



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

P.O. Box 281
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BOARD OF COMMISSIONERS REGULAR MEETING
7:00 PM DECEMBER 14, 2020
AGENDA

Regular Meeting

1. Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement, Proposed Agenda
3. Public Comments
4. Minutes of Board Meeting on November 9, 2020, Minutes of Public Hearing on November 9, 2020, Minutes of Called Meeting on November 23, 2020
5. Consent Agenda
 - a. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
 - b. Monthly Checks Report
 - c. Public Works Monthly Report
 - d. WWTP Monthly Report
 - e. Police Activity Reports
6. Committee Reports
 - a. Finance and Administration (Ms. Hunter)
 - b. Public Works (Ms. Harding)
 - c. Public Safety (Mr. Hardy)
 - d. Human Resources/Information Technology (Mr. Blalock)
 - e. Revitalization/Historic District Commission (Mr. Coffman)
 - f. Beautification/Facilities (Ms. Britt)
 - g. Planning/Zoning/Annexation
7. Old Business
 - a. Status of Grants
 - b. Grant Project Ordinance – FEMA COVID Relief
 - c. Schedule Goal Setting Session (afternoon and following morning) suggested dates Monday and Tuesday or Thursday and Friday of first two weeks in February.
8. New Business
 - a. Budget Amendments 3 & 4
 - b. Brick Sidewalk Repair
9. Announcements
10. Adjournment

Conflict of Interest Disclaimer

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

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

Citizen Comments

Rules for Citizen Comments

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

Town of Warrenton
Board of Commissioners

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
Town Administrator

Town of Warrenton

"Historically Great - Progressively Strong"

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PHONE (252) 257-1122 FAX (252)257-9219

BOARD OF COMMISSIONERS REGULAR MEETING NOVEMBER 9, 2020

Attending were Mayor Walter Gardner, Town Administrator Robert Davie, Commissioners Mary Hunter, John Blalock, Margaret Britt, Michael Coffman, Kimberly Harding (by phone), Luci Weldon – Warren Record, Police Chief Lane, William “Bill” Perkinson,, and Annette Silver, plus 18 citizens and Zoom participants. Commissioner Hardy was absent.

Call to Order, Pledge of Allegiance – Moment of Silence

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order Monday, November 9, 2020 at 7:00pm. The Pledge of Allegiance was led by Commissioner Coffman. A Moment of Silence was held with a focus on the healing of our country and those in our area suffering from COVID-19.

Conflict of Interest Statement and Proposed Agenda

The Conflict of Interest Statement was reviewed. The Proposed Agenda was presented. Mayor stated a closed session would not be held to appoint new Commissioner. A motion was made by Commissioner Hunter with second by Commissioner Blalock to approve the Proposed Agenda to remove item six on the agenda. A roll call vote was held and the motion was approved by unanimous vote.

Public Comments

Public Comments were made by 4 of 5 candidates seeking appointment to fill the vacant seat of Town Commissioner Travis Packer. The candidates were Carolyn Spain 129 Battle Avenue; John Mooring 411 N Main St; Debbe Speer 202 S Bragg Street; Nat White 304 Hazelwood Drive; and Mark Wethington 315 S Main Street. Each candidate, with the exception of Mark Wethington, spoke approximately 5 minutes offering their experience and reasons why they would like to serve on the Town Board. Al Fleming and Ken Speer spoke in support of Debbe Speer as did Mary Catherine Harris, in support of candidate Nat White.

Minutes of Board Meeting on October 12, 2020

The Minutes of the October 12, 2020 meeting were presented. A motion was made by Commissioner Coffman with second by Commissioner Britt. A roll call vote was held and the motion was approved by unanimous vote.

Consent Agenda

The Consent Agenda was presented.

- (a) Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
- (b) Monthly Checks Report

- (c) Public Works Monthly Report
- (d) WWTP Monthly Report
- (e) Police Activity Report

A motion was made by Commissioner Coffman with second by Commissioner Hunter to approve the Consent Agenda. Commissioner Blalock asked for an explanation on the Public Works Report of 11-5-2020, Water/Sewer System Needs-Unfunded, Item 2, regarding installing a precise way to measure the volume of sewer coming into the Waste Water Treatment plant monthly from the partners. The Mayor addressed the question indicating we will look into the matter in the first part of 2021. The motion was approved by unanimous roll call vote.

Appointment of Commissioner and Swearing In Ceremony

Commissioner Blalock stated it was difficult for sitting commissioners to discuss candidates and their qualifications in open session rather than in closed session as planned.

Commissioner Harding questioned if Mark Wethington wanted to speak and indicated she would like to hear from him before making a decision. Mark Wethington spoke on his experience and desire to serve. Commissioner Britt made a motion to appoint Mark Wethington with second by Commissioner Coffman. The motion was approved by unanimous roll call vote. Clerk of Court Lisa F. Blalock was present to swear in the new commissioner.

Committee Reports

Finance and Administration Commissioner Hunter had nothing in addition to written report and items to be discussed in New Business

Public Works Commissioner Harding had nothing in addition to written report. Commissioner Hunter asked about water leak in the road near 511 W Franklin Street. Public Works Director, Bill Perkinson, stated that the leak is a difficult one to locate and that Rural Water has been called into assist. Gary Flowers, an engineer from Municipal Engineering, was present to give a final presentation on the AIA Grant Project (Grant Fund 53) that began in March 2018. Mr. Flowers gave a detailed presentation of work done and stated that it will benefit Warrenton greatly during the future application of water/sewer grants. The town has received all project deliverables such as the GIS mapping and database and CCTV inspection records, and was in general acceptance of the work.

Public Safety In absence of Commissioner Hardy, Chief Lane stated that the Police Department is applying for an equipment Grant (100%, no match required). Mayor stated there will be no Thanksgiving Breakfast at the Warrenton Rural Fire Department due to COVID-19.

Human Resources/ Information Technology Commissioner Blalock had no report.

Revitalization/Historic District Commission Commissioner Coffman reported that the Revitalization Committee was reviewing survey data received from over 130 completed surveys having to do with branding of the Town. Historic District Commission approved one Certificate of Appropriateness for David Woodson at 305 Halifax Street.

Beautification/Facilities Commissioner Britt reported the Town is clean as usual and leaf pick-up is in process. All were impressed with how good E. Market Street and S. Bragg Street look given the recent paving and streetscape work.

Planning/Zoning/Annexation After the public hearing tonight, the Mayor described the next step to rezone parcels along US Hwy 158 Business near Read Road. He stated that most parcels were non-conforming and commercial uses in an area zoned residential. A motion was made by Commissioner Blalock with second by Commissioner Britt to ask the Planning Board to consider reclassification of property along US Hwy 158 Bus near Read

Road from R-20 to C-2. The motion was approved unanimously by roll call vote. The request will be forwarded to Planning Board.

Old Business

Grant Status

Fund 51 & 61 USDA Rural Development Grant should be wrapping up final details in approximately 2 weeks

Fund 55 – NC DEQ Water Infrastructure WWTP Work should begin in November 2020 Construction start date provided to HG Reynolds

Fund 63 NC DEQ AIA SEWER Gary Flowers of Municipal Engineering to close out project at November meeting

NC Main Street Solutions Warrenton Brewery Grant Waiting on financing closing. Work must be completed by October 2021 per grant agreement.

Brownfield Grant Application submitted by Cardno engineers with award notification in May/June of 2021

Bicycle Amenities Application submitted for four bicycle racks and “fixtation” Inquiry was made concerning status of Milano’s. Administrator stated that he is working with COG to determine if additional grant funding would be available from NC Commerce.

Town Administrator, Robert Davie, presented a contract for the recently approved appropriation to update the historic district, and indicated that it must be Board approved prior to signing. A motion was made by Commissioner Coffman with second by Commissioner Hunter to approve agreement. The motion was approved by unanimous roll call vote.

Information was presented by Town Administrator showing monthly revenues for the water/sewer fund stemming from the recent rate increase.

New Business

A Budget Amendment (\$7493) was presented to address expenses related to paving of the fire lane off S. Bragg Street and behind Town Hall, which lies on private property and which was disrupted during recent streetscape renovations. A motion was made by Commissioner Blalock with second by Commissioner Hunter to approve amendment. The motion was approved by unanimous roll call vote.

The Town Administrator presented an interlocal agreement with Warren County for building inspections. The agreement just codifies what is already occurring, where the county performs all building inspections and issues all building permits for structures within the town limits in exchange for the fees they collect. A motion was made by Commissioner Hunter with second by Commissioner Coffman to approve the agreement. The motion was approved by unanimous roll call vote.

The Town Administrator presented an update to the Personnel Manual in Section 21 concerning pay for Professional Development. The change requires an employee to be in good standing to be considered for additional professional development at the Town’s expense. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve amendment. The motion was approved by unanimous roll call vote.

