-351-417 Fire Sprinkler	2,253	241.62	534.42	1,105.98	(1,147.02)	49%	
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	25.00	50.00	125.00	(305.00)	29%	
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	4.11	13.63	(12.37)	52%	
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	4.33	10.86	10.86		
38-365-421 Account Activation Fee	2,875	125.00	600.00	1,500.00	(1,375.00)	52%	
38-365-851 Misc Revenue WATER	63	0.00	0.00	1.50	(61.50)	2%	
Revenues Totals:	1,401,915	124,210.63	327,427.15	680,764.30	(721,150.70)	49%	
Expenses							
38-851-010 Salary Full Time	97,849	8,746.67	26,206.84	46,002.30	51,846.70	47%	
38-851-014 Salary - Part Time	18,194	1,683.49	4,922.59	8,901.16	9,292.84	49%	
38-851-019 Salary Over-Time	6,477	266.51	785.00	2,054.66	4,422.34	32%	
38-851-020 ER-FICA Taxes	9,373	794.27	2,357.30	4,200.94	5,172.06	45%	
38-851-030 ER - Retirement Orbit	17,584	1,391.92	3,858.52	6,564.19	11,019.81	37%	
38-851-040 ER - Health Insurance WATER	18,024	1,490.20	4,313.36	8,598.62	9,425.38	48%	
38-851-050 ER - Life Insurance	365	35.60	104.72	226.14	138.86	62%	
38-851-060 ER - Workman's Comp	2,599	0.00	0.00	1,070.01	1,528.99	41%	

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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	32,955	1,905.71	8,373.89	14,060.02	18,895.08	43%	
38-851-204 Uniforms	2,172	88.55	815.68	1,022.34	1,149.66	47%	
38-851-250 Light & Heat & Security	4,384	403.88	1,316.34	2,340.60	2,043.40	53%	
38-851-251 Telephone & Postage	8,029	674.27	2,060.02	4,056.84	3,972.16	51%	
38-851-252 Fuel	6,000	488.15	1,910.89	3,474.97	2,525.03	58%	
38-851-255 Bldg. Maint/Clean Svs	3,039	1,049.64	20.65	982.59	2,056.41	32%	
38-851-260 Electric Tank/Pumps	3,098	387.23	794.85	1,305.79	1,792.21	42%	
38-851-296 Continuing Education	625	150.00	150.00	150.00	475.00	24%	
38-851-301 Computer Maintenance	2,547	138.04	501.86	949.35	1,597.65	37%	
38-851-302 Software Support	10,492	0.00	148.28	10,317.85	174.15	98%	
38-851-305 Technology Upgrades	2,250	0.00	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	168.84	348.01	75.99	82%	
38-851-313 State Permits	1,250	120.00	990.00	1,051.59	198.41	84%	
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	140.00	425.00	565.00	895.00	39%	
38-851-351 Maint. & Repair Equip	1,197	0.00	328.71	1,380.27	(183.27)	115%	
38-851-352 Vehicle Maintenance	3,500	0.00	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	18,068	1,542.75	3,796.35	17,053.14	1,014.86	94%	
38-851-451 Water Purchase	201,423	15,082.06	45,620.15	93,673.46	107,749.54	47%	
38-851-801 Town Hall Roof Loan - Principal	2,708	214.47	643.41	1,286.82	1,421.18	48%	
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	130	21.65	64.95	129.90	0.00	100%	

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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	3,375.00	6,750.00	9,250.00	42%	
38-851-896 WS 25% of GF Expense	43,678	5,072.67	12,119.02	24,755.53	18,922.47	57%	
Water Totals:	608,728	43,025.23	135,838.78	281,968.89	326,759.11	46%	
38-852-010 Salary - Full Time	97,849	8,739.67	26,192.18	45,982.31	51,866.69	47%	
38-852-014 Salary - Part Time	18,194	1,849.25	5,088.35	9,066.77	9,127.23	50%	
38-852-019 Salary - Over Time Sewer	6,477	240.26	1,064.31	3,892.65	2,584.35	60%	
38-852-020 ER - FICA Sewer	9,373	825.72	2,464.82	4,491.32	4,881.68	48%	
38-852-030 ER-Retirement Orbit	17,584	1,399.12	3,916.96	6,869.96	10,714.04	39%	
38-852-040 ER-Health Insurance SEWER	18,025	1,491.05	4,315.91	8,604.64	9,420.36	48%	
38-852-050 ER-Life Insurance	310	36.24	106.64	230.62	79.38	74%	
38-852-060 ER-Workman's Comp	1,191	0.00	0.00	1,070.00	121.04	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	48,052	4,568.70	12,190.27	28,121.67	19,930.33	59%	
38-852-204 Uniforms	2,172	88.54	815.58	1,022.19	1,149.81	47%	
38-852-250 Light & Heat & Security	5,981	403.86	732.47	1,756.68	4,224.32	29%	
38-852-251 Telephone & Postage	8,029	674.25	2,052.58	4,056.34	3,972.66	51%	
38-852-252 Fuel	6,000	488.13	1,910.86	3,631.73	2,368.27	61%	
38-852-255 Bldg. Maint/Clean Svs	3,039	1,049.63	20.67	982.61	2,056.39	32%	
38-852-260 Electric Tank/Pumps	14,000	609.61	2,294.70	4,653.15	9,346.85	33%	
38-852-296 Continuing Education	625	150.00	150.00	150.00	475.00	24%	
38-852-301 Computer Maint.	2,547	138.05	501.87	949.35	1,597.65	37%	
38-852-302 Software Support	10,492	0.00	148.27	10,317.82	174.18	98%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-852-305 Technology Upgrades	933	0.00	233.33	466.74	466.26	50%	
38-852-309 Advertising	683	0.00	453.43	682.83	0.17	100%	
38-852-310 Dues & Subscriptions	423	12.50	168.83	348.00	75.00	82%	
38-852-313 State Permits	1,250	150.00	150.00	150.00	1,100.00	12%	
38-852-351 Maint & Repair Equip	1,197	0.00	328.70	1,380.26	(183.26)	115%	
38-852-352 Vehicle Maintenance	3,500	0.00	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	40,162.69	89,343.05	245,169.95	27%	
38-852-448 External Contract	34,377	2,590.00	6,105.90	31,116.63	3,260.37	91%	
38-852-473 WWTP Rehab Annual Payment	25,357	0.00	0.00	0.00	25,357.00		
38-852-801 Town Hall Roof Loan - Principal	2,708	214.48	643.44	1,286.88	1,421.12	48%	
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	130	21.66	64.98	129.96	0.00	100%	
38-852-833 USDA Town Hall/WS Loan Interest	14,423	0.00	0.00	0.00	14,423.00		
38-852-836 USDA Public Works Trucks - Int Sewer	351	0.00	350.20	350.20	0.80	100%	

Budget vs Actual

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Period Ending 12/31/2021

38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
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	5,072.67	12,119.03	24,755.55	18,922.45	57%	
Sewer Expenses Totals:	784,518	30,813.39	131,013.08	296,414.53	488,103.47	38%	
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	73,838.62	266,851.86	578,383.42	823,531.58	41%	
38 WATER / SEWER Revenues Over/(Under) Expenses:		50,379.99	60,583.27	102,380.88			

Budget vs Actual

Town of Warrenton
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Period Ending 12/31/2021

39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
39-351-405 Septic Disposal Service	18,828	11,170.00	28,105.00	28,105.00	9,277.00	149%	
39-351-470 Town Sewer Revenues	334,513	0.00	40,162.69	89,343.05	(245,169.95)	27%	
39-351-471 Sewer Revenues - County	190,349	0.00	22,853.87	50,839.08	(139,509.92)	27%	
39-351-472 Sewer Rev Norlina	194,521	0.00	23,354.82	51,953.46	(142,567.54)	27%	
39-365-001 Interest Income	0	0.00	0.96	0.97	0.97		
39-365-861 Misc Revenue WWTP	1,000	0.00	(240.00)	4.50	(995.50)	0%	
Revenues Totals:	739,211	11,170.00	114,237.34	220,246.06	(518,964.94)	30%	
Expenses							
39-861-010 Salary - Full Time	168,825	14,963.64	44,774.90	80,438.50	88,386.50	48%	
39-861-014 Salary - Part Time	13,673	1,540.68	4,791.43	8,779.28	4,893.72	64%	
39-861-019 Over-Time	14,064	615.51	1,740.55	5,594.86	8,469.14	40%	
39-861-020 ER-FICA Taxes	15,037	1,112.81	3,278.04	6,025.91	9,011.09	40%	
39-861-030 ER - Retirement Orbit	33,686	2,476.43	7,220.19	13,055.15	20,630.85	39%	
39-861-040 ER- Health Insurance	27,820	2,358.88	6,754.58	13,397.09	14,422.91	48%	
39-861-050 ER-Life Insurance	625	50.24	144.96	295.20	329.80	47%	
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	46,130	3,857.77	10,463.61	37,385.89	8,744.11	81%	
39-861-204 Uniforms	3,120	128.82	1,048.83	1,293.24	1,826.76	41%	
39-861-250 Light, Heat & Security	95,000	15,852.83	24,476.69	48,133.31	46,866.69	51%	
39-861-251 Telephone & Postage	7,873	736.94	2,199.73	4,281.08	3,591.92	54%	
39-861-252 Fuel	9,000	572.74	1,961.27	3,834.70	5,165.30	43%	
39-861-296 Continuing Education	1,225	300.00	300.00	300.00	925.00	24%	
39-861-301 Computer Maint.	4,369	276.10	854.11	1,709.10	2,659.90	39%	
39-861-302 Software Support	2,672	0.00	296.55	2,410.73	261.27	90%	
39-861-305 Technology Upgrades	2,000	0.00	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

Town of Warrenton
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Period Ending 12/31/2021

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	166.98	546.23	1,057.50	842.50	56%	
39-861-342 Maint & Repair Plant	80,000	18,075.86	32,065.86	36,579.16	43,420.84	46%	
39-861-344 Sludge Removal	60,000	0.00	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	175.99	2,312.03	5,612.35	3,537.65	61%	
39-861-347 Lab Analysis	18,466	1,070.00	3,726.48	6,156.98	12,309.02	33%	
39-861-348 Tar - Pamlico Dues	3,000	0.00	0.00	0.00	3,000.00		
39-861-349 OSHAComp/Safety M&S	1,000	0.00	0.00	0.00	1,000.00		
39-861-352 Vehicle Maintenance	4,250	0.00	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	100.00	618.40	618.40	381.60	62%	
39-861-444 Permits & Fees	6,200	50.00	50.00	5,381.66	818.34	87%	
39-861-446 Influent Debris removal	3,856	486.84	1,456.97	2,708.61	1,147.39	70%	
39-861-810 NCDEQ WWTP Phase 2 Principal	23,607	0.00	0.00	0.00	23,607.00		
39-861-897 WWTP 25% of GF Exp	44,247	3,875.12	11,539.15	22,172.94	22,074.06	50%	
39-861-998 Contingency	3,516	0.00	0.00	0.00	3,516.00		
WWTP - Expenses Totals:	739,211	68,844.18	171,910.64	342,583.88	396,627.12	46%	
Expenses Totals:	739,211	68,844.18	171,910.64	342,583.88	396,627.12	46%	
39 WWTP Revenues Over/(Under) Expenses:		(57,674.18)	(57,673.30)	(122,337.82)			

Check Listing

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Check Number	Bank	Vendor	Date	Amount
64286	30	AMAZON CAPTIAL SERVICES, INC.	12/01/2021	<u>\$283.93</u>
64287	30	AXON ENTERPRISE, INC.	12/01/2021	<u>\$536.00</u>
64288	30	COLUMBIAN MUTUAL LIFE INS CO	12/01/2021	<u>\$37.88</u>
64289	30	DOCUMENT SYSTEMS, INC	12/01/2021	<u>\$118.44</u>
64290	30	DUKE ENERGY PROGRESS	12/01/2021	<u>\$125.44</u>
64291	30	INTERPLAT SOLUTIONS, INC	12/01/2021	<u>\$500.00</u>
64292	30	UNIFIRST CORPORATION	12/01/2021	<u>\$1,501.87</u>
64293	30	VERIZON WIRELESS	12/01/2021	<u>\$280.07</u>
64294	30	WRIGHT EXPRESS FSC	12/01/2021	<u>\$2,291.50</u>
64295	30	KPH PAVING & LANDSCAPING, INC.	12/03/2021	<u>\$9,171.00</u>
64296	30	AAA GAS AND APPLIANCE CO.	12/03/2021	<u>\$103.57</u>
64297	30	CAROLINA DIGITAL PHONE INC	12/03/2021	<u>\$316.00</u>
64298	30	DUKE ENERGY PROGRESS	12/03/2021	<u>\$106.75</u>
64299	30	HARRIS ENTERPRISES	12/03/2021	<u>\$69.39</u>
64300	30	KING'S FITNESS & NUTRITION CENTER	12/03/2021	<u>\$345.00</u>
64301	30	KORITA STEVERSON	12/03/2021	<u>\$1,250.00</u>
64302	30	MERITECH INC	12/03/2021	<u>\$1,210.00</u>
64303	30	PETE DUTY AND ASSOCIATES, INC	12/03/2021	<u>\$1,119.88</u>
64304	30	Purchase Power (Pitney Bowes)	12/03/2021	<u>\$150.00</u>
64305	30	UNIFIRST CORPORATION	12/03/2021	<u>\$461.00</u>
64306	30	CHERYL BELL	12/06/2021	<u>\$48.91</u>
64307	30	KPH PAVING & LANDSCAPING, INC.	12/06/2021	<u>\$18,010.86</u>
64308	30	AMAZON CAPTIAL SERVICES, INC.	12/07/2021	<u>\$160.07</u>
64309	30	DUKE ENERGY PROGRESS	12/07/2021	<u>\$9,323.03</u>
64310	30	HARRIS ENTERPRISES	12/07/2021	<u>\$3,025.04</u>
64311	30	HARRIS EQUIPMENT COMPANY	12/07/2021	<u>\$2,500.00</u>
64312	30	PROFESSIONAL MAIL SERVICES, INC	12/07/2021	<u>\$83.45</u>
64313	30	RJA FIRE EXTINGUISHERS SALES & SERVICE, INC.	12/07/2021	<u>\$673.60</u>
64314	30	Spectrum Business	12/07/2021	<u>\$124.98</u>
64315	30	TK ELEVATOR CORPORATION	12/07/2021	<u>\$4,608.04</u>
64316	30	UNITED PARCEL SERVICE	12/07/2021	<u>\$67.98</u>

