



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

P.O. Box 281
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(252) 257-1122 Fax (252) 257-9219
www.warrenton.nc.gov

BOARD OF COMMISSIONERS REGULAR MEETING
7:00 PM February 13, 2022
AGENDA

Regular Meeting

1. Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement, Proposed Agenda
3. Public Comments
4. Minutes of Board Meeting on January 9, 2022, Minutes of Public Hearing January 9, 2022
5. Consent Agenda
 - a. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
 - b. Monthly Checks Report
 - c. Public Works Monthly Report
 - d. WWTP Monthly Report
 - e. Police Activity Reports
 - f. Action Items from July BOC Meeting
6. Committee Reports
 - a. Finance and Administration (Ms. Hunter)
 - b. Public Works (Mr. Fleming)
 - c. Public Safety (Mr. Ayscue)
 - d. Human Resources/Information Technology (Mr. Blalock)
 - e. Revitalization/Historic District Commission (Mr. Coffman)
 - i. Recommendation from Preservation Warrenton for Appointment to HDC
 - ii. Recommendations for Revitalization Committee
 - f. Beautification/Facilities (Ms. Britt)
 - g. Planning/Zoning/Annexation (Mr. Young)
7. Old Business
 - a. Status of Grants – for information
 - b. Dog Welfare and Tethering Ordinance (contingent upon legal review) – for information / consideration
 - c. Compliance with Home Business Ordinance – follow up for information / consideration
8. New Business
 - a. Frontier Warren, Henderson Fruit and Produce – for discussion / consideration
 - b. Availability Fee for Apartments, Multi-tenant offices – for discussion / consideration
 - c. Budget Amendments #10, #11, #12, #13, #14 – for consideration
 - d. Sexual Abuse Policy, Required for Insurance Coverage (contingent upon legal review) – for consideration
 - e. Game Room Permit – 109 S. Hall Street – for consideration
 - f. Backup ORC Agreement for WWTP (contingent upon legal review) – for consideration
 - g. Surplus of PW Trucks – for consideration
 - h. WWTP Grant Overrun and W/S Fund Balance Appropriation – for consideration
9. Announcements
10. Adjournment

Conflict of Interest Disclaimer

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

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

Citizen Comments

Rules for Citizen Comments

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

**Town of Warrenton
Board of Commissioners**



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Robert F. Davie, Jr. – Town Administrator

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BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING

January 9, 2023, 7:00 P.M.

Minutes

Those in attendance were:

Mayor Walter Gardner	Commissioner Mary Hunter
Commissioner John Blalock	Commissioner Al Fleming
Commissioner Jason Young	Commissioner Margaret Britt
Commissioner Aaron Ayscue	
Commissioner Michael Coffman (via conference call)	
Town Administrator, Robert Davie	
Goble Lane, Chief of Police	
Bill Perkinson, Public Works Director	
Meredith Valentine, Finance Officer	
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 on Monday, January 9, 2023 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 Ayscue.

Conflict of Interest Statement and Proposed Agenda

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

Add agenda item:

- 6. Committee Reports –
 - g. Planning/Zoning/Annexation (Mr. Young)
 - ii. Special Use Permit – Air BNB - 420 S. Main Street and 432 S. Main St.

Commissioner Blalock made a motion to approve the proposed agenda with the requested changes, with a second by Commissioner Young. The motion was approved by unanimous vote.

Public Comments

Jereann King addressed the board, requesting that the planters at the corner of Market and Franklin Street be moved back as they are impeding the view of traffic.

Minutes

The minutes of the December 12, 2022, meeting were presented. Commissioner Hunter made a motion to approve the minutes as presented, with a second by Commissioner Ayscue. 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 July BOC meeting

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

Committee Reports

- (a) Finance and Administration –Commissioner Hunter asked Town Administrator to introduce the auditor, Shelton Ennis with Joyce and Company, CPA for the FY 2021/2022 Audit Presentation. Mr. Ennis stated the Town was found to have an “unmodified- clean” audit. He made note of three findings. He thanked the staff for their cooperation during the audit process. Town Administrator, Robert Davie presented an audit agreement extension with Joyce and Company for consideration. Commissioner Blalock made a motion to approve the extension agreement with a second by Commissioner Hunter. The motion was approved by unanimous vote. Town Administration, Robert Davie presented a Renewal Agreement contract with Joyce and Company for the audit of FY 2023/2024 with a price increase of \$2500.00 over last fiscal year’s cost. Commissioner Blalock made a motion to approve the renewal, with a second by Commissioner Hunter. The motion was approved by unanimous vote.
- (b) Public Works – Commissioner Fleming citing savings of around \$5,000 identified in the current budget of the Public Works department.
- (c) Public Safety – Commissioner Ayscue informed the board that two of the three speed limit signs have been installed. He further stated they are still working to fill a full-time, position vacancy at the Police Department.
- (d) Human Resources – Information Technology – Commissioner Blalock had no additional report other than agenda items.
- (e) Revitalization/Historic District Commission – Commissioner Coffman stated that the Historic District Commission did not meet in December. He further stated that due to the holidays, the Revitalization Committee has been unable to complete their full roster but hopes to have it done by the next BOC meeting in February.
- (f) Beautification/Facilities – Commissioner Britt had no additional report other than agenda items.
- (g) Planning/Zoning/Annexation – Commissioner Young introduced Frank Frazier with the Kerr-Tar Regional Council of Government. Mr. Frazier presented the proposed Town of Warrenton Comprehensive Plan. He stated that the highlights of the proposed plan include more affordable housing, universal Wi-Fi, and a possible DMV

office for Warrenton. He further stated the importance of the Historic District in moving forward with any capital projects/improvements. Commissioner Young made a motion to approve the Comprehensive Plan as presented, with a second by Commissioner Fleming. The motion was approved by unanimous vote. Commissioner Young presented two Special Use permits for Air BNBs at 432 S. Main Street and 420 S. Main Street for consideration. He stated both have been approved by the Planning Board. Commissioner Young made a motion to approve the two Special Use permits as presented, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.

Old Business

(a) Status of Grants

Detailed Update on WWTP Grant Status

Unexpected expenses beyond the grant project budget, coming up just prior to holidays. Initial overruns were expected to be \$25,000, which could be absorbed into the WWTP budget. However, that estimate has more than tripled over the last six months as we have been waiting on the switch equipment to be manufactured.

Some of the reasons for the tripling are:

- Door jambs have to be removed and replaced in order to get switch in the building and room and were not initially estimated and included
- Backup power generation was not initially estimated and included
- Fuel costs of generators not fully estimated

Plant electrical switch gear and related components are currently being installed. The main switch unit has been on order for approximately one year.

Installation and related costs are projected to total \$87,326.17. This includes the cost to remove and then replace two metal frame interior doors (\$7,656.17), electrical labor and materials including two back-up generators (\$71,170.00), and fuel for generators (\$8,500). Please note that the project budget has been used up at this point.

The plant must be taken off utility power for approximately one week for electrical equipment to be installed, thus the need for the two large generators.

The two doors must be removed to allow access to the existing electrical room.

Currently, it is projected that we can absorb approximately half of the cost of this phase of the project (\$44,000) can be absorbed in the annual WWTP operating budget.

It will have to be determined from where the remaining amount (\$43,326.17) can be acquired. This amount will need to be distributed to the partners according to their percentage and communicated and explained.

Costs not covered in the budget for the WWTP partners are estimated to be:

- Warrenton \$20,420
- Norlina \$11,988
- Warren County \$10,918

(b) **CDBG Neighborhood Revitalization – Demolition Bid Award** – Town Administrator, Robert Davie presented J & L Land Solutions as the low bidder of \$22,600 for the demolition and asbestos abatement for two units in the Town’s 2018 CDBG – Neighborhood Revitalization Project. Commissioner Blalock made a motion to accept the bid from J & L Land Solutions as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.

(c) **Home Business Compliance Update** – Commissioner Coffman stated that he has spoken with property owner, Hillmon Poythress several times. He further stated that Mr. Poythress agrees to comply with the Town Ordinance and park his commercial vehicles at a different location. After some discussion, the board agreed to give the property owner thirty days to comply. Commissioner Coffman made a motion to table any further action for thirty days to allow verification of compliance by the property owner, with a second by Commissioner Fleming. The motion was approved by unanimous vote.

(d) **Ordinances – Planning Board Recommendations –**

- i. **Social District** – Commissioner Young presented the proposed Social District ordinance recommendation from the Planning Board. He informed the board that the Planning Board did not recommend approval of same. Chief Lane stated several concerns of the Police Department with a Social District in the Town that include; no other businesses operating during the night hours except bars, monitoring underage drinking, bathroom situations, and maintaining the social district boundaries/guidelines while already dealing with short staffing. Commissioner Blalock stated the increased night life in the town is already putting a strain on our Police Department. Commissioner Blalock made a motion to deny approval of the Social District ordinance, with a second by Commissioner Britt. The motion was approved by unanimous vote.
- ii. **Business Registration** – Town Administrator, Robert Davie presented the proposed Business Registration Ordinance for approval. He informed the board that the Planning Board recommends approval of same. He stated the Business Registration will not include a fee or penalty but will allow the Town to maintain contact information for businesses. Commissioner Young stated that the information would be updated annually. Commissioner Ayscue questioned whether it would be feasible to expect 100% participation. Commissioner Young made a motion to approve the Business Registration Ordinance as presented to be effective immediately, with a second by Commissioner Blalock. The motion was approved by a 6 – 1 majority vote, with Commissioner Ayscue casting the dissenting vote.
- iii. **Tree Canopy** – Town Administrator, Robert Davie presented the proposed Tree Canopy Ordinance for approval. After discussion from the board as to specifics of the ordinance to include how canopy is calculated, Commissioner Fleming made a motion to table the proposed ordinance awaiting more clarification, with a second by Commissioner Britt. The motion was approved by unanimous vote.

(e) **Other Ordinance Additions – Staff Recommendations**

- i. **Public Panhandling** – Town Administrator, Robert Davie presented the proposed Public Panhandling Ordinance for discussion. The board questioned whether this ordinance would prohibit Public Safety Boot Drives. The board requested Robert Davie contact the attorney for clarification of the ordinance as written.

- ii. **Axe Throwing** – Town Administrator, Robert Davie presented the proposed Axe Throwing ordinance for discussion. After group discussion, Mayor Gardner suggested the proposed ordinance be sent to the Planning Board for their recommendation.
- iii. **Tampering with Water Meters** – Town Administrator, Robert Davie presented the proposed amendment to Ordinance 51.027. Commissioner Blalock questioned whether tampering with meters is currently an issue for the Town. Public Works Director, Bill Perkinson stated that in the past property owners/residents will turn on water without an active account. Commissioner Blalock made a motion to approve the ordinance as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.
- iv. **Parking Oversized Vehicles** – Town Administrator, Robert Davie presented the proposed amendment to Ordinance 95.10. After board discussion, Commissioner Ayscue made a motion with a second by Commissioner Coffman to approve the proposed ordinance with the following changes:

95.10 A. It shall be unlawful to park, maintain, or repair commercial/industrial vehicles and equipment within residential zoning districts ~~where~~ such vehicles are located on ~~private or~~ public property.

The motion was approved by unanimous vote.

- v. **Tethering** – Town Administrator, Robert Davie presented the proposed Tethering Ordinance for discussion. Mayor Gardner questioned what constitutes severe weather, less than 32 degrees? Commissioner Coffman questioned who would be responsible for enforcing the ordinance. Chief Lane stated that Warren County Animal Control will only enforce County ordinances and therefore, the Town would have to enforce its own ordinances and only be able to issue citations. Commissioner Blalock made a motion to table the proposed ordinance for more clarification and discussion, with a second by Commissioner Hunter. The motion was approved by unanimous vote.
- vi. **Bars, Breweries, Distilleries as a Special Use** – Town Administrator, Robert the proposed amendment to Ordinance 151.113 be tabled while he investigates what has already been approved by the Board. The group agreed to table the discussion for further clarification.

New Business

- (a) **Budget Amendment – USDA Loan Transfer** – Town Administrator, Robert Davie presented Budget Amendment #8 to transfer the USDA TH/WS Loan #3 from the General Fund to the WS Fund. The debt for this fund is reflected in the WS Fund Balance sheet and needs to be paid from that fund. Commissioner Blalock made a motion to approve the budget amendment, with a second by Commissioner Young. The motion was approved by unanimous vote.
- (b) **Budget Amendment – Police Department** – Town Administrator, Robert Davie presented Budget Amendment #9 to cover vacation payout and several significant, unbudgeted vehicle repairs in the Police Department. Commissioner Blalock made a motion to approve the budget amendment, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.
- (c) **Exceptional Contributions Recognition Program** – Town Administrator, Robert Davie requested that the Board initiate an Exceptional Contributions Recognition Program for quarterly recognition and appreciation of individuals who voluntarily give their time in

service of the Town. Mr. Davie suggested that a gift card from a local merchant be given to the individual, with a list of potential recipients to be submitted by the Board. Commissioner Blalock made a motion to approve the program, with a second by Commissioner Britt. The motion was approved by unanimous vote.

(d) Resolution for NCDOT Paved Trails Grant Application – Town Administrator, Robert Davie requested approval of the Resolution Authorizing an Application for NC DOT Paved Trails and Sidewalk Feasibility Study Grant Program. Commissioner Blalock made a motion to approve the resolution, with a second by Commissioner Britt. The motion was approved by unanimous vote.

(e) Southern Software Renewal Agreements for Admin and Police – Town Administrator, Robert Davie presented renewal agreements for Financial and Police Department Software. Commissioner Blalock made a motion to approve the renewal agreement, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

Announcements - There were none.

With no further business the meeting was adjourned.



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**PUBLIC HEARING FOR PROPOSED ORDINANCES
AND SPECIAL USE PERMIT
January 9, 2023, 6:45 PM**

Mayor Gardner called the Public Hearing of the Town of Warrenton Board of Commissioners to order on Monday, January 9, 2023 at 6:45 p.m. The purpose of this public hearing is to receive comments on a variety of proposed ordinance changes, two Special Use permits for short-term rentals on S. Main Street and the proposed Comprehensive Plan. Those attending were Mayor Walter Gardner, Town Administrator, Robert Davie, Commissioners Mary Hunter, Aaron Ayscue, John Blalock, Margaret Britt, Michael Coffman (via conference call), Al Fleming, Jason Young, Chief Goble Lane, and Tracy Stevenson.

Mayor Gardner asked for public comments.

Caleb Corum with GWB Developers in South Hill, Va. stated in reference to the proposed Social District that he felt this would be a great benefit to surrounding businesses as well as to the Town in terms of increased tax revenue. He thanked the Board for work already done on the social district and requested that a decision be moved to next month's Board of Commissioners meeting.

