



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

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**BOARD OF COMMISSIONERS REGULAR MEETING**  
**7:00 PM March 11, 2024**  
**6:45 Public Hearing**  
**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 Board Meeting of February 12, 2023
5. Consent Agenda
  - a. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
  - b. Monthly Checks Report
  - c. Public Works Monthly Report
  - d. WWTP Monthly Report
  - e. Police Activity Reports
  - f. Action Items from December BOC Meeting
6. Committee Reports
  - a. Finance and Administration (Ms. Hunter)
  - b. Public Works (Mr. Blalock)
  - c. Public Safety (Mr. Ayscue)
  - d. Human Resources/Information Technology (Mr. White)
  - e. Revitalization/Historic District Commission (Mr. Coffman)
    - i. Statement of Interest to Serve
  - f. Beautification/Facilities (Ms. Sourelis)
  - g. Planning/Zoning/Annexation (Mr. Young)
7. Old Business
  - a. Status of Grants – for information
  - b. Property Donation/Purchase Update – for information
  - c. Resolution to Apply for PARTF Grant Funds – for consideration
8. New Business
  - a. Budget Amendment for Cost of Election – for consideration
  - b. Final Grant Project Ordinance – ARF Funds – for consideration
  - c. Contract for Music for Eastern Blue Bird Fest (contingent on legal review) – for consideration
  - d. Designate Warrenton Contacts for ABC
9. Announcements
10. Adjournment

### **Public Hearing Notice**

The Town of Warrenton Board of Commissioners will hold a Public Hearing on Monday, March 11, 2024 at 6:45 pm in the Warrenton Town Hall located at 113 S. Bragg Street to receive public comments on the following items:

- *Special Use permit for and AirBNB at 305 Halifax Street.*
- *Special Use permit for multi-family housing in an area zoned Commercial C-1 (101-107 E. Franklin Street).*
- *Rezoning of 206 N. Bragg Street from Residential (R-12) to Commercial (C-2)*

After the Public Hearing, the Warrenton Planning Board will review the proposed Special Use applications and zoning reclassification and will make recommendations to the Warrenton Board of Commissioners.

Citizens wishing to be heard on these matters may do so at the above-mentioned time and place.

A regularly scheduled Board of Commissioners meeting will be held following the public hearing at 7:00 PM.

Robert Davie  
Town Administrator  
Town of Warrenton  
252-257-1122

## **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

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**BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING**

**February 12, 2024**

**7:00 P.M.**

**Minutes**

Those in attendance were:

Mayor Walter Gardner	Commissioner Mary Hunter
Commissioner John Blalock	Commissioner Nat White
Commissioner Michael Coffman	Commissioner Dian Sourelis
Commissioner Jason Young	Commissioner Aaron Ayscue
Town Administrator, Robert Davie	
Chief Goble Lane, Police Department	
Bill Perkinson, Public Works Director	
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 Board of Commissioners to order Monday, February 12, 2024, at 7:00 p.m. A Moment of Silence was held for all who are sick, suffering, and in need. The Pledge of Allegiance was led by Commissioner White.

**Conflict of Interest Statement and Proposed Agenda**

The Conflict-of-Interest statement was reviewed. The Proposed Agenda was presented. Mayor Gardner requested that the following be added to the agenda:

**New Business –**

**(a) Contract Renewals – Copier Lease/Purchase – for consideration.**

**(h) Closed Session – Personnel Matter**

Commissioner Coffman made a motion to approve the proposed agenda with the additions as requested, with a second by Commissioner White. The motion was approved by unanimous vote.

### **Public Comments**

Dwayne Hicks addressed the board stating that due to the Board's refusal of his request to be placed on the agenda in January in reference to his concerns with a Town of Warrenton Police Officer, he would be filing a Class Action Suit against the Town of Warrenton.

### **Minutes**

The minutes of the January 8, 2024, board meeting were presented. Commissioner Coffman made a motion to approve the minutes as presented, with a second by Commissioner Young. 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 December BOC meeting
- (g) Budget Amendment #3

Commissioner Coffman made a motion to approve the Consent Agenda as presented, with a second by Commissioner White. 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 Blalock had no additional report other than agenda items.
- (c) Public Safety – Commissioner Ayscue had no additional report other than agenda items. He stated that there were still two vacant police officer positions.
- (d) Human Resources – Information Technology – Commissioner White had no additional report other than agenda items.
- (e) Revitalization/Historic District Commission – Commissioner Coffman stated that the Historic District Commission tabled until the next meeting, a Certificate of Appropriateness application for 217 N. Main Street. The owner wishes to remove a tree. More details are needed. The HDC approved a COA for 534 Eaton Avenue to add a closet to the rear of the existing home. The Revitalization Committee has met several times to discuss the rebranding of the Spring Fest to the Eastern Bluebird Fest, “Blues and Brews” to be held on April 27, 2024. Commissioner Coffman introduced Bruce Naegelen, Community Economic Development Planner with the N.C. Department of Commerce, Rural Economic Development Division to present The Town of Warrenton – Creating Outdoor Recreation Economies (CORE) 2024-2029 Strategic Plan. Mr. Naegelen stated that the “Town of Warrenton collaborated with N.C. Department of Commerce, Rural Economic Development Division staff members through a strategic planning process to identify and develop outdoor recreation assets that present economic growth opportunities. The plan proposes strategies, goals, objectives, and actions that communities can take to increase economic vitality by leveraging outdoor recreation.” Mr. Naegelen requested that the Board adopt this CORE Strategic Plan and work in partnership with Warren

County towards the goals set forth in the plan. Commissioner Coffman made a motion to adopt the Plan as presented, with a second by Commissioner Blalock. The motion was approved by unanimous vote.

- (f) Beautification/Facilities – Commissioner Sourelis had no additional report other than agenda items. She did highlight a need to replace plexi-glass in the kiosk on Main Street.
- (g) Planning/Zoning/Annexation – Commissioner Young had no additional report other than agenda items.

### **Old Business**

#### **(a) Status of Grants and Presentation on CDBG Grant Project Presentation –**

***NC DEQ Water Infrastructure WWTP*** – \$750,000 awarded. Received award letter. To replace 44-year-old rotors and clean out oxidation ditch #1, which are currently the most critical issues at the WWTP.

***Fund 67 – NC Neighborhood Revitalization Program*** – CDBG funds to assist in repairing houses owned by citizens of low or moderate incomes. NC Commerce has granted an additional \$200,000 in funding due to inflation. Moving into second phase of grant, soliciting bids to rehab two additional houses.

***Fund 68 – Building Reuse Grant*** – Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic. NC Commerce sent paperwork for claw back of approximately \$20,000. Paperwork submitted to NC Commerce. Two repayments due six months apart.

***Fund 71 – Brownfield Grant*** – This \$300,000 grant will be used to analyze the environmental issues with multiple properties in Warrenton. EPA approved funding for a Landmark status application to the National Parks Service for All Saints Episcopal Church. Asbestos analysis is underway at All Saints. Two additional properties, along W. Franklin Street, have undergone Phase 1s.

***Golden Leaf Storm Water Grant*** – Town awarded \$196,447.50 for stormwater repairs to Brehon Street. Town is awaiting a survey of affected areas, to be followed by easements prepared by town attorney.

#### ***Southern Crescent Regional Commission***

The Town has been invited to submit a full application for the State Economic and Infrastructure Development (SEID) Grant Program. This grant is designed to “Foster Entrepreneurial and Business Development Activities.” Application budget will be \$120,000 of which \$20,000 is in-kind match provided by Research Triangle Foundation, Kerr-Tar COG, Lake Gaston Chamber of Commerce and Town of Warrenton. Application has been submitted.

#### ***NCLM Assistance Grant***

The Town was awarded an in-kind grant from NC League of Municipalities to evaluate and recommend changes to the Town’s zoning ordinances. Funding by ARP, the League will engage the legal firm of Parker Poe to assist the Town in making changes at no cost to the Town.

#### ***In Progress Grant Applications:***

- Town-wide Water System Improvements: \$1,564,600 (Town on award list. Final notice by end of February.)
- Sanitary Sewer Rehabilitation: \$1,576,040 (Not on award list)
- WWTP Improvements: \$1,755,000 (Not on award list)

- Stormwater Planning Grant: \$400,000 (Town on award list. Final notice by end of February.

- (b) **Acceptance of Bids for CDBG Neighborhood Revitalization Project Phase 2 (Mike Scott presenting) – for consideration** – Mike Scott, Grant Administrator, presented a summary of the received contractor's bids for two units in the Town's 2018 CDBG Neighborhood Revitalization Project. He further stated that each submitted bid exceeded the maximum allowable amount for Rehabilitation (\$70.00 per square foot of \$72,000) total. Mr. Scott requested the Town of Warrenton Board of Commissioner's authorization to allow Town Administrator, Robert Davie, and Grant Administrator, Mike Scott, to enter into negotiations with the low bidder, George Humphries Contracting, with the objective of reducing the final bid amounts to a level that can go into final contracts. Commissioner White made a motion to allow negotiations, with a second by Commissioner Coffman. The motion was approved by unanimous vote.
- (c) **NCLM In-Kind Grant Resolution – for consideration** – Town Administrator, Robert Davie presented the Resolution to Approve a Municipal Accounting Services, Cybersecurity, and Technical Assistance Memorandum of Agreement to enable the NC League of Municipalities to provide financial software and assistance programs for units of local government. Commissioner Blalock made a motion to approve the grant resolution, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.
- (d) **NCLM In-Kind Grant Agreement (pending legal review) – for consideration** – Town Administrator, Robert Davie presented the Municipal Accounting Services, Cybersecurity, and Technical Assistance Memorandum of Agreement for approval. Commissioner Blalock made a motion to approve the agreement, with a second by Commissioner Young. The motion was approved by unanimous vote.
- (e) **Unaccounted Water, Fixed Rate Water – for information and discussion** – Town Administrator Robert Davie presented a water rate increase justification to cover unaccounted for water. He informed the board that in order to cover the unaccounted-for water costs to the Town, an additional \$721 per month is needed. Distributing the \$721 equally to customers, it should be applied to every gallon used. Therefore, \$721 is divided by actual thousand gallons billed out, and the end result is an increase of 22.4 cents or twenty-three cents per thousand gallons. Usage rates for both in-town and out-of-town users will be increased by an additional \$0.23/1000 gallons to break even or cover costs. There is no proposed increase to cover the fixed rate that the Town pays, since there is no increase in that rate coming from the County. Current fixed rate is 1.486 (unchanged) Current bulk rate is 2.80 (recently increased by \$.48) Davie noted that the usage has been steadily declining over the years, although the number of accounts has increased. The reason for this decline is that two of the Town's largest users, Elberta Crate and Just Save, have shut down completely. The remaining water users are shouldering the burden as a result. Water usage must increase substantially, by a third, for rates to be maintained or come down. And water increases from the County must remain stable. On the brighter side, the Town is positioned to receive 100% grant funding for water related improvements from the State. Grants received from the State offset costs that would normally be passed along to customers. Commissioner Blalock made a motion to approve the rate increase as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.
- (f) **Special Use Requests for 105 Halifax Street and 327 N. Main Street along with Planning Board Recommendation – for consideration** – Commissioner Young presented two

Special Use Requests for Air B and Bs with the Planning Board's recommendation for approval. Commissioner Sourelis recused herself from the vote as one of the special use requests is for her property. Commissioner White made a motion to approve the Special Use Permits as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote of the remaining Commissioners.

### **New Business**

**(a) Contract Renewals: Copier, Auditor, Financial Software, Police Software, Elevator Maintenance (pending legal review) – for consideration** – Town Administrator, Robert

Davie informed the board that the current copier was out of date and no longer capable of scanning documents and presented options offered by Document Systems to replace the copier with a used copier or a new copier with a \$1.00 buyout at the end of the lease. Mr. Davie recommended the lease of a new copier since overall costs would be less and no upfront purchase was budgeted. Commissioner Blalock made a motion to approve the lease of a new copier, with a second by Commissioner Young. The motion was approved by unanimous vote.

Town Administrator, Robert Davie presented renewals of contracts as follows:

Auditor: Joyce & Company • Third year of a 3-year agreement that increases slightly annually (\$1500). However, due to the lack of a need for a "single audit" for large grant expenditures, the Town will save \$1750. Net is that the Town will pay nearly the same amount as last year, \$34,500.

