



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

P.O. Box 281  
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[www.warrenton.nc.gov](http://www.warrenton.nc.gov)

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**BOARD OF COMMISSIONERS REGULAR MEETING**  
**7:00 PM January 9, 2022**  
**6:45 PM Public Hearing**  
**AGENDA**

Regular Meeting

1. Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement, Proposed Agenda
3. Public Comments
4. Minutes of Board Meeting on December 12, 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)
    - i. Audit Presentation – Shelton Ennis, CPA, Joyce & Co.
    - ii. Audit Agreement Extension – for consideration
    - iii. Audit Renewal Agreement – for consideration
  - b. Public Works (Mr. Fleming)
  - c. Public Safety (Mr. Ayscue)
  - d. Human Resources/Information Technology (Mr. Blalock)
  - e. Revitalization/Historic District Commission (Mr. Coffman)
  - f. Beautification/Facilities (Ms. Britt)
  - g. Planning/Zoning/Annexation (Mr. Young)
    - i. Warrenton Comprehensive Plan – Planning Board Recommendations – for consideration
7. Old Business
  - a. Status of Grants – for information
  - b. CDBG Neighborhood Revitalization - Demolition Bid Award – for consideration
  - c. Home Business Compliance Update – for discussion
  - d. Ordinances – Planning Board Recommendations – for consideration
    - i. Social District
    - ii. Business Registration
    - iii. Tree Canopy
  - e. Other Ordinance Additions – Staff Recommendations – for discussion
    - i. Public Panhandling
    - ii. Axe Throwing
    - iii. Tampering with Water Meters

- iv. Parking Oversized Vehicles
  - v. Tethering
  - vi. Bars, Breweries, Distilleries as a Special Use
- 8. New Business
  - a. Budget Amendment – USDA Loan Transfer – for consideration
  - b. Budget Amendment – Police Department – for consideration
  - c. Exceptional Contributions Recognition Program – for consideration
  - d. Resolution for NCDOT Paved Trails Grant Application – for consideration
  - e. Southern Software Renewal Agreements for Admin and Police – for consideration
- 9. Announcements
- 10. Closed Session per NC GS § 143-318.11. (a)(5)
- 11. Adjournment

# PUBLIC HEARING NOTICE

The Town of Warrenton Board of Commissioners will hold a Public Hearing on Monday, January 9, 2023 at 6:45 pm in the Warrenton Town Hall located at 113 S. Bragg Street to discuss the following items:

- To consider adoption of the 2030 Comprehensive Plan for the Town of Warrenton in accordance with Chapter 160D of the North Carolina General Statutes. The plan will be posted on the Town of Warrenton website.
- To consider other proposed ordinances pertaining to trees, panhandlers, social districts, etc.
- To consider Special Use Permits for short-term rentals (AirBNB) at 420 S. Main St. and 432 S. Main St.

The Warrenton Planning Board has reviewed the proposed Comprehensive Plan, zoning related ordinances and Special Use Permits and will make recommendations to the Warrenton Board of Commissioners for approvals.

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

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

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

## **Conflict of Interest Disclaimer**

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

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

## **Citizen Comments**

### **Rules for Citizen Comments**

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

**Town of Warrenton  
Board of Commissioners**



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

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**BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING**

**December 12, 2022**

**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 Aaron Ayscue	
Commissioner Michael Coffman (via conference call)	
Town Administrator, Robert Davie	
Goble Lane, Chief of Police	
Bill Perkinson, Public Works Director	
Tracy Stevenson, Minute Taker	

**Call to Order – Pledge of Allegiance and Moment of Silence**

Mayor Gardner called the regular monthly meeting of the Town of Warrenton Board of Commissioners to order on Monday, December 12, 2022 at 7:00 p.m. A Moment of Silence was held for all who are sick, suffering, and in need. Mayor Gardner asked that everyone remember the Warren County Sheriff's Department as they recently lost a deputy, Officer DeLeon, in a line of duty death. The Pledge of Allegiance was led by Commissioner Fleming.

**Conflict of Interest Statement and Proposed Agenda**

The Conflict-of-Interest statement was reviewed. The Proposed Agenda was presented. Commissioner Blalock made a motion to approve the proposed agenda, with a second by Commissioner Fleming. The motion was approved by unanimous vote.

**Public Comments**

There were no public comments.

**Minutes**

The minutes of the November 14, 2022, meeting, and the Public Hearing – Proposed Ordinances and Special Use Permit November 14, 2022 were presented. Commissioner Fleming

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

### **Committee Reports**

- (a) Finance and Administration –Commissioner Hunter had no additional report other than agenda items.
- (b) Public Works – Commissioner Fleming outlined recent water system work for residences along Highway 158 near Red Hill Loop.
- (c) Public Safety – Commissioner Ayscue had no additional report other than agenda items. Chief Lane informed the board that all three suspects in the November 28<sup>th</sup> shooting have been apprehended, that a suspect has been arrested in the armed robbery at Walgreen’s with the aid of the Norlina Police Department, and that the Christmas Parade was an overall success with only a few issues needing to be addressed before next year. He further stated that the “Booze It or Lose It” campaign would begin on December 20, 2022. Commissioner Blalock commended the staff of the Warren County Sheriff’s Department and the Norlina Police Department for working with our officers.
- (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 approved four Certificate of Appropriateness applications to include 303 E. Bute Street – demolition of house, 122 S. Bragg Street – tree removal, 320 N. Main Street – shrub removal, and 123 Front Street – painting foundation. He further stated that he would have a full list of members for the Revitalization Committee at the next BOC meeting.
- (f) Beautification/Facilities – Commissioner Britt was not in attendance, but there was no news to report.
- (g) Planning/Zoning/Annexation – Commissioner Young stated that the Planning Board approved two Special Use permits for Air BNBs at 432 S. Main Street and 420 S. Main Street and recommended for approval the Comprehensive Plan draft. The Tree Ordinance was recommended for approval but the Planning Board did not recommend the proposed Social District Ordinance. These items will be presented for Board approval at the January 9, 2023 meeting with a Public Hearing to take place at 6:45 PM prior to the regular BOC meeting.

### **Old Business**

- (a) Status of Grants

**Fund 55 – NC DEQ Water Infrastructure WWTP** – \$2,100,000 to rehab most severe area 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 to be installed in January.

**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. Into six-month job reporting period.

**Fund 67 – NC Neighborhood Revitalization Program** – CDBG 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. Bid solicitation underway for demolition and remediation of two houses. Three modular houses on order.

**Fund 68 – Building Reused 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** – Attended Brownfield Conference in Oklahoma City. Grant funds may NOT be utilized for building reconstruction, only environmental remediation. This \$300,000 grant will be used to analyze the environmental issues with multiple properties in Warrenton.

**Fund 74 – USDA Community Facilities \$154,488 (trucks)** – Town awarded approximately 55% grant with balance in a 7-year loan. One truck is still on order with Chevrolet, two have been delivered.

***Applications since last BOC meeting:***

NC Commerce Rural Transformation Grant - \$270,000 for municipal parking lot. Sixty-three applications competitive with Warrenton's worth \$40 mm. December 14 award date.

NC DEQ Water, Sewer, and WWTP needs - \$15,000,000

NC DEQ Stormwater AIA grant – for study of stormwater issues

FEMA Hazard Mitigation grant – for berm to prevent flooding at WWTP – follow up conference call and Warrenton ranked 11 out of over 100 applications in terms of competitiveness.

**New Business**

**(a) Audit Agreement Extension** – Town Administrator, Robert Davie informed the board that our auditing firm, Joyce and Company, CPA has requested an Amendment to Contract to Audit Accounts modifying the due date to 12/31/22. Commissioner Blalock made a motion to approve the extension, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.

**(b) Application for NCDOT Feasibility Study** – Town Administrator, Robert Davie requested approval to apply for the NCDOT Paved Trails and Sidewalk Feasibility Study Grant along with a \$5,000 match from fund balance to improve chances of being awarded same. Commissioner Blalock made a motion to approve request to apply for grant with \$5,000 match from fund balance, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

**(c) Budget Amendment #6 – Spring Street Previously Approved ARP – Town**

Administrator, Robert Davie presented the Board with a budget amendment to increase the transfer in line from ARP grant and increase the Powell Bill expense line in order to reimburse Powell Bill for Spring Street Storm Water Repair. Commissioner Blalock made a motion to approve the budget amendment, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

**(d) Budget Amendment #7 – Riggan Impeller Previously Approved ARP – Town**

Administrator, Robert Davie presented the Board with a budget amendment to increase the transfer in line from the ARP grant and increase the supplies expense line in sewer in order to reimburse the cost of the impeller for Riggan Pump Station. Commissioner Blalock made a motion to approve the budget amendment, with a second by Commissioner Young. The motion was approved by unanimous vote.

**(e) Town Appointments – Town Administrator, Robert Davie presented Town Appointments for 2023 for Board approval as follows:**

Town Appointments

2023

Town Administrator/Town Clerk/Zoning Administrator – Robert Davie

Director of Public Works – Bill Perkinson

Chief of Police – Goble Lane

Town Attorney – Mitch Styers

Finance Officer – Meredith Valentine

Deputy Finance Officer – Tracy Stevenson

Kerr Tar Regional Council of Government

Representative – Mayor Walter Gardner

Alternate – Robert Davie

Local Firefighter's Relief Fund Trustees

T. Lee Edmonds

Joyce Greene-Williams

Commissioner Blalock made a motion to approve appointments as presented, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.

**(f) Committee Term Extensions – Town Administrator, Robert Davie presented committee term extensions for Zoning Board of Adjustments, Planning Board, Citizens Advisory Board, Historic District Commission, Revitalization Committee, Plummer Hook & Ladder Co. Museum Committee, Beautification Committee, and Quilter's Lane Committee for consideration. Commissioner Blalock made a motion to approve, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.**

**(g) Letter from Pam Reavis - Town Administrator, Robert Davie informed the Board of a letter of complaint received from Pam Reavis in reference to violation of Town Ordinance *151.024 Regulations Concerning Home Occupations* at 314 W. Ridgeway Street. *The ordinance states no more than two vehicles may be used in the conduct of the home occupation. Any such vehicle shall be parked off the street. The parking of any such vehicles on the property, other than an automobile, shall be in an enclosed building.* Mr. Davie informed the Board that the owner of the property, Hillmon Poythress, has been contacted multiple times about the situation. Mr. Davie further stated he would like the board's guidance in moving forward with fines as stated in the ordinance. After some discussion with the Board, Commissioner Coffman stated he will**



Speak with Mr. Poythress to try and rectify the problem. Commissioner Coffman made a motion to table the consideration of fines until he can speak with Mr. Poythress, with a second by Commissioner Blalock. The motion was approved by unanimous vote.