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Check Number	Bank	Vendor	Date	Amount
64317	30	WARREN COUNTY PUBLIC UTILITIES	12/07/2021	<u>\$15,082.06</u>
64318	30	BURNETT LIME COMPANY, INC	12/09/2021	<u>\$3,405.97</u>
64319	30	CARL D & NANCY LANGLOIS	12/09/2021	<u>\$45.00</u>
64320	30	Community Eye Care	12/09/2021	<u>\$92.84</u>
64321	30	Core & Main	12/09/2021	<u>\$405.72</u>
64322	30	DUKE ENERGY PROGRESS	12/09/2021	<u>\$297.71</u>
64323	30	ELBERTA CRATE	12/09/2021	<u>\$75.00</u>
64324	30	GFL ENVIRONMENTAL	12/09/2021	<u>\$486.84</u>
64325	30	HACH COMPANY	12/09/2021	<u>\$187.87</u>
64326	30	KYLIE DAZALLA	12/09/2021	<u>\$65.20</u>
64327	30	LUQUECIA FALCON	12/09/2021	<u>\$73.73</u>
64328	30	PORTIA H. HAWES	12/09/2021	<u>\$45.00</u>
64329	30	ROBERT A BOLTON	12/09/2021	<u>\$89.11</u>
64330	30	SHAKELLE M HARRIS	12/09/2021	<u>\$23.96</u>
64331	30	THURMAN GIBSON	12/09/2021	<u>\$200.00</u>
64332	30	TREVOR C TYLER	12/09/2021	<u>\$18.88</u>
64333	30	TRI-COUNTY POWER EQUIPMENT INC	12/09/2021	<u>\$88.28</u>
64334	30	WRIGHT EXPRESS FSC	12/09/2021	<u>\$2,201.36</u>
64335	30	BANZET, THOMPSON, STYERS & MAY, PLLC	12/13/2021	<u>\$1,200.00</u>
64336	30	Brimar Industries	12/13/2021	<u>\$186.20</u>
64337	30	ENVIRONMENTAL SAFETY PROFESSIONALS, INC.	12/13/2021	<u>\$100.00</u>
64338	30	MULTIMEDIA SALES & MARKETING	12/13/2021	<u>\$270.00</u>
64339	30	NEWCOMB TECH	12/13/2021	<u>\$959.68</u>
64340	30	NORTH CAROLINA 811, INC	12/13/2021	<u>\$25.00</u>
64341	30	Pete Smith Garage, Inc.	12/13/2021	<u>\$639.31</u>
64342	30	WARREN COUNTY PUBLIC WORKS	12/13/2021	<u>\$1,989.90</u>
64343	30	DOCUMENT SYSTEMS, INC	12/14/2021	<u>\$431.64</u>
64344	30	DUKE ENERGY PROGRESS	12/14/2021	<u>\$1,400.53</u>
64345	30	FRONTIER NATURAL GAS	12/14/2021	<u>\$99.57</u>
64346	30	PETE SMITH TIRE & QUICK LUBE, INC	12/14/2021	<u>\$950.00</u>
64347	30	PRECISION ELECTRIC, INC.	12/14/2021	<u>\$2,828.58</u>

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Check Number	Bank	Vendor	Date	Amount
64348	30	SONITROL INTEGRATED SECURITY	12/14/2021	<u>\$1,302.00</u>
64349	30	UNIFIRST CORPORATION	12/14/2021	<u>\$342.75</u>
64350	30	UNITED PARCEL SERVICE	12/14/2021	<u>\$33.00</u>
64351	30	A FULL CLEANING SERVICES LLC	12/17/2021	<u>\$720.00</u>
64352	30	DOCUMENT SYSTEMS, INC	12/17/2021	<u>\$74.02</u>
64353	30	DUKE ENERGY PROGRESS	12/17/2021	<u>\$77.03</u>
64354	30	Lawrence & Perry Barbeque, LLC	12/17/2021	<u>\$576.00</u>
64355	30	PETE SMITH TIRE & QUICK LUBE, INC	12/17/2021	<u>\$2,968.58</u>
64356	30	FIRST CITIZENS BANK	12/17/2021	<u>\$3,233.89</u>
64357	30	A FULL CLEANING SERVICES LLC	12/20/2021	<u>\$810.00</u>
64358	30	BLUE RIDGE SPRINGS, INC	12/20/2021	<u>\$118.50</u>
64359	30	CARDNO USA, INC.	12/20/2021	<u>\$7,420.00</u>
64360	30	CENTURY LINK COMMUNICATIONS	12/20/2021	<u>\$288.69</u>
64361	30	Core & Main	12/20/2021	<u>\$555.29</u>
64362	30	DUKE ENERGY PROGRESS	12/20/2021	<u>\$8,445.02</u>
64363	30	FRONTIER NATURAL GAS	12/20/2021	<u>\$59.17</u>
64364	30	INFORMATION TECHNOLOGY SERVICE	12/20/2021	<u>\$175.36</u>
64365	30	NATIONAL POWER	12/20/2021	<u>\$950.08</u>
64366	30	United Healthcare	12/20/2021	<u>\$14,735.55</u>
64367	30	US CELLULAR	12/20/2021	<u>\$1,443.72</u>
64368	30	WALKER AUTO STORES	12/20/2021	<u>\$25.60</u>
64369	30	WARREN AUTO PARTS, INC.	12/20/2021	<u>\$298.89</u>
64370	30	HUMANA SPECIALTY BENEFITS	12/22/2021	<u>\$29.38</u>
64371	30	TIME WARNER CABLE	12/22/2021	<u>\$97.97</u>
64372	30	UNITED PARCEL SERVICE	12/22/2021	<u>\$33.00</u>
64373	30	KING'S FITNESS & NUTRITION CENTER	12/22/2021	<u>\$375.00</u>
64374	30	MUNICIPAL INSURANCE TRUST	12/22/2021	<u>\$694.71</u>
64375	30	PROFESSIONAL MAIL SERVICES, INC	12/22/2021	<u>\$554.53</u>
64376	30	ALANNA FLYNNE MEARES	12/28/2021	<u>\$1,000.00</u>
64377	30	COLUMBIAN MUTUAL LIFE INS CO	12/28/2021	<u>\$37.88</u>
64378	30	Core & Main	12/28/2021	<u>\$800.63</u>
64379	30	FLEMING INVESTMENT COMPANY	12/28/2021	<u>\$3,000.00</u>

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Check Number	Bank	Vendor	Date	Amount
64380	30	FRONTIER NATURAL GAS	12/28/2021	\$75.88
64381	30	NCWTFO CERTIFICATION BOARD	12/28/2021	\$120.00
64382	30	PRUDENTIAL RETIREMENT	12/28/2021	\$1,321.06
64383	30	VERIZON WIRELESS	12/28/2021	\$280.07
64384	30	WPCSOCC	12/28/2021	\$200.00
64385	30	Cash	12/29/2021	\$100.00
100	Checks Totaling -			\$145,941.87

Totals By Fund

	Checks	Voids	Total
34	\$5,660.11		\$5,660.11
36	\$1,571.11		\$1,571.11
37	\$40,327.95		\$40,327.95
38	\$43,664.67		\$43,664.67
39	\$47,298.03		\$47,298.03
71	\$7,420.00		\$7,420.00
Totals:	\$145,941.87		\$145,941.87

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator
Date: January 5, 2022
Re: December 2021 Monthly Activity Report for Public Works

Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) West Ridgeway St. sewer main (general location is in area between Ridgeway Street and Fairlane Drive) – Determine exact location of sewer main and right of way. (2) Install magnetic flow meter in 14-inch sewer force main where Town of Norlina's and Warren County's Sewer enters Town of Warrenton's sewer system (meter would give us precise measurement of volume of sewer in route to the wastewater treatment plant from our partners thus helping to ensure accurate portioning of monthly wastewater treatment expense between the three partners). (3) Purchase water and sewer line camera/locating equipment. (4) Purchase water main valve exercising equipment.
- **Completed Water and Sewer System Maintenance/Repair Related Information:** (1) Repair – King Street Complex Garage Door – Repaired issue with door track and spring system. – Contractor: Harris Enterprises (Labor - \$162.50) (2) Repair – King Street Elevated Water Tank. Trouble-shooted issue with tank overflowing and cleaned spool valve assembly. Contractor: Harris Enterprises (Labor - \$162.50). (3) Repair – Street Asphalt Repairs – Repaired various utility cuts. – Contractor: KPH Paving (Labor and Materials - \$1,299.00). (4) Repair – F and M Sewer Lift Station – Replaced Variable Frequency Drive for Pump 1. – Contractor: Harris Enterprises (Labor - \$812.50, Materials - \$6.25, VFD supplied by Town). (5) Preventative Maintenance – Generators located at Riggans and F&M Sewer Lift Stations – Performed Level 1 and 2 maintenance routine. – Contractor: Harris Enterprises (Labor - \$1,267.50, Materials supplied by Town). (6) Consulting Services for Grant Opportunity – Red Hill Loop Road and Warrenton-Ridgeway Road Sewer Lift Stations – Calculated electrical load for generator sizing. – Contractor: Harris Enterprises (Labor - \$162.50). (7) Emergency Repair – Riggans Sewer Lift Station – Repaired vacuum system vent line. – Contractor: Harris Enterprises (Labor - \$260.00).

Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$00.00

Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$4,132.75

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: January 5, 2022
Re: December 2021 Monthly Activity Report for WWTP

- **Pending Equipment Repairs: (1)** Effluent filter controls – Safety issue - Replace cylinders and control mechanism for valves located in pit area of filter building. **(2)** Sand blast and refinish site metal structures. **(Estimated Cost – Refinishing remaining structures - \$58,000)**
- **Completed Plant Maintenance/Repair Related Information: (1)** Emergency Repair – Rotor 2C. Replaced heater for motor starter. Contractor: Harris Enterprises (Labor - \$65.00, Parts supplied from Plant spare parts inventory). **(2)** Repair – Plant Entrance Road. Repair base material and replaced asphalt (2,318 square feet). Contractor: KPH Paving (Labor and Materials - \$18,010.86).

Total cost for Repairs (Account No. 39-861-342) - \$18,075.86

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month; 17.37 million gallons were treated.

Activity Detail Summary (by Category)

Warrenton Police Department

(12/01/2021 - 12/31/2021)

Incident/Investigations

100 - Kidnapping/Abduction	1
120 - Robbery	1
13B - Simple Assault	1
23H - All Other Larceny	2
250 - Counterfeiting/Forgery	2
26A - False Pretenses/Swindle/Confidence Game	6
290 - Destruction/Damage/Vandalism of Property	2
520 - Weapon Law Violations	1
90C - Disorderly Conduct	4
90D - Driving Under the Influence	4
90G - Liquor Law Violations	1
90Z - All Other Offenses	18

Total Offenses 43

Total Incidents 19

Arrests

90C - Disorderly Conduct	2
90D - Driving Under the Influence	3
90G - Liquor Law Violations	1
90Z - All Other Offenses	9

Total Charges 15

Total Arrests 6

Accidents

Total Accidents 0

Citations

Driving While License Revoked	2
Passenger Seat Belt - Juvenile	2
Speeding (Infraction)	5

Activity Detail Summary (by Category)

Warrenton Police Department

(12/01/2021 - 12/31/2021)

Citations

Secondary Charge	8
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Total Charges	17
---------------	----

Total Citations	9
-----------------	---

Warning Tickets

Total Charges	0
---------------	---

Total Warning Tickets	0
-----------------------	---

Ordinance Tickets

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

Nuisance Animal / Barking	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

(12/01/2021 - 12/31/2021)

911 Hang-up	4	Accident	7
Alarm Activation	9	Animal Complaint	1
Armed Robbery	1	Assist Elderly/Lost person	1
Assist Motorist	1	Assist NPD	7
Assist Other Department	5	Assist WC EMS	11
Assist WCSO	10	C.O.P.S	1
C.O.P.S. - Main St	1	Complaint	5
Dispute	3	Disturbance	6
Follow up Investigation	1	Foot Patrol	3
Found Property/Item	1	Fraud	4
Injury to Personal Property	2	Injury to Real Property	1
Larceny	3	Loitering	1
Medical / Person Hurt or Sick	1	Non Law Enforcement Issue	1
Open Door (Residence)	1	Ordinance Violation	4
Parking Violation	3	Patrol	4
Property Check – Business	79	School Security Walk	1
Suspected Drunk Driver	2	Suspicious Person / Vehicle	6
Talk with Officer	5	Traffic Control	6
Traffic Stop	28	Training	1
Vandalism	1	Vehicle Maintenance	2
Welfare Check	2		

Total Number Of Events: 236



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BOC Meeting December 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. Confirm with UNC SOG of Planning Board Member serving at same time as Commissioner
 - ✓ Permitted
3. Work with KPH Paving to pave walking trail at Hayley-Haywood Park using ARP funds
 - ✓ Contacted KPH. Contacted Kerr Tar COG. KPH tied up in Scotland Neck and will work on project after finish there.
4. Execute MOU for Downtown Ordinance Review
 - ✓ Done
5. Execute Resolution for Downtown Ordinance Review
 - ✓ Done
6. Notify appointees to Planning Board
 - ✓ Sent letters
7. Execute Data Share Agreement with NC DHHS
 - ✓ Done
8. Execute Agreement with Warren County for Low Income Household Water Assistance Program
 - ✓ Done
9. Work with Mr. Hicks to contact Warren County Building Inspections department
 - ✓ Tried contacting. Mailbox full.