Elevator TKE • Renewal on the fourth of five years. Savings by renewing now include \$405 in the current year and guarantee not to exceed 3% increases annually for the next five years. (Most recent increase was 8%.)

Financial Software Southern Software • Annual FMS renewal. There is no charge in this contract for FY 2024-24 (\$5177) because of a credit due to the Town.

Police Software Southern Software • Annual RMS renewal. The increase is \$74 over last year, from \$3690 to \$3764.

Commissioner Blalock made a motion to approve the contract renewals as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

**(b) Public Works Generator Maintenance Contract – for consideration** – Town

Administrator, Robert Davie presented a Public Works Generator contract with Gregory Poole Equipment Company. He stated that for the last ten years or more, generator maintenance was performed by Tommy Harris. Prior to Mr. Harris, Gregory Poole contracted with the Town, and the Town will be returning to Gregory Poole. An alternative support company, National Power, is used for the generator maintenance at Town Hall, but based on recent experiences with National Power, staff plan to seek an end to the agreement in June and opt for Gregory Poole. (Meredith Valentine is in the process of pulling together a cost comparison to support a justification of this switch for Town Hall.) Commissioner White made a motion to approve the contract as presented, with a second by Commissioner Sourelis. The motion was approved by unanimous vote.



- (c) **Vacant Property Ordinance and Recent Letters – for discussion** – Town Administrator, Robert Davie informed the Board that vacant property ordinance letters had been sent to several property owners. He further stated Commissioner Dian Sourelis and he walked through town and listed six properties to receive the violation letters. Commissioner Sourelis stated that in order to draw new businesses to the Town, property owners need to invest in the upkeep of existing buildings.
- (d) **Blue Bird signage – for discussion and consideration** – Town Administrator, Robert Davie, presented a request to the Board that the Town contribute to Revitalization efforts of re-branding the spring festival into the “Eastern Bluebird Fest.” A small contribution by the town would help in a long-term, permanent way, the purchase of four (4) 9x12 inch signs to be placed at the major entrances into Town. Created by Lake Gaston Signs at a cost of \$28 each or \$38 each if reflective. Public Works staff would install. Funds in Miscellaneous line would be utilized. Commissioner Sourelis expressed the need for the signage to be cohesive with other event graphics. Commissioner Coffman stated that a logo should be available by the next meeting.
- (e) **Schedule Public Hearing for Special Use Applications (Dameron Bldg., 305 Halifax Street) and Rezoning of Reynolds Tavern – for consideration** – Town Administrator, Robert Davie informed the board of the following requests requiring a public hearing:

**Dameron Building (Hurt LLC)**

A Special Use permit is required for residential living in the C-1 district, requiring a public hearing then referral to the Planning Board.

**305 Halifax St. (Woodson’s)**

A Special Use permit is required for an Air B and B, requiring a public hearing then referral to the Planning Board.

**Reynolds Tavern (Preservation Warrenton)**

The buyer of the Reynolds Tavern wishes to renovate it into an office upstairs, a business on the first floor and a one-bedroom apartment on the first floor, not to exceed 40% of first floor space.

Mayor Gardner announced a Public Hearing will be held on March 11, 2024, at 6:45 P.M. at Town Hall.

- (f) **Donation of Land Offer – for discussion and consideration** – Town Administrator, Robert Davie, informed the Board that property owner, Hillmon Poythress, had recently expressed interest in donating a parcel of land along Church Street to the Town for use as a park or arboretum. This 2.3-acre parcel bisects two parcels currently owned by Preservation North Carolina (PNC). Based on the expressed interest from Hillmon Poythress, PNC has been contacted to determine if they would consider donating their two parcels to the Town as well. Together their parcels make up approximately nine acres. PNC has responded saying they are not in a position to donate but could sell the two parcels for \$25,000. PNC would put restrictions on their parcels, but the restrictions could be crafted in conjunction with the Town’s use plans, though commercial or residential construction would be prohibited. If the Town were to accept and purchase these parcels, the loss in tax revenue would be nominal, approximately \$300 annually. Current tax valuations on all three parcels totals \$43,406.

The value of the donations and purchases could be used as the Town's required 50/50 match in a Parks and Recreation Trust Fund (PARTF) grant application. Funds from this grant could be deployed for park amenities, park trails, species identification, etc. Mayor Gardner stated this action would fall into the Town's CORE Strategic Plan that had been adopted earlier in the meeting. Commissioner White made a motion to allow Town Administrator, Robert Davie to contact PNC with an offer up to \$15,000 for the two parcels contingent on receiving a PARTF Grant, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

- (g) **Closed Session for Personnel Matter NC GS§ 143-318.11 (A)(6)** – Mayor Gardner announced that the Board would now enter into closed session for a personnel matter, citing the appropriate NC General Statute. Commissioner Coffman made a motion to enter into closed session, with a second by Commissioner Hunter. The motion was approved by unanimous vote. Commissioner Blalock made a motion to resume open session, with a second by Commissioner Young. The motion was approved by unanimous vote. No action was taken by the Board.

### **Announcements**

Mayor Gardner announced a Goal-Setting Workshop for Board/Staff hosted by UNC SOG on March 5 at 9:00 AM at Town Hall. Also, the Main Street Conference registration for the March 12 – 14 conference is due by February 16.

With no further business, the meeting was adjourned.

## Budget vs Actual

3/6/2024 12:11:12 PM

Page 1 Of 16

Period Ending 2/29/2024

34 FRONTIER WARREN								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
34-351-422 Rent Paid to Town Frontier Warren	31,000	0.00	3,000.00	4,520.00	17,860.00	(13,140.00)	58%	
34-381-037 Transfer in from GF	14,870	0.00	0.00	0.00	14,870.00	0.00	100%	
Revenues Totals:	45,870	0.00	3,000.00	4,520.00	32,730.00	(13,140.00)	71%	
Expenses								
34-405-203 Supplies	178	0.00	0.00	66.46	66.46	111.54	37%	
34-405-250 Lights/Heat/Security	3,000	82.12	290.72	563.58	1,693.30	1,224.58	59%	
34-405-251 Telephone/Internet	3,000	854.06	188.97	377.94	1,902.72	243.22	92%	
34-405-255 Bldg Maint/Clean Srvs	3,522	1,345.00	0.00	410.00	2,177.00	0.00	100%	
34-405-400 Liability Insurance	170	0.00	37.50	37.50	75.00	95.00	44%	
34-405-422 Rent Paid by Town	36,000	9,000.00	3,000.00	6,000.00	27,000.00	0.00	100%	
Non-Departmental Totals:	45,870	11,281.18	3,517.19	7,455.48	32,914.48	1,674.34	96%	
Expenses Totals:	45,870	11,281.18	3,517.19	7,455.48	32,914.48	1,674.34	96%	
34 FRONTIER WARREN Revenues Over/(Under) Expenses:			(517.19)	(2,935.48)	(184.48)			

## Budget vs Actual

3/6/2024 12:11:12 PM

Page 2 Of 16

Period Ending 2/29/2024

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
37-302-301 Ad Valorem Taxes - Current	456,502	0.00	81,032.34	211,154.50	396,808.97	(59,693.03)	87%
37-302-302 Ad Valorem Taxes - Prior Year	4,000	0.00	0.00	219.96	4,463.44	463.44	112%
37-302-303 Ad Valorem Taxes - all other prior years	4,000	0.00	0.00	0.00	191.99	(3,808.01)	5%
37-302-304 Ad Valorem Taxes - Penalties & Interest	4,000	0.00	158.46	209.64	1,156.70	(2,843.30)	29%
37-307-310 Motor Vehicles - Current	43,259	0.00	5,248.80	8,806.29	29,215.38	(14,043.62)	68%
37-320-320 Local Option Sales Tax Monthly	385,000	0.00	30,876.81	61,262.08	161,027.88	(223,972.12)	42%
37-320-321 Annual Refund of Sales Tax the Town paid	25,000	0.00	0.00	0.00	27,233.70	2,233.70	109%
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	0.00	0.00	21,466.65	(64,533.35)	25%
37-325-326 Beer & Wine Tax Annual	3,400	0.00	0.00	0.00	0.00	(3,400.00)	
37-325-328 Refund of Gas Tax paid monthly	1,200	0.00	0.00	98.42	410.28	(789.72)	34%
37-325-329 PD Narcotics Tax	154	0.00	0.00	0.00	0.00	(154.00)	
37-325-330 Solid Waste Disposal Tax Qrly	600	0.00	171.26	171.26	513.69	(86.31)	86%
37-335-335 Powell Bill	29,013	0.00	0.00	0.00	31,826.31	2,813.31	110%
37-345-344 Historic District Comm Fees	0	0.00	50.00	50.00	150.00	150.00	
37-345-345 Zone Board of Adj	1,800	0.00	50.00	500.00	2,625.00	825.00	146%
37-345-346 Code Enforcement	2,750	0.00	75.00	225.00	1,600.00	(1,150.00)	58%
37-351-350 Run Warrenton 5K	2,500	0.00	0.00	0.00	0.00	(2,500.00)	
37-351-353 Landfill Fees Residential	208,224	0.00	17,338.14	34,858.97	135,015.60	(73,208.40)	65%
37-351-355 Cemetery Fees	700	0.00	0.00	0.00	0.00	(700.00)	
37-351-356 Police Rpt Fees	55	0.00	0.00	0.00	30.00	(25.00)	55%
37-351-357 Court Fees	200	0.00	36.50	63.50	213.66	13.66	107%
37-351-360 Cell Tower Rent	32,340	0.00	2,695.00	2,695.00	18,865.00	(13,475.00)	58%
37-351-361 Parking/Ordinance Collections PD	700	0.00	90.00	110.00	360.00	(340.00)	51%
37-351-401 Debt Setoff Landfill	100	0.00	0.00	0.00	79.50	(20.50)	80%
37-365-001 Interest Income	50	0.00	0.00	2.72	32.62	(17.38)	65%

## Budget vs Actual

3/6/2024 12:11:12 PM

Page 3 Of 16

Period Ending 2/29/2024

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-365-351 Revitalization Comm	9,500	0.00	225.00	325.00	1,505.00	(7,995.00)	16%	
37-365-358 Branded Merchandise for Sale	0	0.00	0.00	0.00	200.00	200.00		
37-365-366 Surplus Property	4,808	0.00	0.00	2,024.82	6,832.06	2,024.06	142%	
37-365-370 WWTP 25% of GF Exp	60,675	0.00	4,842.68	9,690.19	40,539.79	(20,135.21)	67%	
37-365-371 WS 25% of GF Exp	107,630	0.00	8,034.66	18,467.44	72,770.26	(34,859.74)	68%	
37-365-401 Mis/Revenue/License Tags	2,000	0.00	8.75	(73.25)	(73.25)	(2,073.25)	-4%	
37-365-410 Interest Investment NCCMT	20,000	0.00	0.00	2,465.90	16,799.48	(3,200.52)	84%	
37-365-501 Misc Revenue POLICE	500	0.00	0.00	0.00	0.00	(500.00)		
37-381-032 Transfer In from Parking Lot Fund	4,369	0.00	0.00	4,369.20	4,369.20	0.00	100%	
37-395-396 Appropriated Fund Balance (Budget Only)	90,531	0.00	0.00	0.00	0.00	(90,530.80)		
Revenues Totals:	1,591,560	0.00	150,933.40	357,696.64	976,228.91	(615,331.09)	61%	
Expenses								
37-401-010 Salary - Full Time	170,770	0.00	13,687.80	27,375.60	109,224.83	61,545.17	64%	
37-401-012 Salary - Adm Assistant	52,868	0.00	4,024.00	8,048.00	32,742.00	20,126.00	62%	
37-401-020 ER-FICA Taxes	13,064	0.00	1,046.52	2,093.04	8,196.72	4,867.28	63%	
37-401-021 ER-FICA Taxes - Adm Assistant	4,045	0.00	307.24	614.48	2,653.62	1,391.38	66%	
37-401-030 ER-Retirement - Orbit	44,057	0.00	3,489.22	6,978.44	27,967.43	16,089.57	63%	
37-401-040 ER-Health Insurance	38,375	9,370.29	3,085.29	6,095.58	27,317.33	1,687.38	96%	
37-401-050 ER-Life Insurance	576	144.00	48.00	96.00	432.00	0.00	100%	
37-401-060 ER-Workman's Comp	283	0.00	0.00	19.43	283.28	0.00	100%	
37-401-200 Travel Expense	1,100	0.00	(75.71)	25.46	191.82	908.18	17%	
37-401-203 Supplies	4,950	641.50	94.94	735.84	1,990.07	2,318.43	53%	
37-401-250 Light, Heat & Security	8,000	1,258.09	522.42	1,326.73	4,984.32	1,757.59	78%	
37-401-251 Telephone & Postage	4,515	1,087.79	285.26	587.26	1,927.72	1,499.49	67%	
37-401-255 Bldg. Maint/ Clean SVS	6,160	3,356.31	22.34	525.66	2,198.95	604.74	90%	
37-401-256 Bank Fees/ Petty Cash	3,750	0.00	300.00	600.00	2,410.00	1,340.00	64%	
37-401-295 Training	1,140	895.00	23.18	23.18	23.18	221.82	81%	
37-401-301 Computer Maint	4,800	2,841.97	312.70	438.70	1,806.52	151.51	97%	

