



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 March 14, 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 February 14, 2022
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 February BOC Meeting
 - g. Budget Amendment #9
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)
 - i. Ordinances, Comprehensive Plan, 160D Compliance
7. Old Business
 - a. Status of Grants – for information
 - b. Update on Frontier Warren – for information
 - c. Update of Possible ARP Expenditures – for information
8. New Business
 - a. Resolutions to Apply for NC DEQ Water/Sewer Grants – for consideration
 - b. Uniform Agreement Renewals – for consideration
 - c. Water Consumption – for information
 - d. Kudos to Bill Perkinson – for information
 - e. Return to In-Person Board Meetings – for consideration
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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BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING
FEBRUARY 14, 2022
7:00 P.M.
Minutes

Those in attendance were:

Mayor Walter Gardner	Commissioner Michael Coffman
Commissioner Mary Hunter	Commissioner Jason Young
Commissioner John Blalock	Commissioner Al Fleming
Commissioner Margaret Britt	Town Administrator, Robert Davie
Commissioner Aaron Ayscue	William "Bill" Perkinson, Public Works
Chief of Police, Goble Lane	Tracy Stevenson, Minute Taker

Call to Order – Pledge of Allegiance and Moment of Silence

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order on Monday, February 14, 2022 at 7:00 p.m. Due to COVID restrictions, the Town Hall was not open to the public but the meeting was shared via Zoom. A Moment of Silence was held for all who are sick, suffering, and in need. The Pledge of Allegiance was led by Commissioner Young.

Conflict of Interest Statement and Proposed Agenda

The Conflict-of-Interest statement was reviewed. The Proposed Agenda was presented.

Public Comments

The Town Administrator sent out an email to the sunshine list requesting any citizen wishing to make public comments to submit their name to be recognized at this time and there were no requests received.

Minutes of Board Meeting on January 10, 2022

The minutes of January 10, 2022 were presented. Commissioner Hunter requested a change be made correcting the spelling of Sarah Bransfield for the record. Commissioner Coffman made a motion to approve the minutes with the corrections, which was seconded by Commissioner Hunter. The motion was approved by unanimous vote.

Consent Agenda

- (a) Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
- (b) Monthly Check Report
- (c) Public Works Monthly Report
- (d) WWTP Monthly Report
- (e) Police Activity Report
- (f) Action Items from January BOC meeting
- (g) Budget Amendments 6, 7, 8

A motion was made by Commissioner Blalock to approve the Consent Agenda, with a second by Commissioner Britt. The motion was approved by unanimous vote.

Committee Reports

- (a) Finance and Administration – Commissioner Hunter had no additional report other than agenda items.
- (b) Public Works – Commissioner Fleming stated that the Public Works department was doing an excellent job but had no additional report other than agenda items.
- (c) Public Safety – Commissioner Ayscue informed the Board of a homicide that occurred at the Speedway Convenience store on E. Macon Street and a shooting incident on S. Hall Street within the past month. At this time he commended Chief Lane for appropriating extra staff in these areas even while experiencing short staffing issues in the department. He further stated that Warrenton Rural Volunteer Fire Department had received an improved rating from the N.C. State Fire Marshal's Office which will benefit town property owners and reduce fire insurance costs.
- (d) Human Resources – Information Technology – Commissioner Blalock stated that the Town had contracted with a new technology company, Newcomb Tech. He further stated that the Town had new software/malware protection installed on all computers.
- (e) Revitalization/Historic District Commission – Commissioner Coffman reported that the Historic District Commission received Certificate of Appropriateness applications for properties located at 416 S. Main Street; 123 N. Front Street; and 410 S. Main Street which were approved and 107 N. Main Street (new Milano's property) which was determined to not require approval from the Commission. Commissioner Coffman inquired if Spring Fest should still be held even if on a lesser scale. Commissioner Blalock made a motion to move forward with Spring Fest on Saturday, April 23, 2022 which was seconded by Commissioner Britt. The motion was approved by unanimous vote. Mayor Gardner asked Commissioner Coffman if there was any progress on the reorganization of the Revitalization Committee. Commissioner Coffman stated he would like to have more time to sit down with Commissioners Ayscue and Young as well as Town Administrator Robert Davie and will present a report at the March BOC meeting.
- (f) Beautification/Facilities – Commissioner Britt had no additional report other than agenda items.

- (g) Planning/Zoning/Annexation – Commissioner Young stated that the Planning Board meeting scheduled for February was rescheduled at the applicant’s request and will take place on March 3, 2022 at 2:00 p.m.

Old Business

(a) HR Essentials Presentation of Salary Study and Pay Plan – David Hill discussed a Power Point presentation with the Board. This salary study was aggregated using data from municipalities and counties in the surrounding region. In an effort to raise salaries to a competitive level with the surrounding marketplace, Mr. Hill presented the Town with two options to consider: Option 1 would require \$77,182.00 in funding and Option II would require \$89,014.00. Commissioner Blalock asked the Board to consider adopting the plan prior to the annual budget adoption or provide guidance to the Town Administrator prior to the budget process. Town Administrator, Robert Davie informed the group that one source of increased funding for salaries could possibly come from increased sales tax revenue. He noted that there was a significant drop in ad valorem collections, which is presently being researched. Mayor Gardner suggested a possible three year implementation plan. Commissioner Britt agreed with Mayor Gardner on possible “stair step plan”. Commissioner Blalock stated that even with a salary step plan the Town of Warrenton would continue to be behind the surrounding market salaries. Commissioner Hunter stated that whatever the board chooses to adopt would have to be increased every year in order to stay competitive with surrounding work force. Mayor Gardner recommended that a decision be made at the next meeting in order to move in a direction to maintain our workforce.

(b) Status of Grants

Fund 53 – NC Commerce Main Street Downtown Redevelopment – Project received extension to June 30, 2022.

Fund 55 – NC DEQ Water Infrastructure WWTP - Work from Change Order is in progress.

Fund 72 NC Main Street Solutions Warrenton Brewery Grant – Construction target completion date of February 28, 2022.

Fund 67 – NC Neighborhood Revitalization Program – Received results from lead based paint and asbestos analysis of properties.

Fund 68 – Building Reused Grant – Reimbursement for NC Commerce has been received and paid out to Warrenton Veterinary Clinic.

Fund 69 – Volkswagen Settlement Grant – Utility/dump truck is scheduled to be built the week of February 28th. An additional eight weeks will be necessary for addition of lights and signage to be completed. It will be necessary to make up some funding from budget due to a price increase since grant was awarded. Phase II will be to replace the backhoe.

Fund 71 – Brownfield Grant – Town will receive reimbursement on initial engineering fees. Town Administrator Robert Davie has spoken with Dr. Jerman, chairperson on the historic jail renovation, to offer funds for environmental testing and analysis of the structure.

No Fund – NC IDEA – Ice House Grant – Awaiting to establish date for the 2nd class or cohort. Town Administrator, Robert Davie stated a date would be announced very soon.

(c) Update of Fund Balance Expenditures

ARP Appropriations FY 2021 – 2022 – Town Administrator, Robert Davie recommended that the General Fund expenditures that have already been approved/spent be attributed to ARP Expenditures and include:

General Fund

- Crocket Street Storm Water Repairs and Paving (\$12,923 + \$4,707)

- Spring Street Storm Water Repairs and Paving (\$9,558 + \$1,053)
- Battle Avenue Storm Water Survey of Properties (\$4,900)

Water/Sewer

- Water Sewer Repairs - Riggan Pump Station (\$29,000)
(Please note correction of Riggan Pump Station not F&M as listed in agenda packet)

Commissioner Blalock made a motion to approve the funding changes as detailed, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

(d) Parking Lot Update – The S. Front Street Parking Lot Engineering, Permitting, Bidding, Construction Administration cost of \$22,000 will increase the total appropriated fund balance to \$105,823.

(e) Revised Project Ordinance for Parking Lot (Change from Grant to Capital Project) - Commissioner Blalock made a motion to approve the Capital Project Ordinance with the correction of signature page, Town Administrator, Robert Davie to replace former Interim Town Administrator, Meredith Valentine, with a second by Commissioner Coffman. With the above listed change the motion was approved by unanimous vote.

New Business

(a) Updated Change to Water/Sewer Rates to Qualify for 100% Grant (effective January 16, 2022) – Town Administrator Robert Davie informed the Board of a necessary correction to the Out of Town Sewer rates as follows:

- 9 cents less for 2000 gallon user
- 8 cents less for 3000 gallon user
- 7 cents less for 4000 gallon user
- 6 cents less for 5000 gallon user

Commissioner Blalock made a motion to approve the revised rates with a second by Commissioner Young. The motion was approved by unanimous vote.

(b) IVC Transportation Plan for Police Department – Chief Lane informed the Board of a State amended IVC (Involuntary Commitment) process asking Counties to have a transportation plan that includes the cities of the county. This plan will make Warren County compliant with the State’s request. The Sheriff’s Office is ultimately responsible for IVC transportation, but this would give the Warrenton Police Department authority to transport as well. Chief Lane recommends approval of same. Public Safety Commissioner Ayscue stated that he has reviewed the plan and sees no issue with the terminology. Commissioner Coffman made a motion to approve the IVC Transportation Plan with a second by Commissioner Ayscue. The motion was approved by unanimous vote.

(c) Contract Back-up for ORC for WWTP – Due to a reclassification of the WWTP to a Grade 4 facility, by the NC Division of Water Quality, Kenneth Champion, former back-up ORC (Operator in Responsible Charge), will need Grade 3 certification to continue in this role. Due to COVID, the necessary classes have not been available. In the interim and in order to stay in compliance with permit requirements, the Town must contract with an operator who has this Grade 3 certification. Staff recommends contracting with Dennis Wilson of Wilson’s Water Services at a cost of \$750 a month. The agreement will be for one year and will be terminated as soon as Kenneth Champion receives his Grade 3

certification. Commissioner Fleming made a motion to approve the contract with Wilson's Water Services, with a second by Commissioner Britt. The motion was approved by unanimous vote.

- (d) Parking on S. Hall Street** – Due to parking that is blocking traffic along S. Hall Street and due in part to recent shootings along S. Hall Street, staff recommends posting of no-parking signs along both sides of S. Hall Street from Halifax Street to E. Macon Street. Commissioner Britt questioned Chief Lane on the penalty for parking in a posted No Parking area. Chief Lane stated the current penalty is \$15.00. The Board expressed concern that people would continue to park in the area and just pay the fine. Mayor Gardner stated that penalty fees could be addressed within the next budget preparation. Commissioner Young suggested signage that included towing language. Commissioner Blalock made a motion to approve the posting of the no-parking signs with towing language. A second of the motion was made by Commissioner Young and the motion was approved by unanimous vote.
- (e) Support Letter to Warren County Community Center** – For information purposes Town Administrator, Robert Davie presented a letter of whole-hearted support for the Warren County Community Center's application of a North Carolina Civil Rights Trail Marker.
- (f) Dog Tethering Ordinance Update** – Town Administrator Robert Davie presented the Board with an update on possible changes to the tethering ordinance. No action was taken at this time and there were no further questions from the Board.

Announcements – Mayor Gardner asked the Commissioners to remain after adjournment for a group photo for the Main Street Conference and stated that he would be out of town for the next scheduled meeting and Mayor Pro Tem Mary Hunter would chair the March meeting in his absence.

With no further business, the meeting was adjourned.

Budget vs Actual

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Period Ending 2/28/2022

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	200.00	432.30	730.80	730.80		
34-351-422 Rent Paid to Town Frontier Warren	24,000	3,360.00	4,040.00	20,120.00	(3,880.00)	84%	
34-352-363 Donations	2,000	64.50	190.50	564.25	(1,435.75)	28%	
Revenues Totals:	41,000	3,624.50	4,662.80	26,415.05	(14,584.95)	64%	
Expenses							
34-405-098 American Rescue Plan Reimbursement	(13,000)	0.00	0.00	0.00	(13,000.00)		
34-405-203 Supplies	691	0.00	0.00	673.68	17.32	97%	
34-405-250 Lights/Heat/Security	4,000	488.50	903.83	3,484.33	515.67	87%	
34-405-251 Telephone/Internet	3,000	453.59	557.56	1,982.70	1,017.30	66%	
34-405-255 Bldg Maint/Clean Srvs	3,410	810.00	1,010.00	3,410.00	0.00	100%	
34-405-309 Advertising	628	0.00	0.00	0.00	627.50		
34-405-332 Signs below \$5,000	500	0.00	0.00	0.00	500.00		
34-405-400 Liability Insurance	93	42.00	42.00	49.50	43.00	54%	
34-405-422 Rent Paid by Town	36,000	3,000.00	6,000.00	27,000.00	9,000.00	75%	
34-405-499 Miscellaneous	679	0.00	0.00	300.00	379.00	44%	
Non-Departmental Totals:	36,000	4,794.09	8,513.39	36,900.21	(900.21)	103%	
34-431-700 NC IDEA Grant Expense	5,000	0.00	0.00	2,500.00	2,500.00	50%	
Totals:	5,000	0.00	0.00	2,500.00	2,500.00	50%	
Expenses Totals:	41,000	4,794.09	8,513.39	39,400.21	1,599.79	96%	
34 FRONTIER WARREN Revenues Over/(Under) Expenses:		(1,169.59)	(3,850.59)	(12,985.16)			

Budget vs Actual

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Period Ending 2/28/2022

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
37-302-301 Ad Valorem Taxes - Current	403,379	0.00	130,313.28	326,625.25	(76,753.75)	81%	
37-302-302 Ad Valorem Taxes - Prior Year	6,000	0.00	8.03	5,087.65	(912.35)	85%	
37-302-303 Ad Valorem Taxes - all other prior years	3,000	0.00	0.00	(626.63)	(3,626.63)	-21%	
37-302-304 Ad Valorem Taxes - Penalties & Interest	1,800	0.00	19.06	1,125.77	(674.23)	63%	
37-307-310 Motor Vehicles - Current	36,007	0.00	3,196.79	17,194.01	(18,812.99)	48%	
37-320-320 Local Option Sales Tax Monthly	270,000	27,929.20	54,475.39	133,686.95	(136,313.05)	50%	
37-320-321 Annual Refund of Sales Tax the Town paid	0	0.00	0.00	23,439.89	23,439.89		
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	0.00	21,559.26	(64,440.74)	25%	
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	85.56	189.53	748.36	(251.64)	75%	
37-325-329 PD Narcotics Tax	100	0.00	0.00	0.00	(100.00)		
37-325-330 Solid Waste Disposal Tax Qrly	0	168.14	168.14	482.57	482.57		
37-335-335 Powell Bill	24,128	0.00	0.00	29,194.85	5,066.85	121%	
37-345-345 Zone Board of Adj	500	25.00	25.00	100.00	(400.00)	20%	
37-345-346 Code Enforcement	2,750	200.00	500.00	2,300.00	(450.00)	84%	
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	15,368.04	31,252.33	123,425.64	(57,054.36)	68%	
37-351-355 Cemetery Fees	1,400	0.00	0.00	0.00	(1,400.00)		
37-351-356 Police Rpt Fees	50	5.00	10.00	40.00	(10.00)	80%	
37-351-357 Court Fees	300	27.00	45.00	211.50	(88.50)	71%	
37-351-359 Charge for Grass Mowing	0	0.00	0.00	1,212.50	1,212.50		
37-351-360 Cell Tower Rent	29,400	2,695.00	5,390.00	21,560.00	(7,840.00)	73%	
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%	