**(h) Partnership with Warren County on Grant Application for USDOT Thriving**

**Communities** – Town Administrator, Robert Davie presented a request from Charla Duncan, Warren County Community and Economic Development Director, for a letter of support from the Town of Warrenton for the county's USDOT Thriving Communities grant application. Mr. Davie further stated there would be no cost to the town. Commissioner Coffman made a motion to approve a letter in support of the county's application, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

**(i) Proposed ARP Expenditure** - Town Administrator, Robert Davie presented a request

from Public Works for \$13,100.44 for ARP Appropriation for work completed on the southern side of Highway 158 Business East from the location at 105 Hwy 158 East Business to 632 Hwy 158 Business East (approximately 25 connections). Commissioner Blalock made a motion to approve the ARP funding, with a second by Commissioner Young. The motion was approved by unanimous vote.

**(j) Grant Project Ordinance for Police Radios** – Town Administrator, Robert Davie

informed the Board that the Warrenton Police Department has been awarded the Local Law Enforcement Block Grant in the amount of \$20,205 to be used for replacement radio equipment. No match is required. Commissioner Ayscue made a motion to approve the Grant Project Ordinance, with a second by Commissioner Young. The motion was approved by unanimous vote.

**(k) Schedule Public Hearing for 6:45 PM January 9, 2023 for updating ordinances, Special**

**Use Permits, and Comprehensive Plan** – Mayor Gardner informed the board of the public hearing for the January 9, 2023 meeting.

**Announcements** - There were none.

Mayor Gardner stated the Board would proceed into closed session per NC GS 143-318.11(a)(5). Commissioner Fleming made a motion to enter into closed session, with a second by Commissioner Young. The motion was approved by unanimous vote.

Commissioner Blalock motioned to return to open session, with a second by Commissioner Fleming. The motion was approved by unanimous vote. With no further business the meeting was adjourned.

## Check Listing

Date From: 12/1/2022 Date To: 12/31/2022  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
01/06/2023 09:51 AM

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Check Number	Bank	Vendor	Date	Amount
65564	30	AMAZON CAPTIAL SERVICES, INC.	12/01/2022	<u>\$366.80</u>
65565	30	DUKE ENERGY PROGRESS	12/01/2022	<u>\$107.09</u>
65566	30	FLEMING INVESTMENT COMPANY	12/01/2022	<u>\$3,000.00</u>
65567	30	Georgiana Weddington	12/01/2022	<u>\$53.33</u>
65568	30	KORMAN SIGNS INC	12/01/2022	<u>\$359.75</u>
65569	30	Purchase Power (Pitney Bowes)	12/01/2022	<u>\$200.00</u>
65570	30	US CELLULAR	12/01/2022	<u>\$1,332.42</u>
65571	30	VERIZON WIRELESS	12/01/2022	<u>\$320.08</u>
65572	30	ZIMA CORPORATION	12/01/2022	<u>\$70.29</u>
65573	30	Viola Long	12/02/2022	<u>\$400.00</u>
65574	30	AMAZON CAPTIAL SERVICES, INC.	12/05/2022	<u>\$228.42</u>
65575	30	CARDNO USA, INC.	12/05/2022	<u>\$2,550.00</u>
65576	30	HARRIS ENTERPRISES	12/05/2022	<u>\$160.13</u>
65577	30	HOLLAND INDUSTRIAL	12/05/2022	<u>\$344.59</u>
65578	30	Michael Kelley	12/05/2022	<u>\$20.80</u>
65579	30	NEWCOMB TECH	12/05/2022	<u>\$2,444.58</u>
65580	30	PETE SMITH TIRE & QUICK LUBE, INC	12/05/2022	<u>\$556.21</u>
65581	30	WALKER AUTO STORES	12/05/2022	<u>\$15.99</u>
65582	30	WARREN AUTO PARTS, INC.	12/05/2022	<u>\$5.00</u>
65583	30	WILSON'S WATER SERVICES	12/05/2022	<u>\$750.00</u>
65584	30	AMAZON CAPTIAL SERVICES, INC.	12/06/2022	<u>\$320.05</u>
65585	30	Company Wrench	12/06/2022	<u>\$92.04</u>
65586	30	GALLS QUARTERMASTER	12/06/2022	<u>\$237.85</u>
65587	30	HARRIS ENTERPRISES	12/06/2022	<u>\$7,560.25</u>
65588	30	LAKE BALANCE CALIBRATION SOLUTIONS	12/06/2022	<u>\$78.00</u>
65589	30	Meredith Valentine	12/06/2022	<u>\$19.27</u>
65590	30	PETE SMITH TIRE & QUICK LUBE, INC	12/06/2022	<u>\$489.53</u>
65591	30	PROFESSIONAL MAIL SERVICES, INC	12/06/2022	<u>\$3.33</u>
65592	30	PROFESSIONAL MAIL SERVICES, INC	12/06/2022	<u>\$1.02</u>
65593	30	PRUDENTIAL RETIREMENT	12/06/2022	<u>\$389.00</u>
65594	30	RICK EDWARDS ELECTRIC	12/06/2022	<u>\$720.00</u>
65595	30	UNITED PARCEL SERVICE	12/06/2022	<u>\$36.00</u>

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65596	30	WALKER AUTO STORES	12/06/2022	<u>\$18.51</u>
65597	30	BANZET,THOMPSON, STYERS & MAY, PLLC	12/08/2022	<u>\$1,200.00</u>
65598	30	Community Eye Care	12/08/2022	<u>\$101.40</u>
65599	30	PETE SMITH TIRE & QUICK LUBE, INC	12/08/2022	<u>\$1,117.63</u>
65600	30	Rachel's Whistle Stop	12/08/2022	<u>\$653.31</u>
65601	30	SUPERIOR CHRYSLER DODGE JEEP	12/08/2022	<u>\$339.98</u>
65602	30	Viola Long	12/09/2022	<u>\$1,000.00</u>
65603	30	CAROLINA DIGITAL PHONE INC	12/12/2022	<u>\$316.00</u>
65604	30	DOCUMENT SYSTEMS, INC	12/12/2022	<u>\$58.33</u>
65605	30	DUKE ENERGY PROGRESS	12/12/2022	<u>\$174.99</u>
65606	30	DUKE ENERGY PROGRESS	12/12/2022	<u>\$1,774.06</u>
65607	30	NC DIVISION OF MOTOR VEHICLES	12/12/2022	<u>\$1,592.79</u>
65608	30	NEWCOMB TECH	12/12/2022	<u>\$1,182.79</u>
65609	30	QUILL CORPORATION	12/12/2022	<u>\$224.12</u>
65610	30	SONITROL INTEGRATED SECURITY	12/12/2022	<u>\$1,353.00</u>
65611	30	Spectrum Business	12/12/2022	<u>\$169.98</u>
65612	30	WRIGHT EXPRESS FSC	12/12/2022	<u>\$1,942.44</u>
65613	30	Ida Pierce	12/12/2022	<u>\$1,400.00</u>
65614	30	AAA GAS AND APPLIANCE CO.	12/12/2022	<u>\$89.19</u>
65615	30	AMAZON CAPTIAL SERVICES, INC.	12/12/2022	<u>\$113.71</u>
65616	30	DOCUMENT SYSTEMS, INC	12/12/2022	<u>\$665.72</u>
65617	30	DUKE ENERGY PROGRESS	12/12/2022	<u>\$1,781.77</u>
65618	30	FRONTIER NATURAL GAS	12/12/2022	<u>\$37.31</u>
65619	30	GFL ENVIRONMENTAL	12/12/2022	<u>\$541.59</u>
65620	30	Kenny Champion	12/12/2022	<u>\$49.98</u>
65621	30	MERITECH INC	12/12/2022	<u>\$1,535.50</u>
65622	30	NATIONAL POWER	12/12/2022	<u>\$3,736.25</u>
65623	30	NORTH CAROLINA 811, INC	12/12/2022	<u>\$25.00</u>
65624	30	SONITROL INTEGRATED SECURITY	12/12/2022	<u>\$42.00</u>
65625	30	SPECTER INSTRUMENTS, LLC	12/12/2022	<u>\$800.00</u>
65626	30	TK ELEVATOR CORPORATION	12/12/2022	<u>\$4,769.32</u>
65627	30	UNITED PARCEL SERVICE	12/12/2022	<u>\$36.00</u>

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65628	30	USA Bluebook	12/12/2022	<u>\$315.11</u>
65629	30	Cash	12/15/2022	<u>\$100.00</u>
65630	30	FIRST CITIZENS BANK	12/15/2022	<u>\$2,098.47</u>
65631	30	UNUM LIFE INSURANCE COMPANY OF AMERICA	12/15/2022	<u>\$571.16</u>
65632	30	A FULL CLEANING SERVICES LLC	12/16/2022	<u>\$450.00</u>
65633	30	AMAZON CAPTIAL SERVICES, INC.	12/16/2022	<u>\$404.86</u>
65634	30	BLUE RIDGE SPRINGS, INC	12/16/2022	<u>\$210.60</u>
65635	30	BRIGHTSPEED COMMUNICATIONS	12/16/2022	<u>\$288.46</u>
65636	30	DOCUMENT SYSTEMS, INC	12/16/2022	<u>\$123.83</u>
65637	30	DUKE ENERGY PROGRESS	12/16/2022	<u>\$9,472.64</u>
65638	30	KUSTOM SIGNALS, INC	12/16/2022	<u>\$10,675.99</u>
65639	30	MICHAEL ERIC THARRINGTON	12/16/2022	<u>\$29.16</u>
65640	30	PETE SMITH TIRE & QUICK LUBE, INC	12/16/2022	<u>\$1,452.89</u>
65641	30	PROFESSIONAL MAIL SERVICES, INC	12/16/2022	<u>\$443.30</u>
65642	30	PROFESSIONAL MAIL SERVICES, INC	12/16/2022	<u>\$151.87</u>
65643	30	TIME WARNER CABLE	12/16/2022	<u>\$182.97</u>
65644	30	TRI-COUNTY POWER EQUIPMENT INC	12/16/2022	<u>\$597.78</u>
65645	30	United Healthcare	12/16/2022	<u>\$13,751.39</u>
65646	30	WARREN COUNTY PUBLIC WORKS	12/16/2022	<u>\$1,569.14</u>
65647	30	WOMACK PUBLISHING CO. INC.	12/16/2022	<u>\$314.07</u>
65648	30	Universal Chevrolet	12/19/2022	<u>\$52,523.00</u>
65649	30	AMAZON CAPTIAL SERVICES, INC.	12/19/2022	<u>\$50.58</u>
65650	30	DUKE ENERGY PROGRESS	12/19/2022	<u>\$88.60</u>
65651	30	ROBERT DAVIE	12/19/2022	<u>\$28.13</u>
65652	30	TIME WARNER CABLE	12/19/2022	<u>\$117.97</u>
65653	30	UNIFIRST CORPORATION	12/19/2022	<u>\$903.39</u>
65654	30	UNITED PARCEL SERVICE	12/19/2022	<u>\$36.00</u>
65655	30	WARREN AUTO PARTS, INC.	12/19/2022	<u>\$87.96</u>
65656	30	A FULL CLEANING SERVICES LLC	12/20/2022	<u>\$360.00</u>
65657	30	AAA GAS AND APPLIANCE CO.	12/20/2022	<u>\$375.91</u>
65658	30	DOCUMENT SYSTEMS, INC	12/20/2022	<u>\$1,053.53</u>
65659	30	DUKE ENERGY PROGRESS	12/20/2022	<u>\$193.19</u>