Korita Stevenson stated in reference to the proposed Tethering Ordinance that her neighbor had a dog tethered for 24 hours a day that whined and barked continually. After speaking with police the neighbor put up a kennel, but the dog has since passed away. She further requested that the ordinance include the language addressing the kenneling of dogs.

With no further comments voiced during the Public Hearing, the meeting was closed.

Budget vs Actual

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Period Ending 1/31/2023

34 FRONTIER WARREN								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
34-335-341 NC IDEA Grant Revenue	5,000	0.00	0.00	0.00	0.00	(5,000.00)		
34-335-344 Contribution from WC to Frontier Warren	10,000	0.00	0.00	0.00	0.00	(10,000.00)		
34-351-362 Frontier Warren Events	500	0.00	0.00	0.00	225.00	(275.00)	45%	
34-351-422 Rent Paid to Town Frontier Warren	42,320	0.00	2,460.00	2,460.00	16,230.00	(26,090.00)	38%	
34-352-363 Donations	0	0.00	0.00	0.00	80.00	80.00		
Revenues Totals:	57,820	0.00	2,460.00	2,460.00	16,535.00	(41,285.00)	29%	
Expenses								
34-405-203 Supplies	900	0.00	54.80	54.80	91.30	808.70	10%	
34-405-250 Lights/Heat/Security	4,250	734.96	347.69	347.69	2,085.04	1,430.00	66%	
34-405-251 Telephone/Internet	3,000	609.21	306.94	306.94	2,343.58	47.21	98%	
34-405-255 Bldg Maint/Clean Srvs	6,000	3,430.00	460.00	460.00	1,650.00	920.00	85%	
34-405-309 Advertising	1,000	0.00	0.00	0.00	0.00	1,000.00		
34-405-332 Signs below \$5,000	500	0.00	0.00	0.00	0.00	500.00		
34-405-400 Liability Insurance	170	0.00	0.00	0.00	42.50	127.50	25%	
34-405-422 Rent Paid by Town	36,000	12,000.00	3,000.00	3,000.00	24,000.00	0.00	100%	
34-405-499 Miscellaneous	1,000	0.00	0.00	0.00	0.00	1,000.00		
Non-Departmental Totals:	52,820	16,774.17	4,169.43	4,169.43	30,212.42	5,833.41	89%	
34-431-700 NC IDEA Grant Expense	5,000	0.00	0.00	0.00	0.00	5,000.00		
Totals:	5,000	0.00	0.00	0.00	0.00	5,000.00		
Expenses Totals:	57,820	16,774.17	4,169.43	4,169.43	30,212.42	10,833.41	81%	
34 FRONTIER WARREN Revenues Over/(Under) Expenses:			(1,709.43)	(1,709.43)	(13,677.42)			

Budget vs Actual

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Period Ending 1/31/2023

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
37-302-301 Ad Valorem Taxes - Current	424,000	0.00	110,937.74	110,937.74	309,572.45	(114,427.55)	73%
37-302-302 Ad Valorem Taxes - Prior Year	8,500	0.00	39.81	39.81	2,937.63	(5,562.37)	35%
37-302-303 Ad Valorem Taxes - all other prior years	8,500	0.00	0.00	0.00	1,769.75	(6,730.25)	21%
37-302-304 Ad Valorem Taxes - Penalties & Interest	3,300	0.00	16.85	16.85	1,326.90	(1,973.10)	40%
37-307-310 Motor Vehicles - Current	41,000	0.00	3,800.06	3,800.06	21,101.30	(19,898.70)	51%
37-320-320 Local Option Sales Tax Monthly	340,000	0.00	28,814.19	28,814.19	123,819.71	(216,180.29)	36%
37-320-321 Annual Refund of Sales Tax the Town paid	33,500	0.00	0.00	0.00	22,519.79	(10,980.21)	67%
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	0.00	0.00	22,102.92	(63,897.08)	26%
37-325-326 Beer & Wine Tax Annual	3,600	0.00	0.00	0.00	0.00	(3,600.00)	
37-325-328 Refund of Gas Tax paid monthly	1,000	0.00	69.30	69.30	344.96	(655.04)	34%
37-325-329 PD Narcotics Tax	100	0.00	0.00	0.00	0.00	(100.00)	
37-325-330 Solid Waste Disposal Tax Qrly	600	0.00	0.00	0.00	309.14	(290.86)	52%
37-335-335 Powell Bill	24,888	0.00	0.00	0.00	29,013.37	4,125.37	117%
37-345-345 Zone Board of Adj	400	0.00	75.00	75.00	1,375.00	975.00	344%
37-345-346 Code Enforcement	2,750	0.00	50.00	50.00	1,425.00	(1,325.00)	52%
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	185,088	0.00	16,044.17	16,044.17	108,285.52	(76,802.48)	59%
37-351-355 Cemetery Fees	700	0.00	0.00	0.00	0.00	(700.00)	
37-351-356 Police Rpt Fees	50	0.00	0.00	0.00	20.00	(30.00)	40%
37-351-357 Court Fees	300	0.00	0.00	0.00	121.50	(178.50)	41%
37-351-360 Cell Tower Rent	62,340	0.00	2,695.00	2,695.00	18,865.00	(43,475.00)	30%
37-351-361 Parking/Ordinance Collections PD	250	0.00	0.00	0.00	600.00	350.00	240%
37-351-401 Debt Setoff Landfill	100	0.00	0.00	0.00	64.00	(36.00)	64%
37-365-001 Interest Income	50	0.00	2.94	2.94	36.30	(13.70)	73%
37-365-002 NCCMT Debt Setoff	0	0.00	0.00	0.00	(143.05)	(143.05)	

Budget vs Actual

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Period Ending 1/31/2023

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Disbursement							
37-365-351 Revitalization Comm	9,500	0.00	100.00	100.00	2,670.00	(6,830.00)	28%
37-365-358 Branded Merchandise for Sale	40	0.00	0.00	0.00	20.00	(20.00)	50%
37-365-370 WWTP 25% of GF Exp	56,781	0.00	0.00	0.00	28,835.04	(27,945.96)	51%
37-365-371 WS 25% of GF Exp	105,308	0.00	0.00	0.00	53,847.56	(51,460.44)	51%
37-365-373 Insurance Proceeds - Police	0	0.00	1,450.73	1,450.73	1,450.73	1,450.73	
37-365-401 Mis/Revenue/License Tags	0	0.00	0.00	0.00	2,142.38	2,142.38	
37-365-410 Interest Investment NCCMT	50	0.00	0.00	0.00	7,217.22	7,167.22	14434%
37-381-070 Transfer in from ARP Grant	4,911	0.00	0.00	0.00	4,911.00	0.00	100%
37-381-074 Transfer In from Rural Transformation Grant	24,825	0.00	0.00	0.00	0.00	(24,825.00)	
37-395-396 Apropiated Fund Balance (Budget Only)	111,463	0.00	0.00	0.00	0.00	(111,463.00)	
Revenues Totals:	1,542,394	0.00	164,095.79	164,095.79	766,561.12	(775,832.88)	50%
Expenses							
37-401-010 Salary - Full Time	170,397	0.00	13,288.66	13,288.66	96,752.62	73,644.38	57%
37-401-012 Salary - Adm Assistant	51,530	0.00	3,907.20	3,907.20	29,854.00	21,676.00	58%
37-401-020 ER-FICA Taxes	12,686	0.00	1,015.98	1,015.98	7,397.07	5,288.93	58%
37-401-021 ER-FICA Taxes - Adm Assistant	3,928	0.00	298.30	298.30	2,279.33	1,648.67	58%
37-401-030 ER-Retirement - Orbit	41,917	0.00	3,258.62	3,258.62	23,863.02	18,053.98	57%
37-401-040 ER-Health Insurance	24,350	3,844.31	2,582.34	2,582.34	19,680.69	825.00	97%
37-401-050 ER-Life Insurance	576	192.00	96.00	96.00	384.00	0.00	100%
37-401-060 ER-Workman's Comp	400	0.00	0.00	0.00	347.97	52.03	87%
37-401-200 Travel Expense	1,200	0.00	0.00	0.00	149.38	1,050.62	12%
37-401-203 Supplies	5,000	287.55	230.92	230.92	2,303.35	2,409.10	52%
37-401-250 Light, Heat & Security	12,000	2,318.77	527.34	527.34	3,685.73	5,995.50	50%
37-401-251 Telephone & Postage	3,000	1,027.95	410.58	410.58	1,704.98	267.07	91%
37-401-255 Bldg. Maint/ Clean SVS	6,167	1,330.33	183.33	183.33	4,799.07	37.27	99%
37-401-256 Bank Fees/ Petty Cash	3,600	0.00	250.00	250.00	2,050.00	1,550.00	57%

Budget vs Actual

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Period Ending 1/31/2023

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-401-295 Training	1,400	0.00	0.00	0.00	0.00	1,400.00	
37-401-301 Computer Maint	3,600	895.00	295.00	295.00	1,656.00	1,049.00	71%
37-401-302 Software Support	3,300	285.88	108.22	108.22	2,141.92	872.20	74%
37-401-304 Website	2,775	0.00	0.00	0.00	412.50	2,362.50	15%
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	0.00	500.00	
37-401-307 Special Events	662	0.00	0.00	0.00	612.00	50.01	92%
37-401-309 Advertising	4,483	0.00	184.25	184.25	4,204.82	277.68	94%
37-401-310 Dues & Subscriptions	3,000	143.00	366.00	366.00	1,163.00	1,694.00	44%
37-401-325 NC Sales/Use Tax Paid (No Tax)	700	0.00	117.58	117.58	286.67	413.33	41%
37-401-400 Liability Insurance	6,200	0.00	0.00	0.00	1,262.14	4,937.86	20%
37-401-401 County Tax Collection Svs	8,000	0.00	1,664.90	1,664.90	4,873.85	3,126.15	61%
37-401-405 Audit Expense	10,667	0.34	6,516.67	6,516.67	10,666.66	0.00	100%
37-401-415 Economic Development	54,000	0.00	0.00	0.00	52,276.00	1,724.00	97%
37-401-420 Attorney Fees	3,500	1,200.00	0.00	0.00	1,200.00	1,100.00	69%
37-401-497 Sales & Uses Tax Expense	0	0.00	0.00	0.00	11,845.82	(11,845.82)	
37-401-499 Miscellaneous Expense	2,762	0.00	187.34	187.34	1,587.28	1,174.71	57%
37-401-801 Town Hall Roof Loan-Principal	5,554	0.00	462.89	462.89	3,170.57	2,383.43	57%
37-401-831 Town Hall Roof Loan - Interest Admin	338	0.00	9.37	9.37	135.25	202.75	40%
37-401-998 Contingency	3,167	0.00	0.00	0.00	0.00	3,166.83	
General Government Totals:	451,358	11,525.13	35,961.49	35,961.49	292,745.69	147,087.18	67%
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	125.00	875.00	625.00	58%
37-402-020 ER - FICA TAXES	115	0.00	9.56	9.56	66.92	48.08	58%
37-402-200 Travel Expense	200	0.00	0.00	0.00	0.00	200.00	
37-402-295 Training	225	0.00	0.00	0.00	0.00	225.00	
37-402-402 Commission offsite meetings	350	200.00	0.00	0.00	150.00	0.00	100%
Governing Body Totals:	2,390	200.00	134.56	134.56	1,091.92	1,098.08	54%
37-405-345 Zoning/Ordinances	10,035	3,456.88	0.00	0.00	6,543.12	35.00	100%
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	0.00	500.00	

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-405-430 Historic District Comm	361	0.00	0.00	0.00	0.00	361.00	
37-405-440 Run Warrenton 5K	2,500	0.00	0.00	0.00	0.00	2,500.00	
37-405-450 Revitalization Comm	9,500	0.00	0.00	0.00	1,758.13	7,741.87	19%
37-405-470 Small Town Maint St	2,200	0.00	0.00	0.00	375.00	1,825.00	17%
Non-Departmental Totals:	25,096	3,456.88	0.00	0.00	8,676.25	12,962.87	48%
37-501-010 SALARY FULL TIME	253,682	0.00	18,239.38	18,239.38	138,546.64	115,135.36	55%
37-501-014 Salary - Part Time	24,253	0.00	2,890.00	2,890.00	23,272.42	980.58	96%
37-501-016 Police Clerical Salary	40,123	0.00	3,086.40	3,086.40	23,698.00	16,425.20	59%
37-501-019 Salary - Over-Time	7,300	0.00	1,606.22	1,606.22	6,260.98	1,039.02	86%
37-501-020 ER-FICA Taxes	24,469	0.00	1,959.77	1,959.77	14,557.26	9,911.74	59%
37-501-030 ER - Retirement Orbit	58,163	0.00	4,532.16	4,532.16	31,176.98	26,986.02	54%
37-501-031 ER - 401K 5%	13,191	5,759.62	992.28	992.28	7,240.38	191.00	99%
37-501-040 ER - Health Insurance	39,584	17,576.06	2,537.88	2,537.88	20,519.58	1,488.16	96%
37-501-050 ER - Life Insurance	1,010	208.00	192.00	192.00	752.00	50.00	95%
37-501-060 ER - Workman's Comp	6,420	0.00	0.00	0.00	4,209.57	2,210.43	66%
37-501-200 Travel Expense	1,000	0.00	0.00	0.00	0.00	1,000.00	
37-501-203 Supplies	3,000	675.59	204.68	204.68	2,200.50	123.91	96%
37-501-204 Uniforms	5,070	1,970.00	408.07	408.07	2,405.68	694.32	86%
37-501-205 Equipment & Material	3,500	1,011.49	289.73	289.73	1,755.24	733.27	79%
37-501-250 Light, Heat & Security	8,908	2,958.57	379.10	379.10	3,045.92	2,903.51	67%
37-501-251 Telephone & Postage	9,770	4,598.39	884.70	884.70	5,124.36	47.25	100%
37-501-252 Fuel	20,000	6,680.21	1,727.41	1,727.41	13,319.79	0.00	100%
37-501-255 Bldg Maint/Clean Svs	5,904	1,330.33	183.33	183.33	4,535.40	38.27	99%
37-501-295 Training	2,000	0.00	0.00	0.00	1,301.99	698.01	65%
37-501-301 Computer Maint	5,106	1,665.00	333.00	333.00	2,876.01	564.99	89%
37-501-302 Software Support	6,740	130.00	221.50	221.50	5,962.29	647.71	90%
37-501-351 Maint & Repair Equip	7,559	2,823.10	(89.81)	(89.81)	393.42	4,342.48	43%
37-501-370 2019 Dodge Car 100	2,000	1,000.00	307.31	307.31	573.97	426.03	79%
37-501-371 2017 Dodge Car 200	3,282	444.76	0.00	0.00	1,984.56	852.68	74%