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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 January 31, 2022.

(Fund 67) NC Neighborhood Revitalization Program

- CDGB funds to assist in repairing houses owned by citizens of low or moderate incomes.
- Preliminary title work completed (legal).
- Continuing to check pricing on modular homes and building materials.
- Lead based paint and asbestos analysis of properties conducted in December.

(Fund 68) Building Reuse Grant

- Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic.

- Grant deadline extended to December 12, 2022. Reimbursement submitted to NC Commerce.

(Fund 69) Volkswagen Settlement Grant

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

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.
- Town seeking reimbursement on initial engineering fees.

(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.
- Awaiting to establish dates for 2nd class or cohort.

Town of Warrenton
Market Pay Comparison Study Discussion



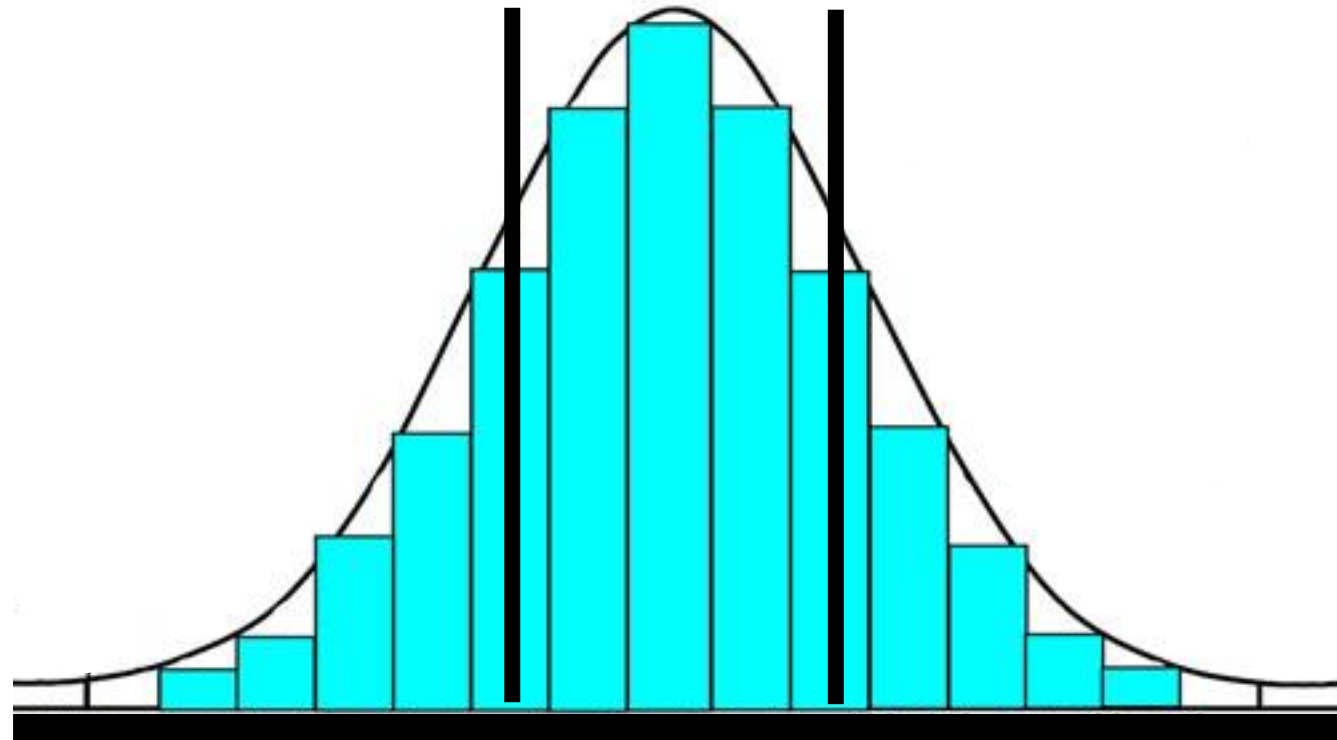
January 10, 2022

A WORKFORCE SNAPSHOT AT BEGINNING OF STUDY

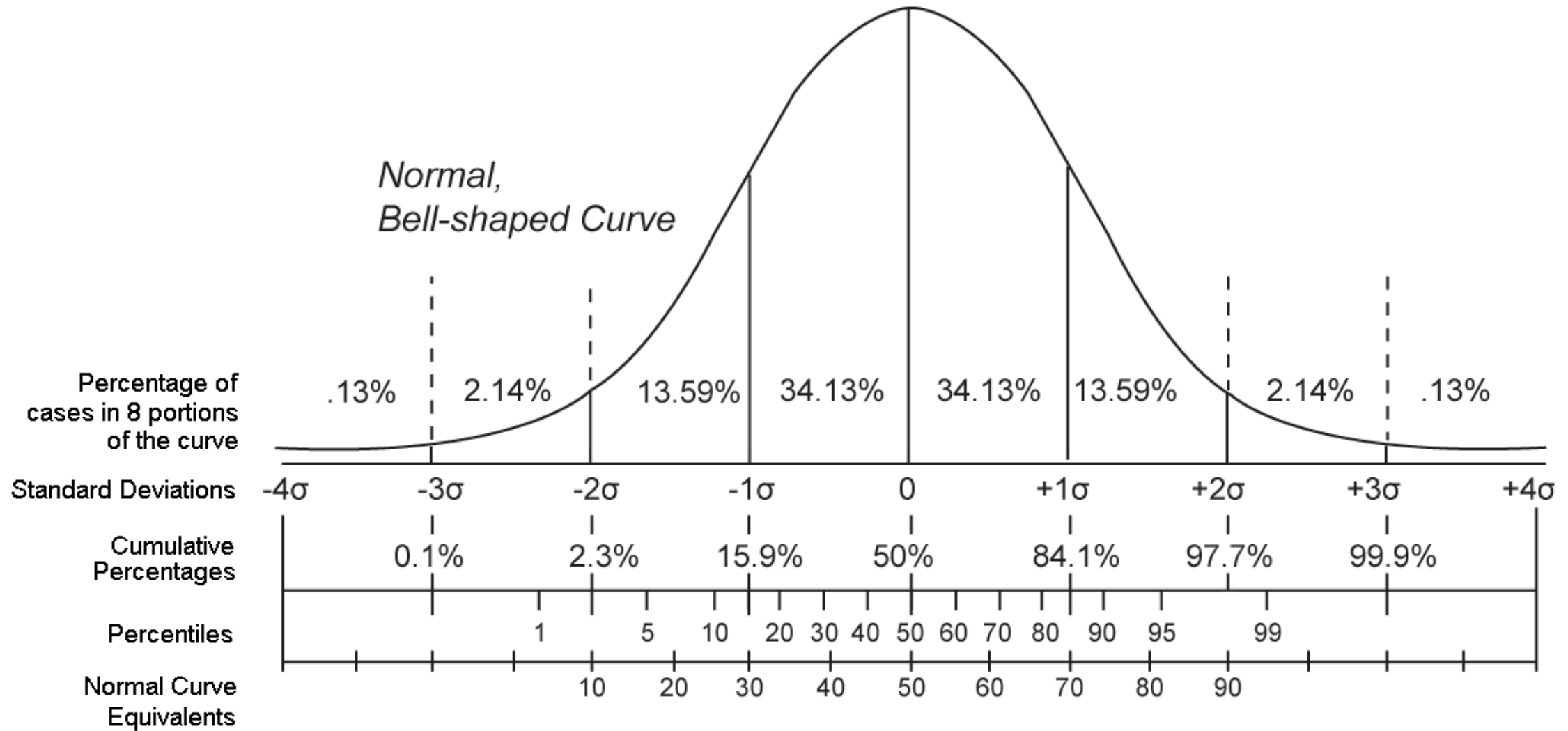
Standard Deviation “Bell” Curve

In a mature workforce, practically every element regarding employees’ pay and performance would expect to be within standard deviations and resemble the “Bell Curve”

Two-thirds of workforce, typically, should be located within the middle third of the measured metric.

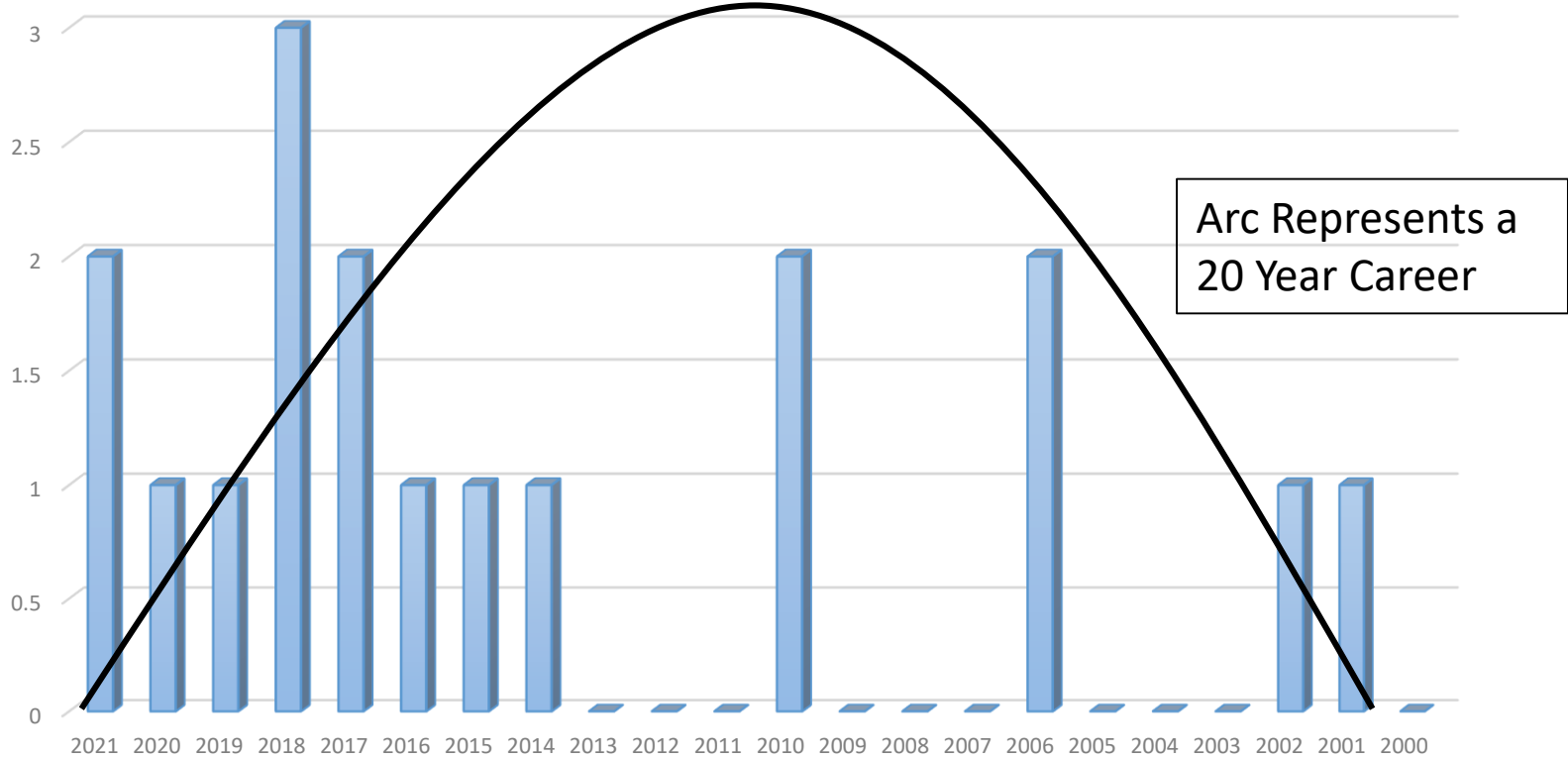


Standard Deviation “Bell” Curve



DISTRIBUTION OF EMPLOYEES BY YEAR EMPLOYED

AVERAGE YEARS OF SERVICE: 7.7



Each bar represents the number of employees employed in each calendar year who are still employed.