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65660	30	HARRIS ENTERPRISES	12/20/2022	<u>\$1,120.88</u>
65661	30	HARRIS EQUIPMENT COMPANY	12/20/2022	<u>\$13,100.44</u>
65662	30	KING'S FITNESS & NUTRITION CENTER	12/20/2022	<u>\$330.00</u>
65663	30	LINSTAR	12/20/2022	<u>\$25.60</u>
65664	30	PETE SMITH TIRE & QUICK LUBE, INC	12/20/2022	<u>\$1,199.79</u>
65665	30	WARREN AUTO PARTS, INC.	12/20/2022	<u>\$178.32</u>
65666	30	FRONTIER NATURAL GAS	12/22/2022	<u>\$174.56</u>
65667	30	HARRIS EQUIPMENT COMPANY	12/22/2022	<u>\$3,810.00</u>
65668	30	INFORMATION TECHNOLOGY SERVICE	12/22/2022	<u>\$164.05</u>
65669	30	NCWTFO CERTIFICATION BOARD	12/22/2022	<u>\$120.00</u>
65670	30	SOUTHERN SOFTWARE, INC.	12/22/2022	<u>\$194.29</u>
65671	30	V H BLACKINTON CO INC	12/22/2022	<u>\$13.00</u>
65672	30	VISION NC	12/22/2022	<u>\$10,793.75</u>
65673	30	WPCSOCC	12/22/2022	<u>\$200.00</u>
65674	30	FLEMING INVESTMENT COMPANY	12/28/2022	<u>\$3,000.00</u>
65675	30	PRUDENTIAL RETIREMENT	12/28/2022	<u>\$1,426.43</u>
112	Checks Totaling -			<b>\$186,947.55</b>

### Totals By Fund

	Checks	Voids	Total
34	\$7,170.30		\$7,170.30
36	\$2,650.35		\$2,650.35
37	\$34,860.00		\$34,860.00
38	\$23,279.85		\$23,279.85
39	\$36,165.69		\$36,165.69
67	\$3,026.13		\$3,026.13
70	\$23,129.44		\$23,129.44
71	\$2,550.00		\$2,550.00
74	\$54,115.79		\$54,115.79
Totals:	\$186,947.55		\$186,947.55

## Budget vs Actual

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34 FRONTIER WARREN								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>								
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	70.00	70.00	225.00	(275.00)	45%	
34-351-422 Rent Paid to Town Frontier Warren	42,320	0.00	1,740.00	5,700.00	13,770.00	(28,550.00)	33%	
34-352-363 Donations	0	0.00	0.00	0.00	80.00	80.00		
<b>Revenues Totals:</b>	<b>57,820</b>	<b>0.00</b>	<b>1,810.00</b>	<b>5,770.00</b>	<b>14,075.00</b>	<b>(43,745.00)</b>	<b>24%</b>	
<b>Expenses</b>								
34-405-203 Supplies	900	0.00	26.50	26.50	36.50	863.50	4%	
34-405-250 Lights/Heat/Security	4,250	1,082.65	386.86	776.51	1,737.35	1,430.00	66%	
34-405-251 Telephone/Internet	3,000	916.15	306.94	920.82	2,036.64	47.21	98%	
34-405-255 Bldg Maint/Clean Svcs	6,000	3,890.00	450.00	910.00	1,190.00	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	15,000.00	6,000.00	9,000.00	21,000.00	0.00	100%	
34-405-499 Miscellaneous	1,000	0.00	0.00	0.00	0.00	1,000.00		
<b>Non-Departmental Totals:</b>	<b>52,820</b>	<b>20,888.80</b>	<b>7,170.30</b>	<b>11,633.83</b>	<b>26,042.99</b>	<b>5,888.21</b>	<b>89%</b>	
34-431-700 NC IDEA Grant Expense	5,000	0.00	0.00	0.00	0.00	5,000.00		
<b>Totals:</b>	<b>5,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>		
<b>Expenses Totals:</b>	<b>57,820</b>	<b>20,888.80</b>	<b>7,170.30</b>	<b>11,633.83</b>	<b>26,042.99</b>	<b>10,888.21</b>	<b>81%</b>	
<b>34 FRONTIER WARREN</b>	<b>Revenues Over/(Under) Expenses:</b>		<b>(5,360.30)</b>	<b>(5,863.83)</b>	<b>(11,967.99)</b>			

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
37-302-301 Ad Valorem Taxes - Current	424,000	0.00	111,781.67	197,303.28	199,416.09	(224,583.91)	47%
37-302-302 Ad Valorem Taxes - Prior Year	8,500	0.00	1.63	1,729.42	2,668.81	(5,831.19)	31%
37-302-303 Ad Valorem Taxes - all other prior years	8,500	0.00	160.53	1,325.11	2,456.51	(6,043.49)	29%
37-302-304 Ad Valorem Taxes - Penalties & Interest	3,300	0.00	102.97	710.33	1,310.05	(1,989.95)	40%
37-307-310 Motor Vehicles - Current	41,000	0.00	3,469.53	10,524.14	18,204.49	(22,795.51)	44%
37-320-320 Local Option Sales Tax Monthly	340,000	0.00	30,751.62	95,005.52	95,005.52	(244,994.48)	28%
37-320-321 Annual Refund of Sales Tax the Town paid	33,500	0.00	0.00	22,519.79	22,519.79	(10,980.21)	67%
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	22,102.92	22,102.92	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	0.00	275.66	275.66	(724.34)	28%
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	161.02	309.14	(290.86)	52%
37-335-335 Powell Bill	24,888	0.00	14,506.68	14,506.68	29,013.37	4,125.37	117%
37-345-345 Zone Board of Adj	400	0.00	0.00	100.00	1,300.00	900.00	325%
37-345-346 Code Enforcement	2,750	0.00	300.00	650.00	1,375.00	(1,375.00)	50%
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	15,200.42	45,967.24	92,241.35	(92,846.65)	50%
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	20.00	20.00	(30.00)	40%
37-351-357 Court Fees	300	0.00	9.00	27.00	121.50	(178.50)	41%
37-351-360 Cell Tower Rent	62,340	0.00	2,695.00	8,085.00	16,170.00	(46,170.00)	26%
37-351-361 Parking/Ordinance Collections PD	250	0.00	185.00	455.00	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	10.99	16.02	33.36	(16.64)	67%

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-365-002 NCCMT Debt Setoff Disbursement	0	0.00	0.00	0.00	(143.05)	(143.05)	
37-365-351 Revitalization Comm	9,500	0.00	0.00	1,470.00	2,570.00	(6,930.00)	27%
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	9,222.86	23,875.46	(32,905.54)	42%
37-365-371 WS 25% of GF Exp	105,308	0.00	0.00	17,346.41	44,099.93	(61,208.07)	42%
37-365-410 Interest Investment NCCMT	50	0.00	0.00	2,820.56	5,472.60	5,422.60	10945%
37-381-070 Transfer in from ARP Grant	4,911	0.00	0.00	4,911.00	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 Apropriated Fund Balance (Budget Only)	100,328	0.00	0.00	0.00	0.00	(100,328.00)	
<b>Revenues Totals:</b>	<b>1,531,259</b>	<b>0.00</b>	<b>201,277.96</b>	<b>457,254.96</b>	<b>586,013.50</b>	<b>(945,245.50)</b>	<b>38%</b>
<b>Expenses</b>							
37-401-010 Salary - Full Time	170,397	0.00	14,388.66	40,965.98	83,463.96	86,933.04	49%
37-401-012 Salary - Adm Assistant	51,530	0.00	4,457.20	12,271.60	25,946.80	25,583.20	50%
37-401-020 ER-FICA Taxes	12,686	0.00	1,100.14	3,132.10	6,381.09	6,304.91	50%
37-401-021 ER-FICA Taxes - Adm Assistant	3,928	0.00	340.38	936.98	1,981.03	1,946.97	50%
37-401-030 ER-Retirement - Orbit	41,917	0.00	3,571.31	10,088.55	20,604.40	21,312.60	49%
37-401-040 ER-Health Insurance	24,350	6,426.65	2,430.36	7,443.06	17,098.35	825.00	97%
37-401-050 ER-Life Insurance	576	288.00	0.00	96.00	288.00	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	28.13	80.00	149.38	1,050.62	12%
37-401-203 Supplies	5,000	512.41	619.52	1,314.44	2,072.43	2,415.16	52%
37-401-250 Light, Heat & Security	12,000	2,679.44	788.81	1,444.39	3,158.39	6,162.17	49%
37-401-251 Telephone & Postage	3,000	1,458.80	230.33	690.37	1,294.40	246.80	92%
37-401-255 Bldg. Maint/ Clean SVS	6,167	1,513.66	2,951.44	3,980.74	4,615.74	37.27	99%
37-401-256 Bank Fees/ Petty Cash	3,600	0.00	350.00	950.00	1,800.00	1,800.00	50%
37-401-295 Training	1,400	0.00	0.00	0.00	0.00	1,400.00	