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-501-372 2016 Dodge Car 300	1,900	1,000.00	55.24	55.24	643.40	256.60	86%
37-501-373 2017 Dodge Car 400	6,222	2,700.02	0.00	0.00	3,423.91	98.07	98%
37-501-374 2010 Ford Car 500	1,500	693.12	306.88	306.88	582.54	224.34	85%
37-501-375 2008 Ford Car 600	1,500	0.00	0.00	0.00	1,178.54	321.46	79%
37-501-376 2019 Dodge Car 700	3,000	944.76	1,340.45	1,340.45	1,744.46	310.78	90%
37-501-400 Liability Insurance	16,952	0.00	0.00	0.00	4,237.87	12,714.13	25%
37-501-415 Police Shots Medical	1,000	0.00	45.00	45.00	45.00	955.00	5%
37-501-433 COP Program	500	0.00	0.00	0.00	500.00	0.00	100%
37-501-436 PD Narcotics Tax/Proceeds	142	0.00	0.00	0.00	141.89	0.11	100%
37-501-499 Miscellaneous	4,660	694.00	116.24	116.24	3,194.62	771.38	83%
37-501-801 Town Hall Roof Loan Principal	5,485	0.00	462.89	462.89	3,170.57	2,314.45	58%
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,343	0.00	0.00	0.00	4,342.69	0.31	100%
37-501-803 Police Security Camera Loan Principal (USDA)	1,272	0.00	0.00	0.00	1,271.97	0.03	100%
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,681	0.00	0.00	0.00	4,680.60	0.40	100%
37-501-831 Town Hall Roof Loan - Interest PD	183	0.00	9.37	9.37	135.25	47.70	74%
37-501-832 Police 2017 Cars Loan Interest (USDA)	438	0.00	0.00	0.00	437.31	0.69	100%
37-501-833 Police Security Camera Loan Interest (USDA)	61	0.00	0.00	0.00	61.03	0.00	100%
37-501-834 Police 2019 Cars Loan Interest (USDA)	746	0.00	0.00	0.00	745.40	0.60	100%
Police Department Totals:	606,619	54,863.02	43,221.18	43,221.18	346,249.99	205,505.99	66%
37-601-014 Salary - Part Time Code Enforcement	3,000	0.00	122.40	122.40	2,414.62	585.38	80%
37-601-020 ER-FICA Taxes	230	0.00	9.36	9.36	134.33	95.67	58%
37-601-252 Fuel/Truck Expense/Insurance	435	0.00	0.00	0.00	0.00	435.00	
37-601-352 Vehicle Maintenance	200	0.00	0.00	0.00	0.00	200.00	

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-601-437 Contract Srvs Fire Protection	70,000	0.00	5,833.33	5,833.33	40,833.31	29,166.69	58%
37-601-475 Donation to Town Fire	1,500	0.00	0.00	0.00	0.00	1,500.00	
37-601-476 Code Enforcement Exp	300	0.00	0.00	0.00	0.00	300.00	
37-601-710 Fire Museum Expense	19,984	0.00	0.00	0.00	19,984.00	0.00	100%
Fire Totals:	95,649	0.00	5,965.09	5,965.09	63,366.26	32,282.74	66%
37-651-330 Christmas Lights/Santa House	1,294	0.00	503.79	503.79	1,280.02	13.98	99%
37-651-331 Haley Haywood Park	1,027	0.00	0.00	0.00	121.00	906.00	12%
37-651-332 Signs below \$5,000	2,194	0.00	0.00	0.00	1,669.54	524.46	76%
37-651-333 Street Beautification - Below \$5,000	5,000	0.00	380.40	380.40	2,431.25	2,568.75	49%
37-651-335 Street Lighting Electric Bill	23,000	6,577.45	2,035.42	2,035.42	13,422.55	3,000.00	87%
Signs and Lights Totals:	32,515	6,577.45	2,919.61	2,919.61	18,924.36	7,013.19	78%
37-701-010 Salary - Full Time	57,484	0.00	4,374.00	4,374.00	33,388.33	24,095.67	58%
37-701-014 Salary - Part Time	16,643	0.00	1,086.09	1,086.09	8,271.67	8,371.33	50%
37-701-019 Over-Time	1,299	0.00	0.00	0.00	0.00	1,299.00	
37-701-020 ER-FICA Taxes	5,770	0.00	416.51	416.51	3,178.18	2,591.82	55%
37-701-030 ER - Retirement - Orbit	14,557	0.00	984.02	984.02	7,484.31	7,072.69	51%
37-701-040 ER-Health Insurance	16,687	4,913.99	1,447.13	1,447.13	11,095.73	677.28	96%
37-701-050 ER-Life Insurance	350	91.36	64.64	64.64	258.56	0.08	100%
37-701-060 ER-Workman's Comp	1,837	0.00	0.00	0.00	1,827.28	9.72	99%
37-701-203 Supplies	3,600	467.07	294.61	294.61	1,300.82	1,832.11	49%
37-701-204 Uniforms	3,869	1,916.92	394.78	394.78	1,952.08	0.00	100%
37-701-251 Telephone & Postage	936	0.00	137.94	137.94	452.86	483.14	48%
37-701-252 Fuel	15,000	3,206.47	1,769.55	1,769.55	7,121.08	4,672.45	69%
37-701-312 Tree Removal	1,200	0.00	0.00	0.00	0.00	1,200.00	
37-701-351 Maint & Repair Equip	7,250	4,330.58	280.00	280.00	3,024.73	(105.31)	101%
37-701-352 Vehicle Maintenance	6,000	0.00	1,632.62	1,632.62	5,829.87	170.13	97%
37-701-400 Liability Insurance	5,738	0.00	0.00	0.00	1,388.85	4,349.15	24%
37-701-431 Street Debris Disposal	6,000	0.00	0.00	0.00	3,500.00	2,500.00	58%

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Streets Totals:	164,220	14,926.39	12,881.89	12,881.89	90,074.35	59,219.26	64%
37-710-361 Maint & Repair POWELL BILL	29,699	0.00	0.00	0.00	11,011.00	18,688.00	37%
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	0.00	100.00	
Powell Bill Totals:	29,799	0.00	0.00	0.00	11,011.00	18,788.00	37%
37-801-010 Salary - Full Time Sanitation	49,503	0.00	3,807.92	3,807.92	28,336.56	21,166.44	57%
37-801-019 Salary - Over Time Sanitation	692	0.00	0.00	0.00	494.00	198.00	71%
37-801-020 ER - FICA Sanitation	3,840	0.00	284.94	284.94	2,159.79	1,680.21	56%
37-801-030 ER - Retirement - Orbit Sanitation	9,688	0.00	721.60	721.60	5,434.83	4,253.17	56%
37-801-040 ER - Health Insurance	13,063	4,367.18	1,093.84	1,093.84	8,387.71	308.11	98%
37-801-050 ER - Life Insurance	259	86.16	43.20	43.20	172.80	0.04	100%
37-801-060 Workman's Compensation	4,080	0.00	0.00	0.00	4,059.19	20.81	99%
37-801-203 Supplies	1,000	69.90	37.23	37.23	358.67	571.43	43%
37-801-204 Uniforms	2,309	996.74	252.41	252.41	1,312.26	0.00	100%
37-801-251 Telephone & Postage	516	0.00	103.42	103.42	279.01	236.99	54%
37-801-252 Fuel	4,781	1,641.97	313.00	313.00	1,858.03	1,281.00	73%
37-801-350 Landfull Fees	20,250	8,833.11	1,456.58	1,456.58	11,166.89	250.00	99%
37-801-352 Vehicle Maintenance	1,000	0.00	74.23	74.23	401.37	598.63	40%
37-801-400 Liability Insurance	4,886	0.00	0.00	0.00	1,175.93	3,710.07	24%
Sanitation Totals:	115,867	15,995.06	8,188.37	8,188.37	65,597.04	34,274.90	70%
37-901-038 Transfer Out to WS for USDA Loan	7,281	0.00	7,281.00	7,281.00	7,281.00	0.00	100%
37-901-053 Transfer Out to MS Downtown Red Milano's	11,600	0.00	0.00	0.00	11,600.00	0.00	100%
Transfers Out Totals:	18,881	0.00	7,281.00	7,281.00	18,881.00	0.00	100%
Expenses Totals:	1,542,394	107,543.93	116,553.19	116,553.19	916,617.86	518,232.21	66%
37 GENERAL FUND Revenues Over/(Under) Expenses:			47,542.60	47,542.60	(150,056.74)		

Budget vs Actual

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
38-351-401 Water Sales	801,660	0.00	60,965.45	60,965.45	412,724.43	(388,935.57)	51%
38-351-402 Debt Setoff WATER	78	0.00	0.00	0.00	223.50	145.50	287%
38-351-404 Sewer Services	623,274	0.00	46,057.64	46,057.64	308,988.25	(314,285.75)	50%
38-351-407 Debt Setoff SEWER	42	0.00	0.00	0.00	195.35	153.35	465%
38-351-408 Town Taps	18,000	0.00	0.00	0.00	2,718.54	(15,281.46)	15%
38-351-416 Dis/Reconnection Fee	8,972	0.00	750.00	750.00	3,533.75	(5,438.25)	39%
38-351-417 Fire Sprinkler	2,302	0.00	187.74	187.74	1,285.38	(1,016.62)	56%
38-351-418 Late Fees/Penalty/Cut Off	1,000	0.00	2,043.83	2,043.83	11,972.61	10,972.61	1197%
38-351-419 Returned Check Fee	400	0.00	25.00	25.00	450.00	50.00	113%
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	55	0.00	0.00	0.00	90.74	35.74	165%
38-365-001 Interest Income	36	0.00	2.11	2.11	24.87	(11.13)	69%
38-365-014 Cash Over and Short (Daily Difference)	4	0.00	0.00	0.00	(0.78)	(4.78)	-20%
38-365-410 Interest/investment Income NCCMT	23	0.00	0.00	0.00	3,606.27	3,583.27	15679%
38-365-421 Account Activation Fee	2,400	0.00	250.00	250.00	1,575.00	(825.00)	66%
38-365-851 Misc Revenue WATER	32	0.00	0.00	0.00	0.00	(32.00)	
38-381-037 Transfer In From GF	7,281	0.00	7,281.00	7,281.00	7,281.00	0.00	100%
38-381-070 Transfer in from ARP Grant	4,792	0.00	0.00	0.00	4,792.05	0.05	100%
Revenues Totals:	1,470,351	0.00	117,562.77	117,562.77	759,460.96	(710,890.04)	52%
Expenses							
38-851-010 Salary Full Time	105,650	0.00	8,317.12	8,317.12	62,577.29	43,072.71	59%
38-851-014 Salary - Part Time	16,987	0.00	1,320.03	1,320.03	10,244.14	6,742.86	60%
38-851-019 Salary Over-Time	7,308	0.00	578.46	578.46	3,603.51	3,704.49	49%
38-851-020 ER-FICA Taxes	9,941	0.00	751.43	751.43	5,592.94	4,348.06	56%
38-851-030 ER - Retirement Orbit	19,774	0.00	1,471.65	1,471.65	11,054.07	8,719.93	56%
38-851-040 ER - Health Insurance WATER	23,979	6,309.42	1,583.97	1,583.97	12,302.33	5,367.25	78%

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-050 ER - Life Insurance	500	142.40	71.20	71.20	284.80	72.80	85%
38-851-060 ER - Workman's Comp	1,162	0.00	0.00	0.00	1,162.31	0.00	100%
38-851-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00	
38-851-203 Supplies	35,000	2,091.26	6,167.64	6,167.64	17,784.82	15,123.92	57%
38-851-204 Uniforms	2,220	1,119.02	233.67	233.67	1,100.98	0.00	100%
38-851-250 Light & Heat & Security	5,042	1,858.39	428.31	428.31	2,795.99	387.62	92%
38-851-251 Telephone & Postage	8,454	2,311.20	2,053.27	2,053.27	5,924.03	218.77	97%
38-851-252 Fuel	10,300	4,062.46	712.37	712.37	4,052.63	2,184.91	79%
38-851-255 Bldg. Maint/Clean Svs	3,622	665.17	91.67	91.67	2,249.04	708.12	80%
38-851-260 Electric Tank/Pumps	4,200	1,698.58	336.83	336.83	1,415.49	1,085.93	74%
38-851-296 Continuing Education	1,206	0.00	150.00	150.00	1,205.98	0.02	100%
38-851-301 Computer Maintenance	2,000	483.75	145.62	145.62	1,188.17	328.08	84%
38-851-302 Software Support	9,400	58.32	145.38	145.38	8,733.71	607.97	94%
38-851-305 Technology Upgrades	2,250	0.00	0.00	0.00	309.96	1,940.04	14%
38-851-309 Advertising	265	0.00	0.00	0.00	0.00	265.00	
38-851-310 Dues & Subscriptions	450	75.00	12.50	12.50	374.34	0.66	100%
38-851-313 State Permits	1,250	0.00	0.00	0.00	990.00	260.00	79%
38-851-345 Water Tank Contract	18,000	3,696.25	4,799.80	4,799.80	14,031.55	272.20	98%
38-851-347 Lab Analysis	1,500	790.00	215.00	215.00	710.00	0.00	100%
38-851-351 Maint. & Repair Equip	3,000	0.00	0.00	0.00	1,743.13	1,256.87	58%
38-851-352 Vehicle Maintenance	3,682	60.42	0.00	0.00	2,688.57	933.01	75%
38-851-400 Town Liability Insurance	5,260	0.00	0.00	0.00	1,291.94	3,968.06	25%
38-851-405 Audit Expense	5,334	0.66	3,258.33	3,258.33	5,333.34	0.00	100%
38-851-434 WS grant expense	68	0.00	68.00	68.00	68.00	0.00	100%
38-851-448 External Contract	17,013	0.00	42.50	42.50	14,273.72	2,739.28	84%
38-851-451 Water Purchase	200,000	61,510.13	31,705.34	31,705.34	108,489.87	30,000.00	85%
38-851-801 Town Hall Roof Loan - Principal	2,743	0.00	231.45	231.45	1,585.29	1,157.25	58%
38-851-802 USDA Public Works Trucks - Princ Water	2,651	0.00	0.00	0.00	2,650.22	0.78	100%