OF THE TOWN'S 18 EMPLOYEES

A LOOK AT THE LAST 9 EMPLOYED

DEPARTMENT	YEAR EMPLOYED
Wastewater	2021
Police	2021
Administration	2020
Police	2019
Administration	2018
Police	2018
Police	2018
Wastewater	2017
Streets	2017

CURRENT PAY PLAN

Grade	Hire	Min	Midpt	Max	Range	Differential
10	19,847	20,840	26,050	31,260	57.5%	
11	20,840	21,882	27,353	32,823	57.5%	5.0%
12	21,882	22,976	28,720	34,464	57.5%	5.0%
13	22,976	24,124	30,155	36,186	57.5%	5.0%
14	24,124	25,331	31,664	37,997	57.5%	5.0%
15	25,331	26,597	33,246	39,896	57.5%	5.0%
16	26,597	27,927	34,909	41,891	57.5%	5.0%
17	27,927	29,323	36,654	43,985	57.5%	5.0%
18	29,323	30,790	38,488	46,185	57.5%	5.0%
19	30,790	32,329	40,411	48,493	57.5%	5.0%
20	32,329	33,945	42,431	50,917	57.5%	5.0%
21	33,945	35,642	44,553	53,463	57.5%	5.0%
22	35,643	37,424	46,780	56,136	57.5%	5.0%
23	37,425	39,296	49,119	58,943	57.5%	5.0%
24	39,296	41,260	51,575	61,890	57.5%	5.0%
25	41,261	43,323	54,154	64,984	57.5%	5.0%
26	43,324	45,490	56,862	68,234	57.5%	5.0%
27	45,490	47,764	59,705	71,645	57.5%	5.0%
28	47,765	50,152	62,690	75,228	57.5%	5.0%
29	50,153	52,660	65,824	78,989	57.5%	5.0%
30	52,661	55,293	69,116	82,938	57.5%	5.0%
31	55,294	58,057	72,571	87,085	57.5%	5.0%
32	58,058	60,960	76,200	91,440	57.5%	5.0%
33	60,961	64,008	80,010	96,012	57.5%	5.0%
34	64,009	67,209	84,010	100,812	57.5%	5.0%
35	67,210	70,569	88,211	105,853	57.5%	5.0%
36	70,570	74,098	92,622	111,145	57.5%	5.0%

PROPOSED PAY PLAN

Grade	Min	Midpt	Max	Range	Differential
10	24,564	30,705	36,846	50.0%	
11	25,792	32,240	38,688	50.0%	5.0%
12	27,082	33,852	40,623	50.0%	5.0%
13	28,436	35,545	42,654	50.0%	5.0%
14	29,858	37,322	44,787	50.0%	5.0%
15	31,351	39,188	47,026	50.0%	5.0%
16	32,918	41,148	49,377	50.0%	5.0%
17	34,564	43,205	51,846	50.0%	5.0%
18	36,292	45,365	54,438	50.0%	5.0%
19	38,107	47,634	57,160	50.0%	5.0%
20	40,012	50,015	60,018	50.0%	5.0%
21	42,013	52,516	63,019	50.0%	5.0%
22	44,113	55,142	66,170	50.0%	5.0%
23	46,319	57,899	69,479	50.0%	5.0%
24	48,635	60,794	72,953	50.0%	5.0%
25	51,067	63,833	76,600	50.0%	5.0%
26	53,620	67,025	80,430	50.0%	5.0%
27	56,301	70,376	84,452	50.0%	5.0%
28	59,116	73,895	88,674	50.0%	5.0%
29	62,072	77,590	93,108	50.0%	5.0%
30	65,176	81,470	97,763	50.0%	5.0%
31	68,434	85,543	102,652	50.0%	5.0%
32	71,856	89,820	107,784	50.0%	5.0%
33	75,449	94,311	113,173	50.0%	5.0%
34	79,221	99,027	118,832	50.0%	5.0%
35	83,182	103,978	124,774	50.0%	5.0%
36	87,342	109,177	131,012	50.0%	5.0%
37	91,709	114,636	137,563	50.0%	5.0%
38	96,294	120,368	144,441	50.0%	5.0%
39	101,109	126,386	151,663	50.0%	5.0%
40	106,164	132,705	159,246	50.0%	5.0%

THE MARKET COMPARISON PAY STUDY

Comparison Methodology

Local Governments included in the study

- Similar in provision of services & geographic region
- Variations of size of governments (large & small)
- Comparable job functions
- Direct competitors for labor

Clarksville, Va	Nashville	Youngsville	Warren County
Enfield	Norlina	Franklin County	
Franklinton	Oxford	Halifax County	
Henderson	Roanoke Rapids	Mecklenburg Co. Va	
Louisburg	Scotland Neck	Vance County	

Example of Market Data Collection

Police Officer	Grade	Minimum	Mid-Point	Maximum	Average Salary	CR	% Above Min	Range	Compared Classification
Clarksville, Va									
Enfield		31,231	38,797	46,363				48.45%	Police Officer
Franklinton					44,111				Police Officer No Pay Plan
Henderson		41,466	51,832	62,199	44,014	0.85	6.14%	50.00%	Police Officer I
Louisburg		40,955	45,983	51,012	45,453	0.99	10.98%	24.56%	Police Officer
Nashville		38,779	48,473	58,169	41,053	0.85	5.86%	50.00%	Police Officer
Norlina		28,324	34,393	40,463	43,750	1.27	54.46%	42.86%	Police Officer
Oxford		37,390	45,402	53,414	39,286	0.87	5.07%	42.86%	Police Officer
Roanoke Rapids		38,000	43,980	49,961	38,166	0.87	0.44%	31.48%	Police Officer
Scotland Neck									
Youngsville		40,086	50,107	60,129	52,612	1.05	31.25%	50.00%	Police Officer
Franklin County		38,080	51,108	62,131	46,417	0.91	21.89%	63.16%	Deputy Sheriff
Halifax County		34,539	45,302	56,066	38,966	0.86	12.82%	62.33%	Deputy Sheriff
Mecklenburg County, Va		34,069	42,587	51,104				50.00%	Deputy Sheriff
Vance County		37,416	47,214	57,012	38,405	0.81	2.64%	52.37%	Deputy Sheriff
Warren County		34,042	43,404	52,766				55.00%	Deputy Sheriff
Warrenton	20	32,329	42,431	50,917	35,207	0.83	8.90%	57.50%	
Average (Overall)	12.9%	36,491	45,276	53,907	42,930	0.95	17.65%	47.73%	21.9%
Median (Overall)	15.7%	37,416	45,402	53,414	43,750	0.96	16.93%	42.76%	24.3%
Average (Municipal)	14.5%	37,029	44,871	52,714	43,556	0.97	17.63%	42.36%	23.7%
Median (Municipal)	18.7%	38,390	45,693	52,213	43,882	0.96	14.31%	36.01%	24.6%
Average (Counties)	10.2%	35,629	45,923	55,816	41,263	0.90	15.81%	56.66%	17.2%
Median (Counties)	6.8%	34,539	45,302	56,066	38,966	0.86	12.82%	62.33%	10.7%
RECOMMENDED GRADE	18	36,292	45,365	54,438				50.00%	

Recommendations

Recommendations

CONSIDERATIONS

Town of Warrenton employees, especially those working in Public Works/Utilities, wear a number of hats and perform duties and responsibilities typically performed in other local governments by employees in separate departments, such as Streets, Stormwater, Water Plant and Wastewater Plant Operation, W/S Distribution and Collection, Sanitation, etc.

Consideration of these multi-tasks is provided in the following recommendations.

Recommendations

- Assign each position to the recommended pay grade supported by the compared market data.
- Adopt recommended Pay Plan
- Approve 3 new classifications within PW/Utilities:
 - PW/Utilities Worker I
 - PW/Utilities Worker II
 - PW/Utilities Worker III

Provides opportunity for increased skill levels to be recognized through cross-training in each area of department responsibility.

Recommendations

- After adoption of recommended Pay Plan, annually review it for needed market adjustments and formally approve the Pay Plan as part of the Annual Fiscal Year Budget.
- Regarding employee salary adjustments, assign each employee's salary to the minimum salary of their new grade assignment; or, their current salary, whichever is greater (exception: set Police Officer salaries at 5% above their new grade minimum so that new Officers' salaries will not be the same, or greater than current Officers' salaries). If employed more than 20 years use midpoint.
(This is Implementation Option I of II)

Recommendations

- Adoption of the preceding recommendation results in some employees not receiving a market adjustment. Recommend consideration of implementing a 2% COLA for each employee and then set employee salaries with the 2% COLA, or the market adjustment, whichever is greater.
(This is Implementation Option II of II).

Recommendations

Projected Funding Requirement:

<u>Option I:</u>	<u>Funding</u>
Adopt Recommendations	\$61,746.00
25% (FICA/Retirement/401(k), etc.)	<u>\$15,436.00</u>
Total Projected Required Funding	\$77,182.00

<u>Option II:</u>	<u>Funding</u>
Adopt Recommendations	\$71,211.00
25% (FICA/Retirement/401(k), etc.)	<u>\$17,803.00</u>
Total Projected Required Funding	\$89,014.00

I Welcome Your Questions



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SALARY STUDY SUMMARY

Current salaries for the top four positions as well as police department positions at the Town of Warrenton were identified as significantly lower than salaries of other municipalities and governments in the region. However, positions that include recent hires reflect a more competitive rate.

Adopting New Salary Ranges

In adopting the new salary ranges for all the job positions in Warrenton, adjustments would need to be made for the employees with significant deficiencies... to bring their salaries in line with other town employees who are above the minimum salary in their salary range. Adopting an approach along the lines of Warren County would include all staff reaching at least the minimum with staff of twenty years of tenure or more reaching at least the midpoint.

Positions currently below the minimum:

- Town Administrator current compared to next two smallest towns – average deficiency of \$35,000
- Finance Director current compared to next smallest town – average deficiency \$12,000
- Police Chief current compared to next two smallest towns – average deficiency \$14,000
- Public Works Director / WWTP Director compared to next two smallest towns – average deficiency of \$60,000 when comparing to two jobs combined into one. (Not taking into account management of third department, Streets and Sanitation.)
- Police Sergeant compared to next two smallest towns – average deficiency \$8000
- Police Officer compared to next two smallest towns – average deficiency \$1000

Feasibility

Sales Tax Increases

From recent information obtained from the NC Department of Revenue and NC Office of State Budget and Management, the sales taxes distributed to counties and municipalities will be updated in October 2021 based on the new 2020 Census data. Warrenton population declined at a much smaller rate than Warren County and Norlina and so its percentage of total county population increased. Expected is a 10% increase in sales tax revenue, annually, which could total \$30,000. The increased revenue would be seen as early as January 2022. The current run

rate for sales tax is already up 15% over the budgeted amount. So final sales tax revenues could come in around \$330,000, or \$60,000 above budget.

Property Tax Increases

Based on information obtained from the Warren County Tax Assessor's office, the first tax bill to include a significant increase in property valuations will be January 2025 due to a revaluation. In three years from the current FY the Town would receive an expected increase in ad valorem tax revenue based upon an expected increase in valuations, keeping the property tax rate to the current 65 cents per 100 dollars.

Water and Sewer Revenue Increases

The increases needed to reach 100% grant status with NC DEQ, will provide sufficient funding for salary increases among other items. Anticipated growth in the number of new water users should offset other future expenses in water/sewer rates.

Recommendation

Salary adjustments can be worked on during the budget process for FY 2022-23 and after staff are able to determine the exact amount of sales tax increases and resolve the ad valorem valuation with the Warren County Tax office.



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Water/Sewer Rate Increase

While the water revenues have not met expectations after the increase in rates nearly two years ago, it is important to adjust both water and sewer rates again in order to qualify for the State's new threshold for 100% grant funding.

- By raising rates just \$1.47 for water and \$1.57 for sewer for In-town customers using one thousand gallons, the Town will qualify for 100% grant in its application of \$6,000,000 from the State in the Spring 2022 round of funding.
- For each additional thousand gallons of water or sewer used, there is a \$1 increase.
- These nominal rates will end up saving customers a minimum of \$1500 each, and combined water and sewer customers a minimum of \$3000 each.

In short, grant funding offsets larger increases in water/sewer rates. Staff believes this is the most beneficial approach to reducing the financial burden for its utility customers as well as for the Town itself.

Requested effective date -- January 16, 2022 in order to qualify for grant funding in April 2022.