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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-401-301 Computer Maint	3,600	1,074.00	295.00	938.00	1,361.00	1,165.00	68%
37-401-302 Software Support	3,300	431.62	112.02	647.49	2,033.70	834.68	75%
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	653	0.00	612.00	612.00	612.00	41.31	94%
37-401-309 Advertising	4,483	0.00	87.94	434.07	4,020.57	461.93	90%
37-401-310 Dues & Subscriptions	3,000	279.00	0.00	376.00	797.00	1,924.00	36%
37-401-325 NC Sales/Use Tax Paid (No Tax)	700	0.00	0.00	79.15	169.09	530.91	24%
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	1,680.69	3,116.06	3,208.95	4,791.05	40%
37-401-405 Audit Expense	10,667	6,517.01	0.00	1,470.86	4,149.99	0.00	100%
37-401-415 Economic Development	54,000	0.00	0.00	250.00	52,276.00	1,724.00	97%
37-401-420 Attorney Fees	3,500	1,200.00	1,200.00	1,200.00	1,200.00	1,100.00	69%
37-401-497 Sales & Uses Tax Expense	0	0.00	2,650.35	6,237.14	11,845.82	(11,845.82)	
37-401-499 Miscellaneous Expense	2,771	0.00	415.27	570.27	1,399.94	1,370.75	51%
37-401-801 Town Hall Roof Loan-Principal	5,555	0.00	451.28	1,353.84	2,707.68	2,847.32	49%
37-401-803 USDA Town Hall/WS Loan Principal	4,486	0.00	0.00	0.00	0.00	4,486.00	
37-401-831 Town Hall Roof Loan - Interest Admin	338	0.00	20.98	62.94	125.88	212.12	37%
37-401-833 USDA Town Hall/WS Loan Interest	2,794	0.00	0.00	0.00	0.00	2,794.00	
37-401-998 Contingency	3,167	0.00	0.00	0.00	0.00	3,166.83	
General Government Totals:	458,639	22,380.59	38,781.81	100,742.03	256,784.20	179,474.21	61%
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	375.00	750.00	750.00	50%
37-402-020 ER - FICA TAXES	115	0.00	9.56	28.68	57.36	57.64	50%
37-402-200 Travel Expense	400	0.00	0.00	0.00	0.00	400.00	
37-402-295 Training	225	0.00	0.00	0.00	0.00	225.00	
37-402-402 Commission offsite meetings	150	0.00	0.00	0.00	150.00	0.00	100%

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Governing Body Totals:	2,390	0.00	134.56	403.68	957.36	1,432.64	40%
37-405-345 Zoning/Ordinances	10,035	3,456.88	0.00	5,000.00	6,543.12	35.00	100%
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	0.00	500.00	
37-405-430 Historic District Comm	361	326.00	0.00	0.00	0.00	35.00	90%
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	130.00	74.13	1,758.13	1,758.13	7,611.87	20%
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	3,912.88	74.13	6,758.13	8,676.25	12,506.87	50%
37-501-010 SALARY FULL TIME	253,861	0.00	20,207.78	54,960.94	120,307.26	133,553.74	47%
37-501-014 Salary - Part Time	21,000	0.00	2,882.42	9,142.42	20,382.42	617.58	97%
37-501-016 Police Clerical Salary	40,123	0.00	3,636.40	9,809.20	20,611.60	19,511.60	51%
37-501-019 Salary - Over-Time	6,000	0.00	540.87	2,294.60	4,654.76	1,345.24	78%
37-501-020 ER-FICA Taxes	24,469	0.00	2,070.35	5,783.02	12,597.49	11,871.51	51%
37-501-030 ER - Retirement Orbit	58,816	0.00	4,816.04	13,247.01	26,644.82	32,171.18	45%
37-501-031 ER - 401K 5%	13,191	6,751.90	1,037.43	2,862.77	6,248.10	191.00	99%
37-501-040 ER - Health Insurance	42,084	20,113.94	2,310.36	7,158.60	17,981.70	3,988.16	91%
37-501-050 ER - Life Insurance	1,010	400.00	0.00	192.00	560.00	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	232.04	519.18	1,002.04	1,995.82	772.14	74%
37-501-204 Uniforms	2,000	0.00	0.00	1,478.52	1,997.61	2.39	100%
37-501-205 Equipment & Material	3,500	136.10	203.89	874.04	1,465.51	1,898.39	46%
37-501-250 Light, Heat & Security	8,908	3,171.01	700.21	1,199.37	2,666.82	3,070.17	66%
37-501-251 Telephone & Postage	9,767	5,518.50	803.70	2,410.61	4,239.66	8.84	100%
37-501-252 Fuel	20,000	8,407.62	1,942.44	6,122.66	11,592.38	0.00	100%
37-501-255 Bldg Maint/Clean Svs	5,904	1,513.66	2,951.44	3,902.08	4,352.07	38.27	99%
37-501-295 Training	2,000	0.00	0.00	1,112.99	1,301.99	698.01	65%
37-501-301 Computer Maint	5,106	1,998.00	333.00	1,727.01	2,543.01	564.99	89%
37-501-302 Software Support	6,740	201.50	44.30	323.04	5,740.79	797.71	88%
37-501-351 Maint & Repair Equip	3,500	820.00	235.81	483.23	483.23	2,196.77	37%
37-501-370 2019 Dodge Car 100	1,500	1,000.00	0.00	175.00	266.66	233.34	84%

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-501-371 2017 Dodge Car 200	2,500	507.96	992.04	992.04	1,984.56	7.48	100%
37-501-372 2016 Dodge Car 300	1,900	1,000.00	318.48	415.82	588.16	311.84	84%
37-501-373 2017 Dodge Car 400	4,722	341.02	0.00	1,412.98	3,423.91	957.07	80%
37-501-374 2010 Ford Car 500	1,500	1,000.00	0.00	0.00	275.66	224.34	85%
37-501-375 2008 Ford Car 600	1,500	0.00	0.00	308.08	1,178.54	321.46	79%
37-501-376 2019 Dodge Car 700	3,000	944.76	55.24	112.82	404.01	1,651.23	45%
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	0.00	0.00	0.00	1,000.00	
37-501-433 COP Program	500	0.00	0.00	500.00	500.00	0.00	100%
37-501-436 PD Narcotics Tax/Proceeds	142	0.00	0.00	141.89	141.89	0.11	100%
37-501-499 Miscellaneous	4,660	766.52	262.24	1,391.96	3,078.38	815.10	83%
37-501-801 Town Hall Roof Loan Principal	5,280	0.00	451.28	1,353.84	2,707.68	2,572.32	51%
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	1,271.97	1,271.97	1,271.97	0.03	100%
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,681	0.00	0.00	4,680.60	4,680.60	0.40	100%
37-501-831 Town Hall Roof Loan - Interest PD	388	0.00	20.98	62.94	125.88	262.12	32%
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	61.03	61.03	61.03	(0.03)	100%
37-501-834 Police 2019 Cars Loan Interest (USDA)	746	0.00	0.00	745.40	745.40	0.60	100%
Police Department Totals:	595,484	54,824.53	48,668.88	139,712.52	303,028.81	237,630.66	60%
37-601-014 Salary - Part Time Code Enforcement	3,000	0.00	180.07	700.27	2,292.22	707.78	76%
37-601-020 ER-FICA Taxes	230	0.00	13.78	53.58	124.97	105.03	54%
37-601-252 Fuel/Truck Expense/Insurance	435	0.00	0.00	0.00	0.00	435.00	

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-601-352 Vehicle Maintenance	200	0.00	0.00	0.00	0.00	200.00	
37-601-437 Contract Srvs Fire Protection	70,000	0.00	5,833.33	17,499.99	34,999.98	35,000.02	50%
37-601-475 Donation to Town Fire	1,500	0.00	0.00	0.00	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	9,984.00	19,984.00	0.00	100%
Fire Totals:	95,649	0.00	6,027.18	28,237.84	57,401.17	38,247.83	60%
37-651-330 Christmas Lights/Santa House	1,294	503.79	776.23	776.23	776.23	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	337.00	445.13	1,669.54	524.46	76%
37-651-333 Street Beautification - Below \$5,000	5,000	379.54	379.26	1,542.06	2,050.85	2,569.61	49%
37-651-335 Street Lighting Electric Bill	23,000	8,612.87	1,904.66	5,697.73	11,387.13	3,000.00	87%
Signs and Lights Totals:	32,515	9,496.20	3,397.15	8,461.15	16,004.75	7,014.05	78%
37-701-010 Salary - Full Time	57,484	0.00	5,847.43	14,617.29	29,014.33	28,469.67	50%
37-701-014 Salary - Part Time	16,643	0.00	1,500.44	3,674.29	7,185.58	9,457.42	43%
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	560.95	1,395.79	2,761.67	3,008.33	48%
37-701-030 ER - Retirement - Orbit	14,557	0.00	1,254.23	3,250.86	6,500.29	8,056.71	45%
37-701-040 ER-Health Insurance	16,687	6,361.12	1,370.71	4,188.55	9,648.60	677.28	96%
37-701-050 ER-Life Insurance	350	156.00	0.00	64.64	193.92	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	150.02	117.76	1,306.26	1,006.21	2,443.77	32%
37-701-204 Uniforms	3,869	2,311.70	158.00	959.12	1,557.30	0.00	100%
37-701-251 Telephone & Postage	936	621.08	62.96	188.92	314.92	0.00	100%
37-701-252 Fuel	15,000	4,976.02	24.66	3,009.76	5,351.53	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	1,633.20	2,400.00	2,502.82	2,744.73	2,872.07	60%
37-701-352 Vehicle Maintenance	6,000	150.71	755.27	3,037.69	4,197.25	1,652.04	72%
37-701-400 Liability Insurance	5,738	0.00	0.00	0.00	1,388.85	4,349.15	24%

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-701-431 Street Debris Disposal	6,000	0.00	0.00	1,000.00	3,500.00	2,500.00	58%
Streets Totals:	164,220	16,359.85	14,052.41	39,195.99	77,192.46	70,667.69	57%
37-710-361 Maint & Repair POWELL BILL	29,699	0.00	0.00	11,011.00	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	11,011.00	11,011.00	18,788.00	37%
37-801-010 Salary - Full Time Sanitation	49,503	0.00	4,550.42	12,166.26	24,528.64	24,974.36	50%
37-801-019 Salary - Over Time Sanitation	692	0.00	0.00	494.00	494.00	198.00	71%
37-801-020 ER - FICA Sanitation	3,840	0.00	341.75	949.42	1,874.85	1,965.15	49%
37-801-030 ER - Retirement - Orbit Sanitation	9,688	0.00	862.31	2,399.12	4,713.23	4,974.77	49%
37-801-040 ER - Health Insurance	13,063	5,461.02	1,039.66	3,173.16	7,293.87	308.11	98%
37-801-050 ER - Life Insurance	259	129.36	0.00	43.20	129.60	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	0.00	0.00	59.45	321.44	678.56	32%
37-801-204 Uniforms	2,309	1,249.15	103.30	662.01	1,059.85	0.00	100%
37-801-251 Telephone & Postage	516	340.41	35.10	105.33	175.59	0.00	100%
37-801-252 Fuel	4,781	1,954.97	0.00	631.19	1,545.03	1,281.00	73%
37-801-350 Landfill Fees	20,250	10,289.69	1,569.14	4,811.94	9,710.31	250.00	99%
37-801-352 Vehicle Maintenance	1,000	74.23	48.52	215.64	327.14	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	19,498.83	8,550.20	25,710.72	57,408.67	38,959.50	66%
37-901-053 Transfer Out to MS Downtown Red Milano's	11,600	0.00	0.00	11,600.00	11,600.00	0.00	100%
Transfers Out Totals:	11,600	0.00	0.00	11,600.00	11,600.00	0.00	100%
Expenses Totals:	1,531,259	126,472.88	119,686.32	371,833.06	800,064.67	604,721.45	61%
37 GENERAL FUND Revenues Over/(Under) Expenses:			81,591.64	85,421.90	(214,051.17)		