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Period Ending 1/31/2023

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-851-803 USDA Town Hall/WS Loan Principal	29,244	0.00	0.00	0.00	2,243.50	27,000.00	8%	
38-851-831 Town Hall Roof Loan - Interest Water	92	0.00	4.68	4.68	67.62	24.84	73%	
38-851-833 USDA Town Hall/WS Loan Interest	15,527	0.00	0.00	0.00	1,397.00	14,130.00	9%	
38-851-836 USDA Public Works Trucks - Int Water	267	0.00	0.00	0.00	266.78	0.22	100%	
38-851-896 WS 25% of GF Expense	52,654	0.00	0.00	0.00	26,923.79	25,730.21	51%	
38-851-998 Contingency	8,040	0.00	0.00	0.00	0.00	8,040.36		
Water Totals:	636,251	86,932.43	64,896.22	64,896.22	338,710.85	210,607.22	67%	
38-852-010 Salary - Full Time	105,650	0.00	8,317.12	8,317.12	62,577.29	43,072.71	59%	
38-852-014 Salary - Part Time	16,987	0.00	1,320.03	1,320.03	10,244.15	6,742.85	60%	
38-852-019 Salary - Over Time Sewer	7,308	0.00	811.13	811.13	3,508.29	3,799.71	48%	
38-852-020 ER - FICA Sewer	9,941	0.00	796.40	796.40	5,817.67	4,123.33	59%	
38-852-030 ER-Retirement Orbit	19,774	0.00	1,526.87	1,526.87	11,079.00	8,695.00	56%	
38-852-040 ER-Health Insurance SEWER	17,943	5,392.86	1,584.59	1,584.59	12,305.92	244.22	99%	
38-852-050 ER-Life Insurance	500	144.96	72.48	72.48	289.92	65.12	87%	
38-852-060 ER-Workman's Comp	1,162	0.00	0.00	0.00	1,162.31	0.00	100%	
38-852-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00		
38-852-203 Supplies	30,394	1,997.81	4,366.16	4,366.16	20,727.18	7,669.01	75%	
38-852-204 Uniforms	2,220	1,119.14	233.64	233.64	1,100.86	0.00	100%	
38-852-250 Light & Heat & Security	6,000	1,919.97	428.27	428.27	2,734.42	1,345.61	78%	
38-852-251 Telephone & Postage	8,454	2,311.08	2,053.22	2,053.22	5,900.07	242.85	97%	
38-852-252 Fuel	10,300	4,062.51	712.36	712.36	4,052.57	2,184.92	79%	
38-852-255 Bldg. Maint/Clean Svs	3,622	665.17	91.67	91.67	2,249.05	708.11	80%	
38-852-260 Electric Tank/Pumps	9,000	2,805.88	1,046.34	1,046.34	5,694.12	500.00	94%	
38-852-296 Continuing Education	625	0.00	150.00	150.00	150.00	475.00	24%	
38-852-301 Computer Maint.	2,000	483.75	145.62	145.62	1,188.17	328.08	84%	
38-852-302 Software Support	9,400	58.34	145.37	145.37	8,733.69	607.97	94%	

Budget vs Actual

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Period Ending 1/31/2023

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-305 Technology Upgrades	2,250	0.00	0.00	0.00	234.70	2,015.30	10%	
38-852-309 Advertising	683	0.00	0.00	0.00	326.63	356.37	48%	
38-852-310 Dues & Subscriptions	450	75.00	12.50	12.50	374.33	0.67	100%	
38-852-313 State Permits	1,500	0.00	0.00	0.00	100.00	1,400.00	7%	
38-852-351 Maint & Repair Equip	3,000	0.00	0.00	0.00	1,743.12	1,256.88	58%	
38-852-352 Vehicle Maintenance	3,682	60.42	0.00	0.00	2,688.52	933.06	75%	
38-852-400 Liability Insurance	5,552	0.00	0.00	0.00	1,365.22	4,186.78	25%	
38-852-405 Audit Expense	5,334	0.66	3,258.33	3,258.33	5,333.34	0.00	100%	
38-852-434 WS Grant Expense	68	0.00	68.00	68.00	68.00	0.00	100%	
38-852-435 Purchase of Sewer Services	363,112	0.00	0.00	0.00	159,461.91	203,650.09	44%	
38-852-448 External Contract	17,000	750.00	1,042.50	1,042.50	14,504.09	1,745.91	90%	
38-852-473 WWTP Rehab Annual Payment	25,700	0.00	0.00	0.00	0.00	25,700.00		
38-852-801 Town Hall Roof Loan - Principal	2,743	0.00	231.45	231.45	1,585.29	1,157.25	58%	
38-852-802 USDA Public Works Trucks - Princ Sewer	2,650	0.00	0.00	0.00	2,650.22	0.00	100%	
38-852-803 USDA Town Hall/WS Loan Principal	29,244	0.00	0.00	0.00	2,243.50	27,000.00	8%	
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,839	0.00	0.00	0.00	0.00	14,839.00		
38-852-809 John Riggans Easement Pmt	1,000	0.00	1,000.00	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	91	0.00	4.68	4.68	67.62	23.40	74%	
38-852-833 USDA Town Hall/WS Loan Interest	15,527	0.00	0.00	0.00	1,397.00	14,130.00	9%	
38-852-836 USDA Public Works Trucks - Int Sewer	267	0.00	0.00	0.00	266.78	0.22	100%	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	3,025	0.00	0.00	0.00	1,512.50	1,512.50	50%	

Budget vs Actual

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Period Ending 1/31/2023

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-896 WS 25% of GF Expense	52,654	0.00	0.00	0.00	26,923.77	25,730.23	51%	
38-852-998 Contingency	8,485	0.00	0.00	0.00	0.00	8,484.58		
Sewer Expenses Totals:	834,101	21,847.55	29,418.73	29,418.73	383,361.22	428,891.73	49%	
Expenses Totals:	1,470,351	108,779.98	94,314.95	94,314.95	722,072.07	639,498.95	57%	
38 WATER / SEWER	Revenues Over/(Under) Expenses:		23,247.82	23,247.82	37,388.89			

Budget vs Actual

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39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
39-351-405 Septic Disposal Service	56,940	0.00	1,325.00	1,325.00	32,850.00	(24,090.00)	58%
39-351-470 Town Sewer Revenues	363,112	0.00	0.00	0.00	159,461.91	(203,650.09)	44%
39-351-471 Sewer Revenues - County	194,153	0.00	0.00	0.00	85,262.89	(108,890.11)	44%
39-351-472 Sewer Rev Norlina	213,183	0.00	0.00	0.00	93,620.00	(119,563.00)	44%
39-365-001 Interest Income	2	0.00	0.02	0.02	0.98	(1.02)	49%
Revenues Totals:	827,390	0.00	1,325.02	1,325.02	371,195.78	(456,194.22)	45%
Expenses							
39-861-010 Salary - Full Time	186,071	0.00	15,005.46	15,005.46	109,386.92	76,684.08	59%
39-861-014 Salary - Part Time	17,097	0.00	1,289.59	1,289.59	8,852.48	8,244.52	52%
39-861-019 Over-Time	15,869	0.00	358.49	358.49	5,342.82	10,526.18	34%
39-861-020 ER-FICA Taxes	16,756	0.00	1,174.36	1,174.36	8,753.22	8,002.78	52%
39-861-030 ER - Retirement Orbit	39,040	0.00	2,571.91	2,571.91	19,480.08	19,559.92	50%
39-861-040 ER- Health Insurance	32,198	10,379.21	2,613.06	2,613.06	20,198.19	1,620.60	95%
39-861-050 ER-Life Insurance	625	200.96	100.48	100.48	401.92	22.12	96%
39-861-060 ER-Workman's Comp	2,324	0.00	0.00	0.00	2,259.21	64.79	97%
39-861-200 Travel Expense	500	0.00	0.00	0.00	0.00	500.00	
39-861-203 Supplies	57,000	1,477.17	15,031.07	15,031.07	32,684.23	22,838.60	60%
39-861-204 Uniforms	3,120	1,586.22	333.29	333.29	1,533.78	0.00	100%
39-861-250 Light, Heat & Security	105,000	38,982.19	10,702.80	10,702.80	61,303.81	4,714.00	96%
39-861-251 Telephone & Postage	8,689	2,294.62	1,813.43	1,813.43	5,869.74	524.64	94%
39-861-252 Fuel	10,250	4,951.07	596.19	596.19	4,726.50	572.43	94%
39-861-296 Continuing Education	2,000	0.00	300.00	300.00	655.00	1,345.00	33%
39-861-301 Computer Maint.	3,885	967.50	304.94	304.94	2,378.38	539.12	86%
39-861-302 Software Support	4,047	58.34	608.25	608.25	3,988.65	0.01	100%
39-861-305 Technology Upgrades	2,000	0.00	0.00	0.00	234.70	1,765.30	12%
39-861-309 Advertising	1,000	0.00	0.00	0.00	636.50	363.50	64%
39-861-310 Dues & Subscriptions	135	0.00	0.00	0.00	135.33	0.01	100%
39-861-318 Freight Charges	1,775	623.14	186.00	186.00	1,151.02	0.84	100%

Budget vs Actual

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39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
39-861-342 Maint & Repair Plant	80,053	1,722.97	660.00	660.00	44,329.40	34,000.63	58%
39-861-344 Sludge Removal	70,000	35,622.50	0.00	0.00	24,877.50	9,500.00	86%
39-861-345 Beaver Control	750	0.00	0.00	0.00	0.00	750.00	
39-861-346 Lab Material & Supplies	9,000	0.00	1,661.37	1,661.37	7,174.59	1,825.41	80%
39-861-347 Lab Analysis	18,565	8,604.00	1,141.50	1,141.50	8,479.00	1,482.00	92%
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	1,000	0.00	174.00	174.00	174.00	826.00	17%
39-861-352 Vehicle Maintenance	4,750	40.28	0.00	0.00	1,996.05	2,713.67	43%
39-861-400 Liability Insurance	14,624	0.00	0.00	0.00	3,610.55	11,013.45	25%
39-861-405 Audit Expense	10,667	0.34	6,516.67	6,516.67	10,666.66	0.00	100%
39-861-441 Certify Lab Services	1,000	0.00	0.00	0.00	100.00	900.00	10%
39-861-444 Permits & Fees	14,482	3,750.00	750.00	750.00	11,258.33	(526.33)	104%
39-861-446 Influent Debris Removal	6,042	449.50	527.16	527.16	3,390.50	2,202.00	64%
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	56,781	0.00	0.00	0.00	28,835.04	27,945.96	51%
39-861-998 Contingency	3,688	0.00	0.00	0.00	0.00	3,687.66	
WWTP - Expenses Totals:	827,390	111,710.01	64,420.02	64,420.02	434,864.10	280,815.89	66%
Expenses Totals:	827,390	111,710.01	64,420.02	64,420.02	434,864.10	280,815.89	66%
39 WWTP Revenues Over/(Under) Expenses:			(63,095.00)	(63,095.00)	(63,668.32)		

Check Listing

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Check Number	Bank	Vendor	Date	Amount
65676	30	AMSTERDAM	01/03/2023	<u>\$90.28</u>
65677	30	COLUMBIAN MUTUAL LIFE INS CO	01/03/2023	<u>\$37.88</u>
65678	30	FRONTIER NATURAL GAS	01/03/2023	<u>\$131.49</u>
65679	30	FRONTIER NATURAL GAS	01/03/2023	<u>\$140.33</u>
65680	30	HARRIS EQUIPMENT COMPANY	01/03/2023	<u>\$1,000.00</u>
65681	30	HUMANA SPECIALTY BENEFITS	01/03/2023	<u>\$29.38</u>
65682	30	MUNICIPAL INSURANCE TRUST	01/03/2023	<u>\$802.99</u>
65683	30	UNITED PARCEL SERVICE	01/03/2023	<u>\$36.00</u>
65684	30	VERIZON WIRELESS	01/03/2023	<u>\$320.08</u>
65685	30	WARREN AUTO PARTS, INC.	01/03/2023	<u>\$218.65</u>
65686	30	AAA GAS AND APPLIANCE CO.	01/03/2023	<u>\$65.38</u>
65687	30	AHNER SECURITY INC.	01/03/2023	<u>\$261.54</u>
65688	30	ALEXIS K SILVER	01/03/2023	<u>\$95.55</u>
65689	30	AMAZON CAPTIAL SERVICES, INC.	01/03/2023	<u>\$515.19</u>
65690	30	EARNEST HOWARD, JR.	01/03/2023	<u>\$62.16</u>
65691	30	JOSEPH PERRY	01/03/2023	<u>\$150.00</u>
65692	30	LORD & COMPANY, INC	01/03/2023	<u>\$462.88</u>
65693	30	MERITECH INC	01/03/2023	<u>\$1,356.50</u>
65694	30	NC DIVISION OF MOTOR VEHICLES	01/03/2023	<u>\$1,565.85</u>
65695	30	PETE SMITH TIRE & QUICK LUBE, INC	01/03/2023	<u>\$239.86</u>
65696	30	WARREN AUTO PARTS, INC.	01/03/2023	<u>\$16.59</u>
65697	30	WRIGHT EXPRESS FSC	01/03/2023	<u>\$3,033.97</u>
65698	30	WRIGHT EXPRESS FSC	01/03/2023	<u>\$1,727.41</u>
65699	30	DOCUMENT SYSTEMS, INC	01/06/2023	<u>\$123.83</u>
65700	30	DUKE ENERGY PROGRESS	01/06/2023	<u>\$2,015.38</u>
65701	30	LINSTAR	01/06/2023	<u>\$133.00</u>
65702	30	MARIA PARHAM HOSPITAL	01/06/2023	<u>\$45.00</u>
65703	30	NC DEPARTMENT OF REVENUE	01/06/2023	<u>\$117.58</u>
65704	30	NC STATE BUREAU OF INVESTIGATION	01/06/2023	<u>\$150.00</u>
65705	30	NEWCOMB TECH	01/06/2023	<u>\$1,182.79</u>
65706	30	Purchase Power (Pitney Bowes)	01/06/2023	<u>\$200.00</u>
65707	30	Spectrum Business	01/06/2023	<u>\$169.98</u>