Administrator Davie informed Board it was a good time to review goals and set new goals in a special board session, as the last sessions were conducted in 2014 and 2018. Flynn Meares will help in this process, pro bono, as part of a project related to her MBA. The Mayor suggested the timing be in February prior to the budget planning process. Board agreed with date being set in February of 2021.

Announcements

Employee luncheon will be held on either December 8th or 10th with BBQ meal by Lawrence & Perry and his food truck.

With no further business the meeting was adjourned.

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Mayor

Robert F. Davie
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PUBLIC HEARING FOR RECLASSIFICATION OF ORDINANCE

NOVEMBER 9, 2020

Attending were Mayor Walter Gardner, Town Administrator Robert Davie, Commissioners Mary Hunter, John Blalock, Margaret Britt, Michael Coffman, Kimberly Harding (by phone), Police Chief Lane, Luci Weldon – Warren Record, and Annette Silver Minute Taker, plus 18 citizens and Zoom participants.

The purpose of this public hearing is to hear comments on a proposed rezoning of a series of residential and commercial properties from R-20 to C-2 located along Highway 158 Business West between Perry Lane and Read Road.

Jimmy Harris spoke stating it appears in the rejection of apartments along area the public prefers commercial business to homes in area. No other comments were voiced.

With no further speakers, public hearing closed.

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BOARD OF COMMISSIONERS CALLED MEETING

MONDAY, NOVEMBER 23, 2020

Attending were Mayor Walter Gardner, Robert Davie – Town Administrator, Commissioners John Blalock, Margaret Britt, Michael Coffman, Mark Wethington, and by phone Commissioners Mary Hunter and Kimberly Harding and Annette Silver Minute Taker. Commissioner Hardy was absent. No citizens were in attendance.

The meeting was called to order by Mayor, Monday, November 23, 2020 at 5:00pm. The purpose of this meeting is to discuss cancellation of the purchase option on the Dameron building as well as additional costs associated with planters as part of the streetscape implementation.

The Town has a purchase option with David and Cathy Gardner for Dameron Building on corner of S. Main Street and E. Franklin Street for \$300,000.00. A buyer for the property other than the Town has been identified and terms are different than the purchase option. Robert Davie stated that rather than assign the option, the recommendation from the Town attorney is to terminate the option agreement with the Gardners. A motion was made by Commissioner Blalock with second by Commissioner Britt to terminate the option. A roll call vote was held and the motion was approved by unanimous vote.

The Board approved a request to appropriate \$9000 in fund balance at the October meeting for the purchase of planters at six proposed one-way intersections in Town. Due to restriping of one intersection, the number of planters has been reduced by two, creating a savings of \$1300. Instead of planters at Cousin Lucy's Lane lines and arrows have been painted on street at cost of \$480. However, an additional appropriation is needed to purchase liners and plants for the planters. The cost of 30 liners to go in 15 planters is \$4010 plus and the cost of plants is \$1065 bringing the total needed for additional appropriation to \$4255. A motion was made by Commissioner Hunter with second by Commissioner Harding to approve the amendment for \$4255. A roll call vote was held and the motion was approved by unanimous vote.

With no further business meeting was adjourned.

Budget vs Actual

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Period Ending 11/30/2020

37 GENERAL FUND						
Description	Budget	MTD	QTD	YTD	Variance	Percent
Revenues						
37-302-301 Ad Valorem Taxes - Current	454,562	16,888.47	31,397.77	68,356.05	(386,205.95)	15%
37-302-302 Ad Valorem Taxes - Prior Year	5,000	277.01	288.35	1,002.88	(3,997.12)	20%
37-302-303 Ad Valorem Taxes - all other prior years	2,000	150.00	854.11	3,121.62	1,121.62	156%
37-302-304 Ad Valorem Taxes - Penalties & Interest	1,900	30.10	100.61	447.27	(1,452.73)	24%
37-307-310 Motor Vehicles - Current	33,024	2,011.63	5,887.81	11,816.49	(21,207.51)	36%
37-320-320 Local Option Sales Tax Monthly	240,000	21,416.36	44,691.07	68,756.05	(171,243.95)	29%
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	0.00	18,201.12	(67,798.88)	21%
37-325-326 Beer & Wine Tax Annual	3,600	0.00	0.00	0.00	(3,600.00)	
37-325-328 Refund of Gas Tax paid monthly	1,000	181.04	181.04	348.19	(651.81)	35%
37-325-329 PD Narcotics Tax	142	0.00	0.00	0.00	(142.00)	
37-335-335 Powell Bill	25,583	0.00	0.00	12,063.90	(13,519.10)	47%
37-345-345 Zone Board of Adj	1,000	25.00	25.00	100.00	(900.00)	10%
37-345-346 Code Enforcement	2,750	200.00	600.00	1,200.00	(1,550.00)	44%
37-351-353 Landfill Fees Residential	178,176	15,168.14	30,689.47	70,413.18	(107,762.82)	40%
37-351-355 Cemetery Fees	1,800	0.00	0.00	0.00	(1,800.00)	
37-351-356 Police Rpt Fees	50	0.00	5.00	5.00	(45.00)	10%
37-351-357 Court Fees	300	13.50	22.50	94.50	(205.50)	32%
37-351-360 Cell Tower Rent	29,400	2,695.00	5,390.00	13,475.00	(15,925.00)	46%
37-351-361 Parking/Ordinance Collections PD	300	0.00	50.00	55.00	(245.00)	18%
37-365-001 Interest Income	50	0.92	2.21	5.44	(44.56)	11%
37-365-033 Mary Hehl Beautification Donations	2,265	0.00	0.00	2,365.00	100.00	104%
37-365-351 Revitalization Comm	9,500	0.00	0.00	0.00	(9,500.00)	
37-365-358 Branded Merchandise for Sales	500	0.00	0.00	0.00	(500.00)	
37-365-370 WWTP 25% of GF Exp	42,674	0.00	4,028.48	14,222.46	(28,451.54)	33%

Budget vs Actual

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Period Ending 11/30/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-365-371 WS 25% of GF Exp	93,167	0.00	8,301.80	26,443.41	(66,723.59)	28%	
37-365-410 Interest Investment NCCMT	6,000	0.00	4.31	60.87	(5,939.13)	1%	
37-381-039 Transfer In from WWTP	32,497	0.00	0.00	0.00	(32,497.00)		
37-395-395 Powell Bill Apropropriated Fund Balance (Budget Only)	7,493	0.00	0.00	0.00	(7,493.00)		
37-395-396 Apropropriated Fund Balance (Budget Only)	4,255	0.00	0.00	0.00	(4,255.00)		
Revenues Totals:	1,264,988	59,057.17	132,519.53	312,553.43	(952,434.57)	25%	
Expenses							
37-401-010 Salary - Full Time	134,928	9,992.20	21,946.00	49,369.84	85,558.16	37%	
37-401-012 Salary - Adm Assistant	46,450	3,529.60	8,824.00	18,026.17	28,423.83	39%	
37-401-014 Salary - Part Time	175	0.00	0.00	175.04	0.00	100%	
37-401-020 ER-FICA Taxes	9,557	763.84	1,677.46	3,657.94	5,899.06	38%	
37-401-021 ER-FICA Taxes - Adm Assistant	4,306	269.46	673.65	1,496.26	2,809.74	35%	
37-401-030 ER-Retirement - Orbit	29,135	2,298.72	5,230.93	11,457.39	17,677.61	39%	
37-401-040 ER-Health Insurance	21,596	1,752.18	3,579.36	10,581.81	11,014.19	49%	
37-401-050 ER-Life Insurance	504	42.00	84.00	252.00	252.00	50%	
37-401-060 ER-Workman's Comp	383	0.00	0.00	317.43	65.57	83%	
37-401-099 Salary Reimbursement COVID	1	0.00	(419.14)	(419.14)	420.14	-	41914%
37-401-200 Travel Expense	1,200	71.31	216.31	216.31	983.69	18%	
37-401-203 Supplies	5,000	88.25	425.02	1,244.25	3,755.75	25%	
37-401-250 Light, Heat & Security	12,000	140.99	388.41	2,497.19	9,502.81	21%	
37-401-251 Telephone & Postage	3,000	134.26	420.56	1,081.92	1,918.08	36%	
37-401-255 Bldg. Maint/ Clean SVS	11,993	8,672.50	9,814.68	10,423.31	1,569.69	87%	
37-401-256 Bank Fees/ Petty Cash	1,500	100.00	325.00	625.00	875.00	42%	
37-401-295 Training	1,400	65.00	65.00	65.00	1,335.00	5%	
37-401-301 Computer Maint	3,500	327.79	653.92	1,416.27	2,083.73	40%	
37-401-302 Software Support	1,760	383.06	413.04	1,662.23	97.77	94%	