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### 38 WATER / SEWER

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
38-351-401 Water Sales	801,660	0.00	60,532.33	188,497.29	351,758.98	(449,901.02)	44%
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	45,567.16	140,322.06	262,930.61	(360,343.39)	42%
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	17.03	1,080.00	2,783.75	(6,188.25)	31%
38-351-417 Fire Sprinkler	2,302	0.00	206.94	563.22	1,097.64	(1,204.36)	48%
38-351-418 Late Fees/Penalty/Cut Off	1,000	0.00	1,734.20	5,040.27	9,928.78	8,928.78	993%
38-351-419 Returned Check Fee	400	0.00	75.00	150.00	425.00	25.00	106%
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	1.62	6.47	22.76	(13.24)	63%
38-365-014 Cash Over and Short (Daily Difference)	4	0.00	0.00	(0.01)	(0.01)	(4.01)	0%
38-365-410 Interest/investment Income NCCMT	23	0.00	0.00	1,409.42	2,734.49	2,711.49	11889%
38-365-421 Account Activation Fee	2,400	0.00	150.00	550.00	1,325.00	(1,075.00)	55%
38-365-851 Misc Revenue WATER	32	0.00	0.00	0.00	0.00	(32.00)	
38-381-070 Transfer in from ARP Grant	4,792	0.00	0.00	4,792.05	4,792.05	0.05	100%
<b>Revenues Totals:</b>	<b>1,463,070</b>	<b>0.00</b>	<b>108,284.28</b>	<b>342,410.77</b>	<b>641,027.18</b>	<b>(822,042.82)</b>	<b>44%</b>
<b>Expenses</b>							
38-851-010 Salary Full Time	105,650	0.00	9,540.87	26,175.11	54,260.17	51,389.83	51%
38-851-014 Salary - Part Time	16,987	0.00	1,735.98	4,319.87	8,924.11	8,062.89	53%
38-851-019 Salary Over-Time	7,308	0.00	1,053.85	2,289.14	3,025.05	4,282.95	41%
38-851-020 ER-FICA Taxes	9,941	0.00	913.27	2,417.87	4,841.51	5,099.49	49%
38-851-030 ER - Retirement Orbit	19,774	0.00	1,768.23	4,766.71	9,582.42	10,191.58	48%
38-851-040 ER - Health Insurance WATER	23,979	7,893.39	1,489.27	4,562.51	10,718.36	5,367.25	78%
38-851-050 ER - Life Insurance	500	213.60	0.00	71.20	213.60	72.80	85%

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
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	6,137.91	1,304.26	3,071.53	11,617.18	17,244.91	51%
38-851-204 Uniforms	2,220	1,352.69	91.72	523.04	867.31	0.00	100%
38-851-250 Light & Heat & Security	5,042	2,203.37	583.16	1,454.27	2,367.68	470.95	91%
38-851-251 Telephone & Postage	8,454	4,483.51	700.51	1,969.37	3,870.76	99.73	99%
38-851-252 Fuel	10,300	4,774.83	222.53	1,626.95	3,340.26	2,184.91	79%
38-851-255 Bldg. Maint/Clean Svs	3,622	756.84	1,475.72	1,932.36	2,157.37	708.12	80%
38-851-260 Electric Tank/Pumps	4,200	2,035.41	256.77	740.55	1,078.66	1,085.93	74%
38-851-296 Continuing Education	1,206	150.00	0.00	50.00	1,055.98	0.02	100%
38-851-301 Computer Maintenance	2,000	580.50	267.64	701.40	1,042.55	376.95	81%
38-851-302 Software Support	9,400	90.41	18.50	298.47	8,588.33	721.26	92%
38-851-305 Technology Upgrades	2,250	0.00	234.58	309.96	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	87.50	12.50	25.00	361.84	0.66	100%
38-851-313 State Permits	1,250	0.00	120.00	120.00	990.00	260.00	79%
38-851-345 Water Tank Contract	18,000	8,496.05	0.00	4,799.80	9,231.75	272.20	98%
38-851-347 Lab Analysis	1,500	1,005.00	0.00	355.00	495.00	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	3,750	0.00	1,003.58	1,887.13	2,688.57	1,061.43	72%
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	3,258.99	0.00	735.44	2,075.01	0.00	100%
38-851-448 External Contract	17,013	42.50	1,849.06	8,777.66	14,231.22	2,739.28	84%
38-851-451 Water Purchase	200,000	93,215.47	0.00	31,068.37	76,784.53	30,000.00	85%
38-851-801 Town Hall Roof Loan - Principal	2,778	0.00	225.64	676.92	1,353.84	1,424.16	49%
38-851-802 USDA Public Works Trucks - Princ Water	2,651	0.00	0.00	2,650.22	2,650.22	0.78	100%
38-851-803 USDA Town Hall/WS Loan Principal	27,000	0.00	0.00	0.00	0.00	27,000.00	

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-831 Town Hall Roof Loan - Interest Water	57	0.00	10.49	31.47	62.94	(5.94)	110%
38-851-833 USDA Town Hall/WS Loan Interest	14,130	0.00	0.00	0.00	0.00	14,130.00	
38-851-836 USDA Public Works Trucks - Int Water	267	0.00	0.00	266.78	266.78	0.22	100%
38-851-896 WS 25% of GF Expense	52,654	0.00	0.00	8,673.21	22,049.97	30,604.03	42%
38-851-998 Contingency	8,040	0.00	0.00	0.00	0.00	8,040.36	
Water Totals:	632,610	136,777.97	24,878.13	117,347.31	265,300.31	230,531.72	64%
38-852-010 Salary - Full Time	105,650	0.00	9,540.87	26,175.11	54,260.17	51,389.83	51%
38-852-014 Salary - Part Time	16,987	0.00	1,735.99	4,319.88	8,924.12	8,062.88	53%
38-852-019 Salary - Over Time Sewer	7,308	0.00	670.07	1,335.43	2,697.16	4,610.84	37%
38-852-020 ER - FICA Sewer	9,941	0.00	911.05	2,426.37	5,021.27	4,919.73	51%
38-852-030 ER-Retirement Orbit	19,774	0.00	1,725.70	4,641.61	9,552.13	10,221.87	48%
38-852-040 ER-Health Insurance SEWER	17,943	6,977.45	1,489.27	4,563.13	10,721.33	244.22	99%
38-852-050 ER-Life Insurance	500	217.44	0.00	72.48	217.44	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	4,267.36	1,798.56	3,513.65	16,361.02	9,765.62	68%
38-852-204 Uniforms	2,220	1,352.78	91.70	522.97	867.22	0.00	100%
38-852-250 Light & Heat & Security	6,000	2,264.90	583.14	1,454.19	2,306.15	1,428.95	76%
38-852-251 Telephone & Postage	8,454	4,483.39	692.64	1,945.52	3,846.85	123.76	99%
38-852-252 Fuel	10,300	4,774.87	222.53	1,626.93	3,340.21	2,184.92	79%
38-852-255 Bldg. Maint/Clean Svs	3,622	756.84	1,475.72	1,932.38	2,157.38	708.11	80%
38-852-260 Electric Tank/Pumps	9,000	3,852.22	959.73	2,805.79	4,647.78	500.00	94%
38-852-296 Continuing Education	625	150.00	0.00	0.00	0.00	475.00	24%
38-852-301 Computer Maint.	2,000	580.50	267.64	701.40	1,042.55	376.95	81%
38-852-302 Software Support	9,400	90.42	18.49	298.47	8,588.32	721.26	92%
38-852-305 Technology Upgrades	2,250	0.00	159.33	234.70	234.70	2,015.30	10%



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38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-309 Advertising	683	0.00	0.00	0.00	326.63	356.37	48%	
38-852-310 Dues & Subscriptions	450	87.50	12.50	25.00	361.83	0.67	100%	
38-852-313 State Permits	1,500	0.00	100.00	100.00	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	3,750	0.00	1,003.58	1,887.11	2,688.52	1,061.48	72%	
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	3,258.99	0.00	735.44	2,075.01	0.00	100%	
38-852-435 Purchase of Sewer Services	363,112	0.00	0.00	24,712.11	107,899.00	255,213.00	30%	
38-852-448 External Contract	17,000	1,042.50	4,335.00	8,437.65	13,461.59	2,495.91	85%	
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	2,708	0.00	225.64	676.92	1,353.84	1,354.16	50%	
38-852-802 USDA Public Works Trucks - Princ Sewer	2,650	0.00	0.00	2,650.22	2,650.22	0.00	100%	
38-852-803 USDA Town Hall/WS Loan Principal	27,000	0.00	0.00	0.00	0.00	27,000.00		
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	1,000.00	0.00	0.00	0.00	0.00	100%	
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	0.00	0.00	0.00	0.00	13,750.00		
38-852-831 Town Hall Roof Loan - Interest Sewer	57	0.00	10.49	31.47	62.94	(5.94)	110%	
38-852-833 USDA Town Hall/WS Loan Interest	14,130	0.00	0.00	0.00	0.00	14,130.00		
38-852-836 USDA Public Works Trucks - Int Sewer	267	0.00	0.00	266.78	266.78	0.22	100%	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	3,025	0.00	0.00	1,512.50	1,512.50	1,512.50	50%	
38-852-896 WS 25% of GF Expense	52,654	0.00	0.00	8,673.20	22,049.96	30,604.04	42%	
38-852-998 Contingency	8,553	0.00	0.00	0.00	0.00	8,553.14		

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Sewer Expenses Totals:	830,460	35,157.16	28,029.64	108,278.41	293,865.27	501,437.57	40%	
Expenses Totals:	1,463,070	171,935.13	52,907.77	225,625.72	559,165.58	731,969.29	50%	
38 WATER / SEWER	Revenues Over/(Under) Expenses:		55,376.51	116,785.05	81,861.60			