Budget vs Actual

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Period Ending 2/28/2022

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-365-001 Interest Income	50	3.20	7.12	19.48	(30.52)	39%	
37-365-002 NCCMT Debt Setoff Disbursement	0	40.61	40.61	40.61	40.61		
37-365-351 Revitalization Comm	9,500	140.00	140.00	160.00	(9,340.00)	2%	
37-365-358 Branded Merchandise for Sales	500	12.00	12.00	40.00	(460.00)	8%	
37-365-366 Surplus Property	1,500	0.00	1,452.50	8,712.50	7,212.50	581%	
37-365-370 WWTP 25% of GF Exp	44,247	3,541.19	7,082.38	29,255.32	(14,991.68)	66%	
37-365-371 WS 25% of GF Exp	87,356	8,006.71	14,858.36	64,369.44	(22,986.56)	74%	
37-365-374 Insurance Proceeds GF	13,240	13,240.00	13,240.00	13,240.00	0.00	100%	
37-365-401 Mis/Revenue/License Tags	100	7.75	3,228.30	3,228.30	3,128.30	3228%	
37-365-410 Interest Investment NCCMT	500	0.00	4.41	30.57	(469.43)	6%	
37-365-501 Misc Revenue POLICE	500	0.00	0.00	0.00	(500.00)		
37-395-396 Apropriated Fund Balance (Budget Only)	108,823	0.00	0.00	0.00	(108,822.55)		
Revenues Totals:	1,319,060	71,494.40	265,658.23	826,566.79	(492,492.76)	63%	
Expenses							
37-401-010 Salary - Full Time	128,031	10,191.98	20,383.96	84,636.64	43,394.36	66%	
37-401-012 Salary - Adm Assistant	47,353	3,600.00	7,200.00	31,150.00	16,203.00	66%	
37-401-020 ER-FICA Taxes	9,747	779.12	1,558.24	6,469.90	3,277.10	66%	
37-401-021 ER-FICA Taxes - Adm Assistant	3,623	274.84	549.68	2,378.22	1,244.78	66%	
37-401-030 ER-Retirement - Orbit	31,806	2,510.14	5,020.28	21,073.17	10,732.83	66%	
37-401-040 ER-Health Insurance	24,780	2,073.27	4,010.10	17,990.91	6,789.09	73%	
37-401-050 ER-Life Insurance	504	48.00	96.00	432.00	72.00	86%	
37-401-060 ER-Workman's Comp	400	0.00	0.00	326.20	73.80	82%	
37-401-098 American Rescue Plan Reimbursement	(30,103)	0.00	0.00	0.00	(30,103.07)		
37-401-200 Travel Expense	745	0.00	0.00	0.00	745.00		
37-401-203 Supplies	4,090	150.01	714.91	2,114.97	1,974.53	52%	
37-401-250 Light, Heat & Security	12,000	718.35	1,050.74	4,108.78	7,891.22	34%	

Budget vs Actual

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Period Ending 2/28/2022

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-401-251 Telephone & Postage	3,000	204.40	441.30	1,768.19	1,231.81	59%	
37-401-255 Bldg. Maint/ Clean SVS	5,545	303.67	353.67	2,888.46	2,656.54	52%	
37-401-256 Bank Fees/ Petty Cash	3,150	250.00	500.00	2,150.00	1,000.00	68%	
37-401-295 Training	1,025	0.00	0.00	325.00	700.00	32%	
37-401-301 Computer Maint	3,770	254.05	613.29	2,720.14	1,049.86	72%	
37-401-302 Software Support	2,570	(68.96)	(38.98)	1,726.70	843.37	67%	
37-401-304 Website	1,575	0.00	0.00	1,575.00	0.00	100%	
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	500.00		
37-401-307 Special Events	576	0.00	0.00	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	280.00	418.00	2,607.00	193.00	93%	
37-401-325 NC Sales/Use Tax Paid (No Tax)	700	0.00	31.12	328.52	371.48	47%	
37-401-400 Liability Insurance	7,072	1,262.14	1,612.14	3,210.37	3,861.63	45%	
37-401-401 County Tax Collection Svs	8,000	0.00	1,955.09	5,597.12	2,402.88	70%	
37-401-405 Audit Expense	9,200	0.00	0.00	4,150.00	5,050.00	45%	
37-401-410 Election Cost	4,566	4,520.70	4,520.70	4,520.70	45.00	99%	
37-401-415 Economic Development	12,000	1,000.00	2,000.00	9,000.00	3,000.00	75%	
37-401-420 Attorney Fees	28,500	0.00	0.00	18,200.00	10,300.00	64%	
37-401-497 Sales & Uses Tax Expense	0	2,273.32	4,226.67	15,289.11	(15,289.11)		
37-401-499 Miscellaneous Expense	1,550	54.99	94.99	(61.26)	1,611.26	-4%	
37-401-700 WDR1 Grant Expense	132	0.00	131.81	131.81	0.19	100%	
37-401-801 Town Hall Roof Loan-Principal	7,026	451.28	902.56	5,220.51	1,805.76	74%	
37-401-803 USDA Town Hall/WS Loan Principal	4,431	0.00	0.00	4,431.00	0.00	100%	
37-401-831 Town Hall Roof Loan - Interest Admin	260	20.98	41.96	167.84	91.96	65%	
37-401-833 USDA Town Hall/WS Loan Interest	2,850	0.00	0.00	2,850.00	0.00	100%	
37-401-998 Contingency	1,000	0.00	0.00	0.00	1,000.00		

Budget vs Actual

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Period Ending 2/28/2022

General Government Totals:	346,073	31,152.28	58,388.23	260,140.33	85,932.94	75%
37-402-014 Mayor Part Time Salary	1,500	125.00	250.00	1,000.00	500.00	67%
37-402-020 ER - FICA TAXES	115	9.56	19.12	76.48	38.52	67%
37-402-200 Travel Expense	200	0.00	0.00	0.00	200.00	
37-402-295 Training	900	0.00	0.00	900.00	0.00	100%
37-402-402 Commission offsite meetings	50	0.00	36.08	36.08	13.92	72%
Governing Body Totals:	2,765	134.56	305.20	2,012.56	752.44	73%
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	500.00	
37-405-430 Historic District Comm	14,870	0.00	0.00	1,806.00	13,064.00	12%
37-405-440 Run Warrenton 5K	2,500	0.00	0.00	0.00	2,500.00	
37-405-450 Revitalization Comm	9,500	0.00	0.00	492.91	9,007.09	5%
37-405-470 Small Town Maint St	2,200	740.00	740.00	1,115.00	1,085.00	51%
Non-Departmental Totals:	29,570	740.00	740.00	3,413.91	26,156.09	12%
37-501-010 SALARY FULL TIME	213,873	15,149.13	31,559.60	140,911.72	72,961.28	66%
37-501-014 Salary - Part Time	10,000	1,418.00	2,034.00	6,295.99	3,704.01	63%
37-501-016 Police Clerical Salary	34,795	2,676.80	5,353.60	23,302.80	11,492.20	67%
37-501-019 Salary - Over-Time	7,000	887.90	2,472.46	5,218.12	1,781.88	75%
37-501-020 ER-FICA Taxes	20,066	1,528.43	3,145.29	13,328.78	6,737.22	66%
37-501-030 ER - Retirement Orbit	46,440	3,516.57	7,403.00	31,845.03	14,594.97	69%
37-501-031 ER - 401K 5%	10,912	801.85	1,701.60	7,306.49	3,605.51	67%
37-501-040 ER - Health Insurance	38,960	2,668.10	5,154.32	27,642.20	11,317.80	71%
37-501-050 ER - Life Insurance	1,010	80.00	160.00	784.00	226.00	78%
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	0.00	988.16	11.84	99%
37-501-203 Supplies	3,000	232.12	725.51	1,960.14	1,039.86	65%
37-501-204 Uniforms	2,000	510.23	758.59	1,817.38	182.62	91%
37-501-205 Equipment & Material	3,000	198.98	198.98	1,664.42	1,335.58	55%
37-501-250 Light, Heat & Security	10,908	658.93	929.89	3,595.20	7,312.80	33%
37-501-251 Telephone & Postage	9,387	801.56	1,635.68	6,442.91	2,944.09	69%
37-501-252 Fuel	16,000	1,867.54	3,769.32	15,822.50	177.50	99%
37-501-255 Bldg Maint/Clean Svs	5,904	303.67	353.67	3,610.13	2,293.87	61%

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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	5,856	333.00	1,124.00	3,286.67	2,569.33	56%	
37-501-302 Software Support	6,665	0.00	0.00	6,610.71	54.29	99%	
37-501-351 Maint & Repair Equip	3,000	159.00	1,150.66	1,687.43	1,312.57	56%	
37-501-370 2019 Dodge Car 100	1,000	27.45	27.45	108.44	891.56	11%	
37-501-371 2017 Dodge Car 200	1,000	0.00	69.94	728.92	271.08	73%	
37-501-372 2016 Dodge Car 300	1,500	747.26	817.20	984.25	515.75	66%	
37-501-373 2017 Dodge Car 400	2,300	0.00	0.00	2,208.84	91.16	96%	
37-501-374 2010 Ford Car 500	1,000	0.00	284.98	336.46	663.54	34%	
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	1,500	136.28	186.23	1,097.53	402.47	73%	
37-501-400 Liability Insurance	12,400	4,283.47	4,283.47	7,493.89	4,906.11	60%	
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	3,410	113.00	203.00	(215.56)	3,625.56	-6%	
37-501-801 Town Hall Roof Loan Principal	6,890	451.28	902.56	5,220.58	1,669.70	76%	
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	1,242.46	0.54	100%	
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,545	0.00	0.00	4,544.28	0.72	100%	
37-501-831 Town Hall Roof Loan - Interest PD	388	20.98	41.96	167.90	220.10	43%	
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	90.54	0.46	99%	
37-501-834 Police 2019 Cars Loan Interest (USDA)	882	0.00	0.00	881.72	0.28	100%	

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Police Department Totals:	503,267	39,571.53	76,446.96	338,391.50	164,875.78	67%
37-601-014 Salary - Part Time Code Enforcement	3,000	0.00	306.00	2,269.38	730.62	76%
37-601-020 ER-FICA Taxes	230	0.00	23.42	130.84	99.16	57%
37-601-252 Fuel/Truck Expense/Insurance	435	0.00	0.00	0.00	435.00	
37-601-352 Vehicle Maintenance	200	0.00	0.00	0.00	200.00	
37-601-437 Contract Srvs Fire Protection	70,000	5,833.33	11,666.66	46,666.64	23,333.36	67%
37-601-475 Donation to Town Fire	1,500	0.00	0.00	0.00	1,500.00	
37-601-476 Code Enforcement Exp	5,300	0.00	0.00	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	5,833.33	11,996.08	54,066.86	36,598.14	60%
37-651-330 Christmas Lights/Santa House	906	105.45	905.45	905.45	0.55	100%
37-651-331 Haley Haywood Park	1,650	0.00	0.00	25.57	1,624.43	2%
37-651-332 Signs below \$5,000	2,194	0.00	0.00	174.43	2,019.57	8%
37-651-333 Street Beautification - Below \$5,000	4,765	0.00	2,355.10	3,733.33	1,031.67	78%
37-651-335 Street Lighting Electric Bill	23,000	1,891.34	3,780.60	14,035.35	8,964.65	61%
Signs and Lights Totals:	32,515	1,996.79	7,041.15	18,874.13	13,640.87	58%
37-701-010 Salary - Full Time	56,378	4,210.82	8,495.66	33,172.15	23,205.85	59%
37-701-014 Salary - Part Time	16,316	1,116.27	2,293.29	9,960.97	6,355.03	61%
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	406.34	822.98	3,294.30	2,364.70	58%
37-701-030 ER - Retirement - Orbit	13,832	800.88	1,626.28	7,081.25	6,750.75	51%
37-701-040 ER-Health Insurance	14,114	1,208.16	2,339.02	9,242.32	4,871.68	65%
37-701-050 ER-Life Insurance	269	32.32	64.64	253.48	15.52	94%
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	146.15	301.95	2,045.47	1,157.53	64%
37-701-204 Uniforms	3,720	305.04	568.80	2,263.81	1,456.19	61%
37-701-251 Telephone & Postage	936	76.67	153.34	611.50	324.50	65%
37-701-252 Fuel	8,000	0.00	961.99	5,963.80	2,036.20	75%
37-701-256 Street Maintenance	8,375	(27,381.00)	(27,381.00)	5,760.00	2,615.00	69%