## Budget vs Actual

3/6/2024 12:11:12 PM

Page 4 Of 16

Period Ending 2/29/2024

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-401-302 Software Support	3,478	617.12	35.98	78.95	2,850.78	9.76	100%
37-401-304 Website	1,600	0.00	0.00	0.00	812.50	787.50	51%
37-401-305 Technology Upgrades	1,880	0.00	0.00	0.00	1,861.91	18.09	99%
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	0.00	500.00	
37-401-307 Special Events	1,986	0.00	50.00	436.72	1,878.19	108.10	95%
37-401-309 Advertising	2,270	0.00	0.00	171.50	650.50	1,619.50	29%
37-401-310 Dues & Subscriptions	2,956	376.00	140.00	190.00	2,580.00	0.00	100%
37-401-325 NC Sales/Use Tax Paid (No Tax)	700	0.00	0.00	108.47	625.55	74.45	89%
37-401-400 Liability Insurance	7,000	0.00	2,236.15	3,573.75	4,516.13	2,483.87	65%
37-401-401 County Tax Collection Svs	7,994	0.00	1,217.86	3,173.80	6,116.57	1,877.43	77%
37-401-405 Audit Expense	11,500	0.00	0.00	0.00	11,500.00	0.00	100%
37-401-410 Election Cost	5,000	5,000.00	0.00	0.00	0.00	0.00	100%
37-401-420 Attorney Fees	3,500	2,400.00	0.00	0.00	0.00	1,100.00	69%
37-401-497 Sales & Uses Tax Expense	0	0.00	1,150.89	2,163.07	14,380.44	(14,380.44)	
37-401-499 Miscellaneous Expense	155	0.00	0.00	0.00	155.00	0.00	100%
37-401-500 Capital Outlay \$5000 and Above	15,000	0.00	0.00	0.00	15,000.00	0.00	100%
37-401-801 Town Hall Roof Loan-Principal	1,389	0.00	0.00	0.00	1,388.67	0.22	100%
37-401-802 Truist Parking Lot Loan Principal	4,827	0.00	0.00	4,827.25	4,827.25	0.00	100%
37-401-831 Town Hall Roof Loan - Interest Admin	28	0.00	0.00	0.00	28.11	0.00	100%
37-401-832 Truist Parking Lot Loan Interest	3,294	0.00	0.00	3,293.75	3,293.75	0.00	100%
37-401-998 Contingency	684	0.00	0.00	0.00	0.00	684.15	
General Government Totals:	434,194	27,988.07	32,004.08	73,600.66	296,815.14	109,391.17	75%
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	250.00	1,000.00	500.00	67%
37-402-020 ER - FICA TAXES	115	0.00	9.56	19.12	76.48	38.52	67%
37-402-060 Workers Comp Mayor & Council	70	0.00	0.00	0.00	57.68	12.32	82%
37-402-295 Training	930	230.00	0.00	0.00	700.00	0.00	100%
37-402-402 Commission offsite meetings	200	0.00	0.00	0.00	158.00	42.00	79%
Governing Body Totals:	2,815	230.00	134.56	269.12	1,992.16	592.84	79%

## Budget vs Actual

3/6/2024 12:11:12 PM

Page 5 Of 16

Period Ending 2/29/2024

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-405-345 Zoning/Ordinances	200	0.00	0.00	0.00	0.00	200.00	
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	0.00	500.00	
37-405-423 Quilters Lane	2,453	2,050.40	0.00	0.00	313.39	89.43	96%
37-405-430 Historic District Comm	220	0.00	0.00	0.00	0.00	220.00	
37-405-440 Run Warrenton 5K	2,500	0.00	0.00	0.00	0.00	2,500.00	
37-405-450 Revitalization Comm	8,655	0.00	(380.00)	(380.00)	749.34	7,906.06	9%
37-405-470 Small Town Maint St	2,500	450.00	0.00	0.00	375.00	1,675.00	33%
Non-Departmental Totals:	17,029	2,500.40	(380.00)	(380.00)	1,437.73	13,090.49	23%
37-501-010 SALARY FULL TIME	197,396	0.00	13,388.52	27,784.56	108,786.67	88,609.08	55%
37-501-014 Salary - Part Time	75,000	0.00	6,885.00	15,645.00	65,797.42	9,202.58	88%
37-501-016 Salary - Admin Assistant	37,100	0.00	2,811.20	5,622.40	23,039.60	14,060.40	62%
37-501-019 Salary - Over-Time	17,000	0.00	2,199.74	3,176.36	13,944.05	3,055.95	82%
37-501-020 ER-FICA Taxes	24,438	0.00	1,924.08	3,975.10	16,098.35	8,339.65	66%
37-501-030 ER - Retirement Orbit	60,203	0.00	3,810.18	7,575.33	29,942.74	30,260.26	50%
37-501-031 ER - 401K 5%	13,618	7,257.04	779.41	1,548.04	6,360.96	0.00	100%
37-501-040 ER - Health Insurance	46,120	5,941.85	1,940.30	3,880.60	17,132.15	23,046.00	50%
37-501-050 ER - Life Insurance	1,010	0.00	64.00	128.00	531.79	478.21	53%
37-501-060 ER - Workman's Comp	6,420	0.00	0.00	509.65	4,736.63	1,683.37	74%
37-501-200 Travel Expense	1,000	136.08	153.92	153.92	403.92	460.00	54%
37-501-203 Supplies	5,400	2,088.08	424.18	657.35	2,676.49	635.43	88%
37-501-204 Uniforms	5,000	285.93	111.39	170.38	1,831.59	2,882.48	42%
37-501-205 Equipment & Material	7,200	358.14	4,266.18	4,266.18	5,903.38	938.48	87%
37-501-250 Light, Heat & Security	9,500	1,742.48	1,102.42	1,906.73	4,585.85	3,171.67	67%
37-501-251 Telephone & Postage	9,237	4,323.05	628.96	1,340.03	4,542.30	371.65	96%
37-501-252 Fuel	20,000	4,926.00	1,636.27	1,636.27	15,074.00	0.00	100%
37-501-255 Bldg Maint/Clean Svs	6,320	3,356.32	22.34	525.66	2,342.93	620.75	90%
37-501-295 Training	2,000	253.04	396.96	646.96	846.96	900.00	55%
37-501-301 Computer Maint	5,990	2,704.98	312.70	312.70	2,262.02	1,023.00	83%
37-501-302 Software Support	8,553	1,101.78	0.00	300.00	6,627.57	823.65	90%

## Budget vs Actual

3/6/2024 12:11:12 PM

Page 6 Of 16

Period Ending 2/29/2024

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-501-305 Technology Upgrades	5,000	4,650.20	0.00	0.00	0.00	349.80	93%
37-501-318 Freight Charges	500	20.00	13.00	13.00	213.99	266.01	47%
37-501-351 Maint & Repair Equip	6,680	0.00	0.00	0.00	6,133.06	546.94	92%
37-501-370 2019 Dodge Car 100	1,500	460.91	103.41	300.06	502.34	536.75	64%
37-501-371 2017 Dodge Car 200	4,350	1,381.76	1,836.91	1,892.92	2,678.87	289.37	93%
37-501-372 2016 Dodge Car 300	1,500	300.00	0.00	388.23	989.75	210.25	86%
37-501-373 2017 Dodge Car 400	5,500	4,544.45	0.00	351.96	573.27	382.28	93%
37-501-374 2010 Ford Car 500	406	0.00	0.00	0.00	406.11	0.00	100%
37-501-375 2008 Ford Car 600	1,594	800.00	0.00	574.63	637.88	156.01	90%
37-501-376 2019 Dodge Car 700	2,075	428.72	0.00	524.50	659.03	987.25	52%
37-501-377 2023 Dodge Car 125	1,500	176.13	0.00	234.19	387.14	936.73	38%
37-501-378 2023 Dodge Car 225	5,979	1,978.70	0.00	3,199.43	3,205.54	795.01	87%
37-501-400 Liability Insurance	18,000	0.00	5,704.70	5,704.70	8,427.94	9,572.06	47%
37-501-415 Police Shots Medical	1,000	0.00	0.00	0.00	110.00	890.00	11%
37-501-433 COP Program	1,500	110.32	0.00	0.00	242.89	1,146.79	24%
37-501-436 PD Narcotics Tax/Proceeds	154	0.00	0.00	0.00	0.00	154.00	
37-501-499 Miscellaneous	1,898	1,335.00	26.98	26.98	429.45	133.55	93%
37-501-801 Town Hall Roof Loan Principal	1,389	0.00	0.00	0.00	1,388.67	0.22	100%
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,484	0.00	0.00	0.00	4,483.83	0.17	100%
37-501-803 Police Security Camera Loan Principal (USDA)	1,303	0.00	0.00	0.00	1,302.18	0.82	100%
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,822	0.00	0.00	0.00	4,821.02	0.98	100%
37-501-805 Police 2023 Cars Loan Principle (USDA)	7,177	0.00	0.00	0.00	0.00	7,177.00	
37-501-831 Town Hall Roof Loan - Interest PD	28	0.00	0.00	0.00	28.11	0.00	100%
37-501-832 Police 2017 Cars Loan Interest (USDA)	297	0.00	0.00	0.00	296.17	0.83	100%
37-501-833 Police Security Camera Loan	31	0.00	0.00	0.00	30.82	0.18	99%



## Budget vs Actual

3/6/2024 12:11:12 PM

Page 7 Of 16

Period Ending 2/29/2024

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Interest (USDA)							
37-501-834 Police 2019 Cars Loan Interest (USDA)	605	0.00	0.00	0.00	604.98	0.02	100%
37-501-835 Police 2023 Cars Loan Interest (USDA)	1,801	0.00	0.00	0.00	0.00	1,801.00	
Police Department Totals:	639,578	50,660.96	50,542.75	94,971.82	372,020.41	216,896.63	66%
37-601-014 Salary - Part Time Code Enforcement	2,682	0.00	183.60	183.60	1,404.07	1,277.93	52%
37-601-020 ER-FICA Taxes	230	0.00	14.04	14.04	107.38	122.62	47%
37-601-060 Workers Comp	660	0.00	0.00	0.00	620.56	39.44	94%
37-601-252 Fuel/Truck Expense/Insurance	456	0.00	0.00	0.00	456.00	0.00	100%
37-601-352 Vehicle Maintenance	200	0.00	0.00	0.00	0.00	200.00	
37-601-437 Contract Srvs Fire Protection	70,000	0.00	5,833.33	11,666.66	46,666.64	23,333.36	67%
37-601-475 Donation to Town Fire	1,547	0.00	0.00	0.00	1,546.30	0.35	100%
37-601-476 Code Enforcement Exp	550	0.00	0.00	0.00	544.00	6.35	99%
Fire Totals:	76,325	0.00	6,030.97	11,864.30	51,344.95	24,980.05	67%
37-651-330 Christmas Lights/Santa House	1,730	0.00	720.00	820.00	1,644.95	85.05	95%
37-651-331 Haley Haywood Park	785	0.00	156.00	156.00	156.00	629.00	20%
37-651-332 Signs below \$5,000	2,000	0.00	0.00	0.00	650.00	1,350.00	33%
37-651-333 Street Beautification - Below \$5,000	6,235	0.00	0.00	0.00	3,634.69	2,600.31	58%
37-651-335 Street Lighting Electric Bill	24,000	4,912.09	2,705.12	5,311.84	19,087.91	0.00	100%
Signs and Lights Totals:	34,750	4,912.09	3,581.12	6,287.84	25,173.55	4,664.36	87%
37-701-010 Salary - Full Time	59,178	0.00	4,493.09	9,147.51	37,140.19	22,037.81	63%
37-701-014 Salary - Part Time	17,451	0.00	1,346.31	2,669.79	9,707.84	7,743.16	56%
37-701-019 Over-Time	1,338	0.00	0.00	0.00	122.91	1,215.09	9%
37-701-020 ER-FICA Taxes	5,964	0.00	445.52	901.64	3,583.09	2,380.91	60%
37-701-030 ER - Retirement - Orbit	15,360	0.00	1,077.09	2,182.62	8,864.34	6,495.66	58%
37-701-040 ER-Health Insurance	21,706	5,050.66	1,699.18	3,421.41	15,620.46	1,034.88	95%