Budget vs Actual

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Period Ending 11/30/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-401-303 Software Purchase less than \$5,000	500	0.00	0.00	0.00	500.00		
37-401-304 Website	1,575	0.00	0.00	1,575.00	0.00	100%	
37-401-305 Technology Upgrades	1,250	0.00	0.00	0.00	1,250.00		
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	500.00		
37-401-307 Special Events	500	0.00	0.00	190.00	310.00	38%	
37-401-309 Advertising	1,300	(109.50)	(109.50)	455.48	844.52	35%	
37-401-310 Dues & Subscriptions	3,000	0.00	138.00	2,095.62	904.38	70%	
37-401-325 NC Sales/Use Tax Paid (No Tax)	700	0.00	311.25	311.25	388.75	44%	
37-401-400 Liability Insurance	5,500	0.00	0.00	1,875.33	3,624.67	34%	
37-401-401 County Tax Collection Svs	8,000	345.61	728.19	1,625.45	6,374.55	20%	
37-401-405 Audit Expense	7,600	0.00	4,100.00	4,100.00	3,500.00	54%	
37-401-415 Economic Development Consultant	11,000	2,000.00	2,000.00	5,000.00	6,000.00	45%	
37-401-420 Attorney Fees	3,500	0.00	1,737.50	1,737.50	1,762.50	50%	
37-401-499 Miscellaneous Expense	1,765	75.00	75.00	1,259.78	505.18	71%	
37-401-700 WDRI Grant Expense	264	0.00	0.00	0.00	264.00		
37-401-801 Town Hall Roof Loan-Principal	5,280	428.95	857.90	2,144.75	3,135.25	41%	
37-401-803 USDA Town Hall/WS Loan Principal	11,485	0.00	0.00	0.00	11,485.00		
37-401-831 Town Hall Roof Loan - Interest Admin	388	43.30	86.60	216.50	171.50	56%	
37-401-889 Reserve for USDA Loans	2,304	0.00	0.00	0.00	2,304.00		
37-401-998 Contingency	500	0.00	0.00	0.00	500.00		
General Government Totals:	355,299	31,414.52	64,243.14	136,732.88	218,566.12	38%	
37-402-014 Mayor Part Time Salary	1,500	125.00	250.00	526.79	973.21	35%	
37-402-020 ER - FICA TAXES	115	9.56	19.12	40.29	74.71	35%	
37-402-200 Travel Expense	500	0.00	0.00	0.00	500.00		
37-402-402 Commission offsite meetings	50	0.00	0.00	0.00	50.00		

Budget vs Actual

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Period Ending 11/30/2020

Governing Body Totals:	2,165	134.56	269.12	567.08	1,597.92	26%
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	500.00	
37-405-430 Historic District Comm	220	218.82	218.82	218.82	1.18	99%
37-405-440 Runn Warrenton 5K	2,500	0.00	0.00	0.00	2,500.00	
37-405-450 Revitalization Comm	9,500	341.43	745.43	1,353.97	8,146.03	14%
37-405-470 Small Town Maint St	2,200	0.00	0.00	375.00	1,825.00	17%
Non-Departmental Totals:	14,920	560.25	964.25	1,947.79	12,972.21	13%
37-501-010 SALARY FULL TIME	207,895	13,804.10	36,185.18	64,731.77	143,163.23	31%
37-501-014 Salary - Part Time	15,000	1,645.80	5,743.08	13,010.03	1,989.97	87%
37-501-016 Police Clerical Salary	34,112	2,624.00	6,560.00	13,401.14	20,710.86	39%
37-501-019 Salary - Over-Time	5,000	241.02	241.02	2,182.57	2,817.43	44%
37-501-020 ER-FICA Taxes	19,552	1,389.85	3,699.74	7,095.95	12,456.05	36%
37-501-030 ER - Retirement Orbit	44,904	2,345.33	6,104.30	12,523.64	32,380.36	28%
37-501-031 ER - 401K 5%	10,573	702.26	1,821.31	3,468.06	7,104.94	33%
37-501-040 ER - Health Insurance	37,370	1,954.85	4,699.39	11,647.40	25,722.60	31%
37-501-050 ER - Life Insurance	1,010	70.00	154.00	378.00	632.00	37%
37-501-060 ER - Workman's Comp	6,420	0.00	0.00	4,026.80	2,393.20	63%
37-501-099 Salary Reimbursement COVID	1	0.00	(5,700.00)	(5,700.00)	5,701.00	-
					570000	%
37-501-200 Travel Expense	1,000	0.00	0.00	0.00	1,000.00	
37-501-203 Supplies	3,000	443.40	811.24	1,472.58	1,527.42	49%
37-501-204 Uniforms	2,000	190.00	190.00	190.00	1,810.00	10%
37-501-205 Equipment & Material	3,000	845.16	923.13	1,288.94	1,711.06	43%
37-501-250 Light, Heat & Security	10,908	78.36	325.78	2,274.00	8,634.00	21%
37-501-251 Telephone & Postage	7,494	593.48	1,249.95	3,184.49	4,309.51	42%
37-501-252 Fuel	14,000	1,285.09	2,426.66	4,698.41	9,301.59	34%
37-501-255 Bldg Maint/Clean Svs	4,475	1,180.00	1,628.29	2,236.92	2,238.08	50%
37-501-295 Training	2,000	0.00	0.00	0.00	2,000.00	
37-501-301 Computer Maint	5,848	709.87	1,029.87	1,989.87	3,858.13	34%
37-501-302 Software Support	6,165	203.13	258.13	6,030.37	134.63	98%