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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	7,226	350.00	459.78	5,826.42	1,399.58	81%	
37-701-352 Vehicle Maintenance	17,954	630.48	910.17	6,988.62	10,965.38	39%	
37-701-400 Liability Insurance	6,328	1,434.45	1,434.45	3,015.96	3,312.04	48%	
37-701-431 Street Debris Disposal	3,500	0.00	0.00	3,500.00	0.00	100%	
37-701-895 Mowing	(16,000)	(1,125.00)	(2,250.00)	(9,000.00)	(7,000.00)	56%	
Streets Totals:	153,421	(17,788.42)	(9,198.65)	92,377.77	61,043.23	60%	
37-710-361 Maint & Repair POWELL BILL	18,167	0.00	5,800.00	8,412.00	9,755.00	46%	
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	100.00		
37-710-810 BB&T Battle Ave Sewer Loan POWELL - Prin	5,637	0.00	0.00	0.00	5,637.00		
37-710-830 BB&T Battle Ave Sewer Loan POWELL - Int	224	0.00	0.00	0.00	224.00		
Powell Bill Totals:	24,128	0.00	5,800.00	8,412.00	15,716.00	35%	
37-801-010 Salary - Full Time Sanitation	48,527	3,732.72	7,465.44	31,929.00	16,598.00	66%	
37-801-019 Salary - Over Time Sanitation	678	0.00	0.00	0.00	678.00		
37-801-020 ER - FICA Sanitation	3,764	279.40	558.80	2,390.29	1,373.71	64%	
37-801-030 ER - Retirement - Orbit Sanitation	9,201	679.36	1,358.72	5,811.12	3,389.88	63%	
37-801-040 ER - Health Insurance	11,101	937.07	1,812.86	8,121.85	2,979.15	73%	
37-801-050 ER - Life Insurance	227	21.60	43.20	194.40	32.60	86%	
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	0.00	275.15	474.85	37%	
37-801-204 Uniforms	2,196	174.88	306.44	1,406.56	789.44	64%	
37-801-251 Telephone & Postage	516	41.34	82.68	328.88	187.12	64%	
37-801-252 Fuel	3,000	0.00	198.72	1,496.98	1,503.02	50%	
37-801-350 Landfill Fees	19,300	1,565.12	3,157.04	13,684.75	5,615.25	71%	
37-801-352 Vehicle Maintenance	377	0.00	165.06	375.06	1.94	99%	
37-801-400 Liability Insurance	3,555	1,221.53	1,221.53	3,520.15	34.85	99%	
Sanitation Totals:	107,272	8,653.02	16,370.49	73,613.50	33,658.50	69%	

Budget vs Actual

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-901-032 Transfer out to Capital Project Parking Lot	25,000	25,000.00	25,000.00	25,000.00	0.00	100%	
37-901-037 Transfer Out To GF Bank 30	0	0.00	0.00	(500.00)	500.00		
37-901-068 Transfer Match to Warrenton Animal Clinic Grant	2,500	0.00	0.00	0.00	2,500.00		
37-901-889 Transfer Out to USDA Loan Reserve	1,883	0.00	0.00	0.00	1,883.00		
Transfers Out Totals:	29,383	25,000.00	25,000.00	24,500.00	4,883.00	83%	
Expenses Totals:	1,319,060	95,293.09	192,889.46	875,802.56	443,256.99	66%	
37 GENERAL FUND Revenues Over/(Under) Expenses:		(23,798.69)	72,768.77	(49,235.77)			

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	68,258.47	126,597.40	475,232.89	(301,114.11)	61%	
38-351-402 Debt Setoff WATER	302	0.00	0.00	37.37	(264.63)	12%	
38-351-404 Sewer Services	594,414	52,856.71	97,121.17	359,993.29	(234,420.71)	61%	
38-351-407 Debt Setoff SEWER	501	0.00	0.00	41.74	(459.26)	8%	
38-351-408 Town Taps	15,573	9,004.95	9,004.95	16,923.26	1,350.26	109%	
38-351-416 Dis/Reconnection Fee	7,320	1,230.00	1,950.00	6,112.32	(1,207.68)	84%	
38-351-417 Fire Sprinkler	2,253	209.88	356.28	1,462.26	(790.74)	65%	
38-351-418 Late Fees/Penalty/Cut Off	12,741	5.00	710.00	756.38	(11,984.62)	6%	
38-351-419 Returned Check Fee	430	50.00	75.00	200.00	(230.00)	47%	
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	4.63	6.93	21.95	(4.05)	84%	
38-365-014 Cash Over and Short (Daily Difference)	0	0.00	0.00	3.66	3.66		
38-365-410 Interest/investment Income NCCMT	0	0.00	2.20	15.26	15.26		
38-365-421 Account Activation Fee	2,875	150.00	300.00	1,800.00	(1,075.00)	63%	
38-365-851 Misc Revenue WATER	63	0.00	29.99	31.49	(31.51)	50%	
Revenues Totals:	1,412,872	131,769.64	236,153.92	862,686.87	(550,185.13)	61%	
Expenses							
38-851-010 Salary Full Time	97,849	7,534.19	15,075.80	61,078.10	36,770.90	62%	
38-851-014 Salary - Part Time	18,194	1,307.39	2,706.61	11,607.77	6,586.23	64%	
38-851-019 Salary Over-Time	6,477	641.00	989.43	3,044.09	3,432.91	47%	
38-851-020 ER-FICA Taxes	9,373	701.38	1,387.96	5,588.90	3,784.10	60%	
38-851-030 ER - Retirement Orbit	17,584	1,282.95	2,529.88	9,094.07	8,489.93	52%	
38-851-040 ER - Health Insurance WATER	18,024	1,495.20	2,889.24	11,487.86	6,536.14	64%	
38-851-050 ER - Life Insurance	365	35.60	71.20	297.34	67.66	81%	
38-851-060 ER - Workman's Comp	2,274	0.00	0.00	1,070.01	1,203.99	47%	

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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	31,783	9,157.35	13,792.36	27,852.38	3,930.72	88%	
38-851-204 Uniforms	2,172	182.62	318.32	1,340.66	831.34	62%	
38-851-250 Light & Heat & Security	4,384	561.14	748.70	2,797.39	1,586.61	64%	
38-851-251 Telephone & Postage	8,029	679.31	1,376.82	5,433.66	2,595.34	68%	
38-851-252 Fuel	6,000	278.83	833.37	4,308.34	1,691.66	72%	
38-851-255 Bldg. Maint/Clean Svs	3,039	151.83	176.83	1,159.42	1,879.58	38%	
38-851-260 Electric Tank/Pumps	3,423	507.25	691.73	1,997.52	1,425.48	58%	
38-851-296 Continuing Education	625	0.00	0.00	150.00	475.00	24%	
38-851-301 Computer Maintenance	2,547	134.28	268.16	1,217.51	1,329.49	48%	
38-851-302 Software Support	10,492	0.00	93.29	10,411.14	80.86	99%	
38-851-305 Technology Upgrades	2,250	0.00	0.00	466.77	1,783.23	21%	
38-851-309 Advertising	265	0.00	0.00	264.35	0.65	100%	
38-851-310 Dues & Subscriptions	424	12.50	25.00	373.01	50.99	88%	
38-851-313 State Permits	1,250	0.00	0.00	1,051.59	198.41	84%	
38-851-345 Water Tank Contract	17,506	0.00	4,431.95	13,072.78	4,433.22	75%	
38-851-347 Lab Analysis	1,460	0.00	365.00	930.00	530.00	64%	
38-851-351 Maint. & Repair Equip	1,803	606.15	606.15	1,986.42	(183.42)	110%	
38-851-352 Vehicle Maintenance	3,500	6.08	6.08	2,597.65	902.35	74%	
38-851-400 Town Liability Insurance	7,160	1,314.74	1,314.74	3,056.02	4,103.98	43%	
38-851-405 Audit Expense	4,347	0.00	0.00	2,075.00	2,272.00	48%	
38-851-448 External Contract	24,113	916.50	1,930.50	18,983.64	5,128.86	79%	
38-851-451 Water Purchase	201,423	30,846.98	46,273.08	139,946.54	61,476.46	69%	
38-851-801 Town Hall Roof Loan - Principal	2,708	225.64	451.28	1,805.12	902.88	67%	
38-851-802 USDA Public Works Trucks - Princ Water	2,567	0.00	0.00	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	10.49	20.98	83.92	45.98	65%	

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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	0.00	350.20	0.80	100%	
38-851-895 Grass Cutting Expense	16,000	1,125.00	2,250.00	9,000.00	7,000.00	56%	
38-851-896 WS 25% of GF Expense	43,678	4,003.36	7,429.19	32,184.72	11,493.28	74%	
Water Totals:	614,207	63,717.76	109,053.65	390,730.69	223,475.81	64%	
38-852-010 Salary - Full Time	97,849	7,522.92	15,045.84	61,028.15	36,820.85	62%	
38-852-014 Salary - Part Time	18,194	1,307.39	2,706.61	11,773.38	6,420.62	65%	
38-852-019 Salary - Over Time Sewer	6,477	440.62	1,171.66	5,064.31	1,412.69	78%	
38-852-020 ER - FICA Sewer	9,373	706.50	1,442.23	5,933.55	3,439.45	63%	
38-852-030 ER-Retirement Orbit	17,584	1,253.44	2,518.69	9,388.65	8,195.35	53%	
38-852-040 ER-Health Insurance SEWER	18,025	1,496.08	2,891.00	11,495.64	6,529.36	64%	
38-852-050 ER-Life Insurance	310	36.24	72.48	303.10	6.90	98%	
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	(17,720)	0.00	0.00	0.00	(17,720.33)		
38-852-200 Travel Expense	202	0.00	0.00	0.00	202.00		
38-852-203 Supplies	42,881	(4,367.49)	(3,507.53)	24,614.14	18,267.19	57%	
38-852-204 Uniforms	2,172	182.60	318.29	1,340.48	831.52	62%	
38-852-250 Light & Heat & Security	5,981	561.13	748.69	2,797.28	3,183.72	47%	
38-852-251 Telephone & Postage	8,029	679.28	1,376.77	5,433.11	2,595.89	68%	
38-852-252 Fuel	6,000	300.03	854.57	4,486.30	1,513.70	75%	
38-852-255 Bldg. Maint/Clean Svs	3,039	151.83	176.83	1,159.44	1,879.56	38%	
38-852-260 Electric Tank/Pumps	14,000	553.01	1,339.59	5,992.74	8,007.26	43%	
38-852-296 Continuing Education	625	0.00	0.00	150.00	475.00	24%	
38-852-301 Computer Maint.	2,547	134.28	268.16	1,217.51	1,329.49	48%	
38-852-302 Software Support	10,492	0.00	93.29	10,411.11	80.89	99%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-852-305 Technology Upgrades	933	0.00	0.00	466.74	466.26	50%	
38-852-309 Advertising	683	0.00	0.00	682.83	0.17	100%	
38-852-310 Dues & Subscriptions	423	12.50	25.00	373.00	50.00	88%	
38-852-313 State Permits	1,250	0.00	0.00	150.00	1,100.00	12%	
38-852-351 Maint & Repair Equip	1,803	606.14	606.14	1,986.40	(183.40)	110%	
38-852-352 Vehicle Maintenance	3,500	6.07	6.07	2,527.60	972.40	72%	
38-852-400 Liability Insurance	7,160	1,388.02	1,388.02	3,129.31	4,030.69	44%	
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	16,392.86	132,554.40	201,958.60	40%	
38-852-448 External Contract	33,141	(4,468.50)	(4,468.50)	26,648.13	6,492.37	80%	
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	225.64	451.28	1,805.18	902.82	67%	
38-852-802 USDA Public Works Trucks - Princ Sewer	2,567	0.00	0.00	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	1,000.00	1,000.00	0.00	100%	
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	10.49	20.98	83.98	45.98	65%	
38-852-833 USDA Town Hall/WS Loan Interest	14,423	0.00	0.00	0.00	14,423.00		
38-852-836 USDA Public Works Trucks - Int Sewer	351	0.00	0.00	350.20	0.80	100%	

Budget vs Actual

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Period Ending 2/28/2022

38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	3,300	0.00	0.00	1,650.00	1,650.00	50%	
38-852-896 WS 25% of GF Expense	43,678	4,003.35	7,429.17	32,184.72	11,493.28	74%	
Sewer Expenses Totals:	789,997	12,741.57	50,368.19	373,893.18	416,103.32	47%	
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:	1,412,872	76,459.33	159,421.84	764,623.87	648,248.13	54%	
38 WATER / SEWER Revenues Over/(Under) Expenses:		55,310.31	76,732.08	98,063.00			

Budget vs Actual

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Period Ending 2/28/2022

39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
39-351-405 Septic Disposal Service	18,828	3,945.00	9,105.00	37,210.00	18,382.00	198%	
39-351-470 Town Sewer Revenues	334,513	0.00	16,392.86	132,554.40	(201,958.60)	40%	
39-351-471 Sewer Revenues - County	190,349	0.00	9,328.07	75,427.74	(114,921.26)	40%	
39-351-472 Sewer Rev Norlina	194,521	0.00	9,532.54	77,081.10	(117,439.90)	40%	
39-365-001 Interest Income	0	0.14	0.26	2.00	2.00		
39-365-861 Misc Revenue WWTP	1,000	0.00	0.00	4.50	(995.50)	0%	
Revenues Totals:	739,211	3,945.14	44,358.73	322,279.74	(416,931.26)	44%	
Expenses							
39-861-010 Salary - Full Time	168,825	12,907.04	26,044.38	106,482.88	62,342.12	63%	
39-861-014 Salary - Part Time	13,673	1,333.14	2,712.29	11,491.57	2,181.43	84%	
39-861-019 Over-Time	14,064	864.18	1,995.94	7,590.80	6,473.20	54%	
39-861-020 ER-FICA Taxes	15,037	958.59	1,958.78	7,984.69	7,052.31	53%	
39-861-030 ER - Retirement Orbit	33,686	2,248.65	4,544.94	17,600.09	16,085.91	52%	
39-861-040 ER- Health Insurance	27,820	2,357.46	4,555.82	17,952.91	9,867.09	65%	
39-861-050 ER-Life Insurance	625	50.24	100.48	395.68	229.32	63%	
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	3,406.16	5,391.27	42,777.16	3,352.84	93%	
39-861-204 Uniforms	3,120	289.97	490.56	1,783.80	1,336.20	57%	
39-861-250 Light, Heat & Security	95,000	0.00	0.00	48,133.31	46,866.69	51%	
39-861-251 Telephone & Postage	7,873	742.62	1,456.10	5,737.18	2,135.82	73%	
39-861-252 Fuel	9,000	299.30	852.64	4,687.34	4,312.66	52%	
39-861-296 Continuing Education	2,036	1,275.00	1,275.00	1,575.00	461.00	77%	
39-861-301 Computer Maint.	4,369	268.55	536.30	2,245.40	2,123.60	51%	
39-861-302 Software Support	3,670	660.00	753.29	3,164.02	505.98	86%	
39-861-305 Technology Upgrades	2,000	0.00	0.00	466.74	1,533.26	23%	
39-861-309 Advertising	1,000	0.00	0.00	833.91	166.09	83%	

Budget vs Actual

Town of Warrenton
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Period Ending 2/28/2022