## Budget vs Actual

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39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
39-351-405 Septic Disposal Service	56,940	0.00	6,905.00	19,250.00	31,525.00	(25,415.00)	55%
39-351-470 Town Sewer Revenues	363,112	0.00	0.00	24,712.11	107,899.00	(255,213.00)	30%
39-351-471 Sewer Revenues - County	194,153	0.00	0.00	13,213.35	57,692.65	(136,460.35)	30%
39-351-472 Sewer Rev Norlina	213,183	0.00	0.00	14,508.47	63,347.45	(149,835.55)	30%
39-365-001 Interest Income	2	0.00	0.10	0.36	0.96	(1.04)	48%
<b>Revenues Totals:</b>	<b>827,390</b>	<b>0.00</b>	<b>6,905.10</b>	<b>71,684.29</b>	<b>260,465.06</b>	<b>(566,924.94)</b>	<b>31%</b>
<b>Expenses</b>							
39-861-010 Salary - Full Time	186,071	0.00	16,477.40	45,917.80	94,381.46	91,689.54	51%
39-861-014 Salary - Part Time	17,097	0.00	1,769.98	3,972.83	7,562.89	9,534.11	44%
39-861-019 Over-Time	15,869	0.00	1,461.88	2,381.97	4,984.33	10,884.67	31%
39-861-020 ER-FICA Taxes	16,756	0.00	1,408.14	3,699.96	7,578.86	9,177.14	45%
39-861-030 ER - Retirement Orbit	39,040	0.00	3,108.26	8,290.57	16,908.17	22,131.83	43%
39-861-040 ER- Health Insurance	32,198	12,992.27	2,462.32	7,537.70	17,585.13	1,620.60	95%
39-861-050 ER-Life Insurance	625	301.44	0.00	100.48	301.44	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	1,321.36	1,207.34	10,068.55	17,653.16	38,025.48	33%
39-861-204 Uniforms	3,120	1,919.51	128.09	735.62	1,200.49	0.00	100%
39-861-250 Light, Heat & Security	105,000	49,684.99	9,472.64	24,794.14	50,601.01	4,714.00	96%
39-861-251 Telephone & Postage	8,689	4,357.60	720.23	2,127.38	4,056.31	275.09	97%
39-861-252 Fuel	10,250	5,547.26	269.48	1,928.47	4,130.31	572.43	94%
39-861-296 Continuing Education	2,000	300.00	0.00	170.00	355.00	1,345.00	33%
39-861-301 Computer Maint.	3,885	1,161.00	578.01	1,418.51	2,073.44	650.56	83%
39-861-302 Software Support	3,934	553.30	804.88	1,312.33	3,380.40	0.30	100%
39-861-305 Technology Upgrades	2,000	0.00	159.33	234.70	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%

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Town of Warrenton  
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Period Ending 12/31/2022

39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
39-861-318 Freight Charges	1,750	809.14	108.00	476.68	965.02	(24.16)	101%
39-861-342 Maint & Repair Plant	80,000	807.97	15,115.65	29,985.20	43,669.40	35,522.63	56%
39-861-344 Sludge Removal	70,000	35,622.50	0.00	9,352.50	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	294.76	925.49	5,513.22	3,486.78	61%
39-861-347 Lab Analysis	18,565	9,745.50	1,535.50	4,565.00	7,337.50	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	174.00	0.00	0.00	0.00	826.00	17%
39-861-352 Vehicle Maintenance	4,750	0.00	601.15	1,404.35	1,996.05	2,753.95	42%
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	6,517.01	0.00	1,470.86	4,149.99	0.00	100%
39-861-441 Certify Lab Services	1,000	0.00	0.00	100.00	100.00	900.00	10%
39-861-444 Permits & Fees	14,482	0.00	850.00	2,350.00	9,935.00	4,547.00	69%
39-861-446 Influent Debris Removal	5,655	976.66	541.59	1,586.45	2,863.34	1,815.00	68%
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	9,222.86	23,875.46	32,905.54	42%
39-861-998 Contingency	4,266	0.00	0.00	0.00	0.00	4,265.66	
WWTP - Expenses Totals:	827,390	132,791.51	59,074.63	176,130.40	364,911.17	329,687.32	60%
Expenses Totals:	827,390	132,791.51	59,074.63	176,130.40	364,911.17	329,687.32	60%
39 WWTP Revenues Over/(Under) Expenses:			(52,169.53)	(104,446.11)	(104,446.11)		

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator  
**Date:** January 6, 2023  
**Re:** December 2022 Monthly Activity Report for Public Works

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## 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) Repairs – Elevated Water Tanks (3) Fencing. Repaired and replaced fencing barbed wire and barbed wire brackets. Contractor: Harris Enterprises (Labor - \$1,387.50, Note: Two Town employees provided assistance, Materials supplied by Town). (2) Repairs – PRV Vault and Elevated Tanks (2) – North Main St. Tank...replaced fuse holders for high level control. PRV Vault...Replaced light switch. Fairlane DR Tank...Repaired poppet valve assembly. Contractor: Harris Enterprises (Labor - \$461.56, Materials - \$11.56). (3) Emergency Repair – F and M Sewer Lift Station Generator. Replaced light switch and tested battery. – Contractor: Harris Enterprises (Labor - \$187.50, Materials supplied by Town). (4) Repair – Sewer Jetter. Replaced rusted out nipple. Contractor: Harris Enterprises (Labor - \$337.50, Materials – Supplied by Town). (5) Emergency Repair – 8-inch Sewer Main located behind Cast Stone. Repaired segment that had completely failed and also nearby creek crossings. – Contractor: Harris Equipment Company (Labor, Materials, and Mobilization - \$3,810.00).

**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) - \$6,184.06**

## 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:** January 6, 2023  
**Re:** December 2022 Monthly Activity Report for WWTP

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- **Pending Equipment Repairs:** **(1)** Effluent filter controls – Safety issue - Replace cylinders and control mechanism for valves located in pit area of filter building. **(2)** Sand blast and refinish site metal structures. **(Estimated Cost – Refinishing remaining structures - \$58,000)** **(3)** Jet-Vac truck services to clean influent wet well, sludge recirculation building well, and scum pit. **(Estimated Cost - \$10,000)**
- **Completed Plant Maintenance/Repair Related Information:** **(1)** Preventative Maintenance – Jett-Vac Truck Services. Cleaned Influent Pit Channel, Influent Pump Station Wet Well, Pump Building Wells, Scum Pit, and Oxidation Ditch Effluent Weir Area. Contractor: Vision NC (Labor, Equipment, and Mobilization - \$10,793.75). **(2)** Repair. Influent Pump No. 2. Replaced drive belts. Contractor: Harris Enterprises (Labor - \$112.50, Materials supplied by Plant). **(3)** Preventative Maintenance. Mechanical Bar Screen. Replaced auger brushes. Contractor: Harris Enterprises (Labor - \$562.50, Materials supplied by Plant). **(4)** Repair. Pump Building Roof Vent Fan. Replaced drive motor. Contractor: Harris Enterprises (Labor - \$665.00, Miscellaneous Parts - \$54.40, Motor supplied by Plant). **(5)** Emergency Repair. Grit Pump System. Troubleshooted blockage in system and purged. Disassembly and reassembly required. Contractor: Harris Enterprises (Labor - \$637.50).

**Total cost for Repairs (Account No. 39-861-342) - \$15,115.65**

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month; 16.51 million gallons were treated.

# Activity Detail Summary (by Category)

Warrenton Police Department

(12/01/2022 - 12/31/2022)

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## Incident\Investigations

120 - Robbery	1
13B - Simple Assault	1
220 - Burglary/Breaking & Entering	2
23C - Shoplifting	2
23H - All Other Larceny	3
26A - False Pretenses/Swindle/Confidence Game	1
290 - Destruction/Damage/Vandalism of Property	1
35A - Drug/Narcotic Violations	1
90C - Disorderly Conduct	1
90D - Driving Under the Influence	3
90OJ - Warrant/Summons Other Jurisdiction	1
90Z - All Other Offenses	5
Total Offenses	22
Total Incidents	14

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## Arrests

09A - Murder and Non-negligent Manslaughter	1
120 - Robbery	1
220 - Burglary/Breaking & Entering	1
23H - All Other Larceny	1
35A - Drug/Narcotic Violations	1
90C - Disorderly Conduct	1
90D - Driving Under the Influence	3
90OJ - Warrant/Summons Other Jurisdiction	1
90Z - All Other Offenses	4
Total Charges	14
Total Arrests	9

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## Accidents

Total Accidents 0



# Activity Detail Summary (by Category)

Warrenton Police Department

(12/01/2022 - 12/31/2022)

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## Citations

Expired Registration	1
Other (Infraction)	1
Speeding (Infraction)	1
Secondary Charge	1

Total Charges 4

Total Citations 3

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## Warning Tickets

Total Charges 0

Total Warning Tickets 0

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## Ordinance Tickets

Double Parking Violation	1
Fire Hydrant Violation	1
Fire Lane Violation	3
Noise Ordinance	1
Parking Left Side to Curb	1

Total Ordinance Tickets 7

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## Criminal Papers

Total Criminal Papers Served 0

Total Criminal Papers 0

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## Civil Papers

Total Civil Papers Served 0

Total Civil Papers 0

# Activity Log Event Summary (Cumulative Totals)

## Warrenton Police Department

(12/01/2022 - 12/31/2022)

<No Event Type Specified>	1	911 Hang-up	3
Abandoned Vehicle	2	Accident	8
Alarm Activation	17	Animal Complaint	2
Armed Robbery	1	Arrest	1
Assist Fire Dept	1	Assist Motorist	2
Assist Other Department	2	Assist WC EMS	15
Assist WCSO	13	B & E	2
Breathalyzer Examinations	1	Check Station/ Checkpoint	3
Citation	1	Complaint	2
Disabled Vehicle	1	Dispute	1
Disturbance	1	Domestic	2
Escort	7	Follow up Investigation	3
Foot Patrol	6	Fraud	2
Funeral Escort	1	Injury to Personal Property	1
Investigation and/or Interview	1	Larceny	3
Medical / Person Hurt or Sick	1	Missing Person – Attempt to Locate	1
Non Law Enforcement Issue	1	Open Door (Residence)	1
Ordinance Violation	5	Other	1
Parking Violation	10	Patrol	11
Property Check – Business	151	Shoplifting	1
Suspected Drunk Driver	2	Suspicious Person / Vehicle	11
Talk with Officer	5	Traffic Light / Street Safety Issue	3
Traffic Stop	34	Trespassing	1
Vehicle Maintenance	1	Welfare Check	3

**Total Number Of Events: 349**



Certified Public Accountants

104 Brady Court, Cary, North Carolina 27511  
Phone 919-466-0946 Fax 919-466-0947

To the Honorable Mayor and  
Board of Commissioners  
Town of Warrenton, North Carolina

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining information of the Town of Warrenton, North Carolina, as of and for the year ended June 30, 2022 and have issued our report thereon dated December 15, 2022.

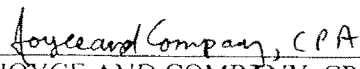
In our report on internal control structure, in the compliance section of the annual report, we explained the standards and procedures by which we conducted our audit. We also stated the responsibilities of the Town's management for establishing and maintaining an internal control structure, and that we had noted no matters involving the internal control structure and its operations that we consider to be material weaknesses. However, our study and evaluation did disclose the following areas in which we believe improvements are desirable.