Budget vs Actual

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Period Ending 11/30/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-501-309 Advertising	500	50.00	50.00	125.00	375.00	25%	
37-501-351 Maint & Repair Equip	3,000	0.00	0.00	0.00	3,000.00		
37-501-370 2008 Ford Car 100	1,000	0.00	0.00	0.00	1,000.00		
37-501-371 2017 Dodge Car 200	1,000	0.00	60.16	370.43	629.57	37%	
37-501-372 2016 Dodge Car 300	2,300	13.60	143.82	1,381.15	918.85	60%	
37-501-373 2017 Dodge Car 400	1,000	229.15	229.15	339.13	660.87	34%	
37-501-374 2010 Ford Car 500	1,000	0.00	212.60	212.60	787.40	21%	
37-501-375 2008 Ford Car 600	700	0.00	0.00	0.00	700.00		
37-501-376 1993 Chevy Car 700	1,000	0.00	66.70	147.97	852.03	15%	
37-501-400 Liability Insurance	12,400	0.00	0.00	2,504.18	9,895.82	20%	
37-501-415 Police Shots Medical	500	0.00	0.00	0.00	500.00		
37-501-433 COP Program	500	0.00	0.00	0.00	500.00		
37-501-436 PD Narcotics Tax/Proceeds	142	0.00	0.00	0.00	142.00		
37-501-499 Miscellaneous	4,160	261.00	1,091.66	2,912.31	1,247.69	70%	
37-501-801 Town Hall Roof Loan Principal	5,280	428.96	857.92	2,144.80	3,135.20	41%	
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,072	0.00	0.00	4,071.73	0.00	100%	
37-501-803 Police Security Camera Loan Principal (USDA)	1,213	0.00	0.00	0.00	1,213.32		
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,428	0.00	0.00	0.00	4,427.85		
37-501-831 Town Hall Roof Loan - Interest PD	388	43.31	86.62	216.55	171.45	56%	
37-501-832 Police 2017 Cars Loan Interest (USDA)	708	0.00	0.00	708.27	0.00	100%	
37-501-833 Police Security Camera Loan Interest (USDA)	120	0.00	0.00	0.00	119.68		
37-501-834 Police 2019 Cars Loan Interest (USDA)	1,256	0.00	0.00	0.00	1,256.15		
Police Department Totals:	488,394	31,331.72	71,149.70	165,265.06	323,128.94	34%	
37-601-014 Salary - Part Time Code	3,500	183.60	581.40	1,687.84	1,812.16	48%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Enforcement							
37-601-252 Fuel/Truck Expense/Insurance	435	0.00	0.00	0.00	435.00		
37-601-352 Vehicle Maintenance	200	0.00	0.00	0.00	200.00		
37-601-437 Contract Srvs Fire Protection	70,000	5,833.33	11,666.66	29,166.65	40,833.35	42%	
37-601-475 Donation to Town Fire	1,000	90.00	90.00	90.00	910.00	9%	
37-601-476 Code Enforcement Exp	150	0.00	0.00	0.00	150.00		
37-601-710 Fire Museum Expense	15,000	0.00	0.00	0.00	15,000.00		
Fire Totals:	90,285	6,106.93	12,338.06	30,944.49	59,340.51	34%	
37-651-330 Christmas Lights/Santa House	600	0.00	0.00	0.00	600.00		
37-651-331 Haley Haywood Park	1,650	0.00	93.00	93.00	1,557.00	6%	
37-651-332 Signs below \$5,000	2,500	258.80	258.80	2,058.49	441.51	82%	
37-651-333 Street Beautification - Below \$5,000	4,765	216.12	435.20	435.20	4,329.80	9%	
37-651-335 Street Lighting Electric Bill	23,000	1,847.84	3,756.55	9,300.07	13,699.93	40%	
Signs and Lights Totals:	32,515	2,322.76	4,543.55	11,886.76	20,628.24	37%	
37-701-010 Salary - Full Time	52,709	3,937.48	9,895.54	19,915.57	32,793.43	38%	
37-701-014 Salary - Part Time	15,993	1,149.16	2,825.08	5,792.99	10,200.01	36%	
37-701-019 Over-Time	1,748	0.00	0.00	0.00	1,748.00		
37-701-020 ER-FICA Taxes	5,389	387.97	970.23	1,960.76	3,428.24	36%	
37-701-030 ER - Retirement - Orbit	11,976	767.46	1,910.52	3,879.53	8,096.47	32%	
37-701-040 ER-Health Insurance	11,800	986.16	1,927.32	5,554.87	6,245.13	47%	
37-701-050 ER-Life Insurance	269	21.98	43.96	131.88	137.12	49%	
37-701-060 ER-Workman's Comp	4,801	0.00	0.00	1,745.83	3,055.17	36%	
37-701-099 Salary Reimbursement COVID	1	0.00	(1,571.43)	(1,571.43)	1,572.43	-	157143%
37-701-203 Supplies	7,874	194.97	621.47	1,881.10	5,992.90	24%	
37-701-204 Uniforms	3,624	52.00	304.37	1,058.56	2,565.44	29%	
37-701-251 Telephone & Postage	864	76.90	153.80	384.47	479.53	44%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-701-252 Fuel	8,000	0.00	913.83	1,592.61	6,407.39	20%	
37-701-312 Tree Removal	1,200	0.00	0.00	0.00	1,200.00		
37-701-351 Maint & Repair Equip	7,763	841.90	856.90	2,834.49	4,928.51	37%	
37-701-352 Vehicle Maintenance	4,878	382.00	986.21	4,799.75	78.25	98%	
37-701-400 Liability Insurance	6,589	0.00	0.00	1,647.20	4,941.80	25%	
37-701-431 Street Debris Disposal	2,500	1,000.00	1,000.00	1,000.00	1,500.00	40%	
37-701-803 LGFCU Street Truck & Trailer Loan Principal	13,294	0.00	0.00	12,339.12	954.88	93%	
37-701-832 LGFCU Street Truck & Trailer Loan Interest	299	0.00	0.00	253.77	45.23	85%	
Streets Totals:	161,571	9,797.98	20,837.80	65,201.07	96,369.93	40%	
37-710-361 Maint & Repair POWELL BILL	19,622	0.00	6,540.05	11,948.05	7,673.95	61%	
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	100.00		
37-710-810 BB&T Battle Ave Sewer Loan POWELL - Prin	5,215	0.00	0.00	0.00	5,215.00		
37-710-830 BB&T Battle Ave Sewer Loan POWELL - Int	646	0.00	0.00	0.00	646.00		
Powell Bill Totals:	25,583	0.00	6,540.05	11,948.05	13,634.95	47%	
37-801-010 Salary - Full Time Sanitation	50,696	3,742.84	9,413.80	18,832.84	31,863.16	37%	
37-801-019 Salary - Over Time Sanitation	608	0.00	0.00	0.00	608.00		
37-801-020 ER - FICA Sanitation	3,984	280.39	705.31	1,410.39	2,573.61	35%	
37-801-030 ER - Retirement - Orbit Sanitation	8,853	529.88	1,324.70	2,676.54	6,176.46	30%	
37-801-040 ER - Health Insurance	9,999	826.37	1,652.74	4,786.66	5,212.34	48%	
37-801-050 ER - Life Insurance	227	18.90	37.80	113.40	113.60	50%	
37-801-060 Workman's Compensation	3,388	0.00	0.00	2,675.03	712.97	79%	
37-801-099 Salary Reimbursement COVID	1	0.00	(1,935.96)	(1,935.96)	1,936.96	-	
							193596 %
37-801-203 Supplies	750	3.92	108.57	363.32	386.68	48%	
37-801-204 Uniforms	1,944	27.53	181.99	515.92	1,428.08	27%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-801-251 Telephone & Postage	504	41.22	82.44	206.10	297.90	41%	
37-801-252 Fuel	2,824	0.00	333.45	644.53	2,179.47	23%	
37-801-350 Landfill Fees	17,500	1,555.07	3,179.82	8,230.28	9,269.72	47%	
37-801-352 Vehicle Maintenance	6,134	910.35	910.35	5,706.40	427.60	93%	
37-801-400 Liability Insurance	2,844	0.00	0.00	710.89	2,133.11	25%	
Sanitation Totals:	110,256	7,936.47	15,995.01	44,936.34	65,319.66	41%	
Expenses Totals:	1,280,988	89,605.19	196,880.68	469,429.52	811,558.48	37%	
37 GENERAL FUND	Revenues Over/(Under) Expenses:	(30,500.06)	(66,357.98)	(107,580.98)			

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
38-351-401 Water Sales	804,541	62,026.45	132,892.27	288,337.01	(516,203.99)	36%	
38-351-402 Debt Setoff WATER	302	0.00	0.00	0.00	(302.00)		
38-351-404 Sewer Services	585,218	48,112.65	104,710.13	251,850.62	(333,367.38)	43%	
38-351-407 Debt Setoff SEWER	501	0.00	0.00	0.00	(501.00)		
38-351-408 Town Taps	2,350	1,546.77	1,546.77	2,399.65	49.65	102%	
38-351-416 Dis/Reconnection Fee	5,168	399.71	1,825.00	2,239.60	(2,928.40)	43%	
38-351-417 Fire Sprinkler	2,253	187.74	375.48	938.70	(1,314.30)	42%	
38-351-418 Late Fees/Penalty/Cut Off	12,741	290.00	340.00	714.47	(12,026.53)	6%	
38-351-419 Returned Check Fee	545	75.00	150.00	255.04	(289.96)	47%	
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	173	0.00	0.00	0.00	(173.00)		
38-365-001 Interest Income	58	1.84	4.57	9.17	(48.83)	16%	
38-365-366 Sale of Fixed Assets/Surplus Property	2,000	0.00	0.00	0.00	(2,000.00)		
38-365-421 Account Activation Fee	2,875	175.00	375.00	1,175.00	(1,700.00)	41%	
38-365-851 Misc Revenue WATER	63	0.00	0.00	89.56	26.56	142%	
38-395-396 Apropriated Fund Balance (Budget Only)	32,497	0.00	0.00	0.00	(32,497.00)		
Revenues Totals:	1,451,285	112,815.16	242,219.22	548,008.82	(903,276.18)	38%	
Expenses							
38-851-010 Salary Full Time	84,922	6,406.40	15,279.68	32,375.38	52,546.62	38%	
38-851-014 Salary - Part Time	15,943	1,191.27	2,999.74	6,600.29	9,342.71	41%	
38-851-019 Salary Over-Time	6,351	11.61	396.32	1,333.22	5,017.78	21%	
38-851-020 ER-FICA Taxes	8,202	562.15	1,378.77	2,978.68	5,223.32	36%	
38-851-030 ER - Retirement Orbit	13,801	969.11	2,335.95	5,063.27	8,737.73	37%	
38-851-040 ER - Health Insurance WATER	13,474	1,083.82	2,167.64	6,438.41	7,035.59	48%	
38-851-050 ER - Life Insurance	310	25.76	51.52	154.56	155.44	50%	
38-851-060 ER - Workman's Comp	1,643	0.00	0.00	1,194.66	448.34	73%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-851-099 Salary Reimbursement COVID	1	0.00	(792.79)	(792.79)	793.79	-	79279%
38-851-200 Travel Expense	250	0.00	0.00	0.00	250.00		
38-851-203 Supplies	2,827	145.99	546.72	1,207.95	1,619.05	43%	
38-851-204 Uniforms	2,160	37.86	187.02	679.26	1,480.74	31%	
38-851-205 Materials & Supplies	34,950	2,268.29	6,407.77	12,450.23	22,499.77	36%	
38-851-250 Light & Heat & Security	5,981	93.57	264.02	1,411.63	4,569.37	24%	
38-851-251 Telephone & Postage	8,658	512.16	1,293.44	3,489.90	5,168.10	40%	
38-851-252 Fuel	6,000	178.13	710.56	1,518.11	4,481.89	25%	
38-851-255 Bldg. Maint/Clean Svs	2,214	650.00	860.26	1,164.58	1,049.42	53%	
38-851-260 Electric Tank/Pumps	2,750	65.77	474.76	905.46	1,844.54	33%	
38-851-296 Continuing Education	625	0.00	0.00	0.00	625.00		
38-851-301 Computer Maintenance	2,364	291.32	439.85	801.24	1,562.76	34%	
38-851-302 Software Support	1,243	101.57	101.57	893.70	349.30	72%	
38-851-305 Technology Upgrades	2,250	0.00	0.00	0.00	2,250.00		
38-851-309 Advertising	250	0.00	0.00	0.00	250.00		
38-851-310 Dues & Subscriptions	389	12.50	12.50	251.75	137.25	65%	
38-851-313 State Permits	1,250	0.00	0.00	870.00	380.00	70%	
38-851-345 Water Tank Contract	16,620	0.00	4,208.88	8,363.75	8,256.25	50%	
38-851-347 Lab Analysis	1,340	825.00	825.00	825.00	515.00	62%	
38-851-351 Maint. & Repair Equip	4,500	153.30	209.05	214.26	4,285.74	5%	
38-851-352 Vehicle Maintenance	2,400	0.00	599.98	2,045.47	354.53	85%	
38-851-400 Town Liability Insurance	7,643	0.00	0.00	1,910.60	5,732.40	25%	
38-851-405 Audit Expense	3,724	0.00	2,049.99	2,049.99	1,674.01	55%	
38-851-448 External Contract	15,656	0.00	2,535.67	3,982.47	11,673.53	25%	
38-851-451 Water Purchase	256,182	0.00	17,803.25	68,576.93	187,605.07	27%	
38-851-801 Town Hall Roof Loan - Principal	2,640	214.47	428.94	1,072.35	1,567.65	41%	
38-851-802 USDA Public Works Trucks - Princ Water	2,485	0.00	2,484.86	2,484.86	0.14	100%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-851-803 USDA Town Hall/WS Loan Principal	41,150	0.00	0.00	0.00	41,150.00		
38-851-831 Town Hall Roof Loan - Interest Water	194	21.65	43.30	108.25	85.75	56%	
38-851-836 USDA Public Works Trucks - Int Water	433	0.00	432.14	432.14	0.86	100%	
38-851-889 Reserve for USDA Loans	4,407	0.00	0.00	0.00	4,407.00		
38-851-895 Grass Cutting Expense	16,000	1,125.00	5,625.00	5,625.00	10,375.00	35%	
38-851-896 WS 25% of GF Expense	46,584	0.00	4,150.90	13,221.70	33,362.30	28%	
38-851-998 Contingency	31,411	0.00	0.00	0.00	31,411.00		
Water Totals:	672,177	16,946.70	76,512.26	191,902.26	480,274.74	29%	
38-852-010 Salary - Full Time	84,922	6,406.40	15,279.68	32,215.22	52,706.78	38%	
38-852-014 Salary - Part Time	15,943	1,191.27	2,999.74	6,600.32	9,342.68	41%	
38-852-019 Salary - Over Time Sewer	6,351	100.03	963.75	1,580.03	4,770.97	25%	
38-852-020 ER - FICA Sewer	8,202	588.91	1,472.17	3,086.08	5,115.92	38%	
38-852-030 ER-Retirement Orbit	13,801	969.07	2,352.92	4,982.08	8,818.92	36%	
38-852-040 ER-Health Insurance SEWER	13,474	1,083.80	2,167.60	6,438.36	7,035.64	48%	
38-852-050 ER-Life Insurance	310	25.76	51.52	154.56	155.44	50%	
38-852-060 ER-Workman's Comp	1,642	0.00	0.00	1,194.66	447.34	73%	
38-852-099 Salary Reimbursement COVID	1	0.00	(792.78)	(792.78)	793.78	-	79278%
38-852-200 Travel Expense	225	0.00	0.00	0.00	225.00		
38-852-203 Supplies	2,827	209.10	609.74	1,231.31	1,595.69	44%	
38-852-204 Uniforms	2,160	37.85	187.00	679.17	1,480.83	31%	
38-852-205 Materials & Supplies	24,950	1,943.69	4,855.45	11,493.29	13,456.71	46%	
38-852-250 Light & Heat & Security	5,981	93.55	159.05	1,306.63	4,674.37	22%	
38-852-251 Telephone & Postage	8,658	505.06	1,286.33	3,489.71	5,168.29	40%	
38-852-252 Fuel	6,000	178.13	710.57	1,518.07	4,481.93	25%	
38-852-255 Bldg. Maint/Clean Svs	2,214	650.00	860.25	1,164.57	1,049.43	53%	