39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
39-861-310 Dues & Subscriptions	132	0.00	0.00	131.33	0.67	99%	
39-861-318 Freight Charges	1,900	263.03	395.49	1,452.99	447.01	76%	
39-861-342 Maint & Repair Plant	80,000	325.00	1,961.36	38,540.52	41,459.48	48%	
39-861-344 Sludge Removal	60,000	8,745.00	16,392.50	37,380.00	22,620.00	62%	
39-861-345 Beaver Control	750	0.00	0.00	0.00	750.00		
39-861-346 Lab Material & Supplies	9,150	1,259.99	1,660.12	7,272.47	1,877.53	79%	
39-861-347 Lab Analysis	18,466	2,620.97	4,013.97	10,170.95	8,295.05	55%	
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	174.00	174.00	826.00	17%	
39-861-352 Vehicle Maintenance	4,250	141.10	141.10	1,722.50	2,527.50	41%	
39-861-400 Liability Insurance	20,500	3,655.65	3,655.65	8,785.80	11,714.20	43%	
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	174.00	174.00	792.40	207.60	79%	
39-861-444 Permits & Fees	6,232	850.00	850.00	6,231.66	0.34	100%	
39-861-446 Influent Debris removal	3,856	492.83	974.89	3,683.50	172.50	96%	
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	3,541.19	7,082.38	29,255.32	14,991.68	66%	
39-861-998 Contingency	1,675	0.00	0.00	0.00	1,675.00		
WWTP - Expenses Totals:	739,211	49,729.66	90,143.25	432,727.13	306,483.87	59%	
Expenses Totals:	739,211	49,729.66	90,143.25	432,727.13	306,483.87	59%	
39 WWTP Revenues Over/(Under) Expenses:		(45,784.52)	(45,784.52)	(110,447.39)			

Check Listing

Date From: 2/1/2022 Date To: 2/28/2022

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

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Check Number	Bank	Vendor	Date	Amount
64481	30	AAA GAS AND APPLIANCE CO.	02/01/2022	<u>\$274.94</u>
64482	30	AMAZON CAPTIAL SERVICES, INC.	02/01/2022	<u>\$296.21</u>
64483	30	Company Wrench	02/01/2022	<u>\$546.87</u>
64484	30	ELECTRO-CHEMICAL DEVICES	02/01/2022	<u>\$207.67</u>
64485	30	HARRIS ENTERPRISES	02/01/2022	<u>\$2,303.67</u>
64486	30	LAKE BALANCE CALIBRATION SOLUTIONS	02/01/2022	<u>\$174.00</u>
64487	30	LAKE GASTON CHAMBER OF COMMERCE	02/01/2022	<u>\$230.00</u>
64488	30	PRO, INC.	02/01/2022	<u>\$4,000.00</u>
64489	30	SUMMIT Engineering, Laboratory & Testing Inc.	02/01/2022	<u>\$6,164.99</u>
64490	30	TRI-COUNTY POWER EQUIPMENT INC	02/01/2022	<u>\$217.17</u>
64491	30	A FULL CLEANING SERVICES LLC	02/03/2022	<u>\$810.00</u>
64492	30	AMAZON CAPTIAL SERVICES, INC.	02/03/2022	<u>\$105.96</u>
64493	30	AMSTERDAM	02/03/2022	<u>\$90.39</u>
64494	30	DUKE ENERGY PROGRESS	02/03/2022	<u>\$112.46</u>
64495	30	EDITH PARRISH	02/03/2022	<u>\$50.00</u>
64496	30	HACH COMPANY	02/03/2022	<u>\$996.99</u>
64497	30	JENNIE HOREIN	02/03/2022	<u>\$150.00</u>
64498	30	Lee Roy West Plumbing & Heating	02/03/2022	<u>\$14.81</u>
64499	30	LINDA W BLAIR	02/03/2022	<u>\$150.00</u>
64500	30	MERITECH INC	02/03/2022	<u>\$1,208.00</u>
64501	30	ROY M JONES	02/03/2022	<u>\$65.23</u>
64502	30	UNIFIRST CORPORATION	02/03/2022	<u>\$1,185.92</u>
64503	30	UNITED PARCEL SERVICE	02/03/2022	<u>\$36.00</u>
64504	30	CAROLINA DIGITAL PHONE INC	02/08/2022	<u>\$316.00</u>
64505	30	DUKE ENERGY PROGRESS	02/08/2022	<u>\$1,764.52</u>
64506	30	NC RURAL WATER ASSOCIATION	02/08/2022	<u>\$850.00</u>
64507	30	Purchase Power (Pitney Bowes)	02/08/2022	<u>\$150.00</u>
64508	30	Radio Communications Co.	02/08/2022	<u>\$8,483.16</u>
64509	30	Spectrum Business	02/08/2022	<u>\$124.98</u>
64510	30	THE TRACTOR PLACE, INC.	02/08/2022	<u>\$387.70</u>
64511	30	WARREN AUTO PARTS, INC.	02/08/2022	<u>\$47.72</u>
64512	30	WRIGHT EXPRESS FSC	02/08/2022	<u>\$1,867.54</u>

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Check Number	Bank	Vendor	Date	Amount
64513	30	Community Eye Care	02/09/2022	<u>\$92.84</u>
64514	30	DUKE ENERGY PROGRESS	02/09/2022	<u>\$214.93</u>
64515	30	NC GOV. FINANCE OFFICERS ASSOC	02/09/2022	<u>\$50.00</u>
64516	30	WARREN COUNTY BOARD OF ELECTION	02/09/2022	<u>\$4,520.70</u>
64517	30	A FULL CLEANING SERVICES LLC	02/10/2022	<u>\$810.00</u>
64518	30	DOCUMENT SYSTEMS, INC	02/10/2022	<u>\$49.49</u>
64519	30	GALLS QUARTERMASTER	02/10/2022	<u>\$181.93</u>
64520	30	NEWCOMB TECH	02/10/2022	<u>\$169.73</u>
64521	30	PETE SMITH TIRE & QUICK LUBE, INC	02/10/2022	<u>\$972.32</u>
64522	30	UNITED PARCEL SERVICE	02/10/2022	<u>\$116.87</u>
64523	30	WARREN COUNTY PUBLIC UTILITIES	02/10/2022	<u>\$15,265.91</u>
64524	30	AAA GAS AND APPLIANCE CO.	02/11/2022	<u>\$112.72</u>
64525	30	AMAZON CAPTIAL SERVICES, INC.	02/11/2022	<u>\$121.66</u>
64526	30	BLUE RIDGE SPRINGS, INC	02/11/2022	<u>\$74.65</u>
64527	30	Core & Main	02/11/2022	<u>\$262.99</u>
64528	30	DOCUMENT SYSTEMS, INC	02/11/2022	<u>\$391.90</u>
64529	30	DUKE ENERGY PROGRESS	02/11/2022	<u>\$1,555.11</u>
64530	30	FOSTER SEPTIC TANK CLEANING	02/11/2022	<u>\$375.00</u>
64531	30	GFL ENVIRONMENTAL	02/11/2022	<u>\$492.83</u>
64532	30	GRANVILLE FARMS, INC.	02/11/2022	<u>\$8,745.00</u>
64533	30	NC DEPT OF STATE TREASURER	02/11/2022	<u>\$452.44</u>
64534	30	Radio Communications Co.	02/11/2022	<u>\$2,173.96</u>
64535	30	RIM EVS, INC.	02/11/2022	<u>\$370.38</u>
64536	30	FIRST CITIZENS BANK	02/11/2022	<u>\$3,394.98</u>
64537	30	AAA GAS AND APPLIANCE CO.	02/15/2022	<u>\$101.93</u>
64538	30	AMAZON CAPTIAL SERVICES, INC.	02/15/2022	<u>\$28.50</u>
64539	30	Core & Main	02/15/2022	<u>\$306.80</u>
64540	30	FRONTIER NATURAL GAS	02/15/2022	<u>\$169.10</u>
64541	30	SPECTER INSTRUMENTS, LLC	02/15/2022	<u>\$660.00</u>
64542	30	UNIFIRST CORPORATION	02/15/2022	<u>\$389.73</u>
64543	30	WALKER AUTO STORES	02/15/2022	<u>\$66.36</u>
64544	30	WARREN AUTO PARTS, INC.	02/15/2022	<u>\$64.17</u>

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Check Number	Bank	Vendor	Date	Amount
64545	30	WARREN COUNTY PUBLIC WORKS	02/15/2022	<u>\$1,565.12</u>
64546	30	WILSON'S WATER SERVICES	02/15/2022	<u>\$750.00</u>
64547	30	CARDNO USA, INC.	02/17/2022	<u>\$1,855.00</u>
64548	30	DUKE ENERGY PROGRESS	02/17/2022	<u>\$59.42</u>
64549	30	NORTH CAROLINA 811, INC	02/17/2022	<u>\$25.00</u>
64550	30	PETE SMITH TIRE & QUICK LUBE, INC	02/17/2022	<u>\$1,618.33</u>
64551	30	CENTURY LINK COMMUNICATIONS	02/21/2022	<u>\$287.81</u>
64552	30	CITIZENS INSURANCE & BONDING,	02/21/2022	<u>\$14,602.00</u>
64553	30	DUKE ENERGY PROGRESS	02/21/2022	<u>\$126.82</u>
64554	30	FRONTIER NATURAL GAS	02/21/2022	<u>\$234.80</u>
64555	30	H.B. Poythress & Assoc.LLC	02/21/2022	<u>\$105.00</u>
64556	30	Lee Roy West Plumbing & Heating	02/21/2022	<u>\$6.17</u>
64557	30	NC DEPT. OF ENVIRONMENTAL QUALITY	02/21/2022	<u>\$100.00</u>
64558	30	TIME WARNER CABLE	02/21/2022	<u>\$210.18</u>
64559	30	US CELLULAR	02/21/2022	<u>\$1,472.57</u>
64560	30	ALWAYS CARE BENEFITS, INC.	02/21/2022	<u>\$941.28</u>
64561	30	AMAZON CAPTIAL SERVICES, INC.	02/23/2022	<u>\$24.22</u>
64562	30	Core & Main	02/23/2022	<u>\$8,460.02</u>
64563	30	DUKE ENERGY PROGRESS	02/23/2022	<u>\$61.17</u>
64564	30	FRONTIER NATURAL GAS	02/23/2022	<u>\$104.47</u>
64565	30	HUMANA SPECIALTY BENEFITS	02/23/2022	<u>\$29.38</u>
64566	30	Lee Roy West Plumbing & Heating	02/23/2022	<u>\$12.48</u>
64567	30	NC RURAL WATER ASSOCIATION	02/23/2022	<u>\$425.00</u>
64568	30	NEWCOMB TECH	02/23/2022	<u>\$959.68</u>
64569	30	THE TRACTOR PLACE, INC.	02/23/2022	<u>\$28.18</u>
64570	30	United Healthcare	02/23/2022	<u>\$14,326.39</u>
64571	30	UNITED PARCEL SERVICE	02/23/2022	<u>\$110.16</u>
64572	30	WATER GUARD, INC.	02/23/2022	<u>\$2,008.36</u>
64573	30	KPH PAVING & LANDSCAPING, INC.	02/23/2022	<u>\$23,100.00</u>
64574	30	H.B. Poythress & Assoc.LLC	02/28/2022	<u>\$907.38</u>
64575	30	INFORMATION TECHNOLOGY SERVICE	02/28/2022	<u>\$175.36</u>
64576	30	KING'S FITNESS & NUTRITION CENTER	02/28/2022	<u>\$375.00</u>

Check Listing

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Check Number	Bank	Vendor	Date	Amount
64577	30	MUNICIPAL INSURANCE TRUST	02/28/2022	<u>\$768.79</u>
64578	30	PRUDENTIAL RETIREMENT	02/28/2022	<u>\$1,190.85</u>
64579	30	RJA FIRE EXTINGUISHERS SALES & SERVICE, INC.	02/28/2022	<u>\$107.82</u>
64580	30	VERIZON WIRELESS	02/28/2022	<u>\$280.07</u>
64581	30	ALANNA FLYNNE MEARES	02/28/2022	<u>\$1,000.00</u>
64582	30	COLUMBIAN MUTUAL LIFE INS CO	02/28/2022	<u>\$37.88</u>
64583	30	DUKE ENERGY PROGRESS	02/28/2022	<u>\$122.00</u>
64584	30	FLEMING INVESTMENT COMPANY	02/28/2022	<u>\$3,000.00</u>
64585	30	GARY V. WILLIAMS	02/28/2022	<u>\$1,050.00</u>
64586	30	PROFESSIONAL MAIL SERVICES, INC	02/28/2022	<u>\$418.39</u>
64587	30	PROFESSIONAL MAIL SERVICES, INC	02/28/2022	<u>\$149.85</u>
64588	30	WARREN COUNTY PUBLIC UTILITIES	02/28/2022	<u>\$15,581.07</u>
64589	30	WAYPOINT ANALYTICAL	02/28/2022	<u>\$1,481.95</u>
109	Checks Totaling -			\$176,393.25

Totals By Fund

	Checks	Voids	Total
34	\$4,794.09		\$4,794.09
36	\$2,273.32		\$2,273.32
37	\$36,665.93		\$36,665.93
38	\$56,732.99		\$56,732.99
39	\$30,823.68		\$30,823.68
67	\$10,164.99		\$10,164.99
70	\$23,100.00		\$23,100.00
71	\$1,855.00		\$1,855.00
73	\$9,983.25		\$9,983.25
Totals:	\$176,393.25		\$176,393.25

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator
Date: March 8, 2022
Re: Revision 2 - February 2022 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 and Preventative Maintenance – JCB Backhoe – Changed engine oil, all filters, full lubrication. Replaced defective column switch. – Contractor: Gary Williams (Labor - \$700.00, Materials – Oil and filters provided by Town, other parts by Company Wrench - \$512.29). (2) Repair – Two outside electrical receptacles – Used for diesel equipment heaters. – Contractor: Harris Enterprises (Labor - \$97.50, Materials - \$45.50). (3) Repair – JCB Backhoe – Cleaned fuel tank and replaced fuel pump. – Contractor: Harris Enterprises (Labor - \$1,690.00, Parts – Supplied by Town). (4) Preventative Maintenance – F & M Sewer Lift Station – Removed grease from wet well. – Contractor: Foster Septic Tank Cleaning (Labor - \$375.00).

Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$1,212.29

Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$2,208.00

- **Sewer Adjustment Request:** For consideration at the March 14, 2022 meeting of the Board of Commissioners. **E-Z-Stor** – 781 Hwy 158 Bus West, Account #005-0002220-1. (Billing Period December 15, 2021 thru January 18, 2022) Leak occurred between meter box and structure. Normal usage 1,000. Request is for sewer adjustment of 40,000 gallons at \$13.65/1000. Total \$546.00. Adjustment recommended by staff. **E-Z-Stor** – 781 Hwy 158

Bus West, Account #005-0002220-1. (Billing Period January 18, 2022 thru February 15, 2022) Leak occurred between meter box and structure. Normal usage 1,000. Request is for sewer adjustment of 20,000 gallons at \$14.65/1000. Total \$293.00. Adjustment recommended by staff. **Gordon Hull, III** – 531 S. Main St., Account #001-0000660-1. (Billing Period January 18, 2022 thru February 15, 2022) Leak occurred between meter box and structure. Normal usage 1,000. Request is for sewer adjustment of 39,000 gallons at \$14.65/1000. Total \$571.35. Adjustment recommended by staff.

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: March 2, 2022
Re: February 2022 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)** Repair – Digester No. 2. Pulled, repaired (removed debris from propeller and tightened hardware), and reinstalled mixer. Contractor: Harris Enterprises (Labor - \$325.00, Materials - \$0.00).

Total cost for Repairs (Account No. 39-861-342) - \$325.00

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month; 15.30 million gallons were treated.

Activity Log Event Summary (Cumulative Totals)

Warrenton Police Department

(02/01/2022 - 02/28/2022)

911 Hang-up	2	Abandoned Vehicle	1
Accident	4	Alarm Activation	13
Arrest	1	Assault-Physical	1
Assault-Sexual	1	Assist ALE	1
Assist Business Owner/Escort	1	Assist Motorist	2
Assist NPD	2	Assist Other Department	1
Assist WC EMS	7	Assist WCSO	8
Civil Dispute	1	Communicating Threats	1
Complaint	1	Disturbance	5
Domestic	2	Fight	1
Fraud	4	Information by Phone	2
Investigation and/or Interview	3	Juvenile Issues	1
Larceny	6	Non Law Enforcement Issue	2
Open Door (Business)	1	Ordinance Violation	1
Parking Violation	3	Patrol	1
Property Check – Business	35	Shots fired	1
Suspicious Person / Vehicle	3	Talk with Officer	2
Traffic Stop	16	Trespassing	2
Vehicle Lockout	1	Vehicle Maintenance	1
Welfare Check	1		

Total Number Of Events: 142

Activity Detail Summary (by Category)

Warrenton Police Department

(02/01/2022 - 02/28/2022)

Incident\Investigations

11D - Fondling	1
13A - Aggravated Assault	1
13B - Simple Assault	1
23B - Purse-Snatching	1
23C - Shoplifting	3
23H - All Other Larceny	5
250 - Counterfeiting/Forgery	1
26A - False Pretenses/Swindle/Confidence Game	3
290 - Destruction/Damage/Vandalism of Property	1
90C - Disorderly Conduct	1
90J - Trespass of Real Property	1
90Z - All Other Offenses	1
Total Offenses	20
Total Incidents	13

Arrests

13B - Simple Assault	1
23B - Purse-Snatching	1
290 - Destruction/Damage/Vandalism of Property	1
90C - Disorderly Conduct	1
90Z - All Other Offenses	1
Total Charges	5
Total Arrests	2

Accidents

Total Accidents 0

Citations

Secondary Charge	0
------------------	---

Activity Detail Summary (by Category)

Warrenton Police Department

(02/01/2022 - 02/28/2022)

Citations

Total Charges 0

Total Citations 0

Warning Tickets

Total Charges 0

Total Warning Tickets 0

Ordinance Tickets

Noise Ordinance 1

Total Ordinance Tickets 1

Criminal Papers

Total Criminal Papers Served 0

Total Criminal Papers 0

Civil Papers

Total Civil Papers Served 0

Total Civil Papers 0



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

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

BOC Meeting February 2022 – 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. Work with town attorney and Police Chief to reconstruct a tethering ordinance for Board discussion, taking into consideration misdemeanor penalty.
 - ✓ Underway
3. Correct February Minutes
 - ✓ Done
4. Look into ordinances regarding axe throwing
 - ✓ Underway
5. Describe tax valuations to auditor, ask for suggestions
 - ✓ Done, awaiting response
6. Execute Capital Project Ordinance
 - ✓ Done
7. Execute Backup ORC agreement
 - ✓ Done
8. Execute IVC Transportation MOU
 - ✓ Done
9. Order signage for no parking along S. Hall Street
 - ✓ Done



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Approach to Zoning & 160D, Comprehensive Plan and other Ordinances

Warrenton is required by the State of North Carolina to revise its zoning ordinances and come into compliance with recently overhauled state zoning statutes. After replacing statutes in chapter 160A with new statutes in chapter 160D, the State is requiring that Warrenton not only revise its zoning ordinances but also conduct and complete a Comprehensive Plan. A Comprehensive Plan, which includes a public input element, determines a Town's long term goals for planning and zoning.

At the same time, citizens and Board Members have identified a need for updating other ordinances outside of zoning and planning, such as:

- Tethering
- Adult Entertainment
- Business License
- Axe Throwing & Gaming Language

Staff, working with Commissioner Young, are proposing two pathways to address these ordinance updates. The two different pathways will utilize two different organizations and skill sets simultaneously.

1. For compliance with State Statues in Chapter 160D and the implementation of a Comprehensive Plan, the Kerr-Tar COG can be resourced. This process would not begin until the start of FY 2022-23 and would take six to nine months to complete, at a cost of \$5000. Immediate approval of the Kerr-Tar agreement is recommended in order to secure staff availability. (Contract and process outlined in separate document.)
2. For the update and development of other ordinances the Town will utilize retired experts from the Piedmont COG. Although costs have not yet been determined, funding for outside assistance will be budgeted for the FY 2022-23.



February 28, 2022

Diane Cox
Executive Director

Member Governments

COUNTIES

- Franklin
- Granville
- Person
- Vance
- Warren

MUNICIPALITIES

- Bunn
- Butner
- Creedmoor
- Franklinton
- Henderson
- Kittrell
- Louisburg
- Macon
- Middleburg
- Norlina
- Oxford
- Roxboro
- Stem
- Warrenton
- Warrenton
- Youngsville

Mr. Robert Davie, Town Administrator
Town of Warrenton
113 S. Bragg Street
PO Box 281
Warrenton, NC 27589

Dear Robert:

Thank you for asking the Kerr-Tar COG to provide a proposal to the Town of Warrenton to develop a Comprehensive Land Use Plan including updating the zoning ordinance. The COG in consultation with the Town of Warrenton administration proposes to develop a plan to comply with North Carolina General Statute § 160D.

SCHEDULE - Begin in March 2022 with a community survey and complete changes and comp plan approval by September 30, 2022. These services will be provided remotely from our Henderson office with the exception of required meetings of the Planning/Zoning Board, Town Board, and Community.

STAFF – Frank Frazier will be the primary COG staff member providing the service. Other COG staff may assist as necessary.

BUDGET - The proposed budget is **not to exceed \$5,000** to develop a Comprehensive Land Use Plan including updating the zoning ordinance. A list of activities/requirements is attached for reference.

INDEMNIFICATION — The COG agrees to indemnify and save harmless Town of Warrenton against all claims made for damages which may arise as a result of its work pursuant to this agreement, and understands nothing within this agreement creates or establishes an employer and employee relationship between the parties. Both parties may end this contractual arrangement by providing the other party 30 days written notice.

We appreciate the opportunity to assist the Town of Warrenton. If the Town concurs with this agreement as described herein and on the attached checklist, please return a signed copy to me via e-mail. Please call me with any questions or suggestions (252.436.2040).

Sincerely,

Patricia Diane Cox

Patricia Diane Cox
Executive Director

Robert Davie, Town Administrator

Date

"This instrument has been pre-audited in the manner required by the local government budget and fiscal control act."

Finance Officer/Clerk

Date

Kerr-Tar Council of Governments will utilize the PlanNC Guidebook published by the UNC School of Government to develop the Land Use/comp Plan.

The following steps will be utilized:

Step 1:

Summarize existing conditions within the Town of Warrenton. This would include tables, charts, maps and infographics about the community.

- Broad overview of existing conditions and emerging trends
- Natural Resources and hazards
- Community Development and Housing
- Review of prior plans to provide insight into community's history
- Site tour of the community
- Discussions with Mayor and Town Board, Planning Board, Town Administrator, clergy , local leaders, major employers, chamber staff and possibly others
- Review of applicable county and/or regional plans

Timeframe: Approximately three-four weeks

Step 2:

Engaging the community of Warrenton to provide valuable input into the plan and build a sense of ownership and buy-in from the community.

- Document extent of outreach efforts and level of community engagement in the process.
- Find ways to draw people out to say and be vocal about what they think is important.
- Find opportunities to meet community members where they are located.
- Draft short public involvement plan
- Outreach to members of the community with limited internet access, reduced mobility or challenging work hours
- Possibly create webpage and link with comment boxes, surveys, and photo contest of places people like in the community
- Hold Community Workshops and/or Open Houses - provide project information and create an informal opportunity for stakeholders to share input and ask questions
- Conduct Public Hearings- Planning Board and Governing Body review

Timeframe: Approximately Eight to Thirteen Weeks

Step 3:

Goal and Policy statements to describe the shared vision for how the community will use land.

- Synthesize public input to capture comments and identify key items. This may include the following:
 - Natural Resources and Hazards
 - Community Development and Housing
 - Economic Development
 - Public Facilities and Infrastructure
 - Future development and patterns
 - Careful consideration of stakeholder comments

Timeframe: Approximately three to four weeks

Step 4: MAPPING (At this time it is planned to be outsourced)

There will be time allocated by staff for creating the future land use map which will include scenarios and discussion regarding the use of land and evaluating impacts for services such as transportation and water and sewer services.

Timeframe: Approximately four to nine weeks but is dependent of availability of existing GIS data.

Step 5:

Identify potential plan –implementation strategies and selection of the ones that are suited best to advance the community’s vision. This would include available information to local governments, development standards, partnerships and other items which may include grant resources for funding

Timeline: Approximately three to four weeks

Step 6:

Draft and Adopt the Plan upon review and consideration by the Warrenton Planning/Zoning Board and Town Board.

- May involve work sessions and one- on- one small group meetings if necessary.

Timeline: Four to eight weeks

Step 7:

Action to move forward with plan, which can take years depending on the available resources and complexity.



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

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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.
- Work from Change Order being done.

(Fund 72) 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 March 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.
- Received results from lead based paint and asbestos analysis of properties.

(Fund 68) Building Reuse Grant

- Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic.
- Grant deadline extended to December 12, 2022.
- Reimbursement from NC Commerce has been received and paid out to Warrenton Veterinary Clinic

(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.
- Utility/dump truck scheduled to be built in April, a delay from February. Upon completion of manufacturing, 8 additional weeks needed for addition of lights, signage on truck. Will have to make up some funding from budget because of price increases since grant was awarded.

(Fund 71) 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 working on first Phase 1 and Phase 2 of old county jail

(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.
- Cohort to begin in late March



Frontier Warren

Two-Year Review

The logo for Frontier Warren is displayed in a white rectangular box. The word "FRONTIER" is written in a bold, black, sans-serif font. Below it, the word "WARREN" is written in a gold, outlined, sans-serif font. At the bottom of the white box, there is a horizontal bar composed of five colored segments: teal, grey, brown, orange, and light gold.

FRONTIER
WARREN

How do you measure success?

in first two years...hampered by COVID

Beginning Metrics - Established During BOC Approvals

- The number of startup businesses locating in the Frontier Warren office space
- The number of persons/businesses utilizing the co-working space in Frontier Warren
- A need for expansion beyond the first two buildings
- The number of persons/businesses attending events at Frontier Warren
- The number of persons completing rural-entrepreneur training from NC IDEA
- The number of jobs created as a result of Frontier Warren
- The number of times Warren County is mentioned positively in the press



Measuring Success

Metric 1: Office Space

- Fully leased at present – 9 companies
- Number of companies during 2-year total – 14
- Types of companies/businesses:
 - Online media – 2
 - Real estate – 1
 - Event planning – 1
 - Social Services – 2
 - Software – 1
 - Energy – 1
 - Artist – 1
- Length of stay
 - One year – 4 companies
 - Two years – 4 companies
 - Less than one year – 6 companies (incl. current)



Measuring Success

Metric 2: Special Events

- Guest speakers
- Live streaming of RTP events
- Global Entrepreneurship Week
- Networking events
- Monthly TED talks

#RTP180
**DIGITAL
MARKETING**
08.19.21 | 5:00PM-7:00PM

JOIN US IN-PERSON! • OR VIA LIVESTREAM

RTI INTERNATIONAL
FRONTIER PARTNER

The graphic features a light pink background with illustrations of a smartphone, headphones, a desktop monitor displaying a bar chart, and a laptop. The text is in a clean, sans-serif font, with the event title in large, bold letters. The RTI International logo is in the bottom right corner, and the Frontier Partner logo is below it.

Measuring Success

Metric 2: Special Events

- Ted Talks: 77 attended
- Networking events: hundreds attended
- Side hustles: dozens attended
- Community events: hundreds attended
- GEW: 197 attended
- Entertainment events: dozens attended



Measuring Success

Metric 2: Global Entrepreneurship Week

- Hosted at Frontier Warren
- Events all week, 2 events per day
- Tailored to Warren County competencies



GLOBAL ENTREPRENEURSHIP WEEK USA WARREN COUNTY

Global Entrepreneurship Week Speaker Series

**Lunch & Learn:
NC State Agriculture
Extension on Food Startups!**

Tour
History
Warrenton
1779



GLOBAL ENTREPRENEURSHIP WEEK USA WARREN COUNTY

Global Entrepreneurship Week Speaker Series

**Lunch & Learn:
Side Gigs, Hustles, and
Bootstrap Startups!**

Tour
History
Warrenton
1779

JB Tyler Coaching for Small Business Owners
Business Consultant

WEDNESDAY, NOVEMBER 10, 2021 AT 12 PM – 1 PM

**GEW2021 Lunch & Learn Speaker Series:
Side Gigs and Hustles**

November 10th
Noon-1pm

Frontier Warren 140 South Main Street Warrenton, NC
presented by Tour Warenton

Measuring Success

Example of Monthly Events...