During our work related to expenditures we noted instances where invoice dates preceded purchase order dates. We also recommend that purchase orders be obtained and approved according to established purchasing policies and procedures.

During our year end testing of inventory it was noted that individual item costs of inventory assets had been updated to current cost estimates where there were no new purchases rather than using the prior cost of items as required by the Town's first in first out inventory valuation policy. Procedures should be in place where inventory values are maintained using the Town's stated valuation policy.

There were several items that combined make the overall internal financial statements of the Town more difficult to understand than necessary and create complexities in the accounting that are not needed. These include funds with cash deficits where transfers have not been made, transfers not recorded in both the transferring and receiving funds in the same manner and additional funds that were created that were not required or necessary. We recommend that the Town review all internal financial statements on a monthly basis, record any needed transfers to eliminate and deficit in cash, reconcile all other assets and liabilities to underlying documents, verify that transfers between funds are recorded the same in both the transferring and receiving funds and only create new funds in those instances where necessary for legal or other purposes.

We appreciate the excellent cooperation and courtesies extended us during the audit. If we can be of further assistance, please let us know.

  
JOYCE AND COMPANY, CPA

December 15, 2022

**TOWN OF WARRENTON****Audit Highlights**

June 30, 2022

	Page Number	June 30, 2022	June 30, 2021
Cash balances	11	\$ 1,724,000	\$ 1,358,000
Fixed Assets			
Governmental-net	11	378,000	390,000
Proprietary-net	11	12,237,000	12,152,000
General fund			
Total fund balance	13	1,147,000	1,075,000
Unassigned fund balance	13	912,000	784,000
Increase (decrease) in fund balance	15	72,000	(29,000)
Wastewater treatment fund			
Cash balances	18	24,000	33,000
Net position	18	1,648,000	1,572,000
Change in net position	19	76,000	1,559,000
Water and sewer fund			
Cash balances	18	649,000	573,000
Net position	18	7,722,000	7,666,000
Change in net position	19	(219,000)	630,000
Ad Valorem taxes			
Tax collections	77	480,000	480,000
Valuation subject to tax	78	72,927,000	73,382,000
Overall collection percentage	78	98.51%	97.68%
Long-term debt			
General governmental	44	55,000	82,000
Proprietary	45	3,618,000	3,618,000

**Other Highlights:**

Audit opinion-Unmodified-"Clean"-This means that the financial statements present fairly in all material respects the financial position and the results of the operations and the cash flows of it's proprietary fund types of the Town of Warrenton for the year ended June 30, 2022.

\*\*Note that all numbers have been rounded to the nearest \$1,000. Page numbers are from the June 30, 2022 financial statements.

The of and	Governing Board Board of Commissioners
	Primary Government Unit Town of Warrenton, NC
	Discretely Presented Component Unit (DPCU) (if applicable)

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name Joyce and Company, CPA
	Auditor Address 104 Brady Court, Cary, NC 27511

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending 06/30/23	Date Audit Will Be Submitted to LGC 10/31/23
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*Must be within four months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.
2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.



23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

## FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by: ☒ Auditor ☐ Governmental Unit ☐ Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:

Title and Unit / Company:

Email Address:

Meredith Valentine

Finance Officer

m.valentine@warrenton.nc.gov

OR Not Applicable ☐ (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

## PRIMARY GOVERNMENT FEES

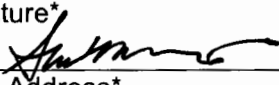
Primary Government Unit	Town of Warrenton, NC
Audit Fee	\$ 29,700
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$ 1,500
Writing Financial Statements	\$ 3,300
All Other Non-Attest Services	\$

## DPCU FEES (if applicable)

Discretely Presented Component Unit	
Audit Fee	\$
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$

## SIGNATURE PAGE

## AUDIT FIRM

Audit Firm* Joyce and Company, CPA	
Authorized Firm Representative (typed or printed)* Shelton Ennis, CPA	Signature* 
Date* 01/04/23	Email Address* sheltonennis@joyceandcompanycpa.com

## GOVERNMENTAL UNIT

Governmental Unit* Town of Warrenton, NC	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)* Walter M. Gardner, Jr., Mayor	Signature*
Date	Email Address w.gardner@warrenton.nc.gov

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

## GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).  
Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

Primary Governmental Unit Finance Officer* (typed or printed) Meredith Valentine, Finance Officer	Signature*
Date of Pre-Audit Certificate*	Email Address* m.valentine@warrenton.nc.gov

**SIGNATURE PAGE – DPCU**  
**(complete only if applicable)**

**DISCRETELY PRESENTED COMPONENT UNIT**

DPCU*	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

**DPCU – PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).  
 Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all  
 required signatures prior to submission.

**PRINT**

104 Brady Court, Cary, North Carolina 27511  
Phone 919-466-0946 Fax 919-466-0947

January 4, 2023

Town of Warrenton  
113 S. Bragg Street  
Warrenton, North Carolina 27589

We are pleased to confirm our understanding of the services we are to provide the Town of Warrenton for the year ended June 30, 2023. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units and remaining fund information, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Warrenton as of and for the year ended June 30, 2023. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Warrenton's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Warrenton's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Law Enforcement Officers' Special Separation Allowance Schedule of Changes in Total Pension Liability and Schedule of Total Pension Liability as a Percentage of Covered Payroll
3. Local Government Employees' Retirement System's Schedules of the Proportionate Share of the Net Pension Asset and Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Warrenton's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial

statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Combining and individual fund financial statements
2. Schedule of Expenditures of Federal and State Awards
3. Budgetary schedules and other schedules

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 US *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements* for Federal Awards (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*,

issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to management and the governing board of the Town of Warrenton. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violation of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At



the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and state award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Warrenton's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance, requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Town of Warrenton's major programs. The purpose of these procedures will be to express an

opinion on the Town of Warrenton's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will assist in preparing the financial statements, schedule of expenditures of federal awards, related notes and prepare GASB 34 journal entries for the Town of Warrenton in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes and preparation of GASB 34 journal entries services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for (1) designing, implementing, and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period

presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on September 12, 2023.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and state awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statement with any presentation of the schedule of expenditures of federal and state awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance; (2) you believe the schedule of the expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes);

and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal and state awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the Town of Warrenton and the North Carolina Local Government Commission; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Joyce and Company, CPA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Local Government Commission or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of

the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Joyce and Company, CPA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Town of Warrenton. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately May 30, 2023 and to issue our reports no later than October 31, 2023. Shelton Ennis, CPA is the engagement partner and is responsible for supervising the engagement and signing the report. Our fee for these services will be at our standard hourly rates except that we agree that our gross fee, including expenses, will not exceed \$34,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Town of Warrenton and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Joyce and Company, CPA

RESPONSE:

This letter correctly sets forth the understanding of the Town of Warrenton.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## *Comprehensive Plan*

This plan and its contents were produced in order to meet the requirements of

North Carolina General Statutes, Chapter 160D

This plan was approved and adopted by the Town of Warrenton Board of Commissioners on the 9<sup>th</sup> day of January, 2022, based upon the recommendations of the Town of Warrenton Planning Board, the residents of the Town of Warrenton, and in consultation with the Kerr-Tar Regional Council of Governments.

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### **I. Chapter 1 Introduction-----**

Purpose and Organization

Planning and Process

### **II. Chapter 2 History, Architecture and Demographics-----**

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Warrenton Demographic Information

Educational Attainment

Income and Poverty

### **III. Chapter 3 Historic Preservation-----**

### **IV. Chapter 4 Survey Results -----**

### **V. Chapter 5 Future Land use-----**

### **VI. Chapter 6 Goals and Recommendations-----**

## **Acknowledgements**

The Kerr-Tar Regional Council of Governments would like to thank the Mayor and Warrenton Town Board, Warrenton Planning Board, and the citizens of Warrenton for their input and assistance in developing and completing the Comprehensive Plan.

### **Warrenton Mayor and Board of Commissioners**

Walter Gardner, Jr. Mayor  
Mary Hunter, Mayor Pro Tem  
Aaron Ayscue  
John Blalock  
Margaret Britt  
Michael Coffman  
Al Fleming  
Jason Young

### **Warrenton Planning Board**

Tom Hardy, Chairman  
George Humphries  
Cynthia Jenkins  
Dian Sourelis  
Krystye Steed  
Carlos Verdauger  
Georgiana Weddington

### **Town of Warrenton Staff**

Robert Davie, Town Administrator

### **Warrenton Town Attorney**

Mitch Styers

### **Kerr-Tar Regional Council of Governments**

Diane Cox, Director  
Michael Kelly, Planning Director, AICP, CZO  
Frank Frazier, CZO



# *Chapter 1-*

## *Introduction*

## **Purpose**

The basis for completing this planning document is to comply with the statutory requirements of North Carolina General Statute § 160D et. seq., in particular NCGS § 160D-501. After adoption, this plan and its contents will need to be reasonably maintained and updated where necessary by the Town, in order to remain in further compliance with the North Carolina General Statutes.

The purpose of a Comprehensive Plan is to guide coordinated, efficient, and orderly development within the planning and development jurisdiction of the Town, based on an analysis of present and future needs as developed utilizing community input. The State also requires that local governments that are considering a zoning map amendment to approve a statement describing whether its action is consistent with an adopted comprehensive plan and any other official plans as applicable (N.C.G.S. 160D-605).

The Comprehensive Plan is not a zoning or regulatory document however it does serve as a blueprint or roadmap for the future of the Town of Warrenton.

## **Utilization of this Plan**

As mentioned previously, the Comprehensive Plan is not a regulatory document, however it does guide the Town's various boards and elected officials when making decisions about the future. There are basically two areas in which the plan is used.

### **1. Official Zoning Map Amendments and Ordinance Changes.**

Rezoning and zoning ordinance amendments must be considered in relation to the comprehensive plan and the Future Land Use Map. With any motion to approve or deny a rezoning or zoning ordinance amendment, a statement regarding the consistency of the proposed changes with the Comprehensive Plan must be approved. The Comprehensive Plan is applicable within the Town of Warrenton's Town Limits as well as the extraterritorial jurisdiction (ETJ). Warrenton's current ETJ line extends 1.0 mile beyond the existing Town Limits.

### **2. Budget and Project Planning**

The Comprehensive Plan provides guidance during the annual budgeting process, including review of projects contained in a Capital Improvements Plan, consideration of the extension of various utilities and other growth policies, transportation projects including sidewalks, walking trails, etc. and other minor or major improvements as identified through public input.