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38 WATER / SEWER						
Description	Budget	MTD	QTD	YTD	Variance	Percent
38-852-260 Electric Tank/Pumps	9,500	1,018.08	1,981.85	4,488.17	5,011.83	47%
38-852-296 Continuing Education	625	0.00	0.00	0.00	625.00	
38-852-301 Computer Maint.	2,364	291.33	439.86	840.75	1,523.25	36%
38-852-302 Software Support	1,243	101.56	101.56	893.67	349.33	72%
38-852-305 Technology Upgrades	2,250	0.00	0.00	0.00	2,250.00	
38-852-309 Advertising	500	0.00	0.00	418.50	81.50	84%
38-852-310 Dues & Subscriptions	400	12.50	12.50	251.75	148.25	63%
38-852-313 State Permits	1,250	0.00	0.00	0.00	1,250.00	
38-852-351 Maint & Repair Equip	4,500	294.60	350.35	355.56	4,144.44	8%
38-852-352 Vehicle Maintenance	2,400	0.00	599.97	2,045.46	354.54	85%
38-852-400 Liability Insurance	1,911	0.00	0.00	1,910.60	0.40	100%
38-852-405 Audit Expense	3,724	0.00	2,050.01	2,050.01	1,673.99	55%
38-852-435 Purchase of Sewer Services	300,500	0.00	0.00	69,715.88	230,784.12	23%
38-852-448 External Contract	20,000	0.00	6,912.30	8,797.70	11,202.30	44%
38-852-473 WWTP Rehab Annual Payment	24,032	0.00	0.00	0.00	24,032.00	
38-852-801 Town Hall Roof Loan - Principal	2,640	214.48	428.96	1,072.40	1,567.60	41%
38-852-802 USDA Public Works Trucks - Princ Sewer	2,485	0.00	2,484.86	2,484.86	0.14	100%
38-852-803 USDA Town Hall/WS Loan Principal	41,150	0.00	0.00	0.00	41,150.00	
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,977	0.00	0.00	0.00	14,977.00	
38-852-809 John Riggans Easement Pmt	1,000	0.00	0.00	0.00	1,000.00	
38-852-810 BB&T Battle Avenue Sewer Loan - Principal	6,452	0.00	0.00	0.00	6,452.00	
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	0.00	0.00	0.00	13,750.00	
38-852-830 BB&T Battle Ave Sewer Loan - Int	523	0.00	0.00	0.00	523.00	
38-852-831 Town Hall Roof Loan - Interest Sewer	194	21.66	43.32	108.30	85.70	56%

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-852-836 USDA Public Works Trucks - Int Sewer	433	0.00	432.14	432.14	0.86	100%	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	3,575	0.00	1,787.50	1,787.50	1,787.50	50%	
38-852-889 Reserve for USDA Loans	4,407	0.00	0.00	0.00	4,407.00		
38-852-896 WS 25% of GF Expense	46,584	0.00	4,150.90	13,221.71	33,362.29	28%	
38-852-998 Contingency	35,581	0.00	0.00	0.00	35,581.00		
Sewer Expenses Totals:	746,611	15,936.83	54,939.07	187,216.24	559,394.76	25%	
38-901-902 Transfer Out to Water Treatment Plant	32,497	0.00	0.00	0.00	32,497.00		
Transfers Out Totals:	32,497	0.00	0.00	0.00	32,497.00		
Expenses Totals:	1,451,285	32,883.53	131,451.33	379,118.50	1,072,166.50	26%	
38 WATER / SEWER Revenues Over/(Under) Expenses:		80,686.63	114,282.79	182,307.00			