## Budget vs Actual

3/6/2024 12:11:12 PM

Page 8 Of 16

Period Ending 2/29/2024

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-701-050 ER-Life Insurance	388	1.44	27.20	74.40	386.40	0.16	100%	
37-701-060 ER-Workman's Comp	1,837	0.00	0.00	62.02	1,761.51	75.49	96%	
37-701-203 Supplies	4,325	601.67	588.16	731.76	3,514.04	209.29	95%	
37-701-204 Uniforms	4,212	2,088.59	0.00	199.59	2,123.41	0.00	100%	
37-701-251 Telephone & Postage	925	258.31	115.46	115.46	461.69	205.00	78%	
37-701-252 Fuel	12,000	4,582.88	731.18	1,312.44	7,416.82	0.30	100%	
37-701-312 Tree Removal	1,800	0.00	0.00	0.00	0.00	1,800.00		
37-701-351 Maint & Repair Equip	11,225	0.00	649.99	3,191.53	11,148.98	76.02	99%	
37-701-352 Vehicle Maintenance	5,980	0.00	339.91	1,630.95	3,826.90	2,153.10	64%	
37-701-400 Liability Insurance	4,920	0.00	2,838.58	2,838.58	3,847.21	1,072.79	78%	
37-701-431 Street Debris Disposal	3,970	0.00	0.00	0.00	1,000.00	2,970.00	25%	
37-701-895 Mowing	(16,000)	0.00	(1,333.00)	(2,666.00)	(10,664.00)	(5,336.00)	67%	
Streets Totals:	156,579	12,583.55	13,018.67	25,813.70	99,861.79	44,133.66	72%	
37-710-361 Maint & Repair POWELL BILL	15,913	0.00	0.00	0.00	0.00	15,913.00		
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	0.00	100.00		
Powell Bill Totals:	16,013	0.00	0.00	0.00	0.00	16,013.00		
37-801-010 Salary - Full Time Sanitation	50,988	0.00	3,922.08	7,844.16	32,119.14	18,868.86	63%	
37-801-019 Salary - Over Time Sanitation	713	0.00	0.00	0.00	103.40	609.60	15%	
37-801-020 ER - FICA Sanitation	3,955	0.00	293.44	586.88	2,408.94	1,546.06	61%	
37-801-030 ER - Retirement - Orbit Sanitation	10,185	0.00	772.64	1,545.28	6,340.61	3,844.39	62%	
37-801-040 ER - Health Insurance	17,048	4,094.14	1,325.74	2,651.48	12,002.17	951.69	94%	
37-801-050 ER - Life Insurance	259	64.56	21.60	43.20	194.40	0.04	100%	
37-801-060 Workman's Compensation	4,415	0.00	0.00	0.00	4,414.84	0.16	100%	
37-801-203 Supplies	1,000	0.00	0.00	102.50	457.49	542.51	46%	
37-801-204 Uniforms	2,808	1,411.22	0.00	126.72	1,396.78	0.00	100%	
37-801-251 Telephone & Postage	720	138.09	61.50	61.50	245.91	336.00	53%	
37-801-252 Fuel	3,645	1,360.07	211.75	459.99	1,839.93	445.00	88%	
37-801-350 Landfill Fees	20,250	7,299.48	1,571.82	3,070.61	12,700.52	250.00	99%	
37-801-352 Vehicle Maintenance	1,000	0.00	35.00	35.00	370.92	629.08	37%	

## Budget vs Actual

3/6/2024 12:11:12 PM

Page 9 Of 16

Period Ending 2/29/2024

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-801-400 Liability Insurance	4,035	0.00	1,585.75	1,585.75	2,396.78	1,638.22	59%	
Sanitation Totals:	121,021	14,367.56	9,801.32	18,113.07	76,991.83	29,661.61	75%	
37-901-032 Transfer out to Capital Project Parking Lot	55,324	0.00	0.00	0.00	55,324.00	0.00	100%	
37-901-034 Transfer Out to Frontier Warren	14,870	0.00	0.00	0.00	14,870.00	0.00	100%	
37-901-038 Transfer Out to WS for USDA Loan	7,281	0.00	0.00	0.00	7,281.00	0.00	100%	
37-901-077 Transfer Out to Golden Leaf Stormwater Grant	13,000	0.00	0.00	0.00	13,000.00	0.00	100%	
37-901-889 Transfer Out to USDA Loan Reserve	2,781	0.00	0.00	0.00	0.00	2,781.00		
Transfers Out Totals:	93,256	0.00	0.00	0.00	90,475.00	2,781.00	97%	
Expenses Totals:	1,591,560	113,242.63	114,733.47	230,540.51	1,016,112.56	462,204.81	71%	
37 GENERAL FUND Revenues Over/(Under) Expenses:			36,199.93	127,156.13	(39,883.65)			

## Budget vs Actual

3/6/2024 12:11:12 PM

Page 10 Of 16

Period Ending 2/29/2024

38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
38-351-401 Water Sales	837,532	0.00	63,620.96	130,664.98	481,263.33	(356,268.67)	57%
38-351-402 Debt Setoff WATER	224	0.00	0.00	0.00	179.43	(44.57)	80%
38-351-404 Sewer Services	632,186	0.00	46,061.00	94,105.89	354,650.62	(277,535.38)	56%
38-351-407 Debt Setoff SEWER	196	0.00	0.00	0.00	191.93	(4.07)	98%
38-351-408 Town Taps	18,000	0.00	5,053.00	5,353.00	6,463.95	(11,536.05)	36%
38-351-416 Dis/Reconnection Fee	9,122	0.00	1,004.80	1,959.80	5,448.82	(3,673.18)	60%
38-351-417 Fire Sprinkler	2,176	0.00	196.14	392.28	1,552.32	(623.68)	71%
38-351-418 Late Fees/Penalty/Cut Off	21,850	0.00	1,649.71	3,670.88	15,161.08	(6,688.92)	69%
38-351-419 Returned Check Fee	825	0.00	100.00	150.00	500.00	(325.00)	61%
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	91	0.00	0.00	0.00	154.52	63.52	170%
38-365-001 Interest Income	36	0.00	0.00	1.72	15.74	(20.26)	44%
38-365-014 Cash Over and Short (Daily Difference)	0	0.00	0.00	0.00	(11.00)	(11.00)	
38-365-410 Interest/investment Income NCCMT	8,184	0.00	0.00	1,232.20	8,394.02	210.02	103%
38-365-421 Account Activation Fee	2,813	0.00	250.00	425.00	1,675.00	(1,138.00)	60%
38-365-851 Misc Revenue WATER	0	0.00	0.00	1,089.39	1,089.39	1,089.39	
38-381-037 Transfer In From GF	7,281	0.00	0.00	0.00	7,281.00	0.00	100%
<b>Revenues Totals:</b>	<b>1,540,516</b>	<b>0.00</b>	<b>117,935.61</b>	<b>239,045.14</b>	<b>884,010.15</b>	<b>(656,505.85)</b>	<b>57%</b>
<b>Expenses</b>							
38-851-010 Salary Full Time	107,329	0.00	8,743.92	17,209.71	65,086.96	42,242.04	61%
38-851-014 Salary - Part Time	13,131	0.00	678.27	2,062.37	9,941.52	3,189.48	76%
38-851-019 Salary Over-Time	7,527	0.00	202.22	411.70	2,565.92	4,961.08	34%
38-851-020 ER-FICA Taxes	10,212	0.00	701.08	1,436.92	5,657.90	4,554.10	55%
38-851-030 ER - Retirement Orbit	19,752	0.00	1,359.24	2,546.20	9,897.37	9,854.63	50%
38-851-040 ER - Health Insurance WATER	26,855	3,391.48	2,116.46	4,217.53	16,690.98	6,772.54	75%
38-851-050 ER - Life Insurance	500	45.20	45.44	80.64	290.55	164.25	67%

## Budget vs Actual

3/6/2024 12:11:12 PM

Page 11 Of 16

Period Ending 2/29/2024

38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-060 ER - Workman's Comp	1,163	0.00	0.00	56.21	1,111.85	51.15	96%
38-851-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00	
38-851-203 Supplies	32,167	3,548.65	7,886.59	10,741.08	27,993.48	624.40	98%
38-851-204 Uniforms	2,496	1,165.89	0.00	119.23	1,330.11	0.00	100%
38-851-250 Light & Heat & Security	6,090	1,706.08	608.30	1,393.47	3,406.85	977.07	84%
38-851-251 Telephone & Postage	9,622	3,367.09	1,043.45	1,726.57	6,109.21	145.70	98%
38-851-252 Fuel	10,300	2,911.99	722.34	1,088.23	4,615.40	2,772.61	73%
38-851-255 Bldg. Maint/Clean Svs	3,117	1,678.18	11.16	262.84	1,007.04	431.78	86%
38-851-260 Electric Tank/Pumps	3,198	854.46	369.88	856.08	1,921.25	422.29	87%
38-851-295 Training	563	562.50	0.00	0.00	0.00	0.00	100%
38-851-296 Continuing Education	1,300	0.00	0.00	0.00	388.56	911.44	30%
38-851-301 Computer Maintenance	3,500	1,890.14	207.72	256.56	1,336.55	273.31	92%
38-851-302 Software Support	9,000	369.63	0.00	113.29	7,718.70	911.67	90%
38-851-305 Technology Upgrades	2,250	401.34	0.00	0.00	1,388.11	460.55	80%
38-851-309 Advertising	265	0.00	0.00	0.00	0.00	265.00	
38-851-310 Dues & Subscriptions	450	62.50	12.50	25.00	376.84	10.66	98%
38-851-313 State Permits	1,270	0.00	0.00	0.00	1,270.00	0.00	100%
38-851-345 Water Tank Contract	19,750	4,995.42	0.00	4,977.39	14,754.58	0.00	100%
38-851-347 Lab Analysis	1,500	0.00	0.00	215.00	1,500.00	0.00	100%
38-851-351 Maint. & Repair Equip	1,799	0.00	(666.60)	(666.60)	(666.60)	2,465.60	-37%
38-851-352 Vehicle Maintenance	3,750	0.00	9.38	9.38	980.21	2,769.79	26%
38-851-400 Town Liability Insurance	9,234	0.00	4,226.52	4,226.52	6,021.80	3,212.20	65%
38-851-405 Audit Expense	5,750	0.00	0.00	0.00	5,750.00	0.00	100%
38-851-448 External Contract	18,323	0.00	0.00	11,800.00	18,322.60	0.40	100%
38-851-451 Water Purchase	200,000	24,713.89	18,044.84	61,322.84	135,613.78	39,672.33	80%
38-851-500 Capital Outlay \$5000 and Above	5,685	0.00	0.00	0.00	5,685.47	0.00	100%
38-851-801 Town Hall Roof Loan - Principal	695	0.00	0.00	0.00	694.35	0.61	100%
38-851-802 USDA Public Works Trucks - Princ Water	8,534	0.00	0.00	5,796.75	8,533.10	0.90	100%