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Check Number	Bank	Vendor	Date	Amount
65708	30	UNITED PARCEL SERVICE	01/06/2023	<u>\$30.00</u>
65709	30	US CELLULAR	01/06/2023	<u>\$1,649.51</u>
65710	30	WARREN AUTO PARTS, INC.	01/06/2023	<u>\$130.69</u>
65711	30	WILSON'S WATER SERVICES	01/06/2023	<u>\$750.00</u>
65712	30	AMAZON CAPTIAL SERVICES, INC.	01/11/2023	<u>\$1,355.48</u>
65713	30	AT&T MOBILITY II LLC	01/11/2023	<u>\$3,347.55</u>
65714	30	BANZET,THOMPSON, STYERS & MAY, PLLC	01/11/2023	<u>\$136.00</u>
65715	30	Community Eye Care	01/11/2023	<u>\$101.40</u>
65716	30	DOCUMENT SYSTEMS, INC	01/11/2023	<u>\$51.73</u>
65717	30	DUKE ENERGY PROGRESS	01/11/2023	<u>\$207.36</u>
65718	30	GALLS QUARTERMASTER	01/11/2023	<u>\$107.92</u>
65719	30	NC DIVISION OF MOTOR VEHICLES	01/11/2023	<u>\$21.50</u>
65720	30	NORTH CAROLINA 811, INC	01/11/2023	<u>\$25.00</u>
65721	30	PETE SMITH TIRE & QUICK LUBE, INC	01/11/2023	<u>\$1,513.19</u>
65722	30	TRI-COUNTY POWER EQUIPMENT INC	01/11/2023	<u>\$112.87</u>
65723	30	UNITED PARCEL SERVICE	01/11/2023	<u>\$30.00</u>
65724	30	WARREN AUTO PARTS, INC.	01/11/2023	<u>\$92.36</u>
65725	30	BRIGHTSPEED COMMUNICATIONS	01/12/2023	<u>\$289.00</u>
65726	30	CAROLINA DIGITAL PHONE INC	01/12/2023	<u>\$316.00</u>
65727	30	Core & Main	01/12/2023	<u>\$3,265.89</u>
65728	30	DOCUMENT SYSTEMS, INC	01/12/2023	<u>\$406.76</u>
65729	30	GARY V. WILLIAMS	01/12/2023	<u>\$280.00</u>
65730	30	KERR-TAR REG COUNCIL OF GOV	01/12/2023	<u>\$136.00</u>
65731	30	MOBILE COMMUNICATIONS AMERICA	01/12/2023	<u>\$7,551.30</u>
65732	30	PROFESSIONAL MAIL SERVICES, INC	01/12/2023	<u>\$106.43</u>
65733	30	UNIFIRST CORPORATION	01/12/2023	<u>\$1,872.39</u>
65734	30	WARREN AUTO PARTS, INC.	01/12/2023	<u>\$92.36</u>
65735	30	WATER GUARD, INC.	01/12/2023	<u>\$3,506.10</u>
65736	30	AAA GAS AND APPLIANCE CO.	01/13/2023	<u>\$455.03</u>
65737	30	AMAZON CAPTIAL SERVICES, INC.	01/13/2023	<u>\$17.76</u>
65738	30	DUKE ENERGY PROGRESS	01/13/2023	<u>\$2,199.46</u>
65739	30	TIME WARNER CABLE	01/13/2023	<u>\$182.97</u>

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Date From: 1/1/2023 Date To: 1/31/2023

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Check Number	Bank	Vendor	Date	Amount
65740	30	WARREN AUTO PARTS, INC.	01/13/2023	<u>\$100.79</u>
65741	30	WARREN COUNTY PUBLIC WORKS	01/13/2023	<u>\$1,456.58</u>
65742	30	A FULL CLEANING SERVICES LLC	01/18/2023	<u>\$360.00</u>
65743	30	AMAZON CAPTIAL SERVICES, INC.	01/18/2023	<u>\$163.43</u>
65744	30	CHADWICK INSTRUMENT SERVICE	01/18/2023	<u>\$533.75</u>
65745	30	GFL ENVIRONMENTAL	01/18/2023	<u>\$527.16</u>
65746	30	PETE SMITH TIRE & QUICK LUBE, INC	01/18/2023	<u>\$2,651.44</u>
65747	30	United Healthcare	01/18/2023	<u>\$13,751.39</u>
65748	30	UNITED PARCEL SERVICE	01/18/2023	<u>\$60.00</u>
65749	30	UNUM LIFE INSURANCE COMPANY OF AMERICA	01/18/2023	<u>\$571.16</u>
65750	30	FIRST CITIZENS BANK	01/18/2023	<u>\$4,959.40</u>
65751	30	CARDNO USA, INC.	01/20/2023	<u>\$14,115.00</u>
65752	30	DUKE ENERGY PROGRESS	01/20/2023	<u>\$148.24</u>
65753	30	TIME WARNER CABLE	01/20/2023	<u>\$117.97</u>
65754	30	Viola Long	01/20/2023	<u>\$1,600.00</u>
65755	30	WHITCO TERMITE & PEST CONTROL	01/20/2023	<u>\$200.00</u>
65756	30	ALEXANDER RAMOS	01/24/2023	<u>\$37.14</u>
65757	30	ALLEN TYRONE HARGROVE	01/24/2023	<u>\$25.44</u>
65758	30	BLUE RIDGE SPRINGS, INC	01/24/2023	<u>\$35.00</u>
65759	30	DUKE ENERGY PROGRESS	01/24/2023	<u>\$10,702.80</u>
65760	30	GALLS QUARTERMASTER	01/24/2023	<u>\$7.70</u>
65761	30	HACH COMPANY	01/24/2023	<u>\$1,723.57</u>
65762	30	HUMANA SPECIALTY BENEFITS	01/24/2023	<u>\$29.38</u>
65763	30	JAMES HERBERT DOVE-EDWIN	01/24/2023	<u>\$122.29</u>
65764	30	JOYCE AND COMPANY, CPA	01/24/2023	<u>\$19,550.00</u>
65765	30	LAKE GASTON CHAMBER OF COMMERCE	01/24/2023	<u>\$230.00</u>
65766	30	MOBILE COMMUNICATIONS AMERICA	01/24/2023	<u>\$304.76</u>
65767	30	PETE SMITH TIRE & QUICK LUBE, INC	01/24/2023	<u>\$327.60</u>
65768	30	PROFESSIONAL MAIL SERVICES, INC	01/24/2023	<u>\$443.09</u>
65769	30	PROFESSIONAL MAIL SERVICES, INC	01/24/2023	<u>\$156.65</u>
65770	30	QUILL CORPORATION	01/24/2023	<u>\$115.02</u>
65771	30	SOUTHERN CORROSION, INC.	01/24/2023	<u>\$4,799.80</u>

Check Listing

Date From: 1/1/2023 Date To: 1/31/2023
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton
02/06/2023 01:29 PM

Page: 4 of 5

Check Number	Bank	Vendor	Date	Amount
65772	30	WOMACK PUBLISHING CO. INC.	01/24/2023	<u>\$510.88</u>
65773	30	NC DEQ	01/25/2023	<u>\$1,512.50</u>
65774	30	A FULL CLEANING SERVICES LLC	01/25/2023	<u>\$450.00</u>
65775	30	Core & Main	01/25/2023	<u>\$2,681.25</u>
65776	30	DUKE ENERGY PROGRESS	01/25/2023	<u>\$198.47</u>
65777	30	INFORMATION TECHNOLOGY SERVICE	01/25/2023	<u>\$164.09</u>
65778	30	KING'S FITNESS & NUTRITION CENTER	01/25/2023	<u>\$330.00</u>
65779	30	MUNICIPAL INSURANCE TRUST	01/25/2023	<u>\$802.99</u>
65780	30	PITNEY BOWES GLOBAL	01/25/2023	<u>\$223.16</u>
65781	30	UNITED PARCEL SERVICE	01/25/2023	<u>\$30.00</u>
65782	30	WARREN COUNTY PUBLIC UTILITIES	01/25/2023	<u>\$16,140.67</u>
65783	30	WARREN COUNTY PUBLIC UTILITIES	01/25/2023	<u>\$15,564.67</u>
65784	30	AMAZON CAPTIAL SERVICES, INC.	01/27/2023	<u>\$194.52</u>
65785	30	BOWERS & BURROWS INC	01/27/2023	<u>\$11,511.62</u>
65786	30	COLUMBIAN MUTUAL LIFE INS CO	01/27/2023	<u>\$37.20</u>
65787	30	Core & Main	01/27/2023	<u>\$600.66</u>
65788	30	HOLLAND INDUSTRIAL	01/27/2023	<u>\$250.96</u>
65789	30	PRUDENTIAL RETIREMENT	01/27/2023	<u>\$1,381.28</u>
65790	30	VERIZON WIRELESS	01/27/2023	<u>\$320.08</u>
65791	30	Ada Davis	01/30/2023	<u>\$1,400.00</u>
65792	30	FLEMING INVESTMENT COMPANY	01/30/2023	<u>\$3,000.00</u>
65793	30	JOHN W RIGGAN	01/30/2023	<u>\$1,000.00</u>
65794	30	ALVIN WILLIAMS	01/31/2023	<u>\$80.50</u>
65795	30	DEAN SELECT PROPERTIES	01/31/2023	<u>\$150.22</u>
65796	30	FOREST EUGENE VAUGHAN	01/31/2023	<u>\$49.00</u>
65797	30	HERMENIA SALMON	01/31/2023	<u>\$150.00</u>
65798	30	KING'S FITNESS & NUTRITION CENTER	01/31/2023	<u>\$330.00</u>
65799	30	RADOUANE FIDDI	01/31/2023	<u>\$48.83</u>
65800	30	REBECCA MAYFIELD	01/31/2023	<u>\$48.83</u>
65801	30	RENA CABINESS	01/31/2023	<u>\$0.45</u>
65802	30	TREVOR C TYLER	01/31/2023	<u>\$18.88</u>
127	Checks Totaling -			\$185,945.79

Check Listing

Date From: 1/1/2023 Date To: 1/31/2023

Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton
02/06/2023 01:29 PM

Page: 5 of 5

Check Number	Bank	Vendor	Date	Amount
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Totals By Fund

	Checks	Voids	Total
34	\$4,169.43		\$4,169.43
36	\$2,919.45		\$2,919.45
37	\$35,622.46		\$35,622.46
38	\$71,663.18		\$71,663.18
39	\$45,468.47		\$45,468.47
67	\$3,326.63		\$3,326.63
69	\$7,073.82		\$7,073.82
71	\$14,115.00		\$14,115.00
74	\$1,587.35		\$1,587.35
Totals:	\$185,945.79		\$185,945.79

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator
Date: February 9, 2023
Re: January 2023 Monthly Activity Report for Public Works

Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) West Ridgeway St. sewer main (general location is in area between Ridgeway Street and Fairlane Drive) – Determine exact location of sewer main and right of way. (2) Install magnetic flow meter in 14-inch sewer force main where Town of Norlina's and Warren County's Sewer enters Town of Warrenton's sewer system (meter would give us precise measurement of volume of sewer in route to the wastewater treatment plant from our partners thus helping to ensure accurate portioning of monthly wastewater treatment expense between the three partners). (3) Purchase water and sewer line camera/locating equipment. (4) Purchase water main valve exercising equipment.

- **Completed Water and Sewer System Maintenance/Repair Related Information:** (1) Preventative Maintenance – King Street Complex Alarm System. Updated keypad/controller for 4G/5G. Contractor: Ahner Security (Labor and Materials - \$85.00). (2) Preventative Maintenance – Town Sewer Main Right of Way from W. Franklin Street to WWTP. Removed fallen trees and surveyed for future repairs needed; plan was devised that will be implemented in the near future. – Contractor: Harris Equipment Company (Labor and Mobilization - \$1,000.00).

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

Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$1,085.00

- **Water and Sewer Adjustment Request:** For consideration at the February 13, 2023, meeting of the Board of Commissioners. **Shonetta Jefferson** – 218 Hayley St., Account #006-0001820-2. Billing Period: 10-15-22 to 11-15-22. Leak occurred at hot water heater. Normal usage 1,000. Request is for sewer adjustment of 32,000 gallons at \$10.00/1000. Total \$320.00. Adjustment recommended by staff. For consideration at the February 13, 2023, meeting of the Board of Commissioners. **Shonetta Jefferson** – 218 Hayley St., Account #006-0001820-2. Billing Period: 11-15-22 to 12-15-22. Leak occurred at hot water heater. Normal usage 1,000. Request is for sewer adjustment of 25,000 gallons at \$10.00/1000. Total \$250.00. Adjustment recommended by staff. For consideration at the

February 13, 2023, meeting of the Board of Commissioners. **Warren County Landfill** – 559 Baltimore Rd., Account #002-0000690-1. Billing Period: 12-15-22 to 1-15-23. Leak occurred at hot water heater. Normal usage 1,000. Request is for sewer adjustment of 14,000 gallons at \$14.65/1000. Total \$205.10. 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.

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator, Warren County Director of Public Works, Norlina Director of Public Works
Date: February 9, 2023
Re: January 2023 Monthly Activity Report for WWTP

- **Pending Equipment Repairs:** **(1)** Effluent filter controls – Safety issue - Replace cylinders and control mechanism for valves located in pit area of filter building. **(2)** Sand blast and refinish site metal structures. **(Estimated Cost – Refinishing remaining structures - \$58,000)**
- **Completed Plant Maintenance/Repair Related Information:** **(1)** Preventative Maintenance – WWTP Alarm System. Updated keypad/controller for 4G/5G. Contractor: Ahner Security (Labor and Materials - \$85.00). **(2)** Repair. WWTP Alarm System. Replaced main gate contact. Contractor: Ahner Security (Labor - \$40.00, Materials - \$35.00). **(3)** Emergency Repair. Plant Sulfur Dioxide Feed System. Troubleshooted and repaired. Contractor: Chadwick Instrumentation Service (Labor and Travel - \$500.00, Materials supplied by Plant).

Total cost for Repairs (Account No. 39-861-342) - \$660.00

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month; 14.55 million gallons were treated.