- 3/1 March Yoga with Flynne Tuesdays 6-7:15 pm
- 3/2 L&L TED Talk: Carol Dweck - Mindset 12-1 pm
- 3/2 VGCC FREE Virtual Class: What it Really Takes to Be an Entrepreneur 12-1 pm
- 3/4 WAM First Friday Main Street Poetry 7-9 pm
- 3/5 Access Warren: Brand Story Workshop 9 am - 4 pm
- 3/8 VGCC FREE Virtual Class: Marketing Your Small Business Using Facebook 3-4:30 pm
- 3/9 Frontier RTP On the Menu: Public Speaking FREE Virtual Workshop 12-1 pm
- 3/12 WABA Kids: Youth Entrepreneurship 101 Workshop 11 am - 2 pm

...in March 2022

- 3/17 Frontier RTP180: Gaming 6-7:15 pm
- 3/24 ICE HOUSE Entrepreneurial Mindset Classes Begin (see below)
- 3/25 JAM Session Artist Reception 6 - 8 pm
- 3/26 Bonsai Workshop with Michael Ring 10 am - 12 noon
- 3/26 Gallery Day: JAM Session Art Show 12 - 4:30 pm
- 3/31 VGCC FREE Virtual Class: Creating with Canva for your Business 10-11:30 am

Measuring Success

Metric 3: Ice House Entrepreneurship Program

- \$5000 in grant funding from NC IDEA
- \$2500 in grant funding from Duke Energy
- 4 cohorts
- 8 week programs
- Over 40 graduates
- Active networking group of alumni



Measuring Success

Metric 4: Jobs Created

- Startups / side hustles: est.
- FTEs:
- Part-time jobs:



Measuring Success

Metric 5: Businesses Launched

- The Warrenist.com (Frontier Warren tenant)
- Not So Basic Batches (charcuterie)
- Artists: Dian Sourelis, Susan Ely, Vernita Terry (Frontier Warren tenant)
- Julian Alford – Eagle Rum



Measuring Success

Julian Alford: Case Study

- Graduate of first Ice House cohort
- Member of Ice House alumni networking group
- Part-time police officer, Norlina resident
- Noted as first African American rum distiller in North Carolina, in a recent Warren Record article
- Designed brand logo, perfected recipe, worked with other entrepreneurs
- Is currently sharing in profits from first-run sales of 300 bottles at \$30 each



Measuring Success

Case Study: Warrenist

- Warrenist.com – a website dedicated to positive promotion of Warren County
- Website covers community events, news and promotes a community calendar
- Calendar linked from Town's website
- Official launch party held in Frontier Warren Co-working space
- Follow-on, money-making events such as:
 - Chris Hevily, founder of Mapquest.com
 - Vision Board
- 1-year tenant in Frontier Warren



Impact on Warren County and Warrenton



Entrepreneur
skillsets
honed



Up and running
in months not
years



Positive press
coverage
around the
region



Supporting the
local
community



Developing
local talent

Measuring Success

Metric 6: Positive Press Coverage

- WRAL TechWire
- Triangle Business Journal
- WUNC
- Warren Record (over 30 times)
- News & Observer
- Henderson Dispatch



Achieved Metrics

- ✓ The number of startup businesses locating in the Frontier Warren office space: 14 total, 9 at present
- ✓ The number of persons/businesses utilizing the co-working space in Frontier Warren: 1292+
- ✓ A need for expansion beyond the first two buildings: Yes, office space fully leased
- ✓ The number of persons/businesses attending events at Frontier Warren: 1292+
- ✓ The number of persons completing rural-entrepreneur training from NC IDEA: 41
- ✓ The number of jobs created including side hustles: estimated 10
- ✓ The number of times Warren County is mentioned positively in the press: 35+



Frontier Warren Major Expenses



Rent
Lights/Heat/Security

High-speed
Internet

Cleaning
Maintenance
Supplies

Frontier Warren Revenue Sources

- Rent (FY 21: \$25,850, FY 22: \$28,000 est.)
- Donations (FY 21: \$322, FY 22: \$700 est.)
- Warren County (FY 21: \$10,000, FY 22: \$10,000)
- Town of Warrenton (FY 21: \$17,440, FY 22 \$12,000 est.)



Thank You

Questions? Contact:

Robert Davie

Town of Warrenton

townadministrator@warrenton.nc.gov

252-257-1122

Charla Duncan

Warren County

charla.duncan@warrencountync.gov

252-257-3115



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

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Summary of ARP Eligible Uses:

1. Replacing Lost Public Sector Revenue
2. Responding to Public Health and Economic Impacts of COVID-19
 - a. Responding to Public Health Emergency
 - b. Responding to Negative Economic Impacts
 - i. Assistance to Households
 - ii. Assistance to Small Businesses
 - iii. Assistance to Nonprofits
 - iv. Aid to Impacted Industries
 - c. Public Sector Capacity
 - i. Public Safety, Public Health, and Human Services Staff
 - ii. Government Employment and Rehiring Public Sector Staff
 - iii. Effective Service Delivery
 - d. Capital Expenditures
 - e. Eligible Uses beyond those Enumerated
3. Premium Pay
4. Water & Sewer Infrastructure
5. Broadband Infrastructure

Item 1 would require a demonstration of lost tax revenue or sales tax revenue or water/sewer revenue. Difficult to implement.

Item 2 and 2a involving testing and public health, things which the Town is not involved in. Not possible to implement.

Item 2bi would require a system for determining income of households. Town is not set up like County DSS to do this. Only possible way would be to assume that all households in town would qualify because all are located within a Qualified Census Tract.

Item 2bii would require determination of revenue loss of businesses. The Town is not set up to determine measure such a requirement. Not possible to implement with current town resources.

Item 2biii would require determination of revenue loss for nonprofits. Again, the Town is not set up to determine qualifications. Not possible to implement with current town resources.

Item 2biv would require determination of impacted industries. The Town again is not set up to measure or determine qualification for such a program. Not possible to implement with current town resources.

Item 2c1 is only for personnel involved in public safety, public health and staff that measure results. While the Town's public safety staff would qualify, their activities relating to COVID-19 would have to be documented and separated. Not recommended.

Item 2cii is still not completely understood. May allow for salaries to keep personnel.

Item 2ciii is only for personnel involved in "program evaluation, data, and outreach". No town staff qualify.

Item 2d is for capital expenditures that address items 2b1 through 2biv. Not possible to implement.

Item 2e is a catch all category that requires justification for items not enumerated in 2a through 2e. Not recommended.

Item 3 Premium Pay would be eligible to public safety staff. This premium pay was previously addressed with prior monies received for COVID. Not recommended.

Item 4 is a broad category for expenditures which includes many various ways of expending funds in water or sewer infrastructure such as: construction of treatment works, transmission and distribution of drinking water, lead service line replacements, security of publically owned treatment works. Other enumerated expenditures include: culvert repair, resizing and removal/replacement of storm water infrastructure. Highly recommended.

Item 5 for broadband infrastructure encourages investments in fiber optic infrastructure and last-mile connections. The entire town currently has access to 100/20 broadband speeds. Not need to implement.

RESOLUTION BY TOWN OF WARRENTON BOARD OF COMMISSIONERS

WHEREAS, Session Law 2020-79 was signed into law on July 1, 2020 to improve viability of the water and wastewater systems of certain units of local government; the Viable Utility Reserve was established in the Water Infrastructure fund to be used for grants to include the study of rates, asset inventory and assessment and/or merger and regionalization options; the State Water Infrastructure Authority and the Local Government Commission have developed criteria to assess local government units and identify distressed units, and

WHEREAS, The Town of Warrenton has been designated as a distressed unit and intends to conduct a wastewater collection system construction project, and

WHEREAS, The Town of Warrenton has need for state grant assistance for the project.

NOW THEREFORE BE IT RESOLVED, BY THE (GOVERNING BODY) OF THE (UNIT OF GOVERNMENT):

That Town of Warrenton, the **Applicant**, will complete the viable utility requirements in §159G-45(b) by:

1. Conducting an asset assessment and rate study. (Recently completed asset assessment or rate studies may be sufficient to meet this requirement.)
2. Participate in a training and educational program.
3. Develop a short-term and long-term action plan considering all of the following:
 - a. Infrastructure repair, maintenance, and management.
 - b. Continuing education of the governing board and system operating staff.
 - c. Long-term financial management plan.

That Town of Warrenton, the **Applicant**, acknowledges that the State Water Infrastructure Authority and Local Government Commission can impose specific conditions on grants from the Viable Utility Reserve.

That the **Applicant** will provide adequate access to staff, documents, equipment, and other resources pertinent to complete the project, and upon completion of the project provide good faith effort to implement the short-term and long-term plan to achieve viable utility infrastructure measures.

That Robert Davie, Town Administrator, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the completion of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants pertaining thereto. Adopted this the 14th day of March, 2022 at Warrenton, North Carolina.

(Signature of Chief Executive Officer)

Walter M. Gardner, Mayor
(Name and Title of Chief Executive Officer)

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting Town Clerk of the Town of Warrenton does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the (name of governing body of applicant) duly held on the 14th day of March, 2022; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 14th day of March, 2022.

(Signature of Recording Officer)

(Name and Title of Recording Officer)

RESOLUTION BY TOWN OF WARRENTON BOARD OF COMMISSIONERS

WHEREAS, Session Law 2020-79 was signed into law on July 1, 2020 to improve viability of the water and wastewater systems of certain units of local government; the Viable Utility Reserve was established in the Water Infrastructure fund to be used for grants to include the study of rates, asset inventory and assessment and/or merger and regionalization options; the State Water Infrastructure Authority and the Local Government Commission have developed criteria to assess local government units and identify distressed units, and

WHEREAS, The Town of Warrenton has been designated as a distressed unit and intends to conduct a drinking water construction project, and

WHEREAS, The Town of Warrenton has need for state grant assistance for the project.

NOW THEREFORE BE IT RESOLVED, BY THE (GOVERNING BODY) OF THE (UNIT OF GOVERNMENT):

That Town of Warrenton, the **Applicant**, will complete the viable utility requirements in §159G-45(b) by:

1. Conducting an asset assessment and rate study. (Recently completed asset assessment or rate studies may be sufficient to meet this requirement.)
2. Participate in a training and educational program.
3. Develop a short-term and long-term action plan considering all of the following:
 - a. Infrastructure repair, maintenance, and management.
 - b. Continuing education of the governing board and system operating staff.
 - c. Long-term financial management plan.

That Town of Warrenton, the **Applicant**, acknowledges that the State Water Infrastructure Authority and Local Government Commission can impose specific conditions on grants from the Viable Utility Reserve.

That the **Applicant** will provide adequate access to staff, documents, equipment, and other resources pertinent to complete the project, and upon completion of the project provide good faith effort to implement the short-term and long-term plan to achieve viable utility infrastructure measures.

That Robert Davie, Town Administrator, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the completion of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants pertaining thereto. Adopted this the 14th day of March, 2022 at Warrenton, North Carolina.

(Signature of Chief Executive Officer)

Walter M. Gardner, Mayor

(Name and Title of Chief Executive Officer)

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting Town Clerk of the Town of Warrenton does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the (name of governing body of applicant) duly held on the 14th day of March, 2022; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 14th day of March, 2022.

(Signature of Recording Officer)

(Name and Title of Recording Officer)

RESOLUTION BY TOWN OF WARRENTON BOARD OF COMMISSIONERS

WHEREAS, Session Law 2020-79 was signed into law on July 1, 2020 to improve viability of the water and wastewater systems of certain units of local government; the Viable Utility Reserve was established in the Water Infrastructure fund to be used for grants to include the study of rates, asset inventory and assessment and/or merger and regionalization options; the State Water Infrastructure Authority and the Local Government Commission have developed criteria to assess local government units and identify distressed units, and

WHEREAS, The Town of Warrenton has been designated as a distressed unit and intends to conduct a wastewater treatment plant construction project, and

WHEREAS, The Town of Warrenton has need for state grant assistance for the project.

NOW THEREFORE BE IT RESOLVED, BY THE (GOVERNING BODY) OF THE (UNIT OF GOVERNMENT):

That Town of Warrenton, the **Applicant**, will complete the viable utility requirements in §159G-45(b) by:

1. Conducting an asset assessment and rate study. (Recently completed asset assessment or rate studies may be sufficient to meet this requirement.)
2. Participate in a training and educational program.
3. Develop a short-term and long-term action plan considering all of the following:
 - a. Infrastructure repair, maintenance, and management.
 - b. Continuing education of the governing board and system operating staff.
 - c. Long-term financial management plan.

That Town of Warrenton, the **Applicant**, acknowledges that the State Water Infrastructure Authority and Local Government Commission can impose specific conditions on grants from the Viable Utility Reserve.

That the **Applicant** will provide adequate access to staff, documents, equipment, and other resources pertinent to complete the project, and upon completion of the project provide good faith effort to implement the short-term and long-term plan to achieve viable utility infrastructure measures.

That Robert Davie, Town Administrator, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the completion of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants pertaining thereto. Adopted this the 14th day of March, 2022 at Warrenton, North Carolina.

(Signature of Chief Executive Officer)

Walter M. Gardner, Mayor

(Name and Title of Chief Executive Officer)

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(Signature of Recording Officer)

(Name and Title of Recording Officer)



Existing account

Agreement No. 0623780
Customer No. 9239338

Customer Service Agreement

Company Name (Customer) TOWN OF WARRENTON-TOWN HA Loc. No. 210
 Address 133 SOUTH MAIN ST Route No. J5270
WARRENTON, NC 27589 Date 02/16/2022
 Phone 2522571122 SIC/NAICS 9121

The undersigned (the "CUSTOMER") orders from UniFirst Corporation and/or UniFirst Holdings, Inc. d.b.a. UniFirst and/or UniFirst Canada LTD. ("UniFirst") the rental service(s) at the prices and upon the conditions outlined:

Merchandise Serviced									
Item Description	Lost/ Damaged Repl. Charge	Service Frequency	No. of Wearers	Total Inventory	Billing Quantity	Price per Change / Piece	Non-Standard	Total Full Service	
190900 GOJO DISP(N(EA)800SERIES 800ML(1		6	6	NC		NC	
191600 9212 ULTRA MILD ANTIMIC SOAP 8		1				2.04			
192000 GOJO PURELL 800ML REFILL FOR 1		1				2.76			
192100 7200 DISP(N(EA)HVV DUTY SOAP 20		1	2	2	2	NC		NC	
1968FQ 7282 SUPRMAX CHERRY HVV DTY 20		1				2.49			
197600 5392PUREL FOAMTOUCH FREE 1200M		1				44.80			
19AX00 9113 PURELL SANITIZING WIPE 27		1	4	4	2	20.00			
538812 MAT 3X5 SCRAPER		1				3.53		7.06	
620907 CENTERPULL HAND TOWL(EACH)2PLY		1				8.94			
621007 MINI-TWIN DISPENSER		1	5	5	5	NC		NC	
622107 2PLY MINI TWIN TT(EACH)ROLL #4		1				4.14			
626807 DISP-CENTER PULL HAND TOWEL-PR		1	5	5	5	NC		NC	
76GF78 MAT-3X5 HD GREAT IMPR 2.0 HD		1	8	4	4	3.43		13.72	
811802 WET MOP XLG W/BLUE BAND 28OZ		1	4	2	2	1.70		3.40	
816500 MOPS WET MOP HANDLE-WOODEN 60"		1	2	2	2	NC		NC	
832410 MOPS-UNFRAMED 24"		1	2	1	1	1.39		1.39	
879307 FRESHENER ITEM TCELL DISPENSER		1	5	5	5	NC		NC	
879400 FRESHENER ITEM TCELL CITRUS		1	5	5	5	3.00		15.00	
879400 FRESHENER ITEM TCELL CITRUS		4	5	5	5	NC		NC	
8945DG TRASH CAN LINER-24X33 1.000/GS		1				44.67			
94ZG09 DISP MASK-(BOX OF 50) LEV 1		1				14.00			

Minimum weekly charge applies, equal to 75% of the initial weekly value.