## Budget vs Actual

3/6/2024 12:11:12 PM

Page 12 Of 16

Period Ending 2/29/2024

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-851-803 USDA Town Hall/WS Loan Principal	29,272	0.00	0.00	0.00	2,271.50	27,000.50	8%	
38-851-831 Town Hall Roof Loan - Interest Water	14	0.00	0.00	0.00	14.04	0.00	100%	
38-851-833 USDA Town Hall/WS Loan Interest	15,196	0.00	0.00	0.00	1,369.00	13,827.00	9%	
38-851-836 USDA Public Works Trucks - Int Water	1,349	0.00	0.00	1,167.75	1,348.39	0.61	100%	
38-851-895 Grass Cutting Expense	16,000	0.00	1,333.00	2,666.00	10,664.00	5,336.00	67%	
38-851-896 WS 25% of GF Expense	53,815	0.00	4,017.33	9,233.72	36,385.12	17,429.88	68%	
38-851-998 Contingency	78	0.00	0.00	0.00	0.00	77.50		
Water Totals:	663,015	51,664.44	51,673.04	145,352.38	419,346.49	192,004.07	71%	
38-852-010 Salary - Full Time	112,829	0.00	8,743.92	17,209.71	65,415.80	47,413.20	58%	
38-852-014 Salary - Part Time	13,131	0.00	678.27	2,062.21	9,941.04	3,189.96	76%	
38-852-019 Salary - Over Time Sewer	7,527	0.00	917.83	2,274.00	4,368.01	3,158.99	58%	
38-852-020 ER - FICA Sewer	10,212	0.00	787.41	1,641.37	6,072.50	4,139.50	59%	
38-852-030 ER-Retirement Orbit	20,989	0.00	1,482.34	2,882.70	10,243.13	10,745.87	49%	
38-852-040 ER-Health Insurance SEWER	29,178	3,413.68	2,116.45	4,212.59	16,672.98	9,091.34	69%	
38-852-050 ER-Life Insurance	500	81.68	45.44	72.64	261.75	156.57	69%	
38-852-060 ER-Workman's Comp	1,163	0.00	0.00	56.20	1,111.84	51.16	96%	
38-852-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00		
38-852-203 Supplies	19,917	3,102.08	1,906.87	4,055.94	13,891.43	2,923.02	85%	
38-852-204 Uniforms	2,496	1,166.06	0.00	119.21	1,329.94	0.00	100%	
38-852-250 Light & Heat & Security	6,025	1,957.96	724.56	1,549.13	3,917.43	149.61	98%	
38-852-251 Telephone & Postage	10,047	3,367.33	959.42	1,670.43	6,064.18	615.49	94%	
38-852-252 Fuel	10,300	2,867.71	722.34	1,088.22	4,659.67	2,772.62	73%	
38-852-255 Bldg. Maint/Clean Svs	3,117	1,678.19	11.16	262.84	1,007.04	431.77	86%	
38-852-260 Electric Tank/Pumps	9,000	2,292.78	1,129.22	2,310.93	6,707.22	0.00	100%	
38-852-295 Training	563	562.50	0.00	0.00	0.00	0.00	100%	
38-852-296 Continuing Education	720	0.00	0.00	0.00	265.00	455.00	37%	

## Budget vs Actual

3/6/2024 12:11:12 PM

Page 13 Of 16

Period Ending 2/29/2024

38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-852-301 Computer Maint.	5,000	1,890.13	207.73	256.57	1,336.56	1,773.31	65%
38-852-302 Software Support	9,000	369.63	0.00	113.29	7,718.67	911.70	90%
38-852-305 Technology Upgrades	2,250	401.33	0.00	0.00	1,388.09	460.58	80%
38-852-309 Advertising	683	0.00	0.00	0.00	326.63	356.37	48%
38-852-310 Dues & Subscriptions	439	62.50	12.50	25.00	376.83	0.00	100%
38-852-313 State Permits	1,500	0.00	0.00	0.00	200.00	1,300.00	13%
38-852-351 Maint & Repair Equip	1,511	0.00	214.43	214.43	214.43	1,296.57	14%
38-852-352 Vehicle Maintenance	3,750	0.00	9.37	9.37	980.16	2,769.84	26%
38-852-400 Liability Insurance	5,851	0.00	2,064.86	2,064.86	3,185.83	2,665.17	54%
38-852-405 Audit Expense	5,750	0.00	0.00	0.00	5,750.00	0.00	100%
38-852-435 Purchase of Sewer Services	387,485	0.00	0.00	24,073.02	231,861.29	155,623.71	60%
38-852-448 External Contract	16,619	3,187.11	375.00	9,204.27	13,431.22	0.84	100%
38-852-473 WWTP Rehab Annual Payment	23,918	0.00	0.00	0.00	0.00	23,918.00	
38-852-500 Capital Outlay \$5000 and Above	5,685	0.00	0.00	0.00	5,685.47	0.00	100%
38-852-801 Town Hall Roof Loan - Principal	706	0.00	0.00	0.00	694.35	11.65	98%
38-852-802 USDA Public Works Trucks - Princ Sewer	8,534	0.00	0.00	5,796.75	8,533.11	0.89	100%
38-852-803 USDA Town Hall/WS Loan Principal	29,272	0.00	0.00	0.00	2,271.50	27,000.50	8%
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,388	0.00	0.00	0.00	0.00	14,388.00	
38-852-809 John Riggans Easement Pmt	1,000	0.00	0.00	1,000.00	1,000.00	0.00	100%
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	0.00	0.00	0.00	0.00	13,750.00	
38-852-831 Town Hall Roof Loan - Interest Sewer	57	0.00	0.00	0.00	14.04	42.96	25%
38-852-833 USDA Town Hall/WS Loan Interest	15,196	0.00	0.00	0.00	1,369.00	13,827.00	9%
38-852-836 USDA Public Works Trucks - Int Sewer	1,349	0.00	0.00	1,167.75	1,348.40	0.60	100%

## Budget vs Actual

3/6/2024 12:11:12 PM

Page 14 Of 16

Period Ending 2/29/2024

38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	2,750	0.00	0.00	0.00	1,375.00	1,375.00	50%
38-852-896 WS 25% of GF Expense	53,815	0.00	4,017.33	9,233.72	36,385.14	17,429.86	68%
Sewer Expenses Totals:	868,187	26,400.67	27,126.45	94,627.15	477,374.68	364,411.65	58%
38-901-889 Transfer Out to USDA Loan Reserve	9,314	0.00	0.00	0.00	0.00	9,314.00	
Transfers Out Totals:	9,314	0.00	0.00	0.00	0.00	9,314.00	
Expenses Totals:	1,540,516	78,065.11	78,799.49	239,979.53	896,721.17	565,729.72	63%
38 WATER / SEWER Revenues Over/(Under) Expenses:			39,136.12	(934.39)	(12,711.02)		



## Budget vs Actual

3/6/2024 12:11:12 PM

Page 15 Of 16

Period Ending 2/29/2024

39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
39-351-405 Septic Disposal Service	62,340	0.00	3,155.00	5,665.00	26,245.00	(36,095.00)	42%
39-351-470 Town Sewer Revenues	387,485	0.00	0.00	24,073.02	231,861.29	(155,623.71)	60%
39-351-471 Sewer Revenues - County	240,446	0.00	0.00	14,938.05	143,877.08	(96,568.92)	60%
39-351-472 Sewer Rev Norlina	222,003	0.00	0.00	13,792.22	132,840.92	(89,162.08)	60%
39-365-001 Interest Income	0	0.00	0.00	0.07	0.47	0.47	
39-365-861 Misc Revenue WWTP	0	0.00	0.00	2,041.70	2,041.70	2,041.70	
<b>Revenues Totals:</b>	<b>912,274</b>	<b>0.00</b>	<b>3,155.00</b>	<b>60,510.06</b>	<b>536,866.46</b>	<b>(375,407.54)</b>	<b>59%</b>
<b>Expenses</b>							
39-861-010 Salary - Full Time	211,186	0.00	15,680.26	31,094.30	126,394.73	84,791.27	60%
39-861-014 Salary - Part Time	15,816	0.00	1,516.70	3,019.53	8,974.04	6,841.96	57%
39-861-019 Over-Time	16,345	0.00	903.10	2,955.67	8,732.55	7,612.45	53%
39-861-020 ER-FICA Taxes	18,809	0.00	1,189.99	2,446.45	9,421.68	9,387.32	50%
39-861-030 ER - Retirement Orbit	43,754	0.00	2,907.08	6,016.73	22,083.62	21,670.38	50%
39-861-040 ER- Health Insurance	47,451	10,740.84	3,418.80	6,802.16	30,154.91	6,555.25	86%
39-861-050 ER-Life Insurance	625	110.88	68.32	113.12	395.10	119.02	81%
39-861-060 ER-Workman's Comp	2,260	0.00	0.00	71.72	2,120.55	139.45	94%
39-861-203 Supplies	51,315	1,784.98	3,978.63	5,104.21	45,294.90	4,234.65	92%
39-861-204 Uniforms	3,432	773.20	0.00	253.65	2,658.80	0.00	100%
39-861-250 Light, Heat & Security	119,000	31,245.61	11,036.29	21,696.62	76,530.39	11,224.00	91%
39-861-251 Telephone & Postage	9,050	2,575.77	835.24	1,042.16	4,871.13	1,603.10	82%
39-861-252 Fuel	10,250	3,413.01	615.32	1,090.95	5,114.63	1,722.36	83%
39-861-295 Training	1,125	1,125.00	0.00	0.00	0.00	0.00	100%
39-861-296 Continuing Education	1,631	0.00	0.00	0.00	150.00	1,481.00	9%
39-861-301 Computer Maint.	5,609	2,960.81	439.56	550.57	2,647.92	0.27	100%
39-861-302 Software Support	4,208	1,055.88	0.00	113.29	2,839.48	312.64	93%
39-861-305 Technology Upgrades	2,000	401.33	0.00	0.00	1,096.72	501.95	75%
39-861-309 Advertising	722	0.00	0.00	0.00	670.00	52.00	93%
39-861-310 Dues & Subscriptions	139	0.00	0.00	0.00	139.33	0.00	100%

## Budget vs Actual

3/6/2024 12:11:12 PM

Page 16 Of 16

Period Ending 2/29/2024

39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
39-861-318 Freight Charges	2,250	566.35	167.13	518.62	1,625.98	57.67	97%
39-861-342 Maint & Repair Plant	96,698	4,839.87	4,216.20	4,216.20	91,857.85	0.28	100%
39-861-344 Sludge Removal	69,000	35,851.50	0.00	7,749.00	33,148.50	0.00	100%
39-861-345 Beaver Control	750	0.00	0.00	0.00	575.00	175.00	77%
39-861-346 Lab Material & Supplies	10,914	0.00	1,432.30	2,821.52	10,785.67	128.33	99%
39-861-347 Lab Analysis	21,937	5,716.00	1,824.00	3,522.00	16,221.00	0.00	100%
39-861-348 Tar - Pamlico Dues	3,000	0.00	0.00	0.00	0.00	3,000.00	
39-861-349 OSHAComp/Safety M&S	145	0.00	0.00	145.00	145.00	0.00	100%
39-861-352 Vehicle Maintenance	1,403	0.00	8.38	8.38	530.96	872.04	38%
39-861-400 Liability Insurance	17,174	0.00	7,917.99	7,917.99	11,520.85	5,653.15	67%
39-861-405 Audit Expense	11,500	0.00	0.00	0.00	11,500.00	0.00	100%
39-861-441 Certify Lab Services	1,000	349.29	0.00	0.00	175.00	475.71	52%
39-861-444 Permits & Fees	15,735	3,300.00	945.00	1,770.00	10,660.00	1,775.00	89%
39-861-446 Influent Debris Removal	5,999	1,778.87	560.07	1,128.08	4,220.13	0.00	100%
39-861-500 Capital Outlay \$5000 and Over	5,685	0.00	0.00	0.00	5,685.47	0.00	100%
39-861-810 NCDEQ WWTP Phase 2 Principal	23,607	0.00	0.00	0.00	0.00	23,607.00	
39-861-897 WWTP 25% of GF Exp	60,675	0.00	4,842.68	9,690.19	40,539.79	20,135.21	67%
39-861-998 Contingency	75	0.00	0.00	0.00	0.00	74.67	
WWTP - Expenses Totals:	912,274	108,589.19	64,503.04	121,858.11	589,481.68	214,203.13	77%
Expenses Totals:	912,274	108,589.19	64,503.04	121,858.11	589,481.68	214,203.13	77%
39 WWTP Revenues Over/(Under) Expenses:			(61,348.04)	(61,348.05)	(52,615.22)		