Activity Detail Summary (by Category)

Warrenton Police Department

(01/01/2023 - 01/31/2023)

Incident\Investigations

23H - All Other Larceny	2
26A - False Pretenses/Swindle/Confidence Game	1
290 - Destruction/Damage/Vandalism of Property	1
520 - Weapon Law Violations	4
90C - Disorderly Conduct	2
90OJ - Warrant/Summons Other Jurisdiction	1
90Z - All Other Offenses	4
Total Offenses	15
Total Incidents	11

Arrests

90Z - All Other Offenses	2
Total Charges	2
Total Arrests	2

Accidents

Total Accidents	0
-----------------	---

Citations

Driving While License Revoked	1
Other (Infraction)	1
Speeding (Infraction)	1
Unsafe Movement	1
Secondary Charge	3
Total Charges	7
Total Citations	4

Warning Tickets

Activity Detail Summary (by Category)

Warrenton Police Department

(01/01/2023 - 01/31/2023)

Warning Tickets

Total Charges 0

Total Warning Tickets 0

Ordinance Tickets

Fire Hydrant Violation 1

No Parking Zone Violation 3

Security Violation Chapter 115.04 1

Total Ordinance Tickets 5

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

(01/01/2023 - 01/31/2023)

911 Hang-up	3	Accident	6
Alarm Activation	17	Arrest	1
Assist Fire Dept	3	Assist Highway Patrol	2
Assist WC EMS	13	Assist WCSO	8
C.O.P.S	1	Careless and Reckless Driving	1
Citation	1	Complaint	3
Court	1	Disabled Vehicle	1
Disturbance	5	Domestic	4
Escort	3	Foot Patrol	7
Found Property/Item	5	Fraud	1
Funeral Escort	1	Injury to Real Property	1
Investigation and/or Interview	2	Larceny	2
Lost property	1	Medical / Person Hurt or Sick	1
Mental Patient	3	Non Law Enforcement Issue	1
Ordinance Violation	4	Other	1
Parking Violation	5	Patrol	26
Property Check – Business	133	Shots fired	4
Stolen Vehicle	1	Suspicious Person / Vehicle	10
Talk with Officer	8	Traffic Control	1
Traffic Stop	37	Vehicle Maintenance	6

Total Number Of Events: 334



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 January 2023 – 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. Update zoning map with changes to Holland Bland Road (Michael Bernstein parcel). Prepare zoning map for update with BOC. (cont.)
3. Update ordinances with Bar and Adult additions.
 - ✓ Waiting to update all ordinance changes
4. Add Meter Tampering ordinance to master copy of ordinances
 - ✓ Waiting to update all ordinance changes
5. Strike “private or” and add “where” to Parking Oversized Vehicles ordinance and add to master copy of ordinances
 - ✓ Waiting to update all ordinance changes
6. Inform nuisance properties of violations and final notice
 - ✓ Awaiting pending software implementation of iWorQ, so that have long term records
7. Investigate planter positions on E. Market at Front Street
 - ✓ Underway
8. Execute renewal agreements with Joyce & Co.
 - ✓ Done
9. Send Special Use Permits to AirBnB applicants
 - ✓ Done
10. Contact winning bidder of CDBG demolition bid
 - ✓ Done
11. Investigate additional language and address questions on Tree Canopy and Panhandling ordinances
 - ✓ Underway
12. Refer proposed Axe Throwing ordinance to Planning Board
 - ✓ Done
13. Continue to work on issues with Chief, citizens on tethering and dog abuse ordinance
 - ✓ 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

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. Zoning Board of Adjustment
2. _____
3. _____
4. _____

Your full name: Robert C. Tippet

Date of Birth: 7-1-53 Sex M Race white

Mailing Street Address: 206 Halifax St.

City and Zip Code _____

Home Phone _____ Work Phone 257-1500 Cell Phone 213-7153

Job Title Broker/Owner

Company or Agency Benton Real Estate

Email Address atiprealtor@yahoo.com

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

Educational Background

Name of High School Attended Henderson High School

Name of College Attended Elon College

Degree Received BA in Business Adm.

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: No

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 22 years Harriet and Henderson Yarns HR Manager ✓
12 years Dot's Hallmark Shop Owner
18 years Benton Real Estate Broker

Volunteer Experience Henderson Kiwanis Club

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

Newspaper

Current Town of Warrenton Volunteer

Web Site

Staff

Other

If other, please explain _____

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

Signature Robert C. Tippet

Date 5-19-22

TOWN OF WARRENTON

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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. Economic Vitality Committee
2. _____
3. _____
4. _____

Your full name: Vanity Newell

Date of Birth: 04-15-1993 Sex F Race Blk

Mailing Street Address: ~~0000~~ P.O. Box 144

City and Zip Code Warrenton, NC 27589

Home Phone N/A Work Phone (252) 257-2556 Cell Phone (252) 213-1983

Job Title Owner/Operator

Company or Agency King's Fitness and Nutrition Center

Email Address kingfitnesscenter.wc@gmail.com

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

Educational Background

Name of High School Attended Warren County High School

Name of College Attended East Carolina University

Degree Received Bachelor of Science - Health Fitness Specialist

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

If you are presently serving or have previously served as an elected or appointed official, please explain: N/A

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

Work Experience Owner of King's Fitness and Nutrition Center (24
hour access fitness facility in Warrenton)

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 _____

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

Signature

Date

1-5-23

TOWN OF WARRENTON

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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. Economic Vitality Committee

3. _____

2. _____

4. _____

Your full name: Scott Dale Plupeddemann

Date of Birth: 3/10/66 Sex M Race W

Mailing Street Address: 217 Oakwood Dr

City and Zip Code MACON 27551

Home Phone 919-676-8287 Work Phone 919-660-1987 Cell Phone 919 452-6174

Job Title Events Coordinator

Company or Agency Duke University

Email Address sdp@duke.edu

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

Educational Background

Name of High School Attended DH Conley

Name of College Attended Appalachian State University

Degree Received BS

Please list any military experience and rank when discharged _____

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

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 _____

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 _____

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

Signature

Scott A. Pluddal

Date

1/27/23

TOWN OF WARRENTON

"Historically Great - Progressively Strong"

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Warrenton, NC 27589-0281

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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. Promotions
2. _____
3. _____
4. _____

Your full name: Kimberly Ann Plueddemann

Date of Birth: 4/30/69 Sex F Race W

Mailing Street Address: 217 Oakwood Dr

City and Zip Code Macon, NC 27551

Home Phone 919-676-8287 Work Phone _____ Cell Phone 919-368-7175

Job Title QA Engineer

Company or Agency Taggaer

Email Address plueddemannka@hotmail.com

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

Educational Background

Name of High School Attended Tri West High School

Name of College Attended Indiana State University / High Point University

Degree Received BS

Please list any military experience and rank when discharged None

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

N/A

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

Work Experience _____

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

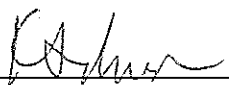
Web Site

Staff

Other

If other, please explain _____

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

Signature 

Date 8/3/23

TOWN OF WARRENTON

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Warrenton, NC 27589-0281

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STATEMENT OF INTEREST TO SERVE

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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. Economic Vitality | 3. _____ |
| 2. _____ | 4. _____ |

Your full name: Christopher Privett

Date of Birth: 3/4/1969 Sex _____ Race _____

Mailing Street Address: 106 W. Macon St.

City and Zip Code Warrenton 27589

Home Phone _____ Work Phone _____ Cell Phone (252)432-5982

Job Title _____

Company or Agency _____

Email Address chris@devaldia.com

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

Educational Background

Name of High School Attended WCHS

Name of College Attended _____

Degree Received _____

Please list any military experience and rank when discharged _____

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

NO

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 _____

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 _____

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

Signature _____

Date 2/2/2023



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
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STATUS OF GRANTS

(Fund 55) NC DEQ Water Infrastructure WWTP -- \$2,100,000 to rehab most severe areas of WWTP

- Town \$1,600,000 with 100% grant and Town to pay 1.5% processing fee. Town borrowing additional \$500,000 to pay for cost increases in marketplace.
- Special high voltage / high amperage switch has been installed.

(Fund 72) NC Main Street Solutions Warrenton Brewery Grant - \$100,000 grant with 2 to 1 match. This grant is to help renovate 120 S. Main Street for a Brewery and Meadery.

- Final closeout documents sent to NC Commerce.

(Fund 67) NC Neighborhood Revitalization Program

- CDGB funds to assist in repairing houses owned by citizens of low or moderate incomes.
- Preliminary title work completed (legal).
- NC Commerce has granted an additional \$200,000 in funding due to construction cost increases.
- Demolition of houses underway. One of 3 houses scheduled for delivery

(Fund 68) Building Reuse Grant

- Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic.
- Job reporting to Commerce and closeout documentation is underway.

(Fund 69) Volkswagen Settlement Grant

- Town awarded \$218,000 for new garbage and dump trucks. Utility/dump truck delivered to Town. Certificate of Destruction on old dump truck and reimbursement request underway.

(Fund 71) Brownfield Grant

- This \$300,000 grant will be used to analyze the environmental issues with multiple properties in Warrenton.
- Taking over Phase II evaluation for old Southern States property.

(Fund 74) USDA Community Facilities \$154,488 (trucks)

- Town awarded approximately 55% grant with balance in a 7-year loan.
- All three trucks have been delivered.

Grant Applications Pending:

- NC DEQ Water, Sewer and WWTP needs -- \$15,000,000 anticipate February 15 notice
- NC DEQ Stormwater AIA grant – for study of stormwater issues
- FEMA Hazard Mitigation grant – for berm to prevent flooding at WWTP
- NC DOT Paved Trails And Sidewalk Feasibility Study Grant Program



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

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Due Diligence on Tethering and Welfare Ordinance

- Initial legal recommendations from attorney
- Input from various citizens including Sarah Bransfield
- Input from veterinarian, Dr. Amy O'Malley
- Input from Warren County Animal Control
- Input from Town Commissioners
- Revisions to proposed recommendations by Chief and Town Administrator
- Various other municipal ordinances reviewed and used as examples

Amend Chapter 90 Nuisances - Animals of the Warrenton Town Code

Amend Chapter 90 Nuisances – Animals by adding a new Section 90.05 Tethering of Dogs and renumbering subsequent sections. Also editing 90.04.

§90.04 Animals Causing Nuisance

It shall be unlawful for any person or persons, firm, association or corporation to keep or maintain on any premises or lot any animal of whatsoever description that, through loud, continuous (5-10 minutes) and habitual noise of such animal, such as barking, whining, howling, crowing or cackling, or in any other manner, constitutes a neighborhood or public nuisance or interferes with the reasonable use and enjoyment of neighboring premises. Failure to abate such nuisance after warning from the Chief of Police or his authorized representative shall be unlawful.

§90.05 Welfare and Tethering of Dogs

- a) Tether means tying or fastening a dog outdoors on a rope, chain, or other lines for restraining the dog. The term does not mean the restraint of a dog on an attended leash.
- b) Requirements and Prohibitions
 1. No person *shall tether* a dog to a tree, fence, post, dog house, or other stationary object for more than three (3) hours total in a twenty-four (24) hour period.
 2. Any device used to *tether shall* be at least ten (10) feet long and attached in such a manner as to prevent strangulation or other injury to the dog and entanglement with other objects. The line should be attached to the dog with a buckle type collar or a body harness.
 3. A cable trolley system *may* be used to *tether* for the allowed period so long as the stationary cable is at least ten (10) feet long and the dog can perpendicularly move at least ten (10) feet away from the stationary line. The line should be attached to the dog with a buckle type collar or a body harness. The device used to *tether shall* weigh no more than ten (10) percent of the dog's body weight and must allow the dog access to adequate food and water.
- c) Penalty
 1. A violator shall be charged with a Class 3 misdemeanor violation subject to a penalty of fifty dollars (\$50.) *(\$50 is the statutory amount unless the ordinance specifies a higher amount.)*
 2. In addition to being a misdemeanor, subsequent violations of this section are subject to a civil penalty of one hundred dollars (\$100.00) per day for each day of violation.

d) Notification of Violation

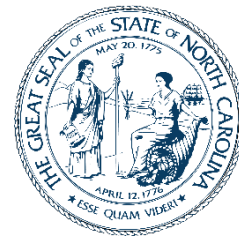
1. Notification of violations may be initiated by a citizen complaint or request or by a police officer on patrol.

e) Adequate Feed, Water and Shelter

1. All dogs shall be given adequate feed, water and shelter. Animals housed under the following conditions shall not constitute adequate shelter:
 - a. Underneath outside steps, decks and stoops; or
 - b. Inside of vehicles; or
 - c. Underneath vehicles; or
 - d. Inside metal or plastic barrels or cardboard boxes; or
 - e. Rooms, sheds or other buildings without windows or proper ventilation.

f) Additional Requirements for Adequate Shelter During Extreme Weather

1. An owner or custodian shall not leave an animal outdoors without human accompaniment or adequate shelter for more than fifteen (15) minutes during periods of extreme weather below 25 degrees F or above 95 degrees F, unless the age, condition, and type of each animal allows the animal to withstand extreme weather.



MEMORANDUM OF UNDERSTANDING CREATING OUTDOOR RECREATION ECONOMIES (CORE) PROJECT Town of Warrenton, NC

This Memorandum of Understanding (MOU) is entered into by and between the North Carolina Department of Commerce, Rural Economic Development Division, Main Street & Rural Planning Center, Rural Planning Program ("Program"), and the *Town of Warrenton*, NC, and together the "Parties," for the purpose of setting out the terms and understandings between the Parties for the Program to provide Creating Outdoor Recreation Economies services to the Town of Warrenton.

WHEREAS, as part of the North Carolina Department of Commerce, the state's lead agency for promoting economic development and prosperity, the Program provides services and assistance to add value to local community economic development efforts.

WHEREAS, through its American Rescue Plan Travel, Tourism & Outdoor Recreation program, the U.S. Economic Development Administration focused resources to accelerate the recovery of communities that rely on the travel, tourism, and outdoor recreation sectors. This included a non-competitive "State Tourism Grant" to help states quickly invest in marketing, infrastructure, workforce, and other projects to rejuvenate safe leisure, business, and international travel.

WHEREAS, as part of North Carolina's successful request for a State Tourism Grant, the Program developed a technical assistance initiative to provide outdoor recreation economy strategic planning and asset development services to rural North Carolina communities. The initiative, Creating Outdoor Recreation Economies ("CORE"), is intended leverage the abundant outdoor recreation assets available across the state to bolster local economic vitality.

WHEREAS, the Town of Warrenton applied to receive CORE services and subsequently met with the Program to identify the strategic planning process, asset development and other plan implementation services, and work products that would suit the Town's needs ("CORE Project"), including the roles and responsibilities of the Parties, the involvement of other partners, as well as the projected timeframe to complete the CORE Project.

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

The Program and Town of Warrenton agree as follows:

1. Scope of Work

Primary Services

The primary services to be provided by the Program for Town of Warrenton's CORE Project include the following:

A. Outdoor Recreation Asset Mapping

Map Warrenton's outdoor recreation assets along with relevant businesses to identify gaps and opportunities in assets and resources. By identifying assets and opportunities the county will be able to create a strategic plan to leverage outdoor recreation as an economic development tool

B. Outdoor Recreation Economy Strategic Planning

Community Assessment

The Program will facilitate one or more assessment meeting(s) with a local work group to include, but not be limited to:

- 1) Presentation of general information about the outdoor recreation economic sector, as well as relevant outdoor recreation economy and other data.
- 2) Discussion of local outdoor recreation assets and how they relate to the local economy.
- 3) Presentation and discussion of results of interviews, surveys, and other input gathered during the Community Assessment from the local work group, stakeholders, and the community regarding outdoor recreation and the economy.