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39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
39-351-470 Town Sewer Revenues	300,500	0.00	0.00	69,715.88	(230,784.12)	23%	
39-351-471 Sewer Revenues - County	229,005	0.00	0.00	53,129.14	(175,875.86)	23%	
39-351-472 Sewer Rev Norlina	165,292	0.00	0.00	38,347.77	(126,944.23)	23%	
39-365-861 Misc Revenue WWTP	19,832	130.00	1,845.00	1,869.99	(17,962.01)	9%	
39-381-038 Transfer In from Water/Sewer	32,497	0.00	0.00	0.00	(32,497.00)		
Revenues Totals:	747,126	130.00	1,845.00	163,062.78	(584,063.22)	22%	
Expenses							
39-861-010 Salary - Full Time	163,202	12,958.29	31,153.93	64,836.99	98,365.01	40%	
39-861-014 Salary - Part Time	15,668	1,043.72	2,636.45	6,493.11	9,174.89	41%	
39-861-019 Over-Time	13,791	481.25	1,398.39	3,583.70	10,207.30	26%	
39-861-020 ER-FICA Taxes	14,739	932.40	2,285.85	4,792.96	9,946.04	33%	
39-861-030 ER - Retirement Orbit	30,015	2,014.80	4,825.61	10,329.88	19,685.12	34%	
39-861-040 ER- Health Insurance	24,273	2,013.45	4,026.90	11,837.82	12,435.18	49%	
39-861-050 ER-Life Insurance	572	47.60	95.20	285.60	286.40	50%	
39-861-060 ER-Workman's Comp	3,221	0.00	0.00	2,323.36	897.64	72%	
39-861-099 Salary Reimbursement COVID	1	0.00	(1,823.92)	(1,823.92)	1,824.92	-	182392%
39-861-200 Travel Expense	500	0.00	0.00	0.00	500.00		
39-861-203 Supplies	2,549	101.39	502.17	1,042.97	1,506.03	41%	
39-861-204 Uniforms	2,916	53.10	260.93	959.68	1,956.32	33%	
39-861-205 OP Material & supplies	38,700	3,002.13	8,322.23	17,132.43	21,567.57	44%	
39-861-250 Light, Heat & Security	95,000	6,792.56	13,488.99	35,320.73	59,679.27	37%	
39-861-251 Telephone & Postage	7,722	401.51	1,228.67	3,426.80	4,295.20	44%	
39-861-252 Fuel	9,000	382.45	1,067.43	2,254.48	6,745.52	25%	
39-861-296 Continuing Education	1,225	0.00	0.00	0.00	1,225.00		
39-861-301 Computer Maint.	4,607	293.23	590.30	1,352.59	3,254.41	29%	
39-861-302 Software Support	2,741	398.07	398.07	2,332.31	408.69	85%	

Budget vs Actual

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Period Ending 11/30/2020

39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
39-861-305 Technology Upgrades	2,000	0.00	0.00	0.00	2,000.00		
39-861-309 Advertising	1,050	111.60	265.08	1,049.27	0.73	100%	
39-861-318 Freight Charges	1,650	179.43	303.43	728.60	921.40	44%	
39-861-342 Maint & Repair Plant	60,000	420.00	11,218.15	45,053.87	14,946.13	75%	
39-861-344 Sludge Removal	60,000	7,390.00	7,390.00	13,852.50	46,147.50	23%	
39-861-345 Beaver Control	2,000	0.00	0.00	0.00	2,000.00		
39-861-346 Lab Material & Supplies	9,000	760.40	760.40	7,925.95	1,074.05	88%	
39-861-347 Lab Analysis	17,948	1,247.50	2,477.00	4,748.50	13,199.50	26%	
39-861-348 Tar - Pamlico Dues	3,000	0.00	0.00	0.00	3,000.00		
39-861-349 OSHAComp/Safety M&S	1,000	637.50	637.50	772.50	227.50	77%	
39-861-352 Vehicle Maintenance	3,000	0.00	603.91	2,979.65	20.35	99%	
39-861-400 Liability Insurance	18,185	0.00	0.00	4,546.20	13,638.80	25%	
39-861-405 Audit Expense	7,500	0.00	4,100.00	4,100.00	3,400.00	55%	
39-861-441 Certify Lab Services	1,000	95.00	95.00	95.00	905.00	10%	
39-861-444 Permits & Fees	6,253	0.00	0.00	5,593.50	659.50	89%	
39-861-446 Influent Debris removal	3,856	324.83	650.53	1,633.83	2,222.17	42%	
39-861-447 WWTP Grant Expense	34,125	0.00	0.00	0.00	34,125.00		
39-861-897 WWTP 25% of GF Exp	42,674	0.00	4,028.48	14,222.46	28,451.54	33%	
39-861-998 Contingency	9,946	0.00	0.00	0.00	9,946.00		
WWTP - Expenses Totals:	714,629	42,082.21	102,986.68	273,783.32	440,845.68	38%	
39-901-901 Transfer Out to General Fund	32,497	0.00	0.00	0.00	32,497.00		
Transfers Out Totals:	32,497	0.00	0.00	0.00	32,497.00		
Expenses Totals:	747,126	42,082.21	102,986.68	273,783.32	473,342.68	37%	
39 WWTP Revenues Over/(Under) Expenses:		(41,952.21)	(101,141.64)	(101,141.63)			

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62992	30	1 800 FLAGPOLE.COM	11/02/2020	<u>\$2,316.55</u>
62993	30	FLEMING INVESTMENT COMPANY	11/02/2020	<u>\$3,000.00</u>
62994	30	HARRIS ENTERPRISES	11/02/2020	<u>\$1,131.16</u>
62995	30	STACY WOODHOUSE	11/02/2020	<u>\$1,000.00</u>
62996	30	Always N Bloom	11/03/2020	<u>\$95.01</u>
62997	30	Core & Main	11/03/2020	<u>\$1,281.00</u>
62998	30	INFORMATION TECHNOLOGY SERVICE	11/03/2020	<u>\$174.12</u>
62999	30	KPH PAVING & LANDSCAPING, INC.	11/03/2020	<u>\$7,492.50</u>
63000	30	LADARRIS HARGROVE	11/03/2020	<u>\$78.00</u>
63001	30	Lee Roy West Plumbing & Heating	11/03/2020	<u>\$46.17</u>
63002	30	PROFESSIONAL MAIL SERVICES, INC	11/03/2020	<u>\$67.88</u>
63003	30	UNIFIRST CORPORATION	11/03/2020	<u>\$366.60</u>
63004	30	UNITED PARCEL SERVICE	11/03/2020	<u>\$124.00</u>
63005	30	USA Bluebook	11/03/2020	<u>\$281.28</u>
63006	30	WARREN AUTO PARTS, INC.	11/03/2020	<u>\$249.43</u>
63007	30	WRIGHT EXPRESS FSC	11/03/2020	<u>\$1,285.09</u>
63008	30	Carolina Images by Angela, LLC	11/05/2020	<u>\$202.83</u>
63009	30	DOCUMENT SYSTEMS, INC	11/05/2020	<u>\$137.47</u>
63010	30	HARRIS INVESTMENTS	11/05/2020	<u>\$1,000.00</u>
63011	30	SUPERIOR CHRYSLER DODGE JEEP	11/05/2020	<u>\$244.62</u>
63012	30	WOMACK PUBLISHING CO. INC.	11/05/2020	<u>\$50.00</u>
63013	30	Brimar Industries	11/06/2020	<u>\$276.27</u>
63014	30	CAROLINA DIGITAL PHONE INC	11/06/2020	<u>\$316.00</u>
63015	30	DOCUMENT SYSTEMS, INC	11/06/2020	<u>\$992.44</u>
63016	30	GRANVILLE FARMS, INC.	11/06/2020	<u>\$6,615.00</u>
63017	30	KPH PAVING & LANDSCAPING, INC.	11/06/2020	<u>\$667.83</u>
63018	30	MERITECH INC	11/06/2020	<u>\$1,317.50</u>
63019	30	ROBERT DAVIE	11/06/2020	<u>\$71.31</u>
63020	30	Spectrum Business	11/06/2020	<u>\$124.98</u>
63021	30	AMAZON CAPTIAL SERVICES, INC.	11/10/2020	<u>\$1,441.42</u>
63022	30	Community Eye Care	11/10/2020	<u>\$109.52</u>
63023	30	GFL ENVIRONMENTAL	11/10/2020	<u>\$324.83</u>

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63024	30	HARRIS ENTERPRISES	11/10/2020	<u>\$256.20</u>
63025	30	NORTH CAROLINA 811, INC	11/10/2020	<u>\$25.00</u>
63026	30	WOMACK PUBLISHING CO. INC.	11/10/2020	<u>\$111.60</u>
63027	30	NORTH CAROLINA VOLUNTEER FIREMANS ASSOC	11/13/2020	<u>\$90.00</u>
63028	30	CHERYL BELL	11/16/2020	<u>\$341.43</u>
63029	30	DOCUMENT SYSTEMS, INC	11/16/2020	<u>\$234.70</u>
63030	30	HARRIS ENTERPRISES	11/16/2020	<u>\$76.01</u>
63031	30	INTERPLAT SOLUTIONS, INC	11/16/2020	<u>\$500.00</u>
63032	30	PROFESSIONAL MAIL SERVICES, INC	11/16/2020	<u>\$508.29</u>
63033	30	TIME WARNER CABLE	11/16/2020	<u>\$116.97</u>
63034	30	WARREN COUNTY PUBLIC WORKS	11/16/2020	<u>\$1,555.07</u>
63035	30	FIRST CITIZENS BANK	11/17/2020	<u>\$4,215.77</u>
63036	30	ALWAYS CARE BENEFITS, INC.	11/17/2020	<u>\$490.16</u>
63037	30	AMAZON CAPTIAL SERVICES, INC.	11/17/2020	<u>\$991.28</u>
63038	30	DOCUMENT SYSTEMS, INC	11/17/2020	<u>\$942.42</u>
63039	30	DRAPER IRRIGATION	11/17/2020	<u>\$3,350.00</u>
63040	30	DUKE ENERGY PROGRESS	11/17/2020	<u>\$8,276.35</u>
63041	30	HACH COMPANY	11/17/2020	<u>\$698.62</u>
63042	30	KING'S FITNESS & NUTRITION CENTER	11/17/2020	<u>\$375.00</u>
63043	30	MIRANDA E. MEDLIN	11/17/2020	<u>\$300.00</u>
63044	30	NCDMV	11/17/2020	<u>\$6.00</u>
63045	30	PETE SMITH TIRE & QUICK LUBE, INC	11/17/2020	<u>\$13.60</u>
63046	30	United Healthcare	11/17/2020	<u>\$12,111.76</u>
63047	30	USA Bluebook	11/17/2020	<u>\$448.78</u>
63048	30	WARRENTON SUPPLY CO., INC.	11/17/2020	<u>\$144.50</u>
63049	30	C. T. Wilson Construction Co.	11/20/2020	<u>\$134,501.17</u>
63050	30	BLUE RIDGE SPRINGS, INC	11/23/2020	<u>\$104.30</u>
63051	30	COBLE PRINTING CO.	11/23/2020	<u>\$218.82</u>
63052	30	FRONTIER NATURAL GAS	11/23/2020	<u>\$26.58</u>
63053	30	GRANVILLE FARMS, INC.	11/23/2020	<u>\$775.00</u>
63054	30	H.G. REYNOLDS COMPANY, INC	11/23/2020	<u>\$75,648.79</u>