## Check Listing

Date From: 2/1/2024 Date To: 2/29/2024

Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
03/04/2024 01:29 PM

Page: 1 of 4

Check Number	Bank	Vendor	Date	Amount
67123	30	AT&T MOBILITY II LLC	02/02/2024	<u>\$773.22</u>
67124	30	DUKE ENERGY PROGRESS	02/02/2024	<u>\$127.28</u>
67125	30	GUPTON SERVICES, INC	02/02/2024	<u>\$2,760.00</u>
67126	30	HACH COMPANY	02/02/2024	<u>\$1,368.54</u>
67127	30	KERR-TAR REG COUNCIL OF GOV	02/02/2024	<u>\$140.00</u>
67128	30	Purchase Power (Pitney Bowes)	02/02/2024	<u>\$150.00</u>
67129	30	ROBERT DAVIE	02/02/2024	<u>\$25.46</u>
67130	30	TAR HEEL TIRE SALES/SERVICE	02/02/2024	<u>\$37.36</u>
67131	30	WARREN AUTO PARTS, INC.	02/02/2024	<u>\$66.40</u>
67132	30	WATER GUARD, INC.	02/02/2024	<u>\$3,485.50</u>
67133	30	WILSON'S WATER SERVICES	02/02/2024	<u>\$825.00</u>
67134	30	Cross Creek Outdoor Supplies	02/07/2024	<u>\$3,207.84</u>
67135	30	ENVIRONMENTAL TESTING SOLUTIONS, INC.	02/07/2024	<u>\$275.00</u>
67136	30	INVOICE CLOUD, INC.	02/07/2024	<u>\$132.40</u>
67137	30	LAWMENS	02/07/2024	<u>\$120.89</u>
67138	30	PROFESSIONAL MAIL SERVICES, INC	02/07/2024	<u>\$8.41</u>
67139	30	PROFESSIONAL MAIL SERVICES, INC	02/07/2024	<u>\$2.43</u>
67140	30	SONITROL INTEGRATED SECURITY	02/07/2024	<u>\$622.00</u>
67141	30	UNITED PARCEL SERVICE	02/07/2024	<u>\$69.66</u>
67142	30	AAA GAS AND APPLIANCE CO.	02/09/2024	<u>\$456.42</u>
67143	30	BLUE RIDGE SPRINGS, INC	02/09/2024	<u>\$12.50</u>
67144	30	CAROLINA DIGITAL PHONE INC	02/09/2024	<u>\$316.12</u>
67145	30	Community Eye Care	02/09/2024	<u>\$135.20</u>
67146	30	DOCUMENT SYSTEMS, INC	02/09/2024	<u>\$423.15</u>
67147	30	DUKE ENERGY PROGRESS	02/09/2024	<u>\$205.56</u>
67148	30	EASTERN BLUEBIRD RESCUE INC.	02/09/2024	<u>\$120.00</u>
67149	30	GUPTON SERVICES, INC	02/09/2024	<u>\$130.00</u>
67150	30	Spectrum Business	02/09/2024	<u>\$169.98</u>
67151	30	WARREN AUTO PARTS, INC.	02/09/2024	<u>\$29.33</u>
67152	30	AMAZON CAPTIAL SERVICES, INC.	02/14/2024	<u>\$63.40</u>
67153	30	BLUE RIDGE SPRINGS, INC	02/14/2024	<u>\$12.50</u>
67154	30	BREEDLOVE ELECTRIC, INC	02/14/2024	<u>\$626.63</u>

## Check Listing

Date From: 2/1/2024 Date To: 2/29/2024

Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
03/04/2024 01:29 PM

Page: 2 of 4

Check Number	Bank	Vendor	Date	Amount
67155	30	CITIZENS INSURANCE & BONDING,	02/14/2024	<u>\$26,322.25</u>
67156	30	CNA SURETY DIRECT BILL	02/14/2024	<u>\$289.80</u>
67157	30	DUKE ENERGY PROGRESS	02/14/2024	<u>\$4,885.63</u>
67158	30	FRONTIER NATURAL GAS	02/14/2024	<u>\$85.16</u>
67159	30	GALLS QUARTERMASTER	02/14/2024	<u>\$132.78</u>
67160	30	GFL ENVIRONMENTAL	02/14/2024	<u>\$560.07</u>
67161	30	HERITAGE MULCH COMPANY, LLC	02/14/2024	<u>\$666.12</u>
67162	30	MERITECH INC	02/14/2024	<u>\$1,549.00</u>
67163	30	NCDEQ-DIVISION OF ENERGY,MINERAL AND LAND RESOURC	02/14/2024	<u>\$120.00</u>
67164	30	OLD DOMINION BRUSH CO.	02/14/2024	<u>\$368.29</u>
67165	30	PRO, INC.	02/14/2024	<u>\$4,000.00</u>
67166	30	RICHARD WESTER	02/14/2024	<u>\$109.99</u>
67167	30	UNITED PARCEL SERVICE	02/14/2024	<u>\$32.90</u>
67168	30	VC3, Inc.	02/14/2024	<u>\$1,250.79</u>
67169	30	WALKER AUTO STORES	02/14/2024	<u>\$39.49</u>
67170	30	WARREN AUTO PARTS, INC.	02/14/2024	<u>\$220.05</u>
67171	30	WARREN COUNTY PUBLIC WORKS	02/14/2024	<u>\$1,571.82</u>
67172	30	WRIGHT EXPRESS FSC	02/14/2024	<u>\$1,636.27</u>
67173	30	FIRST CITIZENS BANK	02/15/2024	<u>\$2,896.98</u>
67174	30	AHNER SECURITY INC.	02/22/2024	<u>\$404.00</u>
67175	30	DOCUMENT SYSTEMS, INC	02/22/2024	<u>\$87.08</u>
67176	30	DUKE ENERGY PROGRESS	02/22/2024	<u>\$199.46</u>
67177	30	HOLLAND INDUSTRIAL	02/22/2024	<u>\$23.38</u>
67178	30	LAWMENS	02/22/2024	<u>\$1,016.67</u>
67179	30	NORTH CAROLINA 811, INC	02/22/2024	<u>\$25.00</u>
67180	30	PETE SMITH TIRE & QUICK LUBE, INC	02/22/2024	<u>\$110.39</u>
67181	30	QUILL CORPORATION	02/22/2024	<u>\$18.78</u>
67182	30	TIME WARNER CABLE	02/22/2024	<u>\$182.97</u>
67183	30	UNUM LIFE INSURANCE COMPANY OF AMERICA	02/22/2024	<u>\$594.06</u>
67184	30	VAUGHAN & SON AUTOBODY	02/22/2024	<u>\$148.40</u>
67185	30	AMAZON CAPTIAL SERVICES, INC.	02/26/2024	<u>\$198.15</u>

## Check Listing

Date From: 2/1/2024 Date To: 2/29/2024

Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
03/04/2024 01:29 PM

Page: 3 of 4

Check Number	Bank	Vendor	Date	Amount
67186	30	AT&T MOBILITY II LLC	02/26/2024	<u>\$399.22</u>
67187	30	AT&T MOBILITY II LLC	02/26/2024	<u>\$773.22</u>
67188	30	BLUE CROSS BLUE SHIELD	02/26/2024	<u>\$17,552.39</u>
67189	30	BREEDLOVE ELECTRIC, INC	02/26/2024	<u>\$927.86</u>
67190	30	COLUMBIAN MUTUAL LIFE INS CO	02/26/2024	<u>\$36.89</u>
67191	30	Company Wrench	02/26/2024	<u>\$356.84</u>
67192	30	DRIP COFFEE & MARKET	02/26/2024	<u>\$57.66</u>
67193	30	DUKE ENERGY PROGRESS	02/26/2024	<u>\$10,996.28</u>
67194	30	FLEMING INVESTMENT COMPANY	02/26/2024	<u>\$3,000.00</u>
67195	30	FOSTER SEPTIC TANK CLEANING	02/26/2024	<u>\$375.00</u>
67196	30	FRONTIER NATURAL GAS	02/26/2024	<u>\$174.56</u>
67197	30	HUMANA SPECIALTY BENEFITS	02/26/2024	<u>\$29.38</u>
67198	30	INFORMATION TECHNOLOGY SERVICE	02/26/2024	<u>\$370.44</u>
67199	30	KING'S FITNESS & NUTRITION CENTER	02/26/2024	<u>\$405.00</u>
67200	30	MUNICIPAL INSURANCE TRUST	02/26/2024	<u>\$829.59</u>
67201	30	PETE SMITH TIRE & QUICK LUBE, INC	02/26/2024	<u>\$1,092.60</u>
67202	30	PROFESSIONAL MAIL SERVICES, INC	02/26/2024	<u>\$153.34</u>
67203	30	PROFESSIONAL MAIL SERVICES, INC	02/26/2024	<u>\$478.12</u>
67204	30	RICK EDWARDS ELECTRIC	02/26/2024	<u>\$720.00</u>
67205	30	TRI-COUNTY POWER EQUIPMENT INC	02/26/2024	<u>\$458.41</u>
67206	30	UNITED PARCEL SERVICE	02/26/2024	<u>\$101.33</u>
67207	30	USA Bluebook	02/26/2024	<u>\$215.00</u>
67208	30	VERIZON WIRELESS	02/26/2024	<u>\$320.08</u>
67209	30	WILLIE H SALMON-JACKSON	02/26/2024	<u>\$45.00</u>
67210	30	AMAZON CAPTIAL SERVICES, INC.	02/28/2024	<u>\$207.81</u>
67211	30	NC GRAPHIC PROS, LLC	02/28/2024	<u>\$841.46</u>
67212	30	PETE DUTY AND ASSOCIATES, INC	02/28/2024	<u>\$286.68</u>
67213	30	PETE SMITH TIRE & QUICK LUBE, INC	02/28/2024	<u>\$391.82</u>
67214	30	PRUDENTIAL RETIREMENT	02/28/2024	<u>\$1,514.49</u>
67215	30	Rhonda Bagshawe	02/28/2024	<u>\$150.00</u>
67216	30	RJA FIRE EXTINGUISHERS SALES & SERVICE, INC.	02/28/2024	<u>\$71.53</u>

# Check Listing

Date From: 2/1/2024 Date To: 2/29/2024  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
03/04/2024 01:29 PM

Page: 4 of 4

Check Number	Bank	Vendor	Date	Amount
67217	30	WARREN AUTO PARTS, INC.	02/28/2024	<u>\$106.51</u>
67218	30	WRIGHT EXPRESS FSC	02/28/2024	<u>\$1,800.72</u>
96	Checks Totaling -			<b>\$111,883.14</b>

## Totals By Fund

	Checks	Voids	Total
34	\$3,517.19		\$3,517.19
36	\$1,150.89		\$1,150.89
37	\$42,951.51		\$42,951.51
38	\$20,258.99		\$20,258.99
39	\$40,004.56		\$40,004.56
67	\$4,000.00		\$4,000.00
Totals:	\$111,883.14		\$111,883.14

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator  
**Date:** March 7, 2024  
**Re:** February 2024 Monthly Activity Report for Public Works

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## Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) 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...Estimated Cost - \$75,000). (2) Purchase water main valve exercising equipment (Estimated Cost – \$30,000). (3) Replace water system pressure reducing valve (Estimated Cost for Labor and Materials - \$10,000.00). (4) Purchase spare pump for Riggans Sewer Lift Station – (Estimated Cost for pump - \$20,000.00). (5) Purchase spare pump for F&M Sewer Lift Station and install emergency port – (Estimated Cost – \$45,000). (6) Highway 158 Business East Water Customers...From Highway 58 to just past Red Hill Loop Road...Abandon old 2-inch galvanized water main and reconnect active services to 8-inch PVC water main (Estimated Cost - \$50,000.00). (7) Replace two 6-inch master water meters (Estimated Shared Cost with Warren County - \$7,000.00).