Average Monthly Usage 2019	6,675,000
Average Monthly Billing 2019	4,556,000
Unaccounted for water	32%
State preferred unaccounted	10-15%

In-town water customers	538
In-town sewer customers	520
Out town water customers	440
Out town sewer customers	255

IN-TOWN WATER	
Availability Rate	22.53
Rate per 1000 Gal water	7.36

OUT-TOWN WATER	
Availability Rate	38.68
Rate per 1000 Gal water	11.11

IN-TOWN SEWER	
Availability Rate	13.92
Rate per 1000 Gal sewer	9.01

OUT-TOWN SEWER	
Availability Rate	38.09
Rate per 1000 Gal sewer	13.65

	Water	Sewer		100% grant
Availability Rate	\$ 23.00	\$ 14.50	Target	\$ 129.00
Usage Rate per 1000 gal	\$ 8.36	\$ 10.00	Actual	\$ 129.30

IN-TOWN WATER	1000 Gal	2000 Gal	3000 Gal	4000 Gal	5000 Gal
Proposed	\$ 31.36	\$ 39.72	\$ 48.08	\$ 56.44	\$ 64.80
Current	\$ 29.89	\$ 37.25	\$ 44.61	\$ 51.97	\$ 59.33
Difference	\$ 1.47	\$ 2.47	\$ 3.47	\$ 4.47	\$ 5.47

IN-TOWN SEWER	1000 Gal	2000 Gal	3000 Gal	4000 Gal	5000 Gal
Proposed	\$ 24.50	\$ 34.50	\$ 44.50	\$ 54.50	\$ 64.50
Current	\$ 22.93	\$ 31.94	\$ 40.95	\$ 49.96	\$ 58.97
Difference	\$ 1.57	\$ 2.56	\$ 3.55	\$ 4.54	\$ 5.53

OUT OF TOWN WATER	1000 Gal	2000 Gal	3000 Gal	4000 Gal	5000 Gal
Proposed	\$ 51.26	\$ 63.37	\$ 75.48	\$ 87.59	\$ 99.70
Current	\$ 49.79	\$ 60.90	\$ 72.01	\$ 83.12	\$ 94.23
Difference	\$ 1.47	\$ 2.47	\$ 3.47	\$ 4.47	\$ 5.47

OUT OF TOWN SEWER	1000 Gal	2000 Gal	3000 Gal	4000 Gal	5000 Gal
Proposed	\$ 53.21	\$ 67.95	\$ 82.59	\$ 97.23	\$ 111.87
Current	\$ 51.74	\$ 65.39	\$ 79.04	\$ 92.69	\$ 106.34
Difference	\$ 1.47	\$ 2.56	\$ 3.55	\$ 4.54	\$ 5.53

Depreciation not taken into account for any rates.

Shortfall in water revenues FY 2021	\$ (44,316.00)
Surplus in sewer revenues FY 2021	\$ 29,032.00
Net Shortfall/surplus	\$ (15,284.00)

Possible additional water revenue	25695.84
Possible additional sewer revenue	17987.09



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Liability Insurance Renewal

Liability insurance is renewed on an annual and calendar basis every January.

Because the current carrier increased rates by almost \$10,000 from \$64,725 to \$74,252, quotations from other carriers were sought by Citizens Insurance, the Town's agent. The Town has maintained its liability insurance with Gladfelter since 1997 in a very cooperative relationship with a low claims history. The Town would typically expect only a small increase, however, this year the annual premium increased due to Gladfelter's particular need.

Other carriers considered included Trident, Amguard and Travelers at the below annual premiums:

Gladfelter:	\$74,252
Trident:	\$61,180
Amguard:	\$54,797
Travelers:	\$57,499

While each policy is different, they are similar in the important coverages. After review of the policies with Warrenton Insurance Agency and the Mayor, Traveler's was selected because of its rating, longevity and expertise with government accounts.

With assistance from the Citizens Insurance and the Warrenton Insurance Agency, Travelers has been chosen as the new insurance carrier at an annual savings of \$7,226 over the current premium and a savings of \$17,053 over the proposed premium.



A Commercial Insurance Sold Proposal for:

TOWN OF WARRENTON

Effective Date: 01/01/2022

Expiration Date: 01/01/2023

Date of Proposal:
Print Date: 01/03/22

Coverage

Line of Business	Company	Policy Number
Deluxe Property	Travelers Property Casualty Co of America	630 9S528257
Crime	Travelers Property Casualty Co of America	630 9S528257
Inland Marine	Travelers Property Casualty Co of America	630 9S528257
General Liability	The Charter Oak Fire Insurance Co	ZLP 61N47059
Employee Benefit Liability	The Charter Oak Fire Insurance Co	ZLP 61N47059
Law Enforcement Liability	The Charter Oak Fire Insurance Co	ZLP 61N47059
Public Entity Management Liability	The Charter Oak Fire Insurance Co	ZLP 61N47059
Public Entity Employment-Related Practices Liability	The Charter Oak Fire Insurance Co	ZLP 61N47059
Auto Liability	The Travelers Indemnity Company	810 9S528257
Auto Physical Damage	The Travelers Indemnity Company	810 9S528257
Umbrella Liability	Travelers Property Casualty Company of America	ZUP 41N46725

Consult Policy for Actual Terms and Conditions



THIS SOLD PROPOSAL OUTLINES THE COVERAGE FORMS, LIMITS OF INSURANCE, POLICY ENDORSEMENTS AND OTHER PROVISIONS OF YOUR POLICY. THIS IS NOT A COMPLETE LISTING OF ALL THE ENDORSEMENTS INCLUDED IN YOUR POLICY. IN ADDITION TO THE POLICY ENDORSEMENTS OUTLINED IN THIS SOLD PROPOSAL, ANY RESULTING INSURANCE POLICY ISSUED BY TRAVELERS MAY INCLUDE ADDITIONAL ENDORSEMENTS, INCLUDING STATE-MANDATED ENDORSEMENTS, THAT MAY AFFECT COVERAGE UNDER THIS SOLD PROPOSAL AND THE POLICY. THIS SOLD PROPOSAL IS VALID UNTIL YOUR POLICY IS ISSUED OR CANCELLED. WHEN ISSUED, YOUR POLICY WILL, WITHOUT NOTICE, AUTOMATICALLY CANCEL, REPLACE AND SUPERSEDE THIS SOLD PROPOSAL AND ANY OTHER CORRESPONDENCE THAT DOCUMENTS THE INSURANCE COVERAGE REFERENCED HEREIN. PLEASE REVIEW THIS SOLD PROPOSAL CAREFULLY. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR AGENT OR BROKER.

ANY COVERAGE UNDER THIS SOLD PROPOSAL IS SUBJECT TO THE PROVISIONS OF THE ACTUAL FORMS IN CURRENT USE BY US, AS WELL AS PAYMENT OF YOUR PREMIUM. THIS SOLD PROPOSAL DOES NOT AMEND, OR OTHERWISE AFFECT, THE PROVISIONS OR COVERAGE OF ANY RESULTING INSURANCE POLICY ISSUED BY US. IT IS NOT A REPRESENTATION THAT COVERAGE DOES OR DOES NOT EXIST FOR ANY PARTICULAR CLAIM OR LOSS UNDER ANY SUCH POLICY. COVERAGE DEPENDS ON THE APPLICABLE PROVISIONS OF THE ACTUAL POLICY ISSUED, THE FACTS AND CIRCUMSTANCES INVOLVED IN THE CLAIM OR LOSS, AND ANY APPLICABLE LAW.

As Broker/Agent you will be responsible for being aware of and complying with the various legal requirements associated with countersignature in various jurisdictions covered in the policies.

The sold proposal is valid until your policy is issued or cancelled.

About Travelers

Travelers (NYSE: TRV) is a leading provider of property casualty insurance and surety products and of risk management services to a wide variety of businesses, other organizations and to individuals. The company reported 2019 revenues of \$31 billion and total assets of \$110 billion.

Our products are distributed primarily through U.S. independent insurance agents and brokers. Travelers is the second largest writer of personal insurance through independent agents. The company also has offices in the U.K., Ireland, and Canada. Travelers has about 30,000 employees worldwide. For more information, visit www.travelers.com.

Financial Strength

The financial strength of an insurance company is understandably important to its policyholders. Independent services, such as A.M. Best, Standard & Poor's and Moody's, have consistently given high ratings to our claim-paying ability and financial strength.

The independent financial strength ratings, which reflect the Travelers claims-paying ability, are as follows:

A.M. Best	A++	(A++ is the highest of 16)
Standard & Poor's	AA	(AA is the 3rd highest of 21)
Moody's	'Aa2	(Aa2 is the 3rd highest of 21)

It is the policy of Travelers to comply with all applicable federal, state and local fair employment laws. In addition, Travelers files appropriate EEO-1 reports and voluntarily subscribes to the principles of affirmative action.

Public Sector Expertise

Travelers is the leading provider of property and casualty insurance for public entities. It's a position we've worked hard to earn by building lasting relationships and strong foundations in communities across the country. With our expertise, years of hands-on experience and outstanding financial strength and stability, clients count on us to deliver thoughtfully designed, tailored insurance coverages and risk management solutions for the exposures they face.

Our underwriting, risk control and claim teams work exclusively with public entities. Travelers has impressive capabilities to serve the needs of the market. We're proud to offer:

- Package products for municipalities, counties, water and sewer districts and other selected special districts. For these segments, we deliver a menu of customized offerings and solutions – including property, liability, auto and professional coverages – designed specifically for local governments;
- Large public entity property business – including schedules in excess of \$250 million total insured values – for the segments listed above as well as for schools, excess property and assumed reinsurance.

The team at Travelers takes the time to understand issues affecting local government. They analyze current risks, anticipate those customers may face in the future and create flexible solutions to manage both.

UNDERWRITING

Our underwriters stay abreast of public affairs, as well as evolving legal and social issues. We develop balanced solutions to meet each customer's unique situation and work with agents and brokers to customize the most effective plan for our clients.

CLAIM SERVICES

When it comes to claim handling, one size doesn't fit all. Travelers has claim professionals dedicated to handling claims for public entities. They understand state-specific issues and have extensive knowledge of the immunities and special defenses afforded to public entities. In addition, Travelers retains defense counsel who specializes in representing public entities and understand the complexity of public entity legislation.

RISK CONTROL SERVICES

Travelers risk control consultants work exclusively with public entity clients. These risk control professionals are dedicated to understanding a customer's unique operations, risks and issues. The value-added risk management programs, seminars and personalized service plans offered by Travelers help prevent losses and reduce overall costs for public entities.

Consult Policy for Actual Terms and Conditions

Risk Control Services

Travelers offers risk control resources that have a proven impact on preventing losses and reducing overall costs for public entities. These resources have been developed for public entity clients to address issues related to general liability, vehicle safety, property protection, law enforcement liability and employment practices liability.

Our goal is to provide public entities with resources to reduce loss-related expenses and enhance delivery of public services. These risk control resources respond to historical losses experienced by public entities and align with "best practices" for government entities, as advocated by the Public Risk Management Association (PRIMA) and the International City/County Management Association (ICMA).

When you select Travelers as your insurance carrier, you will have access to a wealth of risk control resources, including, but not limited to:

- The Public Sector Risk Control Seminars: The value-added risk management programs, seminars and training sessions offered by Travelers help prevent losses and reduce overall costs for public entities.
- Travelers Web Site: As a policyholder, you will have access to our Risk Control Web-site. You will be able to immediately download risk control materials, or order them from our products database. In addition, the site provides a pathway to register for our Safety Academy courses ... <http://www.travelers.com/riskcontrol>
- Public Sector Risk Control Answer Line: Have a technical question about a risk control issue? Use the Travelers Public Sector Answer Line. Clients can direct their specific risk control questions to the Answer Line for advice and information. Ask Risk-Control@Travelers.com.
- Employment Practices Liability Risk Management Resources: Our EPL resources include:
 - 1) Free access to an Internet-based resource site with a wealth of employment practices information including emerging issues in employment law, sample handbook, best practices for policies and procedures, articles, searchable library and much more:
 - 2) 800# Hotline for free general guidance from an attorney who specializes in employment law and can answer questions about workplace concerns.
 - 3) Hundreds of vendor web-based risk management training courses which are available from any computer with internet access, anytime 24/7. Travelers clients simply set up an account with the vendor and receive a 15% discount off retail pricing. Additional volume discounts are applied on purchases of \$1,000 or more.
- CyberFirst: eRisk Hub is a private web based portal containing information and technical resources that can assist in the prevention of network, cyber and privacy events and provide timely support if an incident occurs.
- In the Public Interest Newsletter: Each issue of this newsletter addresses risk control concerns for general liability, vehicle operations and employment practices. The newsletter also features risk control and risk management information to minimize the frequency and severity of losses.

At Travelers, we are dedicated to meeting our public entity clients' risk management and risk control needs. We are pleased to offer you these valuable risk control resources as a part of this insurance proposal.