Development of an Outdoor Recreation Economy Strategic Plan

Following the Community Assessment, the Program will work with the local work group and the Town of Warrenton staff to develop a strategic plan focused on the local outdoor recreation economy. The Community Assessment will inform the identification and development of an outdoor recreation economy-building positioning statement/vision, strategies, goals, objectives, actions/projects, and tasks that will comprise the outdoor recreation strategic plan.

C. Asset Development and Other Plan Implementation Services – Once the Outdoor Recreation Asset Mapping, if applicable, and the Outdoor Recreation Economy Strategic Planning have been completed, the Program will work with the Town of Warrenton staff, the local work group, and other project partners, to determine the asset development and plan implementation services that may be the most beneficial for the community's outdoor recreation economy-building efforts, potential resources for acquiring such services, and the timeframe(s) within which the services should be pursued.

D. Coordination and/or Integration with the Warren County CORE Planning Process - Warren County intends to engage in a separate CORE planning process independent of the Town of Warrenton. When applicable, the Program will help facilitate coordination between the Warrenton CORE planning process and in Warren County CORE planning process, and vice versa. As currently arranged the two jurisdiction's planning process will occur concurrently. Coordination and integration between the two plans, when practical, will increase efficiency in the process.

Town of Warrenton Roles and Responsibilities

- A. Local Work Group – The Town of Warrenton will be responsible for assembling a local work group to participate in the CORE Project. The local work group may include, but is not limited to, elected officials, municipal or county staff, local business owners/operators, representatives of civic organizations with an interest in the community, and/or active residents.
- B. Meetings – The Town of Warrenton will be responsible for providing or otherwise securing meeting space for the local work group and other activities related to the CORE Project. If local work group meetings and/or other CORE Project activities must be conducted virtually, using an internet-based video conferencing platform, for example, Town of Warrenton will be responsible for ensuring participants are able to access and attend such meetings.
- C. Meeting Materials and Other Information – The Town of Warrenton will share the meeting agenda, relevant maps and other images, documents, and plans electronically with the Program and all CORE Project participants.

Project Staff

Bruce Naegelen, Community Economic Development Planner for North Central Region, is the Program staff member assigned to lead the CORE Project. Other Program staff will assist with the project, as needed.

Robert Davies, Town Administrator, will be the Town of Warrenton's primary contact for the CORE Project.

Proposed Project Timeline

The CORE Project is planned to begin in March and to be completed by September 2023.

Project Schedule:

<i>Town of Warrenton - Proposed Schedule</i>															
Task	2023												2024		
	Qtr 1			Qtr 2			Qtr 3			Qtr 4			Qtr 1		
#	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
1															
2															
3															
4															

Project Schedule Tasks

- 1) Asset Mapping
- 2) Community Assessment
- 3) Strategic Planning
- 4) Asset Development and Other Implementation Projects

No Cost for Services

The Program will provide its CORE Project services (including Program staff time, materials, and travel costs), and final project work products at no cost to the Town of Warrenton, thanks to the State Tourism Grant from the U.S. Economic Development Administration.

Next Steps

The CORE Project will be scheduled to begin upon receipt by the Program of this signed MOU and a signed resolution to request Program services for the CORE Project (sample resolution attached) adopted by the Town of Warrenton Board of Commissioners.

2. Effective Term and Termination of MOU

This MOU will be effective on the date the last of the Parties executes it through December 31, 2025. This MOU is subject to modification at any time upon written amendment signed by the Parties. In the event of staff turnover, budget reductions, or other unforeseeable events, however, the Program may be compelled to place a project in an indefinite “hold” status until replacement staff resources can be secured. In rare cases, where very specialized staff skills are unable to be replaced, the project commitment may be terminated by the Program. Projects may also be reprioritized consistent with department or division policies.

3. Funding

The Program will provide its CORE Project services, including Program staff time, labor, materials, and travel costs, as well as project work products produced by the Program, at no cost to the Town of Warrenton, thanks to the State Tourism Grant from the U.S. Economic Development Administration.

4. Auditing

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

5. Information Sharing/Confidentiality

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

6. Notices

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

PROGRAM:

Karen Smith, AICP, Rural Planning Program Manager
NC Main Street & Rural Planning Center
48 Grove Street
Asheville, NC 28801
ksmith@commerce.nc.gov

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

7. Governing Law

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

(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

8. Signatures

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

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

Karen C. Smith, AICP
Rural Planning Program Manager

Date

TOWN OF WARRENTON, NC

Walter M. Gardner, Mayor
Town of Warrenton

Date

Please sign, date, and return one original, by email or U.S. mail, to:

Karen Smith, Rural Planning Program Manager
NC Main Street & Rural Planning Center
48 Grove Street
Asheville, NC 28801
ksmith@commerce.nc.gov

Please also send a signed copy, by email or U.S. mail, to:

Bruce Naegelen, Community Economic Development Planner
8998 US 70 Hwy Business West
Suite 100
Clayton, NC 27520
Bruce.naegelen@commerce.nc.gov

**Resolution Requesting
Creating Outdoor Recreation Economies (CORE) Services
from the NC Main Street & Rural Planning Center, Rural Planning Program**

WHEREAS, the Town of Warrenton, NC, Board of Commissioners believes the Town would benefit from assistance with outdoor recreation economy strategic planning and asset development; and

WHEREAS, the NC Main Street & Rural Planning Center's Rural Planning Program ("Program") has developed the Creating Outdoor Recreation Economies ("CORE") initiative to provide outdoor recreation economy strategic planning and asset development services to rural communities in North Carolina; and

WHEREAS, the Town of Warrenton Board of Commissioners would like the Program to provide CORE services to the Town of Warrenton; and

WHEREAS, Town of Warrenton and the Program have reached agreement on the scope of work for Town of Warrenton's CORE project, as outlined in the attached Memorandum of Understanding.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Warrenton Board of Commissioners hereby requests that the Program assist the Town of Warrenton with its CORE project and expresses its commitment to the CORE planning process and plan implementation.

Duly adopted by the Town of Warrenton, NC Board of Commissioners, this ____ day of _____, 2023.

Walter M. Gardner, Mayor, Town of Warrenton

ATTEST:

Clerk, Town of Warrenton, NC



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

Forgotten Rate Structure – Water/Sewer Surcharges for Apartments and Office Buildings

Review triggered by a request of tiny house campground to have single meter for multiple camp sites. Discovered that ordinance has NOT changed since 1998, or in 25 years.

Ordinance 51.043

- (1) In office buildings with one main entrance and one employee bathroom facility the landlord will be charged for the amount of water used plus a \$10 surcharge for each business in the building. In office buildings that have individual entrances for each business and one water meter the landlord will be billed for each separate business for monthly water consumption with all water consumption in excess of 3,000 gallons minimum charge to be pro-rated between business.
- (2) In apartment buildings that are served only by one meter, the landlord will be billed for actual water consumption plus a \$20 surcharge for each apartment.
- (3) Any building which is remodeled to be an apartment or office building or any newly constructed office or apartment building after the effective date of this section will have individual water meters for each office/apartment.
- (4) A minimum water bill in all cases is the current cost for 3,000 gallons of water as approved by the Town Board.

Recommended Changes to 51.043

- (1) In office buildings with **separate entrances** the landlord will be charged for the amount of water used plus **Availability Fee** for each business in the building. ~~In office buildings that have individual entrances for each business and one water meter the landlord will be billed for each separate business for monthly water consumption with all water consumption in excess of 3,000 gallons minimum charge to be pro-rated between business.~~
- (2) In apartment buildings that are served only by one meter, the landlord will be billed for actual water consumption plus an **Availability Fee** surcharge for each apartment.
- (3) Any building which is remodeled to be an apartment or office building or any newly constructed office or apartment building after the effective date of this section will have individual water meters for each office/apartment, **unless there is no physical space to place the meters due to the small lot size, as determined by the Town.**
- (4) ~~A minimum water bill in all cases is the current cost for 3,000 gallons of water as approved by the Town Board.~~

All other buildings/structures on individual or group lots shall have separate, individual meters and associated access fee and metered usage, unless there is no physical space to place the meters due to the small lot size, as determined by the Town.

Due Diligence

Alicia Melton, Technical Assistance Manager, NC Rural Water Association

- *“Try and make it fair and affordable to all”*
- *“Be able to explain to home user why others may not be charged the same”*
- *“Try not to create too many different classes of users, else open town up to questions or possible legal action”*
- *“Standardization is best”*
- *“Can link base rate to size of meter”*

Gary Sanders, Utility Billing Consultant

- Two methods for calculating bills with a single meter and multiple users. First method includes no base charge, but just dividing usage. Second method applies base charge to usage.

Areas covered under current ordinance from 1998 are limited to apartments and offices. Areas NOT covered under current ordinance include but not limited to:

- Group homes – not included.
- BnBs or AirBnBs – included only if separate building from a main residence.
- Nursing Homes – not included (pricing to be addressed in Super User rate).
- Campgrounds – included because separate structures.

Justification

- Ordinance and fee have not changed in 25 years, since 1998.
- The fee is below the current In-Town water and sewer access fee of \$37.50 and below the current Out-Town water and sewer access fee of \$77.71.
- Fee should be removed from ordinance and subject to change each year during budget process.

Staff recommendation:**Option 1**

Increase base charge (\$20) for apartment units by \$17.50 or current difference. New rate will be the availability rate of \$37.50.

Increase base charge (\$10) for separate offices by \$27.50. New rate will be \$37.50 or the availability rate.

Option 2

The above standardizes the access fees across the board. However, if access fee is too high for offices, the office fee could be lowered, by \$10 for example, since offices typically do not have kitchens, showers, tubs and subsequently use less water.

Option 3

Same as Option 1 but eliminate offices from any access fees as they do not have independent bathrooms or kitchens for tenants.

Classes	Current Rate	Proposed rate Option 1	Option 2	Option 3
C1: Occupancy fee for water (3 occupants)	\$ 30	New Rate = $\$37.50 \times 3 = \112.50	New Rate = $\$27.50 \times 3 = \82.50	\$ -
C2: Occupancy fee for water (2 occupants)	\$ 20	New Rate = $\$37.50 \times 2 = \75	New Rate = $\$37.50 \times 2 = \55	\$ -
C3: Occupancy fee for water (8 units – apt bldg.)	\$ 120	New Rate = $\$37.50 \times 8 = \300	\$ 300.00	\$ 300.00
C4: Occupancy fee for water (1 occupant)	\$ 10	New Rate = $\$37.50 \times 1 = \37.50	New Rate = $\$37.50 \times 1 = \27.50	\$ -
C5: Occupancy fee for water (36 units – apt bldg.)	\$ 720	New Rate = $\$37.50 \times 36 = \$1,350$	\$ 1,350.00	\$ 1,350.00
C6: Occupancy fee for water (32 units – apt bldg.)	\$ 640	New Rate = $\$37.50 \times 32 = \$1,200$	\$ 1,200.00	\$ 1,200.00
C7: 2" Waterline to boiler	\$ 40	New Rate = $\$37.50 \times 2 = \75	\$ 75.00	\$ 75.00
C8: Small office behind house	\$ 22.40	New Rate = $\$37.50 \times 1 = \37.50	\$ 37.50	\$ 37.50

Customers Impacted:

See attachment.

Full Name	Service Addr	Rate Code	Rate Desc	Rate Min Amt
MARVIN P. ROOKER	108 BRAGG STREET	C1	Occupancy fee for water (3 occupants)	\$30.00
JASON YOUNG	130 N MAIN ST (OFFICE BUILDI	C2	Occupancy fee for water(2 occupants)	\$20.00
HURT, LLC	204 S. BRAGG STREET	C2	Occupancy fee for water(2 occupants)	\$20.00
WARRENTON BAPTIST CHUR	226 N MAIN ST.	C3	Occupancy fee for water(8 units-apt bldg)	\$120.00
GARDNER OFFICE BUILDING	131 S MAIN	C4	Occupancy fee for water(1 occupant)	\$10.00
ARRINGTON PLACE	200 MEMORIAL HALL DRIVE	C5	Occupancy fee for water(36 units-apt bldg)	\$720.00
COLONIAL LODGE	144 N MAIN ST.	C6	Occupancy fee for water(32 units apt bldg)	\$640.00
ELBERTA CRATE	147 ELBERTA LANE METER 0026	C7	Waterline to boiler that also spplys offc toil	\$40.00
GEORGE FLEMING	217 N BRAGG ST	C8	Wtr&swraval.to small offc bhnd hse.	\$22.40
				\$1,622.40

Date:	1/12/2023
Number:	#10

Insurance payment for repairs from an accident with C400. The car was struck by another vehicle.

Police Department

Account Title/Number:	Increase Amount	Decrease Amount
Insurance Proceeds 37-365-373	1,451	
Subtotal	1450.73	0
Total	1450.73	
Grand Total	0	

Account Title/Number:	Increase Amount	Decrease Amount
Car 400 37-501-373	1,451	
	1450.73	0
	1450.73	

Warrenton Budget Amendments

Date:

2/13/2023

Number:

#11

Purpose of Amendment:

The purpose of this BA is to reduce the revenue and expense to actual in order to close the grant.

Fund Name:

NC DEQ Unity/Bute Sewer Grant

Revenue

[illegible]

Subtotal

—

11,058

Total

(11,058)

Grand Total

—

Expenditure

[illegible]

—

11,058

(11,058)

Warrenton Budget Amendments

Date:

2/13/2023

Number:

#12

Purpose of Amendment:

The purpose of this BA is to reduce the revenue and expense to actual in order to close the grant. Dr. O'Malley's expenses were considered the match.

Fund Name:

Warrenton Animal Clinic Bldg Grant

Revenue

[illegible]

Subtotal

—

2,500

Total

(2,500)

Grand Total

—

Expenditure

[illegible]

—

2,500

(2,500)

Warrenton Budget Amendments

2/13/2023

#13

The purpose of this budget amendment is to use WS fund balance to pay for the Town's portion of the unfunded expense overage from the WWTP Grant project.

WS, WWTP, WWTP Grant

Revenue

[illegible]

165,478

—

165,478

—

Expenditure

[illegible]

165,478

Warrenton Budget Amendments

2/13/2023

#14

The purpose of this budget amendment is to increase the sewer billing lines to reflect the increase in the WWTP Grant construction cost to be shared by Warrenton, Warren Co. and Norlina

Revenue

[illegible]

63,746

—

63,746

—

Expenditure

[illegible]

63,746

63,746



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

P.O. Box 281
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SAMPLE – Sexual Abuse and Misconduct Prevention Policy

The Town of Warrenton prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any organization-related activity.

The Town of Warrenton provides procedures for employees, volunteers, board members or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, as well as criminally prosecuted. No employee, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct.