- **Completed Water and Sewer System Maintenance/Repair Related Information:** (1) Repair – JCB Backhoe. Purchased replacement block heater for future repair. Supplier: Company Wrench (Parts - \$334.28). (2) Emergency Repair – Kioti Tractor. Replaced hydraulic line fittings. Supplier: Warren Auto Parts (Parts - \$94.58). (3) Preventative Maintenance – F & M Sewer Lift Station. Cleaned 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) - \$428.86**

**Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$375.00**

- **Water and Sewer Adjustment Request:** For consideration at the March 11, 2024, meeting of the Board of Commissioners. **Constance McKnight** – 336 N. Main St., Account #003-0001260-2. Billing Period: December 15, 2023 – January 16, 2024. Leak occurred

underneath structure. Normal usage 1,000. Request is for sewer adjustment of 63,000 gallons at \$10.00/1000. Total \$630.00. Adjustment recommended by staff.

## Streets and Sanitation

- **Current Tasks:** Tree pruning. Street curb and gutter cleaning. Signs repair/replacement. Loose leaves/debris pick-up. Grass Cutting. Water and sewer line right of ways trimming and cutting. Curb painting.



# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator, Warren County Director of Public Works, Norlina Director of Public Works  
**Date:** March 7, 2024  
**Re:** February 2024 Monthly Activity Report for WWTP

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- **Pending Equipment Repairs:** **(1)** Effluent filter controls – Safety issue - Replace cylinders and control mechanism for valves located in pit area of filter building. **(2)** Sand blast and refinish site metal structures. **(Estimated Cost – Refinishing remaining structures - \$58,000)** **(3)** Rebuild Sludge Recirculation Pump 2. **(Estimated Labor Cost –\$8,000)** **(4)** Replace Influent Pump 1 and 2 Double Mechanical Seal. **(Estimated Parts and Labor Cost –\$22,500)** **(5)** WWTP Sewer Trunk Line – additional construction work to resolve drainage issues. **(Estimated Cost –\$7,000)**
- **High Priority Unfunded Repair:** Rotor 2C and Complete Drive Train Replacement. Note: This rotor is no longer functional and is critical to the plant's operation. **(Estimated Parts and Labor Cost –\$115,000)**
- **Completed Plant Maintenance/Repair Related Information:** **(1)** Repair – WWTP Shop Space Heaters. Two heater units needing repair...Replaced the fan motor in one unit and replaced the entire heater unit for the other. Contractor: Gupton Services. (Labor and Materials - \$2,760.00). **(2)** Repair – Sludge Recirculation Building. Repaired roof ventilation system. Replaced motor overload and switch. Contractor: Breedlove Electric. (Labor - \$495.00, Materials - \$92.01). **(3)** Repair – Rotor 2C. Installed new 20 hp motor and motor electrical breaker. Contractor: Breedlove Electric. (Labor - \$770.00, Parts - \$99.19, Motor provided from Plant spare parts inventory).  
**Total cost for Repairs (Account No. 39-861-342) - \$4,216.20**
- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month. 11.36 million gallons were treated.



# Warrenton Police Department

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## Monthly Summary/ March 2024

### Incident Briefs

2/1/2024	Larceny by Employee	Closed by Exception/Prosecution Declined
2/4/2024	Assault on a Female Involuntary Commitment	Closed
2/6/2024	Second-Degree Trespass	Closed by Other Means
2/10/2024	Break and Enter Motor Vehicle	Closed by Other Means
2/10/2024	Speeding to Elude	Active
	Vehicle Seizure under Run and Done Law	Pending
2/12/2024	Simple Assault (Juveniles)	Closed by Other Means
2/16/2024	Larceny	Active
2/17/2024	Trespassing- Second Degree	Closed by Other Means
2/19/2024	Larceny	Closed by Other Means
2/28/2024	Injury to Personal Property	Closed by Other Means
2/28/2024	Simple Assault	Closed by Other Means

## Case Status' Explained

- ♦ **Closed by Arrest** – A criminal case is cleared by arrest when at least one person is arrested and charged with the offense.
- ♦ **Closed by Exception** – Sometimes, a case is cleared for all practical purposes; however, no arrest can be made. These cases can be classified as exceptionally cleared if the offender has been identified, there is sufficient information to support an arrest, and some reason outside our control prevents us from arresting the offender.
- ♦ **Closed by Other Means** – The case has been investigated and all sources of information and evidence lead to no resolution (i.e. Leads Exhausted).
- ♦ **Inactive Cases** – All offenses that are filed but not cleared by arrest, exceptionally cleared, or unfounded will be classified as inactive. Cases may be declared inactive when there are no further leads or few or no solvability factors. They may also be inactivated based on the degree of seriousness of the offense and the unavailability of investigative resources.
- ♦ **Unfounded** – When a report is found to be false or baseless, it may be classified as unfounded. A complainant or victim's refusal to prosecute does not unfound a legitimate offense. Also, the fact that a court or the Grand Jury dismisses the charges or fails to indict does not unfound an offense.

## Governor's Highway Safety, Upcoming Events

St. Patrick's Day "Booze it & Lose it" Campaign.  
Monday, March 11th through Sunday, March 17<sup>th</sup>.

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"Speed A Little, Lose A Lot" Campaign  
March 25<sup>th</sup> through Sunday the 31<sup>st</sup>.

# Activity Log Event Summary (Cumulative Totals)

## Warrenton Police Department

(02/01/2024 - 02/29/2024)

911 Hang-up	2	Accident	2
Alarm Activation	9	Assault-Physical	2
Assist Elderly/Lost person	1	Assist Fire Dept	2
Assist Highway Patrol	3	Assist Motorist	2
Assist NPD	4	Assist Other Department	2
Assist WC EMS	11	Assist WCSO	21
C.O.P.S	1	Careless and Reckless Driving	1
Check Station/ Checkpoint	1	Communicating Threats	1
Dispute	2	Disturbance	4
Escort	3	Follow up Investigation	5
Found Property/Item	2	Funeral Escort	1
Injury to Personal Property	1	Investigation and/or Interview	6
Juvenile Issues	1	Larceny	4
Lost property	1	Medical / Person Hurt or Sick	4
Mental Patient	1	Non Law Enforcement Issue	1
Other	3	Parking Violation	4
Patrol	8	Property Check – Business	50
Stolen Vehicle	1	Suspicious Person / Vehicle	13
Talk with Officer	8	Traffic Control	4
Traffic Stop	8	Trespassing	2
Welfare Check	2		

**Total Number Of Events: 204**

# Traffic Stop Summary

Warrenton Police Department

(02/01/2024 - 02/29/2024)

<b>Total Number of Traffic Stops</b>	7	<b>Driver Arrested?</b>		<b>Basis for Search</b>	
		Yes	0	Erratic/Suspicious Behavior	0
		No	7	Informant's Tip	0
<b>Initial Purpose of Traffic Stop</b>		<b>Passenger(s) Arrested?</b>		Observation of Suspected Contraband	0
Checkpoint	2	Yes	0	Other Official Information	0
Driving While Impaired	0	No	7	Suspicious Movement	0
Investigation	0			Witness Observation	0
Other Motor Vehicle Violation	0	<b>Officer(s) Encountered Physical Resistance From Driver/Passenger(s)?</b>		<b>Vehicle Searched?</b>	
Safe Movement Violation	2	Yes	0	Yes	0
Seat Belt Violation	0	No	7	No	0
Speed Limit Violation	1	<b>Officer(s) Engaged in Use of Force Against Driver/Passenger(s)?</b>		<b>Driver Searched?</b>	
Stop Light/Sign Violation	1	Yes	0	Yes	0
Vehicle Equipment Violation	0	No	7	No	0
Vehicle Regulatory Violation	1	<b>Officer(s) Injured as a Result of the Stop?</b>		<b>Passenger Searched?</b>	
<b>Driver's Age</b>		Yes	0	Yes	0
Under 18	0	No	7	No	0
18 to 29	0	<b>Driver Injured as a Result of the Stop?</b>		<b>Personal Effects of the Driver/Passenger(s) Searched?</b>	
30 to 39	0	Yes	0	Yes	0
40 and Older	7	No	7	No	0
<b>Driver's Race</b>		<b>Passenger(s) Injured as a Result of the Stop?</b>		<b>Contraband Found as Result of Search?</b>	
White	5	Yes	0	Yes	0
Black	2	No	7	No	0
Native American	0	<b>Vehicle/Driver/Passenger(s) Search Initiated Subsequent to the Traffic Stop?</b>		<b>Contraband Found</b>	
Asian	0	Yes	0	Drugs	0
Other	0	No	7	Alcohol	0
<b>Driver's Sex</b>				Money	0
Male	5			Weapons	0
Female	2			Other	0
<b>Driver's Ethnicity</b>		<b>Type of Search</b>		<b>Property Seized as Result of Search?</b>	
Non-Hispanic	3	Consent	0	Yes	0
Hispanic	0	Search Warrant	0	No	0
<b>Enforcement Action Taken as a Result of the Traffic Stop</b>		Probable Cause	0	<b>Property Seized</b>	
Citation Issued	3	Search Incident to Arrest	0	Motor Vehicle	0
No Action Taken	0	Protective Frisk	0	Personal Property	0
On-View Arrest	0			Other Property	0
Verbal Warning	4				
Written Warning	0				

# Traffic Stop Summary

Warrenton Police Department

(02/01/2024 - 02/29/2024)

## Searched Passenger's Age

Under 18

18 to 29

30 to 39

40 and Older

## Searched Passenger's Race

White

Black

Native American

Asian

Other

## Searched Passenger's Sex

Male

Female

## Searched Passengers's Ethnicity

Non-Hispanic

Hispanic



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

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### BOC Meeting February 2024 – 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. Execute Memorandum authorizing ability to negotiate with contractors and reduce scope of project to comply with CDBG Neighborhood Revitalization grant.
  - ✓ Underway
3. Execute NCLM resolution and agreement.
  - ✓ Docusign to Mayor
4. Increase water rate by 23 cents per 1000 gallons.
  - ✓ Notified Greg and Rachael, effective immediately for bills due in March.
5. Issue Special Use permits for AirBnBs.
  - ✓ Done
6. Execute Xerox Lease Agreement with Document Systems.
  - ✓ Done
7. Execute Auditor Engagement letter, Southern Software renewals and elevator maintenance agreement.
  - ✓ Reviewed by Mitch
8. Execute agreement with Gregory Poole for generator maintenance.
  - ✓ Done
9. Vacant Building Ordinance letters... determine with Commissioner Sourelis who has responded and complied.
10. Coordinate design of bluebird capital sign with Michael, Dian, other design team members.
  - ✓ Underway
11. Advertise public hearing scheduled for March 11.
  - ✓ Ad sent to Womack Publishing
12. Negotiate with PNC regarding properties on Church and Hall Streets.
  - ✓ Offer of \$12,500 verbally accepted by PNC.
13. Sign up Mayor, Commissioner Sourelis for Main Street Conference.
  - ✓ Done

# TOWN OF WARRENTON

*'Historically Great - Progressively Strong'*

P. O. Box 281

Warrenton, NC 27589-0281

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

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

## STATEMENT OF INTEREST TO SERVE

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

Warrenton Board of Commissioners

c/o Town Administrator

P O Box 281

Warrenton, NC 27589

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

1. Revitalization Committee
2. Historic District Commission
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name: Cory Deane Honeycutt Jr.

Date of Birth: 12/13/1978 Sex M Race White

Mailing Street Address: 206 Halifax St.

City and Zip Code Warrenton, NC 27589

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone 252-425-9656

Job Title GC/Construction Company Owner

Company or Agency Picturesque Homes LLC.

Email Address Deane@picturesquehomesllc.com

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

### Educational Background

Name of High School Attended Kerr Vance Academy

Name of College Attended Louisburg College

Degree Received N/A

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



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

Graduate Leadership Vance 2022, Henderson Vance DDC  
Facade & Grants Committee, Economic Vitality Committee

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

Work Experience President & Owner Picturesque Homes LLC.  
NC Licensed Qualifier & Licensed General Contractor  
NCLBGC #85444 Residential & Commercial Builder

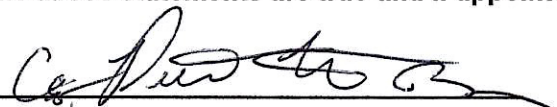
Volunteer Experience \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Newspaper      Current Town of Warrenton Volunteer      Web Site      Staff      Other

If other, please explain Michael Coffman

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

Signature 

Date 5/5/2023



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

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## **STATUS OF GRANTS**

**NC DEQ Water Infrastructure WWTP** -- \$750,000 awarded. Received award letter.

- To replace 44-year-old rotors and clean out oxidation ditch #1, which are currently the most critical issues at the WWTP.