Location Schedule

1	1	TOWN HALL/PD	119 E. MARKET ST., WARRENTON, NC 27589
2	2	SEWER LIFT STATION	145 WARRENTON RIDGEWAY RD, WARRENTON, NC 27589
3	3	SEWER LIFT STATION	180 F & M RD, WARRENTON, NC 27589
3	4	GENERATOR	180 F & M RD, WARRENTON, NC 27589
4	5	SEWER LIFT STATION	284 RED HILL LOOP RD, WARRENTON, NC 27589
5	6	SEWER LIFT STATION	300 N RIDGECREST DR, WARRENTON, NC 27589
5	7	GENERATOR/BLDG	300 N RIDGECREST DR, WARRENTON, NC 27589
6	8	FILTER BLDG	401 SOUTH, WARRENTON, NC 27589
6	9	LAB EQUIP	401 SOUTH, WARRENTON, NC 27589
6	10	RAW WATER INFLUENT &	401 SOUTH, WARRENTON, NC 27589
6	11	RECIRCULATION PUMP S	401 SOUTH, WARRENTON, NC 27589
6	12	(2) SECONDARY CLARIF	401 SOUTH, WARRENTON, NC 27589
6	13	ADMIN BLDG	401 SOUTH, WARRENTON, NC 27589
6	14	RAW WATER PUMP STATI	401 SOUTH, WARRENTON, NC 27589
6	15	(2) AEROBIC DIGESTOR	401 SOUTH, WARRENTON, NC 27589
6	16	CHLORINE BLDG	401 SOUTH, WARRENTON, NC 27589
6	17	WASH WATER SYSTEM HY	401 SOUTH, WARRENTON, NC 27589
6	18	VACUUM ASSIST DRYING	401 SOUTH, WARRENTON, NC 27589
6	19	CASCADE AERATION	401 SOUTH, WARRENTON, NC 27589
6	20	FILTER WASH MUDWELL	401 SOUTH, WARRENTON, NC 27589
6	21	LIME SLURRY SILO W/M	401 SOUTH, WARRENTON, NC 27589
6	22	(2) OXIDATION DITCHE	401 SOUTH, WARRENTON, NC 27589
6	23	250 KW GENERATOR	401 SOUTH, WARRENTON, NC 27589
7	24	WATER TOWER	FAIRLAND DR, WARRENTON, NC 27589
8	25	WATER DEPT	KING ST, WARRENTON, NC 27589
8	26	WATER TANK	KING ST, WARRENTON, NC 27589
9	27	WATER PUMP	N MAIN ST, WARRENTON, NC 27589
9	28	WATER TANK	N MAIN ST, WARRENTON, NC 27589

Deluxe Property**DELUXE PROPERTY COVERAGE FORM****COVERAGES AND LIMITS OF INSURANCE - DESCRIBED PREMISES**

Insurance applies on a BLANKET basis only to a coverage or type of property for which a Limit of Insurance is shown below, and then only at the premises locations for which a value for such coverage or property is shown on the Statement of Values dated 1/1/2022, or subsequently reported to and insured by us. For Insurance that applies to a specific premises location see Deluxe Property Coverage Part Schedule - Specific Limits.

Blanket Description of Coverage or Property	Limits of Insurance
Building and Your Business Personal Property	\$15,841,667

COINSURANCE PROVISION:

Coinsurance does not apply to the Blanket Coverages shown above.

VALUATION PROVISION:

Replacement cost (subject to limitations) applies to most types of covered property (See Valuation Loss Condition).

ADDITIONAL COVERED PROPERTY

	Limits of Insurance
Personal Property at Undescribed Premises:	
At any "exhibition" premises	\$50,000
At any installation premises or temporary storage premises	\$50,000
At any other not owned, leased or regularly operated premises	\$50,000
Personal Property in Transit	\$25,000

Consult Policy for Actual Terms and Conditions

DELUXE PROPERTY COVERAGE FORM - ADDITIONAL COVERAGES & COVERAGE EXTENSIONS

The Limits of Insurance shown in the left column are included in the coverage form and apply unless a Revised Limit of Insurance or Not Covered is shown in the Revised Limits of Insurance column on the right. The Limits of Insurance apply in any one occurrence unless otherwise stated.

	Limits of Insurance	Revised Limits of Insurance
Accounts Receivable:		
At all described premises	\$50,000	\$500,000
In transit or at all undescribed premises	\$25,000	\$250,000
Appurtenant Buildings and Structures	\$100,000	
Claim Data Expense	\$25,000	\$50,000
Covered Leasehold Interest – Undamaged Improvements & Betterments		
Lesser of Your Business Personal Property limit or:	\$100,000	
Debris Removal (additional amount)	\$250,000	\$500,000
Deferred Payments	\$25,000	
Duplicate Electronic Data Processing Data and Media	\$50,000	
Electronic Data Processing Data and Media		
At all described premises	\$50,000	\$250,000
Employee Tools		
In any one occurrence	\$25,000	\$50,000
Any one item	\$2,500	\$5,000
Expediting Expenses	\$25,000	
Extra Expense	\$25,000	
Fine Arts		
At all described premises	\$50,000	
In transit	\$25,000	
Fire Department Service Charge	Included*	
Fire Protective Equipment Discharge	Included*	
Green Building Alternatives – Increased Cost		
Percentage 1%		
Maximum amount – each building	\$100,000	
Green Building Reengineering and Recertification Expense	\$25,000	
Limited Coverage for Fungus, Wet Rot or		
Dry Rot – Annual Aggregate	\$25,000	
Loss of Master Key	\$25,000	
Newly Constructed or Acquired Property:		
Buildings - each	\$2,000,000	
Personal Property at each premises	\$1,000,000	
Non-Owned Detached Trailers	\$25,000	
Ordinance or Law Coverage	\$250,000	
Outdoor Property	\$25,000	\$50,000
Any one tree, shrub or plant	\$2,500	\$5,000
Outside Signs		
At all described premises	\$100,000	\$250,000

Consult Policy for Actual Terms and Conditions

	TOWN OF WARRENTON	
At all undescribed premises	\$5,000	\$25,000
Personal Effects	\$25,000	\$50,000
Personal Property At Premises Outside of the Coverage Territory	\$50,000	
Personal Property In Transit Outside of the Coverage Territory	\$25,000	
Pollutant Cleanup and Removal – Annual Aggregate	\$100,000	
Preservation of Property		
Expenses to move and temporarily store property	\$250,000	
Direct loss or damage to moved property	Included*	
Reward Coverage		
25% of covered loss up to a maximum of:	\$25,000	
Stored Water	\$25,000	
Theft Damage to Rented Property	Included*	
Undamaged Parts of Stock in Process	\$50,000	
Valuable Papers and Records – Cost of Research		
At all described premises	\$50,000	\$500,000
In transit or at all undescribed premises	\$25,000	\$250,000
Water or Other Substance Loss – Tear Out and Replacement Expense	Included*	

***Included means included in applicable Covered Property Limit of Insurance**

**DELUXE BUSINESS INCOME (AND EXTRA EXPENSE) COVERAGE FORM -
DESCRIBED PREMISES**

Premises Location No.	Building No.	Limits of Insurance
001-009	001-028	\$1,000,000

Rental Value: Included
Ordinary Payroll: Included

**DELUXE BUSINESS INCOME - ADDITIONAL COVERAGES AND COVERAGE
EXTENSIONS**

The Limits of Insurance, Coverage Period and Coverage Radius shown in the left column are included in the coverage form and apply unless a revised Limit of Insurance, Coverage Period, Coverage Radius or Not Covered is shown under the column on the right. The Limits of Insurance apply in any one occurrence unless otherwise stated.

	Limits of Insurance, Coverage Period or Coverage Radius	Revised Limits of Insurance, Coverage Period or Coverage Radius
Business Income from Dependent Property		
At Premises Within the Coverage Territory	\$100,000	\$250,000
At Premises Outside of the Coverage Territory	\$100,000	
Civil Authority		
Coverage Period	30 days	
Coverage Radius	100 miles	
Claim Data Expense	\$25,000	
Contract Penalties	\$25,000	
Extended Business Income		
Coverage Period	180 days	
Fungus, Wet Rot or Dry Rot – Amended Period of Restoration		
Coverage Period	30 days	
Green Building Alternatives – Increased Period of Restoration		
Coverage Period	30 days	
Ingress or Egress	\$25,000	
Coverage Radius	1 mile	
Newly Acquired Locations	\$500,000	
Ordinance or Law - Increased Period of Restoration	\$250,000	
Pollutant Cleanup and Removal – Annual Aggregate	\$25,000	
Transit Business Income	\$25,000	
Undescribed Premises	\$25,000	

Consult Policy for Actual Terms and Conditions

Cause of Loss – Equipment Breakdown

The insurance provided for loss or damage caused by or resulting from Equipment Breakdown is included in, and does not increase the Covered Property, Business Income, Extra Expense, and/or other coverage Limits of Insurance that otherwise apply under this Coverage Part.

Coverage Extension:	Limits of Insurance	Revised Limits of Insurance
Spoilage	\$25,000	\$250,000
Limitations:	Limits of Insurance	Revised Limits of Insurance
Ammonia Contamination	\$25,000	\$250,000
Hazardous Substance	\$25,000	\$250,000

UTILITY SERVICES:

	Limits of Insurance
Direct Damage - in any one occurrence (See Utility Services – Direct Damage endorsement)	\$50,000

Coverage is provided for the following:

- Communication Supply
- Power Supply

Coverage for Overhead Transmission Lines is: excluded.

Public Sector Services Additional Coverage Endorsements

	Limits of Insurance
Spoilage Coverage Extension DX T3 15	\$50,000
Sewer or Drain Backup Amendment DX T4 45	\$50,000
Public Entity Property Extensions DX T4 47:	
Confiscated Property	\$100,000
Street Lights – each item	\$5,000
Street Lights – maximum per occurrence	\$50,000
Street Signs – each item	\$5,000
Street Signs – maximum per occurrence	\$50,000
Traffic Signs and Lights – each item	\$5,000
Traffic Signs and Lights – maximum per occurrence	\$50,000
Stadium Lights – each item	\$5,000
Stadium Lights – maximum per occurrence	\$50,000

Consult Policy for Actual Terms and Conditions

DEDUCTIBLES:

TO UTILITY SERVICES:

Direct Damage, in any one occurrence: \$2,500

BUSINESS INCOME:

As respects Business Income Coverage, for which no other deductible is stated above or in the coverage description, a 72 hour deductible applies.

ANY OTHER COVERED LOSS:

in any one occurrence: \$2,500

AMENDMENTS:

CAUSES OF LOSS-EQUIPMENT BREAKDOWN	DX T3 19
ELECTRONIC VANDALISM LIMITATION ENDT	DX T3 98
EXCLUSION OF CERTAIN COMPUTER LOSSES	IL T3 55
EXCL OF LOSS DUE TO VIRUS OR BACTERIA	IL T3 82
AMNDT COMMON POLICY COND-PROHIBITED COVG	IL T4 12
CAP ON LOSSES FROM CERT ACTS OF TERRORIS	IL T4 14

Rating Basis

Total Rating Basis:	\$16,841,667
Building Rate:	0.0590
Business Personal Property Rate:	0.1420
Time Element Rate:	0.0820
Premium for Policy Period:	\$11,578

Note: The Premium shown above includes the premium charged for Equipment Breakdown coverage. The premium for Equipment Breakdown coverage is \$1,166.

If you elect not to purchase Equipment Breakdown coverage, please contact your Account Executive and a revised quote without Equipment Breakdown coverage will be sent to you.

Consult Policy for Actual Terms and Conditions

Crime**Government Crime - Discovery Coverage**

The Government Crime - Discovery Coverage Part consists of this Declarations Form and the Government Crime - Discovery Coverage Form.

Employee Benefit Plan(s) Included as Insureds:

Insuring Agreements	Limit Of Insurance Per Occurrence	Deductible Amount Per Occurrence
Employee Theft – Per Loss Coverage	\$25,000	\$500
Forgery Or Alteration	\$25,000	\$500
Inside The Premises – Theft of Money And Securities	\$25,000	\$500
Inside The Premises – Robbery Or Safe Burglary Of Other Property	\$25,000	\$500
Outside The Premises	\$25,000	\$500
Computer Fraud	\$25,000	\$500
Funds Transfer Fraud	\$25,000	\$500
Money Orders And Counterfeit Paper Currency	\$25,000	\$500

Endorsements Forming Part Of This Coverage Part When Issued

EXCLUSION OF CERTAIN COMPUTER LOSSES	IL T3 55
AMNDT COMMON POLICY COND-PROHIBITED COVG	IL T4 12

CANCELLATION OF PRIOR INSURANCE ISSUED BY US:

By acceptance of this Coverage Part you give us notice cancelling prior policy Nos.

;

the cancellation to be effective at the time this Coverage Part becomes effective.

Gross Premium: \$330

Consult Policy for Actual Terms and Conditions

TRAVELERS 

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Date of Proposal:

Print Date: 01/03/22

Inland Marine

CONTRACTORS EQUIPMENT
Contractors Equipment Coverage Form CM T2 42

COVERAGE AND LIMITS OF INSURANCE**Covered Property**

Coverage consists of the following indicated by an 'X':

 Scheduled Equipment:

As shown on the Contractors Equipment Item Schedule, which includes the Limit Of Insurance applying to each listed item of equipment.

As shown on the most current schedule on file with us. The amount shown on such schedule for each item is the Limit Of Insurance applying to that item.