Definitions and Examples

The following definitions or examples of sexual abuse, misconduct or harassment, may apply to any and/or all of the following persons – employees, volunteers or other third-parties.

Sexual abuse or misconduct may include, but is not limited to:

- Child sexual abuse – any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old) where consent is not or cannot be given.
- Sexual activity with another who is legally incompetent or otherwise unable to give consent.
- Physical assaults or violence, such as rape, sexual battery, abuse, molestation or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.
- Material such as pornographic or sexually explicit images, posters, calendars or objects.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications or messages (e.g. email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.
- A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile or offensive environment.
- Direct or implied threats that submission to sexual advances will be a condition of employment or affiliation with the organization.

Reporting Procedure

Immediately report suspected sexual abuse or misconduct to your department head or director. It is not required to directly confront the person who is the source of the report, question or complaint before notifying any of the individuals listed. The Town of Warrenton will take every reasonable measure to ensure that those named in complaint of misconduct, or are too closely associated with those involved in the complaint, will not be part of the investigative team.

Anti-retaliation and False Allegations

The Town of Warrenton prohibits retaliation made against any employee, volunteer, board member or other person who lodges a good faith complaint of sexual abuse or misconduct or who participates in any related investigation. Making knowingly false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. The Town of Warrenton prohibits making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment or membership and criminal prosecution.

Investigation and Follow-up

The Town of Warrenton will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly and equitably investigate whether misconduct has taken place. The organization may utilize an outside third-party to conduct an investigation of misconduct. The Town of Warrenton will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. The Town of Warrenton will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

Reporting to Law Enforcement or Appropriate Child or Adult Protective Services

The Town of Warrenton is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. It is the policy of the Town of Warrenton not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

[CONSULT WITH THE ORGANIZATION'S LEGAL COUNSEL TO DETERMINE STATE, FEDERAL OR OTHER JURISDICTIONAL REQUIREMENTS TO REPORT SUSPICIONS OR ALLEGATIONS OF CHILD OR ADULT SEXUAL OR PHYSICAL ABUSE OR NEGLECT. INCLUDE APPROPRIATE AGENCIES' CONTACT INFORMATION IN THE POLICY. CONSIDER THE FOLLOWING RESOURCE FROM THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES: <https://www.childwelfare.gov/>].

Employee and Worker Screening and Selection

As part of its sexual abuse and misconduct prevention program, The Town of Warrenton is committed to maintaining a diligent screening program for prospective and existing employees, volunteers and others that may have interaction with those employed by, associating with or serviced by the Town of Warrenton. The organization may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks and personal and professional references.

Supervision of Youth To provide a safe environment for minors,

The Town of Warrenton strives that a minimum of two adult workers supervise or be in attendance with minors during organization-related activities. The purpose is to avoid one-on-one interactions between adults and minors that are not easily observable by others. If individual meetings with a minor must be held in an office, keep the door open. Only conduct closed door meetings when another adult is put on notice of the meeting and the door remains unlocked.

Acknowledgement Form: Sexual Abuse and Misconduct Prevention Policy

I acknowledge that I received and read the Sexual Abuse and Misconduct Prevention Policy and/or had it explained to me. I understand that it is my responsibility to abide by all rules contained in the policy. I also understand how to report incidents of sexual abuse or misconduct as set forth in the policy, including retaliation against any employee or volunteer exercising his or her rights under the policy.

I acknowledge that I will be alerted when changes and updates are made to the Sexual Abuse and Misconduct Policy and will be responsible for reading and complying with these updates.

Employee/Volunteer's Printed Name

Employee/Volunteer's Signature

Witness' Signature

Date of Annual Review: _____

CHAPTER 111: AMUSEMENTS

Section

Game Rooms

111.01 Definitions

111.02 Licenses required

111.03 Restrictions on licenses

111.04 Prohibited conduct

111.05 Rules for operation of game rooms; persons under age

111.06 Revocation of license

Public Dances

111.20 Restrictions during certain hours

GAME ROOMS

§111.01 DEFINITIONS

For the purposes of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

GAME ROOM. Any place of business that principally operates mechanical games or pay devices or tables for which charge is made either directly or indirectly. Examples of game rooms, by way of illustration and not limitation are poolrooms, bowling alleys, billiard halls, amusement centers, and the like.

(Ord. passed 10-11-82)

§111.02 LICENSES REQUIRED

(A) Every operator of a game room shall be required to pay a privilege license tax in accordance with the privilege license ordinance of the town.

(B) In addition, every operator of a game room shall apply for and obtain a license from the Town Board to operate a game room. Application for such a license shall be made upon forms provided by division (B).

(Ord. passed 10-11-82) Penalty, see §10.99

§111.03 RESTRICTIONS ON LICENSES

The Town Board shall not issue a license to any applicant who:

(A) Has been convicted of unlawfully selling intoxicating liquors or narcotic drugs; or

(B) Is not a resident of North Carolina; or

(C) Is of immoral character; or

(D) Is a habitual user of intoxicating liquor or narcotic drugs.

(Ord. passed 10-11-82)

§111.04 PROHIBITED CONDUCT

Licensees under this subchapter shall not, and neither shall their employees:

(A) Suffer or permit any gambling on the licensed premises at any time; nor the sale or use of any racing, football, or other parlay cards or gambling boards or devices;

(B) Suffer or permit the licensed premises to become disorderly; or permit any profane, obscene, or indecent language thereon;

(C) Suffer or permit any intoxicating liquors or narcotic drugs to be sold or kept or consumed on the licensed premises;

(D) Employ in carrying on the business any person who has been convicted of unlawfully selling intoxicating liquors or narcotic drugs.

(Ord. passed 10-11-82) Penalty, see §10.99

§111.05 RULES FOR OPERATION OF GAME ROOMS; PERSONS UNDER AGE

(A) The following rules shall be observed by all operators of game rooms within this town:

- (1) All game rooms may operate between the hours of 7:00 a.m. until 11:00 p.m. Monday through Thursday; on Fridays between 7:00 a.m. until the following Saturday 2:00 a.m.; on Saturdays between 7:00 a.m. until the following Sunday 2:00 a.m.; on Sundays between 1:00 p.m. and 11:00 p.m.
- (2) No play or game shall be allowed during the times when game rooms are required by this subchapter to remain closed.
- (3) Game rooms shall be operated only on the ground floor of a building, and windows and doors facing the street shall not be covered in any manner, so that a clear view inside may be had from the street.
- (4) No screens, curtains, blinds, partitions, or other obstructions shall be placed between the entrance to the room where games are played and the rear wall of such rooms so that a clear view of the interior may be had from the street.
- (5) No loud noises shall be allowed to emanate beyond the licenses premises.
- (6) There must be an adult (18 years of age or older) managing the business on the premises during hours of operations at all times.

(Ord. passed 10-11-82) (Revised 7-14-2014)

(B) It is hereby declared the duty of the Police Department to notify the owner of any pool room that no minor under 16 years of age shall be allowed in pool rooms.

('63 Code, Ch. F, §14) (Ord. passed 3-1-1976) Penalty, see §10.99

§111.06 REVOCATION OF LICENSE

After giving the operator of a game room adequate notice and an opportunity to be heard, the Town Board may revoke the license of any game room operator who:

- (A) Violates the provisions of §111.04 or §111.05; or
- (B) Is convicted of unlawfully selling intoxicating liquor or narcotic drugs.

(Ord. passed 10-11-82) Penalty, see §10.99

PUBLIC DANCES

§111.20 RESTRICTIONS DURING CERTAIN HOURS

It shall be unlawful for any person, firm or corporation to use, or permit to be used, for the purpose of public dancing for which an admission fee or other charge is made, any structure, warehouse or place of business in the town between the hours of 10:00 p.m. and 7:00 a.m.

('63 Code, Ch. J, Art. IV, §1) (Ord. passed 7-18-52) Penalty, see §10



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

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Back-Up Operator In Responsible Charge Services:

During 2021, the NC Division of Water Quality reclassified Warrenton's WWTP to a Grade 4 facility. Previously, it was classified as a Grade 3 facility.

All WWTP facilities in North Carolina must have a designated Operator in Responsible Charge (ORC) as well as a Back-up ORC. The Back-up ORC must have a certification that is no more than one grade less than the facility.

Previously, Kenneth Champion qualified to be the designated Back-up ORC with his Grade 2 Wastewater certification. Due to the COVID situation, there have been no offerings for the Grade 3 certification classes. Kenneth Champion will be pursuing a Grade 3 certification as soon as classes are available again.

In the interim and in order to stay compliant with our permit requirements, the Town must contract with an operator who has the Grade 3 certification. Staff recommends contracting with Dennis Wilson who is already familiar with our facility and possesses a grade 4 Wastewater certification. Mr. Wilson is the retired Operator of the Oxford treatment facility.



1-27-23

Work for Hire Agreement

This Work for Hire Agreement (this "Agreement") is made effective as of February 1, 2023, by and between **The Town of Warrenton 113 South Bragg St Warrenton NC 27589** and Dennis M. Wilson, **DBA Wilson's Water Services 3704 Ben Mil Court Franklinton NC 27525**.

In this Agreement, the party who is contracting to receive the services shall be referred to as "Town of Warrenton", and the party who will be providing the services shall be referred to as "Wilson's Water Services".

DESCRIPTION OF SERVICES. Beginning on February 1, 2023, Wilson's Water Services will provide the following services (collectively, the "Services"): Regular Back- up ORC operations including official designation and up to 25 requested on-site visitations per work agreement year.

Scope of Work

Wastewater Treatment Plant

- Sign on as official Back-up operator for the Town of Warrenton WWTP
- On-site visitation (Max 25 per work agreement year) during the absence of WWTP Superintendent as required by state regulations

Exclusions: *No work will be performed by Dennis Wilson above the duties described above unless requested, and any additional work will alter the contract price.*

No extra truck fees, or hourly fees will be charged within the agreed upon 25 maximum visitations per work agreement year.

Any requested visitations beyond the requested 25 per work agreement year will be billed at the rate of \$300 per visit plus \$150 truck charge.

PAYMENT FOR SERVICES. *The Town of Warrenton will pay compensation to Wilson's Water Services for the Services in the amount of \$825 per month This compensation shall be paid within 10 days of invoice.*

All checks shall be made payable to Wilson's Water Services.

TERM/TERMINATION. The Agreement shall be in effect for a term of (3) years commencing February 1, 2023 and will terminate automatically January 31, 2026. **Due to the nature of this contract the Town of Warrenton may terminate this contract at any point within the term if they feel the service is no longer needed.**

RELATIONSHIP OF PARTIES. It is understood by the parties that Wilson's Water Services is an independent contractor with respect to the Town of Warrenton and not an employee of The Town of Warrenton.



1-27-23

5. CONFIDENTIALITY. Wilson's Water Services will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Wilson's Water Services, or divulge, disclose, or communicate in any manner any information that is proprietary to The Town of Warrenton. Wilson's Water Services will protect such information and treat it as strictly confidential. This provision shall continue to be effective after the termination of this Agreement.

Upon termination of this Agreement, Wilson's Water Services will return to The Town of Warrenton all records, notes, documentation, and other items that were used, created, or controlled by Wilson's Water Services during the term of this Agreement.

6. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written.

7. Certification Statement. I Dennis Wilson (DBA Wilson's Water Services) do state that I hold a valid *NCNCDWQ (WW)* Grade IV certification number **12972** and that during all times of this work agreement, I agree to maintain the certification with NCDWQ. Also, if my certification is cancelled, revoked, or allowed to lapse, I will inform the Town of Warrenton of this action and this agreement will be terminated.

Party contracting services:

By:

Town Of Warrenton
Town Manager

Date

Service Provider:
Wilson's Water Services

By:

Wilson's Water Services
Dennis M. Wilson
Owner

2-9-2023

Date



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

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I am recommending that the Town of Warrenton retire and surplus two of its Public Works service trucks. Listed below are the two trucks:

Truck 1

1999 Ford F150XL 2wd Super Cab Short Bed

VIN 1FTRX17W0XNB37035

Mileage: 118,727

Exterior Color: Tan

Interior Color: Brown

Condition: Fair

Note: Diamond plated aluminum tool boxes (3) to remain on truck.

Kelly Blue Book Value (Private Party Seller): \$2,536 - \$3,965

Recommendation: Sell truck using sealed bid process. Sealed bids will be submitted to the Town Administrator. Bids accepted from February 15, 2023 to March 14, 2023. Considering that truck has high number of idle hours, use low value dollar figure **(\$2,536)** as minimum accepted bid amount.

Truck 2

2004 Ford F150XL (Heritage) 2wd Regular Cab Long Bed

VIN 2FTRF17WX4CA58203

Mileage: 162,189

Exterior Color: White

Interior Color: Grey

Condition: Fair

Note: Black steel tool boxes (3) to remain on truck.

Kelly Blue Book Value (Private Party Seller): \$2,022 - \$3,597

Recommendation: Sell truck using sealed bid process. Sealed bids will be submitted to the Town Administrator. Bids accepted from February 15, 2023 to March 14, 2023. Considering that truck has high number of idle hours, use low value dollar figure **(\$2,022)** as minimum accepted bid amount.

Bill Perkinson,
Public Works Director



Walter M. Gardner, Jr. – Mayor
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Detailed Update on WWTP Grant Status

Unexpected expenses beyond the grant project budget, coming up just prior to holidays.

Initial overruns were expected to be \$25,000, which could be absorbed into the WWTP budget. However, that estimate has more than tripled over the last six months as we have been waiting on the switch equipment to be manufactured. Some of the reasons for the tripling are:

- Door jams have to be removed and replaced in order to get switch in the building and room and were not initially estimated and included
- Backup power generation was not initially estimated and included
- Fuel costs of generators not fully estimated

Plant electrical switch gear and related components are currently being installed. The main switch unit has been on order for approximately one year.

Installation and related costs are projected to total \$87,326.17. This includes the cost to remove and then replace two metal frame interior doors (\$7,656.17), electrical labor and materials including two back-up generators (\$71,170.00), and fuel for generators (\$8,500). Please note that the project budget has been used up at this point.

The plant must be taken off utility power for approximately one week for electrical equipment to be installed, thus the need for the two large generators. The two doors must be removed to allow access to the existing electrical room.

Currently, it is projected that we can absorb approximately half of the cost of this phase of the project (\$44,000) in our annual WWTP operating budget. We will have to determine where the remaining amount (\$43,326.17) is acquired from. This amount will need to be distributed to the partners according to their percentage and communicated and explained.

Costs not covered in the budget for the WWTP partners are estimated to be:

- **Warrenton \$20,420**
- **Norlina \$11,988**
- **Warren County \$10,918**