Other Charges	Amount
Garment preparation per piece	
Name emblem per piece	
Company emblem per piece	
Direct Embroidery	
Garment Maintenance Program	NO
Loss protection Maint. Program	NO
Linen Maintenance Program	NO
Mat Protection Program	YES

Payment Terms: C.O.D. E.F.T. Approved Charge

Other Charges	Amount
Non-stock sizes per piece	20.00%
Special cuts per piece	3.00
Restock/Exchange per piece	3.00
Automatic Wiper Replacement	NO
Automatic Linen Replacement	NO
Ongoing Prep Program	NO
Ongoing Emblem Program	NO
DEFE Charge Fixed	
DEFE Sliding Plus	

COMMENTS

No greater than 4% increase annually. Will not take effect agreement ending 7/15/2027. until July 1st 2022

Approved charge: CUSTOMER agrees to make payments within 30 days of invoice receipt. A late charge of 1 1/2 % per month (18% per year) for any amount in arrears may be applied. 4

The undersigned agrees to the attached Customer Service Agreement Terms and attests to have the authority to execute for the named CUSTOMER, and to approve use of any personalization - including logos or brand identities - that has been requested.

Sales Rep: John Luther 2-24-22 Accepted [Signature] Date 2-24-22
 Accepted: [Signature] Date 2-24-22
 Location Manager (Signature) _____ Date _____
 Location Manager (Print Name and Title) _____ Email _____

SIGN: [Signature] Date _____
 CUSTOMER (Signature) _____
 PRINT: [Signature] Date _____
 CUSTOMER (Print Name and Title) _____

1 Out-sizes of otherwise Standard Merchandise are deemed to be Non-Standard Merchandise
 2 Merchandise which is Val-U-Leased is not cleaned by UniFirst
 3 Charge status contingent upon continuing credit worthiness and may be revoked at UniFirst's discretion.

Customer Service Agreement Terms

REQUIREMENTS SUPPLIED. Customer orders from UniFirst Corp. ("UniFirst") the rental garments and/or other items of the type specified in this Agreement ("Merchandise") and related pickup/delivery and maintenance services (collectively with Merchandise, "Services") for all of Customer's requirements therefor, at the prices and upon the terms and conditions set forth herein. Additional Services requested by Customer, verbally or in writing, will also be covered by this Agreement. All rental Merchandise supplied to Customer remains the property of UniFirst. Customer warrants that it is not subject to, and that this Agreement does not interfere or conflict with, any existing agreement for the supply of the Merchandise or Services covered.

PERFORMANCE GUARANTEE. UNIFIRST GUARANTEES TO DELIVER HIGH-QUALITY SERVICE AT ALL TIMES. All items of Merchandise cleaned, finished, inspected, repaired and delivered by UniFirst will meet or exceed industry standards, or non-conforming items will be replaced by the next scheduled delivery day at no cost to Customer. Items of rental Merchandise requiring replacement due to normal wear and tear will be replaced at no cost to Customer, save for any applicable personalization and setup charges.

Customer expressly waives the right to terminate this Agreement during the initial term or any extension thereof for deficiencies in the quality of Services unless: (1) complaints are first made in writing to UniFirst which set forth the precise nature of any deficiencies; (2) UniFirst is afforded at least 60 days to correct any deficiencies complained of; and (3) UniFirst fails to correct those deficiencies complained of within 60 days. In the event Customer complains with the foregoing and UniFirst fails to correct such deficiencies, Customer may terminate this Agreement by written notice to UniFirst, providing that all previous balances due to UniFirst have been paid in full and that all other conditions to terminate have been satisfied. Any delay or interruption of the Services provided for in this Agreement by reason of acts of God, fires, explosions, strikes or other industrial disturbances, or any other cause not within the control of UniFirst, shall not be deemed a breach or violation of this Agreement.

TERM AND RENEWAL. This Agreement is effective when signed by both the Customer and UniFirst Location Manager and continues in effect for 60 months after installation of Merchandise (for new customers) or any renewal date. This Agreement will be renewed automatically and continuously for multiple successive 60-month periods unless Customer or UniFirst gives written notice of non-renewal to the other at least 90 days prior to the next expiration date.

PRICES AND PAYMENTS. Prices are based on 52 weeks of service per year. Any increase(s) to Service Frequency could result in additional charges. On an annual basis, the prices then in effect will be increased by the greater of the annual percent increase in the Consumer Price Index - All Urban Consumers, Series ID: CUUROOOSAG, other goods and services, or by 5%. Additional price increases and other charges may be imposed by separate written notice or by notation on Customer's invoice. Customer may, however, decline such additional increases or charges by notifying UniFirst in writing within 10 days after receipt of such notice or notation. If Customer declines said additional price increases, UniFirst may terminate this Agreement. Customer also agrees to pay the other charges and minimum weekly charge herein specified. Charges relating to a wearer leaving Customer's employ can be terminated by (1) giving notice thereof to UniFirst and (2) returning or paying for any missing Merchandise issued to that individual. Any Merchandise payments required pursuant to this Agreement will be at the replacement price(s) then in effect hereunder. If an authorized Customer representative is not available to receive and acknowledge delivery of Merchandise, Customer authorizes UniFirst to make delivery and assumes responsibility for related charges/invoices.

If Customer fails to make timely payment, UniFirst may, at any time and in its sole discretion, terminate this Agreement by giving written notice to Customer, whether or not UniFirst has previously strictly enforced Customer's obligation to make timely payments. Customer agrees to pay, and will pay, all applicable sales, use, personal property and other taxes and assessments arising out of this Agreement.

DEFE CHARGE. Customer's invoices may also include a DEFE charge to cover all or portions of certain expenses including:

D = DELIVERY, or expenses associated with the actual delivery of Services and Merchandise to Customer's place of business, primarily Route Sales Representative commissions, management salaries, vehicle depreciation, equipment maintenance, insurance, road use charges and local access fees.
E = ENVIRONMENTAL, or expenses (past, present and future) UniFirst absorbs related to wastewater testing, purification, effluent control, solids disposal, supplies and equipment for pollution controls and energy conservation and overall regulatory compliance.
F = FUEL, or the gas, diesel fuel, oil and lubricant expenses associated with keeping UniFirst's fleet vehicles on the road and servicing its customers.
E = ENERGY, primarily the natural gas UniFirst uses to run boilers and gas dryers, plus other local utility charges.

MERCHANDISE. Customer acknowledges and agrees to notify all employees that Merchandise supplied is for general occupational use and, except as expressly specified below, affords no special user protections. Customer further acknowledges that: (1) Customer has unilaterally and independently determined and selected the nature, style, performance characteristics, number of changes and scope of all Merchandise to be used and the appropriateness of such Merchandise for Customer's specific needs or intended uses; (2) UniFirst does not have any obligation to advise, and has not advised, Customer concerning the fitness or suitability of the Merchandise for Customer's intended use; (3) UniFirst makes no representation, warranty or covenant regarding the performance of the Merchandise (including without limitation Flame Resistant and Visibility Merchandise); and (4) UniFirst shall in no way be responsible or liable for any injury or harm suffered by any Customer employees while wearing or using any Merchandise. Customer agrees to indemnify and hold harmless UniFirst and its employees and agents from and against all claims, injuries or damages to any person or property resulting from Customer's or Customer's employee use of the Merchandise, whether or not such claims, injuries or damages arise from any alleged defects in the Merchandise.

Flame Resistant ("FR") Merchandise supplied hereunder is intended only to prevent the ignition and burning of fabric away from the point of high heat impingement and to be self-extinguishing upon removal of the ignition source. FR items will not provide significant protection from burns in the immediate area of high heat contact due to thermal transfer through the fabric and/or destruction of the fabric in the area of such exposure. FR items are designed for continuous wear as only a secondary level of protection. Primary protection is still required for work activities where direct or significant exposure to heat or open flame is likely to occur.

Visibility Merchandise is intended to provide improved conspicuity of the wearer under daylight conditions and when illuminated by a light source of sufficient candlepower at night. It is Customer's responsibility to determine the level of conspicuity needed by wearers under specific work conditions. Further, Customer agrees that Visibility Merchandise alone does not ensure conspicuity of the wearer and that additional safety precautions may be necessary. The Visibility Merchandise supplied particular ANSII/ISEA standards only when they were new and unused and only if so labeled. Customer acknowledges that usage and laundering of Visibility Merchandise may adversely affect its conspicuity.

Healthcare/Food-Related Customer acknowledges that: (1) UniFirst does not guarantee or warrant that the Merchandise selected by Customer or that processed garments delivered by UniFirst will be appropriate or sufficient to provide a hygienic level adequate for individual Customer's needs; and (2) optional poly-bagging* is recommended to reduce the risk of cross-contamination of Merchandise, and the failure to utilize such service may adversely affect the efficacy of UniFirst's hygienic cleaning process.

(* Poly-bag services incur additional charges.)

If any Merchandise supplied hereunder is Merchandise that: (1) UniFirst does not stock for whatever reason (including due to style, color, size or brand); (2) consists of non-UniFirst manufactured or customized FR Merchandise; or (3) consists of Merchandise that has been permanently personalized (in all cases known as "Non-Standard Merchandise"), then, upon the discontinuance of any Service hereunder at any time for any reason, including expiration, termination, or cancellation of this Agreement, with or without cause, deletion of any Non-Standard Merchandise from Customer's Service Program, or due to employee reductions (in each case a "Discontinuance of Service"), Customer will purchase at the time of such Discontinuance of Service all affected Non-Standard Merchandise items then in UniFirst's inventory (in-service, shelf, as well as any manufacturer's supplies ordered for Customer's use), paying for same the replacement charges then in effect.

Customer agrees not to contaminate any Merchandise with asbestos, heavy metals, solvents, inks or other hazardous or toxic substances ("contaminants"). Customer agrees to pay UniFirst for all Merchandise that is lost, stolen, damaged or abused beyond repair. As a condition to the termination of this Agreement, for whatever reason, Customer will return to UniFirst all standard Merchandise in good and usable condition or pay for same at the replacement charges then in effect.

OBLIGATIONS AND REMEDIES. If Customer breaches or terminates this Agreement before the expiration date for any reason (other than for UniFirst's failure under the performance guarantee described above), Customer will pay UniFirst, as liquidated damages and not as a penalty (the parties acknowledging that actual damages would be difficult to calculate with reasonable certainty), an amount equal to 50 percent of the average weekly amounts invoiced in the preceding 26 weeks, multiplied by the number of weeks remaining in the current term. These damages will be in addition to all other obligations or amounts owed by Customer to UniFirst, including the return of Standard Merchandise or payment of replacement charges, and the purchase of any Non-Standard Merchandise items as set forth herein.

This Agreement shall be governed by Massachusetts law (exclusive of choice of law). If a dispute arises from or relates to this Agreement or any alleged breach thereof at any time, the parties will first attempt to resolve the claim or dispute by negotiation at agreed time(s) and location(s). All negotiations are confidential and will be treated as settlement negotiations. Any matter not resolved through direct negotiations within 30 days shall be resolved exclusively by final and binding arbitration, conducted in the capital city of the state where Customer has its principal place of business (or some other location mutually agreed); pursuant to the Commercial Arbitration Rules of the American Arbitration Association; and, governed by the Federal Arbitration Act, to the exclusion of state law inconsistent therewith. The parties will agree upon one (1) Arbitrator to settle the controversy or claim. The successful or substantially prevailing party in any proceeding, including any appeals thereof (as determined by the Arbitrator/court), shall recover all of its costs and expenses including, without limitation, reasonable attorney fees, witness fees and discovery costs, all of which shall be included in and as a part of the judgment or award rendered hereunder. This provision for Arbitration is specifically enforceable by the parties; the Arbitrator shall have no power to vary or ignore the provisions hereof; and, the decision of the Arbitrator in accordance herewith, may be entered in any court having jurisdiction thereof. Customer acknowledges that, with respect to all such disputes, it has voluntarily and knowingly waived any right it may have to a jury trial or to participate in a class action or class litigation as a representative of any other persons or as a member of any class of persons, or to consolidate its claims with those of any other persons or class of persons. If this prohibition against class litigation is ruled to be unenforceable for any reason in any proceeding, then the prohibition against class litigation shall be void and of no force and effect in that proceeding.

MISCELLANEOUS. The parties agree that this Agreement represents the entire agreement between them. In the event Customer issues a purchase order to UniFirst at any time, none of the standard pre-printed terms and conditions therein shall have any application to this Agreement, or any transactions occurring pursuant hereto or thereto. UniFirst may, in its sole discretion, assign this Agreement. Customer may not assign this Agreement without the prior written consent of UniFirst. Customer agrees that in the event it sells or transfers its business, it will require the purchaser or transferee to assume all obligations and responsibilities under this Agreement; provided that such assumption shall not relieve Customer of its liabilities hereunder; and provided further that any failure by a purchaser or transferee to assume this Agreement shall constitute a breach and early termination of this Agreement resulting in the obligation to pay all amounts on account thereof as set forth in this Agreement. Neither party will be liable for any incidental, consequential, special or punitive damages. In no event shall UniFirst's aggregate liability to Customer for any and all claims exceed the sum of all amounts actually paid by Customer to UniFirst. In the event any portion of this Agreement is held by a court of competent jurisdiction or by a duly appointed arbitrator to be unenforceable, the balance will remain in effect. All written notices provided to UniFirst must be sent by certified mail to the attention of the Location Manager. In Texas and certain other locations, UniFirst's business is conducted by, and the term "UniFirst" as used herein means, UniFirst Holdings, Inc. d.b.a. UniFirst.