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63055	30	HUMANA SPECIALTY BENEFITS	11/23/2020	<u>\$29.38</u>
63056	30	MUNICIPAL ENGINEERING	11/23/2020	<u>\$9,250.00</u>
63057	30	MUNICIPAL INSURANCE TRUST	11/23/2020	<u>\$672.61</u>
63058	30	TIME WARNER CABLE	11/23/2020	<u>\$54.94</u>
63059	30	CAROLINA INDUSTRIAL EQUIPMENT, INC	11/24/2020	<u>\$701.24</u>
63060	30	DUKE ENERGY PROGRESS	11/24/2020	<u>\$253.85</u>
63061	30	FLEMING INVESTMENT COMPANY	11/24/2020	<u>\$3,000.00</u>
63062	30	FRONTIER NATURAL GAS	11/24/2020	<u>\$12.31</u>
63063	30	HARRIS ENTERPRISES	11/24/2020	<u>\$197.49</u>
63064	30	KONECRANES INC	11/24/2020	<u>\$907.38</u>
63065	30	PETE SMITH TIRE & QUICK LUBE, INC	11/24/2020	<u>\$1,177.30</u>
63066	30	PRUDENTIAL RETIREMENT	11/24/2020	<u>\$1,091.26</u>
63067	30	STACY WOODHOUSE	11/24/2020	<u>\$1,000.00</u>
63068	30	US CELLULAR	11/24/2020	<u>\$1,247.31</u>
63069	30	WATER GUARD, INC.	11/24/2020	<u>\$1,822.95</u>
63070	30	WOMACK PUBLISHING CO. INC.	11/24/2020	<u>\$279.00</u>
63071	30	DOCUMENT SYSTEMS, INC	11/30/2020	<u>\$201.76</u>
63072	30	DUKE ENERGY PROGRESS	11/30/2020	<u>\$1,719.81</u>
63073	30	ENVIRONMENTAL SAFETY PROFESSIONALS, INC.	11/30/2020	<u>\$95.00</u>
63074	30	HARRIS ENTERPRISES	11/30/2020	<u>\$1,259.17</u>
83	Checks Totaling -			\$305,307.74

Totals By Fund

	Checks	Voids	Total
34	\$6,468.95		\$6,468.95
36	\$1,286.08		\$1,286.08
37	\$35,663.34		\$35,663.34
38	\$13,640.82		\$13,640.82
39	\$27,615.04		\$27,615.04
51	\$1,233.55		\$1,233.55
55	\$84,898.79		\$84,898.79
61	\$134,501.17		\$134,501.17
Totals:	\$305,307.74		\$305,307.74

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator
Date: December 11, 2020
Re: November 2020 Monthly Activity Report for Public Works

Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) West Ridgeway St. sewer main (general location is in area between Ridgeway Street and Fairlane Drive) – Determine exact location of sewer main and right of way. (2) Install magnetic flow meter in 14 inch sewer force main where Town of Norlina's and Warren County's Sewer enters Town of Warrenton's sewer system (meter would give us precise measurement of volume of sewer in route to the wastewater treatment plant from our partners thus helping to ensure accurate portioning of monthly wastewater treatment expense between the three partners). (3) Purchase water and sewer line locating equipment. (4) Purchase water main valve exercising equipment.
- **Water and Sewer System Needs – Funded:** (1) Sewer main located between Bragg St. and Macon St. (serves all businesses located on the east side of South Main Street between Odom's Motor Service and Macon Street and Quilt Lizzy) – Line is failing and will need to be repaired or relocated. Repair will be exceedingly difficult due to location of line – Replacement of line will be funded by USDA Rural Development grant. (2) Purchase and install public works 2-way radio repeater. Funded by USDA Rural Development grant. (3) Purchase and install SCADA systems on Town's 3 sewer lift stations - Funded by USDA Rural Development grant.
- **Completed Water and Sewer System Maintenance/Repair Related Information:** (1) Preventative Maintenance – Riggins Sewer Liftstation. Annual safety inspection of overhead crane. Contractor: Konecranes, Inc. (Labor - \$294.50) (2) Repair – John Deere Tractor. Replaced battery. Supplier: Warren Auto Parts (Parts - \$164.20) (3) Emergency Repair – JCB Backhoe. Repaired block heater circuit. Contractor: Harris Enterprises (Labor - \$60.00, Parts - \$11.20)

Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$447.90

Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$0.00

- **Water and Sewer Adjustment Request:** For consideration at the December 14, 2020 meeting of the Board of Commissioners. **Bartholomew Auto Repair** – 744 US 158 Business

West, Account #005-0001100-2. Leak between meter box and facility. Normal usage 2,000. Request is for sewer adjustment of 26,000 gallons at \$9.01/1000. Total \$234.26. Adjustment recommended by staff. For consideration at the December 14, 2020 meeting of the Board of Commissioners. **Marinda Alston** – 118 Unity Drive, Account #005-0000240-1. Leak between meter box and house. Normal usage 4,000. Request is for sewer adjustment of 41,000 gallons at \$13.65/1000. Total \$559.65. Adjustment recommended by staff.

Streets and Sanitation

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

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator, Warren County Director of Public Works, Norlina Director of Public Works
Date: December 11, 2020
Re: November 2020 Monthly Activity Report for WWTP

- **Pending Equipment Repairs:** **(1)** Effluent filter controls – Safety issue - Replace cylinders and control mechanism for valves located in pit area of filter building. **(2)** Sand blast and refinish site metal structures. **(Estimated Cost – Refinishing remaining structures - \$58,000)** **(3)** Replace Influent pump No. 2 and 3 motor base stands. **(Estimated Cost - \$4,000 per pump)**
- **Completed Plant Maintenance/Repair Related Information:** **(1)** Emergency Repair – Influent Pump No. 1. Fix belt alignment issue and replace drive belts. Contractor: Harris Enterprises (Labor - \$120.00, Parts – Provided from spare parts inventory) **(2)** Emergency Repair – Oxidation Ditch No. 2 Mixer No. 2. Repaired motor fan housing. Contractor: Harris Enterprises (Labor - \$180.00) **(3)** Emergency Repair – Influent Pump Station. Replaced main fuse in power circuit. Contractor: Harris Enterprises (Labor - \$120.00, Parts provided from spare parts inventory).

Total cost for Repairs (Account No. 39-861-342) - \$420.00

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month, 21.64 million gallons were treated.