### **(Fund 67) NC Neighborhood Revitalization Program**

- CDBG funds to assist in repairing houses owned by citizens of low or moderate incomes.
- NC Commerce has granted an additional \$200,000 in funding due to inflation.
- Moving into second phase of grant, soliciting bids to rehab 2 additional houses.

### **(Fund 68) Building Reuse Grant**

- Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic.
- NC Commerce sent paperwork for claw back of approximately \$20,000. Paperwork submitted to NC Commerce. Two repayments due six months apart. First of two repayments made to Commerce and reimbursed by Warrenton Veterinary Clinic.

### **(Fund 71) Brownfield Grant**

- This \$300,000 grant to analyze environmental issues on properties in Warrenton.
- EPA approved funding for a Landmark status application to the National Parks Service for All Saints Episcopal Church.
- Two additional properties, along W. Franklin Street, have undergone Phase 1s.

### **Golden Leaf Storm Water Grant**

- Town awarded \$196,447.50 for stormwater repairs to Brehon Street.
- Awaiting a survey of affected area to be followed by easements prepared by town attorney.

### **Southeast Crescent Regional Commission**

- The Town has been invited to submit a full application for the *State Economic and Infrastructure Development* (SEID) Grant Program. This grant is designed to “Foster Entrepreneurial and Business Development Activities”. Application budget will be \$100,000 of which \$20,000 is in-kind match provided by Research Triangle Foundation, Kerr-Tar COG, Lake Gaston Chamber of Commerce and Town of Warrenton. Awaiting notice of possible award.

### **NCLM Assistance Grant**

- Town awarded an in-kind grant from the NC League of Municipalities to evaluate and recommend changes to Town's zoning ordinances. Funded by ARP, the League will engage the legal firm of Parker Poe to assist the Town in making changes at no cost to the Town.

### **In Progress Grant Applications:**

- Town-Wide Water System Improvements: \$1,564,600 (Expecting award notice.)
- Sanitary Sewer Rehabilitation: \$1,576,040 (Not awarded.)
- WWTP Improvements: \$1,755,000 (Not awarded.)
- Stormwater Planning Grant: \$400,000 (Expecting award notice.)
- USDA RDBG: Application deadline passed. Unable to find time to gather support letters and complete application.



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### **Land Donation/Purchase -- PARTF Preparation**

PNC has agreed to sell parcels at \$12,500.

- Purchase Option from Preservation NC
  - Similar to Ayr Mount in Hillsborough
- Donation letter from Hillmon Poythress
- Appraisal for both properties (Must use USPAP appraisal standards.)

Grant Application Needs by March 15:

- Board Resolution to Apply for PARTF grant

Grant Application Needs by May 1:

- Public Meeting prior to April BOC meeting
- Support letters from civic groups
- Updating of CORE plan to include park
- Survey results from CORE plan
- CORE resolution adopting grant application
- Letter from Parks and Rec Board of Warren County
- Agreements from PNC, Hillmon

**Request use of \$1,350 out of balance of \$2500 approved for purchase. This amount to pay for appraisal of properties as required for PARTF grant application.**

# Warrenton Nature Trail



## Amenities Include:

Approx. 1/2 mile of walking trails

Labeled native and woodland plants along the trail (approx. 100 species)

Out look decks for viewing wildlife

Benches for reading and relaxation

Parking area for 6 vehicles

Exercise and stretching area

Scale  
1"---50'.0"



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RESOLUTION AUTHORIZING AN APPLICATION FOR  
PART F GRANT PROGRAM

WHEREAS, the Town of Warrenton, North Carolina desires to provide new park facilities for the citizens of Warrenton;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Warrenton, North Carolina, meeting in called session on the 11th day of March 2024, make the following findings of fact:

1. The Town of Warrenton is applying for grant funds that will facilitate the implementation of a park project and will acquire real property from Preservation North Carolina and receive a donation of real property from Hillmon Poythress, all contiguously located between N. Hall and Church Streets and totaling approximately eleven acres.
2. Walking trails and other amenities will constitute at least three types of outdoor recreation within the contiguous parcels.
3. The Town's match for grant requirements will be the value of the donated property plus the value of the acquired property, less its purchase price, and will be determined by an appraisal subject to USPAP standards.
4. The project name will be Poythress Park and Arboretum and the Town's estimated match will be approximately \$60,000.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Town Administrator is hereby authorized to act on behalf of the Town of Warrenton to pursue grant funding from the North Carolina Parks and Recreation Trust Fund grant program and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 11th day of March 2024.

The motion to adopt this resolution was made by Commissioner

\_\_\_\_\_, seconded by Commissioner \_\_\_\_\_

and passed by a vote of \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

Clerk

---

# Warrenton Budget Amendments

Date:3/11/2024

Number:#14

Purpose of Amendment:

The purpose of this BA is to pay for increased election cost.

Fund Name:

General Fund

Revenue

Account Title/Number:	Increase Amount	Decrease Amount
Approp Fund Balance/37-395-396	\$2,355.56	

Subtotal2,356-

Total2,356

Grand Total-

Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
Election Cost/37-401-410	\$2,355.56	

2,356-

2,356





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

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

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### **Grant Project Ordinance for the Town of Warrenton American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds**

**BE IT ORDAINED** by the Board of Commissioners of the Town of Warrenton, North Carolina this 12<sup>th</sup> day of March 2024 that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

**Section 1:** This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF). The Town of Warrenton (Town) has received the first tranche in the amount of \$132,737.49 of CSLFRF funds. The total allocation is \$265,475, with the remainder to be distributed to the Town within 12 months. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

**Section 2:** The Town has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend all its ARP/CSLFRF funds for the provision of government services.

**Section 3:** The following amounts are appropriate for the project and authorized for expenditure:

<b>Internal Project Code</b>	<b>Project Description</b>	<b>Expenditure Category (EC)</b>	<b>Appropriation of ARP/CSLFRF Funds</b>
1	General administration services for period of July 1, 2021 December 31, 2024	6.1	\$ 38,775
2	Parks and recreation services for period of July 1, 2021 through December 31,	6.1	\$ 23,100
3	Stormwater services for period of July 1, 2021 through December 31, 2024	6.1	\$ 58,974
4	Provisions of Police Services for period of July 1, 2021 through December 31, 2024	6.1	\$ 15,933
5	Provision of Water/Sewer Svc for period of July 1, 2021 through December 31, 2024	6.1	\$ 114,866
6	Parking Lot		\$ 13,827
	<b>TOTAL</b>		<b>\$265,475</b>

**Section 4:** The following revenues are anticipated to be available to complete the project:

**ARP/CSLFRF Funds:** \$265,475

**Total:** **\$265,475**

**Section 5:** The Town Administrator is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431 and the Town's Uniform Guidance Allowable Costs and Cost Principles Policy.

**Section 6:** The Town Administrator is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

**Section 7:** The Town Administrator shall be authorized to transfer appropriations within the Various line items of this Grant Project ordinance as he deems necessary, subject to the Approval of the Local Government Commission.

**Section 8:** This grant project ordinance expires on December 31, 2026, or when all the ARP/CSLFRF funds have been obligated and expended by the Town, whichever occurs sooner.

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Walter M. Gardner Jr. – Mayor

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Robert Davie – Town Administrator

# Jimi King Trio BAND PERFORMANCE CONTRACT

## BAND PERFORMANCE CONTRACT

This contract (the "Agreement") is made on this \_\_\_\_ day of February, 2024, between \_\_\_\_\_ (the "Operator") and Jimi King Trio (the "Band") for the hiring of Band as a Company to perform (the "Show"), located at the address \_\_\_\_\_, Warrenton, NC \_\_\_\_\_.

It is agreed as follows:

1. **Place, date, and time of Show.** Parties agree that the time and place of Show will be located on \_\_\_\_\_, on Saturday April 27, 2024, at 1 PM with \_\_\_\_\_ load in and setup.
2. **Description of Show.** will be a musical performance with musical content decided by Band. Show will last of a minimum of 210 minutes including 2 10 min breaks. Services include performance, back line and sound.
3. **Payment.** for the Show will be money dollars, payable by method of payment Credit Card (online invoice), Venmo, Cash or Check (together being the "Fee"). A \$0 deposit is due on the signing of this contract. This is a required condition for the contract to proceed; if a \$0 deposit is not tendered upon the signing of this contract, no further obligation for either party comes due. The remaining \$900.00 is due immediately after the Band's Show, but may be made earlier.
4. **Cancellation.** if full payment is not made by the time immediately prior to Band's Show, Show may be canceled by Band, and Operator may not seek any damages. Cancellation due to bad weather conditions may be made by Operator before 10 A.M. day of the Show, in which case Operator's \$0 deposit fee is non-refundable, but Operator will not have to pay the remaining balance.
5. **Force Majeure.** the event Show cannot reasonably be put on because of unpredictable occurrences such as an act of nature, government, or illness/disability of Band, the deposit is non-refundable, but no other portion of Fee is due, and the parties may negotiate a substitute Show on the same terms as this Agreement save for the time of Show, with no further deposit of Fee due, in which case a new Agreement reflecting this will be signed by the parties. No further damages may be sought for failure to perform because of force majeure.
6. **Security, Health, and Safety.** warrants that Venue will be of sufficient size to safely conduct Show, that Venue is of stable construction and sufficiently protected from weather, and that there will be adequate security and/or emergency medical responders available if necessary. Operator maintains sufficient personal injury/property insurance for Venue sufficient to cover foreseeable claims.
7. **Indemnification.** indemnifies and holds Band harmless for any claims of property damage or bodily injury caused by Show attendees.
8. **Arbitration** settles disputes. claims or disputes by either party from or under this Agreement will be submitted to arbitration using the service located at URL resource locator: <http://www.judge.me> (the "Arbitration Service") and according to the rules of that Arbitration Service. Any court that would otherwise have had jurisdiction over the dispute will enforce both settlement by the Arbitration Service and any arbitration award. Parties will be their own costs, save that any fee charged by Arbitration Service to submit the case to Arbitration Service may be recovered from the other party in a arbitration award.
9. **Severability.** any portion of Agreement is in conflict with any applicable law, such portion will become inoperative, but all other portions of Agreement will remain in force.
10. **Interpretation.** will be interpreted according to the laws of North Carolina.

The below-signed Band Representative warrants s/he has authority to sign this agreement for Band in its entirety. The below signed Operator's Representative warrants s/he has authority to bind Operator and Venue (above).

Signature of Band Representative: \_\_\_\_\_

Band's Representative typed name and title: \_\_\_\_\_

Band's typed name: Jimi King Trio

Operator's Representative Signature: \_\_\_\_\_

Operator's Representative print name and title: \_\_\_\_\_

**NORTH CAROLINA**  
**ALCOHOLIC BEVERAGE CONTROL COMMISSION**  
**(919) 779-0700**

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**DESIGNATED OFFICIAL RESOLUTION**

RESOLUTION OF THE CITY OF Warrenton, COUNTY OF Warren, REGARDING THE DESIGNATION OF AN OFFICIAL TO MAKE RECOMMENDATIONS TO THE NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION ON ABC PERMIT APPLICATIONS.

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WHEREAS G.S.18B-904(f) authorizes a governing body to designate an official, by name or by position, to make recommendations concerning the suitability of persons or locations for ABC permits; and

WHEREAS the City of Warrenton, County of Warren, wishes to notify the NC ABC Commission of its designation as required by G.S.18B-904(f);

BE IT THEREFORE RESOLVED that Goble E. Lane, Chief of Police,  
(Name of Official) (Title or Position)

is hereby designated to notify the North Carolina Alcoholic Beverage Control Commission of the recommendations of the City of Warrenton, County of Warren, regarding the suitability of persons and locations for ABC permits within its jurisdiction.

BE IT FURTHER RESOLVED THAT notices to the City of Warrenton, County of Warren, should be mailed or delivered to the official designated above at the following address:

Mailing address: PO Box 281

Office location: 113 South Bragg Street

City: Warrenton

Zip Code: 27589 Phone # 252-257-3123

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Mayor/Chairman)

Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Clerk)