Total Limit Of Insurance For All Scheduled Equipment: \$330,410

 Unscheduled Owned Equipment:

Total Limit Of Insurance For All Unscheduled Owned Equipment: \$100,000

Limit Of Insurance For Any One Unscheduled Owned Item Of Equipment: \$5,000

 Unscheduled Equipment Owned By Others:

Limit Of Insurance For Any One Unscheduled Item Of Equipment Leased, Rented, Or Borrowed From Others: \$5,000

 Equipment While Leased, Rented Or Loaned To Others:

Limit Of Insurance For Any One Item Of Equipment Leased, Rented, Or Loaned To Others: \$

Total Limit Of Insurance For All Items Of Equipment In Any One Occurrence: \$435,410

DEDUCTIBLE

Deductible applying to all covered loss or damage indicated by an 'X' below unless a more specific Deductible for the covered loss or damage is shown elsewhere in this proposal:

Dollar Deductible \$500

Percent Deductible % subject to \$ minimum and \$ maximum

VALUATION AND COINSURANCE**Valuation**

The following Valuation applies to the applicable Covered Property:

Scheduled Equipment:

Actual Cash Value Valuation applies unless replaced by the Optional Valuation indicated by an 'X'.

Consult Policy for Actual Terms and Conditions

Replacement Cost Valuation

Agreed Value

Valuation Determined By Age Of the Equipment – Number of Years:

Replacement cost applies to equipment manufactured up to the number of years indicated above; and Actual Cash Value applies to equipment manufactured over the number of years indicated above.

Unscheduled Equipment:

Actual Cash Value Valuation applies unless replaced by the Optional Valuation indicated by an 'X'.

Replacement Cost Valuation

Valuation Determined By Age Of the Equipment – Number of Years:

Replacement cost applies to equipment manufactured up to the number of years indicated above; and Actual Cash Value applies to equipment manufactured over the number of years indicated above.

Equipment Owned By Others:

The amount for which you are legally liable, not to exceed Replacement Cost.

Coinsurance

The following coinsurance applies to Scheduled Items when indicated by an 'X':

100% 90% 80% No Coinsurance Applies

Premium

The following Premium options apply when indicated by an 'X':

Scheduled and Unscheduled Owned Equipment:

Non Reporting
Premium: \$813

Leased Or Rented From Others:

Non Reporting
Premium: \$28

Total Premium Due At Inception \$841

Minimum Earned Premium: \$None

Other Terms and Conditions

CM B0 97 – Contractors Equipment Supplemental Declarations.

Coverage Extensions	Limit Of Insurance
Business Personal Property In Job Trailers:	\$10,000
Document And Data Restoration Costs:	\$50,000
Fire Protective Systems:	\$75,000
Hauling Property Of Others:	\$100,000
Newly Acquired Equipment – Per Item:	\$250,000
Rental Costs:	
Any One Item:	\$5,000
Any One Occurrence:	\$25,000

Consult Policy for Actual Terms and Conditions

Upgrades To Covered Property:	\$25,000
Additional Coverages	Limit Of Insurance
Claim Data Expenses:	\$5,000
Continuing Rental Payments:	
Any One Item:	\$5,000
Any One Occurrence:	\$25,000
Contract Penalty:	\$25,000
Debris Removal Increased Limit:	\$75,000
Employee Tools, Equipment And Clothing:	
Any One Item:	\$1,000
Any One Employee:	\$2,500
Any One Occurrence:	\$5,000
Errors Or Unintentional Omissions:	\$100,000
Expediting Expenses:	\$25,000
Expendable Supplies:	\$10,000
Fire Or Police Department Service Charge:	\$25,000
Lost Warranty Or Service Contract:	\$10,000
Pollutant Clean Up And Removal:	\$25,000
Preservation Of Property Expense:	\$50,000
Reward Coverage:	\$2,500
Tracking System Deductible Waiver Amount:	\$10,000

Amendments:

EXCLUSION OF CERTAIN COMPUTER LOSSES	IL T3 55
EXCL OF LOSS DUE TO VIRUS OR BACTERIA	IL T3 82
AMNDT COMMON POLICY COND-PROHIBITED COVG	IL T4 12
CAP ON LOSSES FROM CERT ACTS OF TERRORISM	IL T4 14
FLOOD EXCLUSION	CM U3 50
EARTH MOVEMENT EXCLUSION	CM U3 66

Gross Premium: \$841

Consult Policy for Actual Terms and Conditions



General Liability – Occurrence

Option 1

Coverage	Limit
General Aggregate Limit	\$3,000,000
Products/Completed Operations Aggregate Limit	\$3,000,000
Personal and Advertising Injury Liability Any One Person or Organization Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
The following limits apply:	
Damage to Premises Rented to You Limit (Any One Premises)	\$1,000,000
Medical Expense Limit (Any One Person)	Excluded
Sewage Back-Up Limit	\$1,000,000
Failure To Supply Limit	\$1,000,000

Consult Policy for Actual Terms and Conditions

General Liability – Occurrence

AMENDMENTS

XTEND ENDORSEMENT FOR PUBLIC ENTITIES

MOBILE EQUIPMENT REDEFINED - PUBLIC ENTITIES

AMENDMENT - POLLUTION EXCLUSION

CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM

EXCLUSION - INJURY TO VOLUNTEER FIREFIGHTERS

EXCLUSION - LAW ENFORCEMENT ACTIVITIES OR OPERATIONS

COVERAGE C - MEDICAL PAYMENTS EXCLUSION

EXCLUSION - EMPLOYEES AND VOLUNTEER WORKERS AS INSUREDS FOR CERTAIN BODILY INJURY, PERSONAL INJURY AND PROPERTY DAMAGE

EXCLUSION - PUBLIC USE OF PRIVATE PROPERTY

FUNGI OR BACTERIA EXCLUSION - WITH LIMITED EXCEPTION FOR BACTERIA IN SEWAGE BACK-UP

EXCLUSION - DISCRIMINATION

EXCLUSION - PROFESSIONAL HEALTH CARE SERVICES - PUBLIC ENTITIES

EXCLUSION - VIOLATION OF CONSUMER FINANCIAL PROTECTION LAWS

EXCLUSION - LEAD

EXCLUSION - NUCLEAR ENERGY LIABILITY

AMENDMENT OF COMMON POLICY CONDITIONS - PROHIBITED COVERAGE - UNLICENSED INSURANCE AND TRADE OR ECONOMIC SANCTIONS

AMENDMENT - NON CUMULATION OF EACH OCCURRENCE LIMIT OF LIABILITY AND NON CUMULATION OF PERSONAL AND ADVERTISING INJURY LIMIT

AMENDMENT OF CONTRACTUAL LIABILITY EXCLUSION - EXCEPTION FOR DAMAGES ASSUMED IN AN INSURED CONTRACT APPLIES ONLY TO NAMED INSURED

PRESERVATION OF GOVERNMENTAL IMMUNITY - NORTH CAROLINA

CEMETERY PROFESSIONAL SERVICES LIABILITY

Gross Premium

\$5,037

Consult Policy for Actual Terms and Conditions**Page 22****Date of Proposal:****Print Date: 01/03/22**

Law Enforcement Liability – Occurrence

Option 1

Coverage	Limit
Aggregate Limit	\$2,000,000
Each Wrongful Act Limit	\$1,000,000

DEDUCTIBLES

Deductibles apply to damages & defense expenses unless required otherwise by state regulation.

The following deductible (Damages and Defense Expenses) applies:

Each Wrongful Act Deductible - Damages and Defense Expenses	\$5,000
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AMENDMENTS

CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM

AMENDMENT OF COMMON POLICY CONDITIONS - PROHIBITED COVERAGE -UNLICENSED INSURANCE AND TRADE OR ECONOMIC SANCTIONS

AMENDMENT OF LAW ENFORCEMENT ACTIVITIES OR OPERATIONS

PRESERVATION OF GOVERNMENTAL IMMUNITY - NORTH CAROLINA

MOBILE EQUIPMENT REDEFINED - EXCLUSION OF VEHICLES SUBJECT TO MOTOR VEHICLE LAWS

FUNGI OR BACTERIA EXCLUSION

Gross Premium	\$8,168
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Consult Policy for Actual Terms and Conditions



Public Entity Management Liability – Claims Made

Option 1

Coverage	Limit
Aggregate Limit	\$2,000,000
Each Wrongful Act Limit	\$1,000,000
Retroactive Date:	01/01/1998

DEDUCTIBLES

Deductibles apply to damages & defense expenses unless required otherwise by state regulation.
The following deductible (Damages and Defense Expenses) applies:

Each Wrongful Act Deductible - Damages and Defense Expenses	\$5,000
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AMENDMENTS

AMENDMENT OF JOINT POWERS AUTHORITY DEFINITION

CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM

AMENDMENT OF NETWORK AND INFORMATION SECURITY WRONGFUL ACT DEFINITION

AMENDMENT OF COMMON POLICY CONDITIONS - PROHIBITED COVERAGE - UNLICENSED INSURANCE AND TRADE OR ECONOMIC SANCTIONS

AMENDMENT OF LAW ENFORCEMENT ACTIVITIES OR OPERATIONS DEFINITION

PRESERVATION OF GOVERNMENTAL IMMUNITY - NORTH CAROLINA

DEFENSE EXPENSES REIMBURSEMENT FOR INJUNCTIVE RELIEF SUITS

Defense Expenses Reimbursement Limit - Aggregate	\$50,000
Defense Expenses Reimbursement Limit - Each Wrongful Act	\$50,000
Injunctive Relief Each Wrongful Act Participation Amount	10%

LIMITED SPECIAL EXPENSES COVERAGE - KEY EMPLOYEES

Limited Special Expenses Aggregate Limit - Key Employees	\$50,000
Limited Special Expenses Participation Percentage - Key Employees	10%

Consult Policy for Actual Terms and Conditions



The Following Are Excluded When "Yes" Is Indicated Below. If "No" Is Indicated, An Amendment And/Or Manuscript Endorsement May Be Required.

- | | | | |
|-----|---------------------------------------------------|-----|-----------------------------|
| Yes | Airport | Yes | Transit Authorities |
| Yes | Health Care Facilities: Clinics | Yes | Gas Utilities |
| Yes | Health Care Facilities: Hospital | Yes | Electric Utilities |
| Yes | Health Care Facilities: Blood Banks | Yes | Housing Authorities |
| Yes | Health Care Facilities: Nursing Homes | Yes | Schools or School Districts |
| Yes | Health Care Facilities: Rehabilitation Facilities | Yes | Joint Powers Authority |
| Yes | Port Authorities | | |

Gross Premium \$2,609

Public Entity Employment-Related Practices Liability – Claims Made

Option 1**IMPORTANT NOTICE –**

Defense expenses are payable within the limits of Insurance.

Coverage	Limit
Aggregate Limit	\$2,000,000
Each Wrongful Employment Practice Offense Limit	\$1,000,000

DEDUCTIBLES

Deductibles apply to damages & defense expenses unless required otherwise by state regulation.

The following deductible (Damages and Defense Expenses) applies:

Each Wrongful Employment Practice Offense Deductible - Damages and Defense Expenses	\$5,000
Retroactive Date:	12/18/1999

AMENDMENTS

AMENDMENT OF JOINT POWERS AUTHORITY DEFINITION

CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM

EXCLUSION - OTHER EMPLOYMENT LAWS

AMENDMENT OF COMMON POLICY CONDITIONS - PROHIBITED COVERAGE - UNLICENSED INSURANCE AND TRADE OR ECONOMIC SANCTIONS

PRESERVATION OF GOVERNMENTAL IMMUNITY - NORTH CAROLINA

NON-EMPLOYMENT RELATED SEXUAL HARASSMENT ENDORSEMENT

The Following Are Excluded When "Yes" Is Indicated Below. If "No" Is Indicated, An Amendment And/Or Manuscript Endorsement May Be Required.

Yes Airport	Yes Transit Authorities
Yes Health Care Facilities: Clinics	Yes Gas Utilities
Yes Health Care Facilities: Hospital	Yes Electric Utilities
Yes Health Care Facilities: Blood Banks	Yes Housing Authorities
Yes Health Care Facilities: Nursing Homes	Yes Schools or School Districts
Yes Health Care Facilities: Rehabilitation Facilities	Yes Joint Powers Authority
Yes Port Authorities	

Gross Premium \$3,057

Consult Policy for Actual Terms and Conditions



Automobile Liability

Option 1

Liability Coverage	Auto Symbols	Limits
Liability	1 only	\$1,000,000
Medical Payments	2 only	\$5,000
Uninsured/Underinsured Motorist	2 only	\$1,000,000
Uninsured Motorist Only		Rejected
<hr/>		
Number of autos, excluding trailers	19	
Number of trailers	2	

Consult Policy for Actual Terms and Conditions



Automobile Liability

AMENDMENTS

AMENDMENT OF BODILY INJURY DEFINITION

PUBLIC ENTITY AUTO EXTENSION

PROFESSIONAL SERVICES NOT COVERED

EMERGENCY SERVICES - VOLUNTEER FIREFIGHTERS' & WORKERS' INJURIES EXCLUDED

AMENDMENT OF EMPLOYEE DEFINITION

PRESERVATION OF GOVERNMENTAL IMMUNITY - NORTH CAROLINA

AMENDMENT OF COMMON POLICY CONDITIONS - PROHIBITED COVERAGE - UNLICENSED INSURANCE AND TRADE OR ECONOMIC SANCTIONS

Gross Premium \$11,449

Automobile Physical Damage

Option 1			
Coverage	Valuation	Units	Deductible
Symbol 2			
Comprehensive	Actual Cash Value	21	\$500
Collision	Actual Cash Value	21	\$500

Consult Policy for Actual Terms and Conditions

Auto Physical Damage

AMENDMENTS

PUBLIC ENTITY AUTO EXTENSION

PRESERVATION OF GOVERNMENTAL IMMUNITY - NORTH CAROLINA

Gross Premium \$4,834

Automobile Composite Rating

Automobile Composite Rating

In order to provide our insureds better service and administrative efficiency, Travelers Public Sector Services is pleased to provide the following process for handling mid-term automobile change requests. All requests will be managed in accordance with the Composite Rate Application outlined below. The insured should continue to submit all change requests to their agent for accurate record keeping and claims verification purposes. Particular attention should be paid to Item 5, which specifies the types of automobiles that will continue to require reporting to the Company.