Activity Detail Summary (by Category)

Warrenton Police Department

(11/01/2020 - 11/30/2020)

Incident\Investigations

220 - Burglary/Breaking & Entering	2
23C - Shoplifting	2
23H - All Other Larceny	1
290 - Destruction/Damage/Vandalism of Property	1
35B - Drug Equipment Violations	1
90J - Trespass of Real Property	2
90Z - All Other Offenses	3
Total Offenses	12
Total Incidents	8

Arrests

35B - Drug Equipment Violations	1
90J - Trespass of Real Property	1
Total Charges	2
Total Arrests	1

Accidents

Total Accidents 0

Citations

Failure To Stop (Stop Sign/Flashing Red Light)	1
Speeding (Infraction)	2
Secondary Charge	2
Total Charges	5
Total Citations	3

Warning Tickets

Total Charges 0

Activity Detail Summary (by Category)

Warrenton Police Department

(11/01/2020 - 11/30/2020)

Warning Tickets

Total Warning Tickets 0

Ordinance Tickets

Total Ordinance Tickets 0

Criminal Papers

Total Criminal Papers Served 0

Total Criminal Papers 0

Civil Papers

Total Civil Papers Served 0

Total Civil Papers 0

Activity Log Event Summary (Cumulative Totals)

Warrenton Police Department

(11/01/2020 - 11/30/2020)

<No Event Type Specified>	2	911 Hang-up	3
Abandoned Vehicle	1	Accident	4
Alarm Activation	9	Animal Complaint	1
Arson-Burning Personal Property	1	Assist Elderly/Lost person	1
Assist Motorist	1	Assist NPD	6
Assist WC EMS	8	Assist WCSO	3
B & E	2	C.O.P.S. - Main St	14
C.O.P.S.- Neighborhood Patrol	4	Complaint	5
Disabled Vehicle	1	Dispute	2
Follow up Investigation	1	Foot Patrol	1
Found Property/Item	1	Funeral Escort	2
Investigation and/or Interview	1	Medical / Person Hurt or Sick	1
Mental Patient	2	Ordinance Violation	1
Other	2	Patrol	3
Property Check – Business	39	Property Check – Residential	14
Shoplifting	4	Shots fired	1
Suspicious Person / Vehicle	6	Talk with Officer	2
Traffic Light / Street Safety Issue	1	Traffic Stop	8
Trespassing	2		

Total Number Of Events: 160



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

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

BOC Meeting November 2020 – Action Items Checklist

1. Execute annexation resolution, file copy of resolution with Register of Deeds, update Ordinance Book as addition to Table 1. (cont.)
2. Work with Mitch Styers on ordinance language for HDC penalty (cont.)
3. Investigate SRP funding in sewer are for Spring of 2021 grant cycle. (Can we apply for additional \$? Has it been three years since awarded our \$3mm?)
4. Schedule Planning Board to consider rezoning of properties from R-20 to C-2.
 - ✓ Scheduled for second week of January
5. Execute contract for Historic District update.
 - ✓ Done
6. Execute Interlocal Agreement for building inspections with Warren County.
 - ✓ Amended agreement sent to Hassan for review.
7. Amend Personnel Manual
 - ✓ Done
8. Schedule with Flynnne Meares a time in February for goal-setting session with BOC.
 - ✓ Underway
9. Arrange Essentials of Municipal Government class for Commissioner Wethington.
 - ✓ Done



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STATUS OF GRANTS

(Fund 51 & 61) USDA Rural Development -- \$6.065 million total project cost. Included are Town Hall renovation, water main, water line repairs, radio-frequency water meter installation.

- Wrapping up final details.

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

- Received bids for Phase 2. Received some lower bids for electrical, concrete and plumbing. Phase 2 plans may be revised and rebid, else project could continue as Phase 1 cost estimates are similar to prior estimates.
- Received updated estimates to continue on as Phase 1. Town placed building under its insurance policy.
- Town working with COG seeking additional grant funding option.

(Fund 55) NC DEQ Water Infrastructure WWTP -- \$1,600,000 to rehab most severe areas of WWTP

- Town \$1,600,000 with 100% grant and Town to pay 1.5% processing fee.
- Construction start date provided to HG Reynolds.

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

- DOT roads = 100% grant
- DOT indicated that funds have been allocated but construction has been delayed until July 2020.

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

- Received Intent to Fund letter from NCDEQ for 75% total expense from NC DENR to repair Battle Ave sewer from overflow area down to treatment plant. Approximately \$750,120 in total project costs.
- Also received Intent to Fund letter for 75% of total cost which equals a grant of \$345,000 and loan amount of \$115,000 and a match amount of \$7,475 for a total of \$467,475 from NC DENR to repair sewer lines on Unity Dr. and Bute St.
- Substantial completion, only high visibility striping left.

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

- Final drawings received from architect
- Received approval from NCSHPO. Updated drawings submitted to Main Street.
- Waiting on financing closing. Work must be completed by October 2021 per grant agreement

NC Neighborhood Revitalization Program

- Application underway for CDGB funds to assist in repairing houses owned by citizens of low or moderate incomes.
- Awaiting release of funds letter from NC Department of Commerce.
- Provided detailed information to NC SHPO for review prior to Commerce releasing funds.

Volkswagen Settlement Grant

- Application submitted on September 30 seeking replacement of garbage truck, dump truck, tractor and back hoe. No Town match was included in the application.
- Town awarded \$218,000 for new garbage and dump trucks. One of 70 awards given. Contract process may be two to six months to complete. Town must purchase equipment and be reimbursed approximately two weeks later.
- Awaiting contract agreement from NC Commerce.

Building Reuse Grant

- Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic.
- Awaiting closing on building before executing grant agreement with Commerce and Dr. O'Malley.

NC IDEA Grant

- \$150,000 grant to develop entrepreneurial ecosystem in Warrenton/Warren County. No required match.
- Application submitted on October 9.
- Warrenton was NOT awarded grant

Brownfield Grant

- The Town was NOT awarded the grant in FY 2020 due to scoring and the large number of applicants. There were 155 awards out of 448 applications.
- Grant application submitted by Cardno engineers. Award notification in May/June of 2021

Bicycle Amenities

- Application submitted for four bicycle racks and one fixtation.
- Town awarded four bike racks and one fixtation. Picking up in Raleigh by public works.

EDA SPRINT Grant

- Application submitted to US Economic Development Administration for Frontier Warren.
- 20% match from Town is utilizing in-kind match which is already budgeted.



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Robert F. Davie, Jr. – Town Administrator

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**Grant Project Ordinance
COVID-19 FEMA RELIEF
Town of Warrenton, North Carolina**

Be it ordained by the Town of Warrenton Board of Commissioners that, pursuant to Section 13.1 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Ordinance is hereby adopted:

Section 1: The project authorized is the Town of Warrenton FEMA COVID Relief (Grant Number FEMA-4487-DR-NC) between the Town of Warrenton and the Federal Emergency Management Agency through the North Carolina Division of Emergency Management.

Section 2: The officers of this unit of government are hereby directed to proceed with the grant project within the terms in the letter of approval and the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete this project:

Federal Emergency management Agency	<u>\$3,444.23</u>
Total	\$3,444.23

Section 4: The following amounts are appropriated for this project:

Facility Disinfection and PPE including N95 Respirators, Gloves, masks, face shields, gowns and coveralls	<u>\$3,444.23</u>
Total	\$3,444.23

Section 5: The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient detailed accounting records to provide the accounting to the North Carolina Division of Emergency Management required by federal and state regulations.

Section 6: Copies of this Grant Project Ordinance shall be entered into the minutes of the governing board within five days after adoption and be filed with the Finance Officer, the Budget Officer, and the Clerk to the Board.

Adopted this 14th day of December 2020.

Walter M. Gardner, Jr., Mayor

ATTEST:

Robert Davie, Clerk to the Board

Warrenton Budget Amendments

Date:

12/14/2020

 Number:

#3

Purpose of Amendment:

The purpose of this budget amendment is to pay for striping on Cousin Lucy Lane and plastic liners for Cast Stone planters
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Fund Name:

Street Department

Revenue

Account Title/Number:	Increase Amount	Decrease Amount
37-395-395 Approp Fund Balance	4255	
Subtotal	4255	0
Total	4255	
Grand Total	0	

Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
37-701-203 Street Supplies	4255	
Subtotal	4255	0
Total	4255	
Grand Total		

Warrenton Budget Amendments

Date: 12/14/2020
 Number: #4

Purpose of Amendment: The purpose of this budget amendment is to pay for striping on Cousin Lucy Lane and plastic liners for Cast Stone planters. This amount was discussed and approved at the October BOC meeting.

Fund Name: Street Department

Revenue

Account Title/Number:	Increase Amount	Decrease Amount
37-395-396 Approp Fund Balance	9000	
Subtotal	9000	0
Total	9000	
Grand Total	0	

Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
37-701-203 Street Supplies	9000	
Subtotal	9000	0
Total	9000	
Grand Total	0	



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

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Brick Sidewalk Repair Locations and Associated Cost

Locations:

- BB&T
- Old L. R. West
- Old Bail Bonds (Mayor's Bldg)
- Old Milanos (several spots)
- CC's Flowers
- Citizens Insurance
- Colonial Lodge
- First Citizens
- Marsha West and Robert Alston homes
- Post office (2 areas)
- Episcopal church
- Alley
- Across from Old Milanos
- Old Dry Cleaners (S. Main)
- Warren Auto
- Frontier Warren (140 S. Main)

Cost:

\$15 per s/f. Total of 920 square feet for a total cost of \$13,800.

Justification:

These are areas that have caused tripping and been reported to the Town's insurance agent. Four claims have been submitted in the last four years for the bricked areas of sidewalk. \$5000 in are in reserve for possible payout, however, no payouts have been made yet.

The Town regularly repairs the concrete sidewalk areas but has not made any repairs in the brick areas unless it was a small area with Town staff performing the work. Town staff are not able to offer the same quality job and do not have the time to address it without putting regular commitments on the back burner for several weeks.

Recommendation:

Appropriate Powell Bill fund balance rather than General Fund fund balance. Approximately \$20,000 remains in Powell Bill fund balance.