X _____
date

X _____
Sign

Customer Service Agreement Terms

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OBLIGATIONS AND REMEDIES. If Customer breaches or terminates this Agreement before the expiration date for any reason (other than for UniFirst's failure under the performance guarantee described above), Customer will pay UniFirst, as liquidated damages and not as a penalty (the parties acknowledging that actual damages would be difficult to calculate with reasonable certainty) an amount equal to 50 percent of the average weekly amounts invoiced in the preceding 26 weeks, multiplied by the number of weeks remaining in the current term. These damages will be in addition to all other obligations or amounts owed by Customer to UniFirst, including the return of Standard Merchandise or payment of replacement charges, and the purchase of any Non-Standard Merchandise items as set forth herein.

This Agreement shall be governed by Massachusetts law (exclusive of choice of law). If a dispute arises from or relates in any way to this Agreement or any alleged breach thereof at any time, the parties will first attempt to resolve the claim or dispute by negotiation at agreed time(s) and location(s). All negotiations are confidential and will be treated as settlement negotiations. Any matter not resolved through direct negotiations within 30 days shall be resolved exclusively by final and binding arbitration, conducted in the capital city of the state where Customer has its principal place of business (or some other location mutually agreed); pursuant to the Commercial Arbitration Rules of the American Arbitration Association; and, governed by the Federal Arbitration Act, to the exclusion of state law inconsistent therewith. The parties will agree upon one (1) Arbitrator to settle the controversy or claim. The successful or substantially prevailing party in any proceeding, including any appeals thereof (as determined by the Arbitrator/court) shall recover all of its costs and expenses including, without limitation, reasonable attorney fees, witness fees and discovery costs, all of which shall be included in and as a part of the judgment or award rendered hereunder. This provision for Arbitration is specifically enforceable by the parties; the Arbitrator shall have no power to vary or ignore the provisions hereof; and, the decision of the Arbitrator in accordance herewith, may be entered in any court having jurisdiction thereof. Customer acknowledges that, with respect to all such disputes, it has voluntarily and knowingly waived any right; it may have to a jury trial or to participate in a class action or class litigation as a representative of any other persons or as a member of any class of persons, or to consolidate its claims with those of any other persons or class of persons. If this prohibition against class litigation is ruled to be unenforceable for any reason in any proceeding, then the prohibition against class litigation shall be void and of no force and effect in that proceeding.

MISCELLANEOUS. The parties agree that this Agreement represents the entire agreement between them. In the event Customer issues a purchase order to UniFirst at any time, none of the standard pre-printed terms and conditions therein shall have any application to this Agreement, or any transactions occurring pursuant hereto or thereto. UniFirst may, in its sole discretion, assign this Agreement. Customer may not assign this Agreement without the prior written consent of UniFirst. Customer agrees that in the event it sells or transfers its business, it will require the purchaser or transferee to assume all obligations and responsibilities under this Agreement; provided that such assumption shall not relieve Customer of its liabilities hereunder; and provided further that any failure by a purchaser or transferee to assume this Agreement shall constitute a breach and early termination of this Agreement resulting in the obligation to pay all amounts on account thereof as set forth in this Agreement. Neither party will be liable for any incidental, consequential, special or punitive damages. In no event shall UniFirst's aggregate liability to Customer for any and all claims exceed the sum of all amounts actually paid by Customer to UniFirst. In the event any portion of this Agreement is held by a court of competent jurisdiction or by a duly appointed arbitrator to be unenforceable, the balance will remain in effect. All written notices provided to UniFirst must be sent by certified mail to the attention of the Location Manager. In Texas and certain other locations, UniFirst's business is conducted by, and the term "UniFirst" as used herein means, UniFirst Holdings, Inc. d.b.a. UniFirst.

X  

 Sign _____ Date _____

Talking Points for RSRs & CSRs on UniFirst Price “Adjustments”

February 2022

UniFirst is not immune to the challenging times we’re living and doing business in today. Increases in prices globally and in all categories are the result of shortages and shipping delays caused by COVID-19-related, labor, and other factors in the worldwide supply chain, as well as the impact of severe weather on crops paired with a boom in demand goods since the pandemic started.

SUPPLY CHAIN and LABOR

1. **“The COVID-19 pandemic caused a shock to the world economy, disrupting supply chains and contributing to major delays in shipping. Labor shortages and surging consumer demand have only exacerbated this problem. With many items in short supply and the cost of shipping going up, prices are increasing.”** —*NextAdvisor* in Partnership with *TIME*, November 17, 2021.
2. **“Surging shipping costs will drive up prices for consumer products by 10% based on information from a new UN report.”**—*CNBC*, November 19, 2021.

INFLATION and COSTS of GOODS

3. **“U.S. inflation hit a 31-year high in October as consumer prices jump 6.2%”** — *The Wall Street Journal*, November 10, 2021.
4. **“America’s prices are surging more than they have in 30 years.”** —*CNN*, November 11, 2021.
5. **“By product, electronics, furniture, and apparel would see the greatest price increases — of at least 10% globally — due to supply chain distribution.”** —*CNBC*, November 19, 2021.
6. **“Cotton prices have surged 22% in the past two weeks alone. On Tuesday, cotton futures hit \$1.09 per pound — the highest price since September 2011.”** —*Business Insider*, October 6, 2021.

GAS and ENERGY

7. **“Oil prices keep climbing, supply chains still tangled—and that’s keeping inflation at its highest level in more than a dozen years.”** —*NPR*, October 13, 2021.
8. **“Gas prices have more than tripled in the last 18 months—and are likely to go higher.”** —*FORTUNE*, October 11, 2021.
9. **“Natural gas and power prices in Europe and Asia are at record highs, while U.S. prices have doubled this year.”** — *CNBC*, October 8, 2021.
10. **“Millions of American drivers have acutely felt the recent surge in gas prices, which last month hit their highest level since 2014.”** —*The New York Times*, Nov. 20, 2021.



EXISTING ACC UNIT

AGREEMENT NO. 52378
 CUSTOMER ID 92393

CUSTOMER SERVICE AGREEMENT

COMPANY NAME (Customer) TOWN OF WARRENTON-TOWN HA LOC NO. 210
 ADDRESS 133 SOUTH MAIN ST ROUTE NO. J5270
WARRENTON, NC 27589 DATE 06/05/2019
 PHONE (252) 257-1122 SIC/NAICS 9121

The undersigned (the "CUSTOMER") orders from UniFirst Corporation and/or UniFirst Holdings, Inc. d/b/a UniFirst and/or UniFirst Canada LTD ("UNIFIRST") the rental services at the prices and upon the conditions outlined

MERCHANDISE SERVICED								
ITEM DESCRIPTION	LOST/DAMAGED REPLACEMENT CHARGE	SERVICE FREQUENCY	NO. OF PERSONS/ISSUE PER PERSON	TOTAL NO. OF CHANGES/PIECES	PRICE PER CHANGE/PIECE	STANDARD/NON-STANDARD ¹	TOTAL FULL SERVICE	TOTAL VALU-LEASE ²
1909 9033 DISP WHITE 800 ML		1	1	1	NC		NC	NC
1918 9757 MICRELL ANTIBAC SOAP		1	1	1	1.7700		8.85	
1920 GOJO PURELL 800ML REFILL		1	1	1	2.3500		2.39	
1921 7200 DISP HEAVY DUTY SOA		1	1	1	NC		NC	NC
1939 7272 SUPRMAX HVY DTY HND		1	1	1	2.1500		2.15	
1939 7272 SUPRMAX HVY DTY HND		8	1	1	NC		NC	NC
1987 8242 HAND MEDIC REFILL 50		1	1	1	2.3500		4.70	
5388 MAT 3X5 SCRAPER		1	1	1	3.4300		6.86	
6210 MINI-TWIN DISPENSER		1	1	1	NC		NC	NC
6222 CENTER PULL HAND TOWEL/EA		1	1	1	2.7500		62.00	
6225 2 PLY JUMBO TT ROLL #502		1	1	1	1.7700		8.85	
6268 DISP-CENTER PULL HAND TOW		1	1	1	NC		NC	NC
76AQ MAT-3X5 U1ST GREAT IMPRES		1	1	1	3.3300		13.32	
8118 WET MOP XLG W/BAND 2		1	1	1	1.6500		3.30	

Minimum weekly charge applies, equal to 75% of the initial weekly install value

OTHER CHARGES	AMOUNT
Garment preparation per piece	
Name emblem per piece	
Company emblem per piece	
Direct Embroidery	
Garment Maintenance Program	NO
Loss Protection Maintenance Program	NO
Linen Maintenance Program	YES
Mat Protection Program	NO

OTHER CHARGES	AMOUNT
Non-stock sizes per piece	20%
Special cuts per piece	3.00
Restock/Exchange per piece	3.00
Automatic Wiper Replacement	
Automatic Linen Replacement	
Ongoing Prep Program	NO
Ongoing Emblem Program	NO
DEFE (See description on reverse side)	

PAYMENT TERMS: C.O.D. E.F.T. Approved Charge

COMMENTS
 36 month extension to current agreement ending 4-17-2023
 ENR 3% increase Spring 2020

Approved charge: CUSTOMER agrees to make payments within 30 days of invoice receipt. A late charge of 1 1/2% per month (18% per year) for any amount in arrears may be applied.⁴

The undersigned agrees to all terms on the reverse and attests to have the authority to execute for the named CUSTOMER, and to approve use of any personalization - including logos or brand identities - that has been requested.

SALES REP: John Lutz 6-6-19
 SALES REPR (Print Name) DATE
 ACCEPTED: [Signature] 6/5/19
 LOCATION MANAGER (Signature) DATE
 LOCATION MANAGER (Print Name and Title)

ACCEPTED: [Signature] 6/5/19
 CUSTOMER (Signature) DATE
 CUSTOMER (Print Name and Title)

¹ Out sizes or otherwise Standard Merchandise and assumed to be Non-Standard Merchandise.
² Merchandise which is Val-U-Leased is not cleaned by UniFirst.
³ Charge status contingent upon continuing credit worthiness and may be reviewed at UniFirst's discretion.

⁴ All returned items and stock will be subject to 50% processing fee.
⁵ This agreement is effective only with acceptance by UniFirst Location Manager.

Bulk Water Purchased From Warren County

	FY 2011 - 2012	FY 2012 - 2013	FY 2019 - 2020	FY 2020 - 2021	FY 2021 - 2022
<u>Month</u>	Gallons <u>Purchased</u>	Gallons <u>Purchased</u>	Gallons <u>Purchased</u>	Gallons <u>Purchased</u>	Gallons <u>Purchased</u>
July	8,165,930	10,236,700	7,800,000	6,605,000	6,658,000
August	8,853,170	10,071,600	7,438,000	6,766,000	4,981,333
September	8,055,100	9,384,800	6,180,000	5,282,000	4,228,333
October	7,112,400	8,593,100	6,306,000	5,638,000	3,961,333
November	6,923,700	4,977,400	5,910,000	5,682,000	4,762,333
December	7,166,100	5,293,190	5,129,000	6,756,000	4,123,333
January	6,216,600	6,086,000	5,646,000	5,320,000	4,509,000
February	5,770,050	5,693,400	5,376,000	4,852,000	4,100,000
March	8,927,000	6,079,500	6,120,000	4,987,000	
April	8,474,900	6,125,000	6,161,000	4,985,000	
May	9,256,300	6,672,640	6,605,000	4,297,000	
June	9,941,150	5,006,600	6,766,000	4,357,000	
Total	94,862,400	84,219,930	75,437,000	65,527,000	

Water Sales - Gallons Billed Out to Town Customers

	FY 2011 - 2012	FY 2012 - 2013	FY 2019 - 2020	FY 2020 - 2021	FY 2021 - 2022
<u>Month</u>	Gallons <u>Sold</u>	Gallons <u>Sold</u>	Gallons <u>Sold</u>	Gallons <u>Sold</u>	Gallons <u>Sold</u>
July			6,318,006	4,692,003	3,760,000
August			6,810,003	4,553,003	3,793,000
September			5,412,004	4,302,001	3,658,000
October			7,454,004	3,772,000	3,445,000
November			4,716,004	4,041,000	3,510,000
December			4,592,004	3,293,007	3,703,000
January			3,769,003	3,500,000	3,962,000
February			4,379,008	3,751,000	3,717,000
March			3,480,004	3,280,000	
April			3,809,003	3,650,000	
May			3,787,003	3,988,000	
June			4,378,003	4,190,000	
Total			58,904,049	47,012,014	29,548,000

Unaccounted-For Water (%)

	FY 2011 - 2012	FY 2012 - 2013	FY 2019 - 2020	FY 2020 - 2021	FY 2021 - 2022
<u>Month</u>			<u>%</u>	<u>%</u>	<u>%</u>
July			19	29	44
August			8	33	24
September			12	19	13
October				33	13
November			20	29	26
December			10	51	10
January			33	34	12
February			19	23	9
March			43	34	
April			38	27	
May			43	7	
June			35	4	

Average			26	27	19
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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

Kudos to Bill Perkinson

Very few things rise to the Board level when it comes to employee commendations, but this particular information is worth conveying directly to the Board of Commissioners in open session.

As the Town is now applying for six million dollars in water and sewer grant funds in the April round of funding with the State, the Town's contract engineer, Gary Flowers Municipal Engineering, informed the Town Administrator that out of eighteen grant applications he is working on, Warrenton was the only one that tracked incidents and provided supporting documentation on water/sewer issues. None of the other seventeen towns had such supporting documentation.

Other towns complained that they did not have software to track such incidents. Mr. Flowers informed them that Warrenton documented everything on paper, without assistance from software.

The process put in place by Bill Perkinson works in the following manner...

1. A work order is generated by Greg Beyrent
2. The work order is faxed from Greg's computer to the WWTP
3. The work is completed by W/S staff
4. The result of the work completed is further documented

If for some reason a request comes in directly to Bill or another staff person, they must call Greg to generate a work order, even if the work has been completed. This process applies to all water or sewer fixes, repairs, emergencies, etc.

What does this mean for the Town? It means that Warrenton is more likely to receive grant funding from the State over other municipalities, because the State can trust that Warrenton's Public Works department keeps detailed records and has its arms firmly wrapped around the water and sewer assets and issues.