Composite Rate Application

1. If your policy includes the coverage for which a composite rate is designated in the table below then the premium for that coverage is composite rated. Automobile Liability is rated on a "per unit" basis and Automobile Physical Damage is rated on the basis of the original cost new of the autos. **The composite rates reflect premium charges for any applicable miscellaneous auto coverages, with the exception of Garagekeepers Legal Liability.**
2. The composite rates for Automobile Liability and Physical Damage are the rates applicable at the inception of the policy. Based on the information provided for this proposal and as of the date of this proposal, these rates are as follows:

Liability	Comprehensive	Collision
\$602	0.319	0.374

3. The premium charged at inception is the estimated annual premium based on the number of units and total original cost new for all covered autos on file with the company at inception. The insured is to submit a current schedule of owned automobiles as of the expiration of the policy and the total earned premium will be computed on the basis of the average net change in units and their corresponding original cost new for the policy term.
4. All autos added will carry the same Liability limits and Physical Damage deductibles issued at policy inception for autos of the same type.
5. Any new auto requiring valuation other than actual cash value must be reported within 30 days of acquisition. These autos will be added to the policy automobile schedule mid-term and a final premium will be determined at policy expiration.

Consult Policy for Actual Terms and Conditions

Umbrella Excess Liability

Option 1

Coverage	Limit
General Aggregate Limit	\$3,000,000
Products – Completed Operations Aggregate Limit	\$3,000,000
Occurrence Limit	\$3,000,000
Crisis Management Service Expenses Limit	\$50,000
Self Insured Retention Any One Occurrence or Event	\$10,000

Coverage is provided over the following underlying coverages:	Limit
General Liability Limit	\$1,000,000
Employee Benefits Liability	\$1,000,000
Auto Liability	\$1,000,000
Law Enforcement Liability	\$1,000,000
Public Entity Management Liability	\$1,000,000
Public Entity Employment-Related Practices Liability	\$1,000,000

Consult Policy for Actual Terms and Conditions

Umbrella Excess Liability

EXCESS FOLLOW-FORM AND UMBRELLA LIABILITY INSURANCE

AMENDMENTS

POLICY DECLARATIONS - EXCESS FOLLOW-FORM AND UMBRELLA LIABILITY

SCHEDULE OF UNDERLYING INSURANCE

CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM AND EXCLUSION OF OTHER ACTS OF TERRORISM COMMITTED OUTSIDE THE UNITED STATES

COVERAGE FOR FINANCIAL INTEREST IN FOREIGN INSURED ORGANIZATIONS

FAILURE TO SUPPLY EXCLUSION - COVERAGES A AND B

FUNGI OR BACTERIA EXCLUSION - COVERAGES A AND B

MOBILE EQUIPMENT RACING EXCLUSION - COVERAGE B

NUCLEAR ENERGY LIABILITY EXCLUSION (BROAD FORM) - COVERAGES A AND B

AMENDMENT OF COVERAGE - DEFINITIONS

PUBLIC USE OF PRIVATE PROPERTY EXCLUSION - COVERAGES A AND B

FOLLOW-FORM LIMITATION - COVERAGE B

WATERCRAFT LIABILITY EXCLUSION - COVERAGE B

AMENDMENT OF UNDERLYING INSURANCE DEFINITION

AMENDMENT OF WHO IS AN INSURED - EMPLOYEES AND VOLUNTEER WORKERS - COVERAGE B

DISCRIMINATION EXCLUSION - COVERAGE B

INJURY TO VOLUNTEER FIREFIGHTERS EXCLUSION - COVERAGE B

LAW ENFORCEMENT ACTIVITIES OR OPERATIONS EXCLUSION - COVERAGE B

LEAD EXCLUSION - COVERAGE B

POLLUTION NOT RELATED TO AUTOS EXCLUSION - PUBLIC ENTITIES OR INDIAN TRIBES - COVERAGE A

PROFESSIONAL HEALTH CARE SERVICES EXCLUSION WITH LIMITED EXCEPTION FOR DESIGNATED PROFESSIONALS - COVERAGES A AND B

ABUSE OR MOLESTATION EXCLUSION - COVERAGE A AND B- WITH LIMITED FOLLOW-FORM EXCEPTION

PRESERVATION OF GOVERNMENTAL IMMUNITY - NORTH CAROLINA

DAMAGE TO PROPERTY EXCLUSION - COVERAGE A

NON CUMULATION OF OCCURRENCE LIMIT

Gross Premium

\$9,404

Consult Policy for Actual Terms and Conditions

TRAVELERS 

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Date of Proposal:

Print Date: 01/03/22

Federal Terrorism Risk Insurance Act Disclosure

The federal Terrorism Risk Insurance Act of 2002 as amended ("TRIA") establishes a program under which the Federal Government may partially reimburse "Insured Losses" (as defined in TRIA) caused by "Acts Of Terrorism" (as defined in TRIA). "Act Of Terrorism" is defined in Section 102(1) of TRIA to mean any act that is certified by the Secretary of the Treasury – in consultation with the Secretary of Homeland Security and the Attorney General of the United States – to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States Mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

The Federal Government's share of compensation for such Insured Losses is 80% of the amount of such Insured Losses in excess of each Insurer's "Insurer Deductible" (as defined in TRIA), subject to the "Program Trigger" (as defined in TRIA).

In no event, however, will the Federal Government be required to pay any portion of the amount of such Insured Losses occurring in a calendar year that in the aggregate exceeds \$100 billion, nor will any Insurer be required to pay any portion of such amount provided that such Insurer has met its Insurer Deductible. Therefore, if such Insured Losses occurring in a calendar year exceed \$100 billion in the aggregate, the amount of any payments by the Federal Government and any coverage provided by this policy for losses caused by Acts Of Terrorism may be reduced.

For each coverage provided by this policy that applies to such Insured Losses, the charge for such Insured Losses is included in the premium for such coverage. The charge for such Insured Losses that has been included for each such coverage is the percentage of the premium for such coverage indicated below, and does not include any charge for the portion of such Insured Losses covered by the Federal Government under TRIA.

Consult Policy for Actual Terms and Conditions

Important Notice Regarding Compensation Disclosure

For information about how Travelers compensates independent agents, brokers, or other insurance producers, please visit this website:

http://www.travelers.com/w3c/legal/Producer_Compensation_Disclosure.html

If you prefer, you can call the following toll-free number: 1-866-904-8348. Or you can write to us at Travelers, Enterprise Development, One Tower Square, Hartford, CT 06183

Payment Plan

Estimated Premium Due***Agency Billing**

The estimated gross premium due is \$57,499, which represents all lines of insurance and additional services detailed in this proposal, to be billed as follows:

Due Date	Gross Amount	Type
1/1/2022	\$14,374	Installment
4/1/2022	\$14,375	Installment
7/1/2022	\$14,375	Installment
10/1/2022	\$14,375	Installment

**The estimated premium shown above may differ from actual premiums shown on the policies and installment bills due to installment charges, estimated taxes and surcharges, as well as rounding.*

If there are changes in your coverages or exposures during the policy year which result in a material change in your premium, we will adjust the amount due on all future installments for this policy term. Other changes during the year which are not material, will be billed at audit.

Bills are sent approximately 45 days in advance of the due date. Remittance envelopes are included for mailing to our lock box for prompt crediting to your account. All bills are due and payable on the indicated due date.

Consult Policy for Actual Terms and Conditions



Premium Schedule

Coverage	Gross Premium
Deluxe Property	\$11,578
Crime	\$330
Inland Marine	\$841
General Liability	\$5,037
Employee Benefits Liability	\$192
Law Enforcement Liability	\$8,168
Public Entity Management Liability	\$2,609
Public Entity Employment–Related Practices Liability	\$3,057
Auto Liability	\$11,449
Auto Physical Damage	\$4,834
Umbrella Excess Liability	\$9,404
Total	\$57,499
Other Automobile Liability Premium	\$228

Note: *The estimated premium shown in the Premium Schedule and Quote Options, if any, may differ from actual premiums shown on the policies and installment bills due to installment charges, estimated taxes and surcharges, as well as rounding. Estimated taxes and surcharges may differ depending on selection of Quote Options, if any.*

IMPORTANT NOTE REGARDING ACCOUNT MINIMUM PREMIUM

The lines of business shown in the *Premium Schedule and Quote Options, if any*, are subject to a \$5,000 account minimum premium. If the line(s) of business selected for binding do not total at least \$5,000, then the premiums shown for those lines of business will be adjusted to total \$5,000.

Consult Policy for Actual Terms and Conditions



Quote Options and Additional Information

Quote Option

Gross Premium

Other Information

Please provide the following information:

- Signed Uninsured/Underinsured Selection/Rejection Form. If the signed forms are not received at time of binding, the policy will be issued with UM/UIM limit equal to the auto liability limit. When the signed forms are received, the policy will be endorsed to amend the limit, if necessary, effective the date the signed forms are received.

Consult Policy for Actual Terms and Conditions





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

Tethering Issue

Town is receiving complaints from neighbors regarding tethered dogs that are causing noise nuisances. Several known situations in town of tethering: S. Main, Hazelwood, Ridgeway, etc. (South Main has recently installed a fenced in kennel area.)

Current Town of Warrenton Tethering Ordinance - Adopted June 2018

§90.01 DOGS RUNNING AT LARGE

A. LEASH

It shall be unlawful for dogs to run unrestrained within the Town Limits. They must be confined to their guardian's property or walked on a leash. It is hereby declared the duty of the Police Department to notify the owner of any dog found running at large on the streets or sidewalks to place same under proper control or confinement.

B. TETHERING

The Town of Warrenton's dog tethering ordinance regulates the unattended restraint or tethering of dogs.

It shall be unlawful to tether a dog outside in such a manner that endangers the dog and

- 1) creates the likelihood of choking,
- 2) subjects the dog to periods of exposure to extreme elements without access to shelter, whether heat or cold, and or
- 3) prevents access to water and/or adequate food,

PENALTY

Violation of the dog tethering ordinance would be subject to a civil penalty of \$50 per day for each day of violation.

Warren County Tethering Ordinance:

Warren County does NOT have a tethering ordinance of any kind and would not enforce any ordinance that the Town adopted and that exceeds their ordinances.

Halifax County Tethering Ordinance:

Sec. 14-12. - Mistreatment of animals prohibited.

(3)b. Prohibition against tethering of dogs. It shall be unlawful to tether an unattended dog outdoors, including hunting dogs. When on the property of the dog owner, dogs may run loose when attended by a responsible person who can control the dogs either by voice commands or by a leash. When on the property of the dog owner, dogs may run unattended if kept in a penned area, secured enclosure or an area surrounded by an effectively operating electronic fence. The prohibition regarding when or where dogs may run loose shall not apply to hunting dogs when they are being used for lawful hunting purposes. For the first six months following the effective date of this subsection, only warning citations shall be issued for violations.

Halifax County and Roanoke Rapids both prohibit tethering altogether. The Director of Animal Control of Halifax County stated that the prohibition of tethering has “reduced cruelty substantially”.

Staff Recommendation

Update the Town’s current tethering ordinance along the lines of Halifax County and Roanoke Rapids and prohibit tethering of dogs altogether. This would be the easiest ordinance to enforce by town police, who are not trained in animal control. At the same time specify in the ordinance a minimum size for backyard fencing, for example 10 by 10 feet for dogs over 29 pounds, and 6 by 6 feet for dogs under 29 pounds, as a relatively inexpensive way for dog owners to comply with non-tethering.

Work with Town attorney to develop prohibition language and further investigate extreme weather conditions for future discussion.

Attention, Halifax County Dog Owners!

Unattended tethering of dogs is now *illegal!*

How will the new animal welfare laws affect you?

The following checklist will help you ensure that your dog(s)' living conditions are legal.

- Dogs cannot be tethered outside unattended. They must be kept indoors or in a securely fenced-in area.
- Securely fenced-in areas must measure at least 10 feet by 10 feet and at least 6 feet in height. For dogs weighing 29 pounds or less, a secure fenced in area must measure at least 6 feet by 6 feet and at least 5 feet in height.
- Except for hunting dogs, for each additional dog there shall be an additional 50 square feet of space of penned area.
- Animal living areas must be kept clean, dry and clear of debris and waste.
- Dogs must have adequate shelter that protects them from injury and the weather, including rain, direct sunlight and heat or cold. It must have a solid floor and be large enough for the dog to lie in comfortably.
- Dogs must always have access to fresh water in a clean and durable container.
- Dogs must be provided with nutritious food on a daily basis.

The law goes into effect on

January 1, 2020!

Call 1-800-566-9768 for free tips on housetraining and other types of assistance.