## **Process**

The drafting of the Warrenton Comprehensive Plan was started in mid-2022 with an initial meeting with the Warrenton Planning Board and other community leaders. A community survey form was drafted and distributed via the Planning Board, Town of Warrenton web site, churches and other establishments throughout the Town. The purpose of this information is to develop a vision and provide insight and direction as to what the community would like to see in the overall plan.

Several meetings were held to review this information and compile key components and themes of the Plan.

The draft of the final plan was reviewed in September and presented to the public for review and public comment prior to final adoption by the Warrenton Town Board. The draft plan was also posted on the Town's website for a minimum of 30 days to allow for public comment.

Also, previously completed studies such as the Warrenton Downtown Streetscape Master Plan Report and Town of Warrenton Downtown Zoning Ordinance Planning Report Review and Recommendations were reviewed and incorporated as a part of this plan for consistency and inclusion with the Comprehensive Plan.

*Chapter 2- History,  
Architecture and  
Demographics*

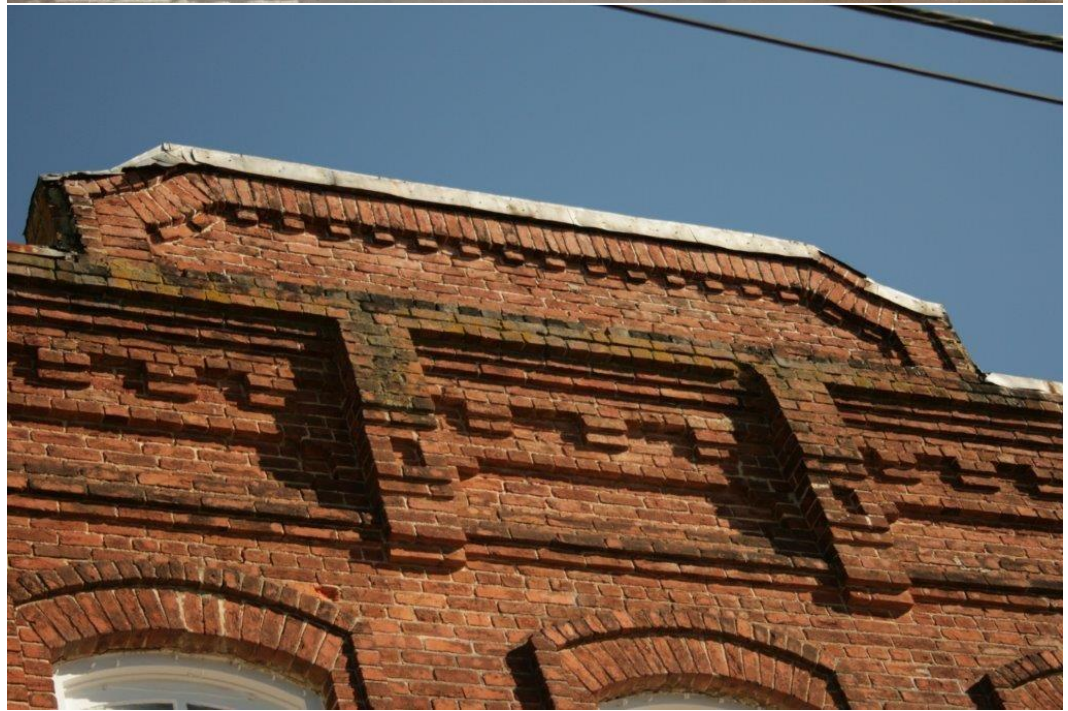
## History, Architecture and Demographics

According to the Sketches of Old Warrenton originally published in 1924, “during the first period, the town consisted largely of a map and survey of the streets, the houses and homes being limited in number, and for the most part unpretentious in appearance. The Warrenton of today in some respects is the most remarkable town in the country. There are many beautiful and convenient homes, all in good repair, with yards and flowers of every variety, and furnished with all domestic comforts.”

Warrenton, the county seat of Warren County, was incorporated in 1779. A plot and survey of the streets and lots and public squares was made in that year by William Christmas, a citizen of Franklin County.

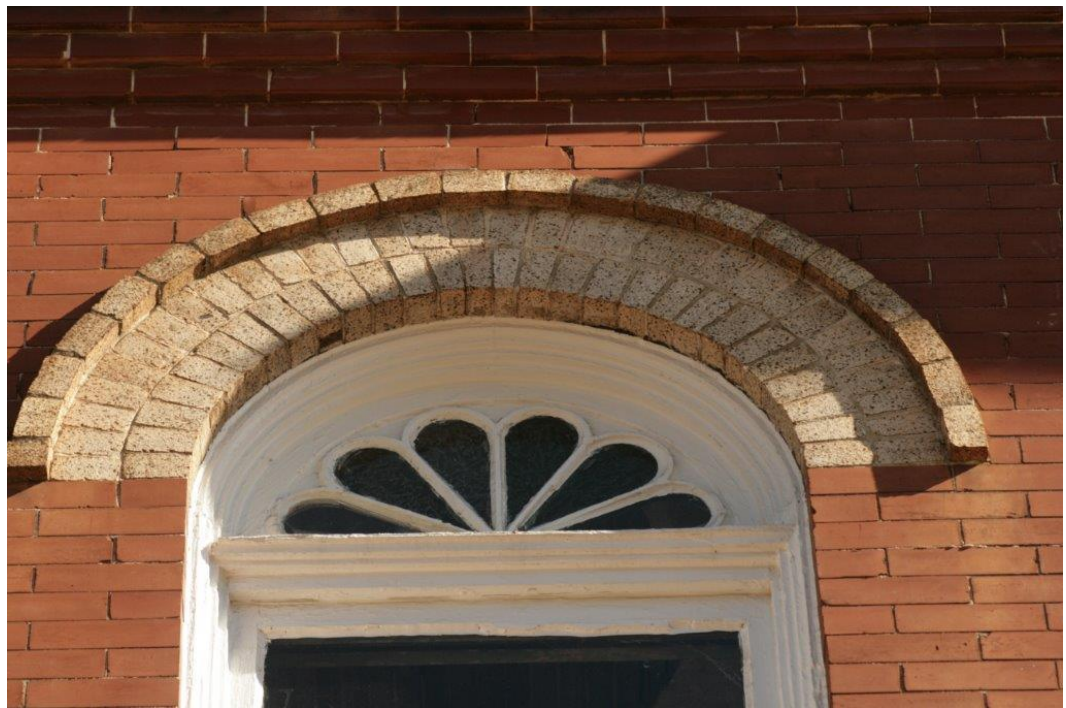
The growth of the town was very slow for the first twenty five years of its existence. It is noted that very few houses were built at that time and the architecture followed no style, the plan of each being original.

As stated in recommendations by the NC Department of Commerce provided to the Town of Warrenton, “The historic development of the downtown is an essential physical and economic asset to the fabric of the Town.” The following pictures are examples of various exterior building design and architecture.









## *Population of Warrenton, North Carolina - Where are we now?*

There were a number of persons of foreign birth included in the small population of Warrenton in its early days. Based on writings of Ellen Mordecai, she describes several individuals, emigrants from England, Ireland and France, and a hessian who was a teamster and carpenter. There were also members of the Scottish colony that landed at or near Norfolk and then found their way to Warrenton.

The 2020 Census profile has the following ancestry for the Town of Warrenton:

English - 19.7%

French - 40 %

German - 9.7%

Irish - 7.3%

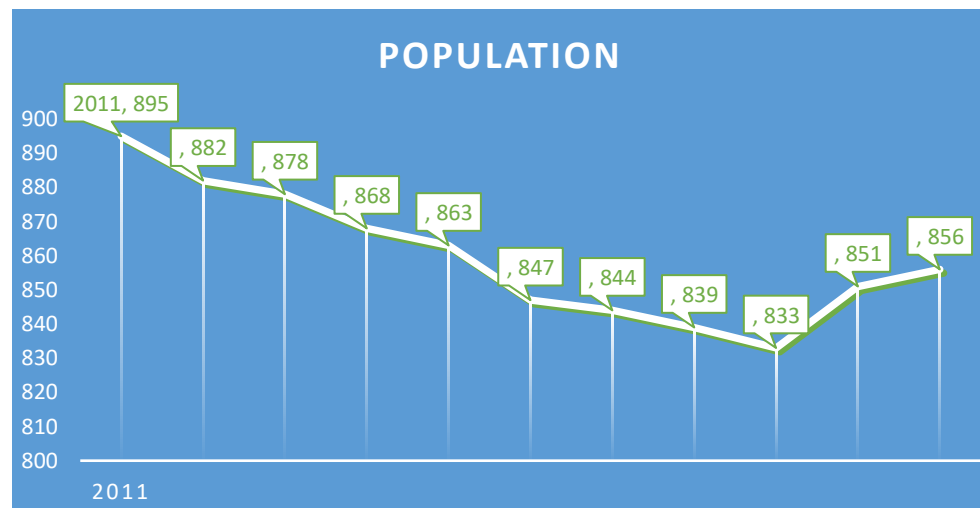
Italian - 3.7%

Norwegian - 1.0%

Polish - 1.0%

Scottish - 0.7%

In accordance with the 2020 US Census, Warrenton's population is **851** people and is the **360<sup>th</sup>** largest city/town in North Carolina.



Median Age in Warrenton is 61.4 compared to 38.9 Median Age in North Carolina. Under 5 years old are represented at 3.9% , under 18 year olds at 10.8%, 18 years and over at 89.2% . 41.3 % of the 18 years and over are over 65.

The largest Warrenton racial/ethnic groups are White (49.2%) followed by Black (37.8%) and Hispanic (6.0%)

27.8 % of the population has a Bachelor's Degree or Higher in Warrenton compared to 34.9% in North Carolina.

The Education Attainment (Population 25 Years and Older) in Warrenton is as follows:

High School or equivalent degree – 31.9 %
Some college, no degree- 15.7%
Associate's degree- 8.7%
Bachelor's degree- 19.3%
Graduate or professional degree- 8.4%

The Medium Household Income is \$38,500.

## *HOUSING*

The Median Gross Rent in Warrenton is \$482 +/- \$105 compared to the Median Gross Rent in North Carolina at \$1,026 +/- \$10.

There are 528 Total Housing Units in Warrenton of 65.9 % +/- 10.4% are Home owned compared to 66.9% +/- 0.4% in North Carolina.

Housing Values are the following:

Less than \$50,000-	7.6%
\$50,000 to \$99,999-	35.1%
\$100,000 to \$149,999-	26.1%
\$ 150,000 to \$199,999-	8.4%
\$200,000 to \$299,999-	10.7%
\$300,000 to \$499,999-	12.1%
\$500,000 to \$999,999-	0.0%
\$1,000,000 or more-	0.0%

In 2020, 419 are Occupied Housing Units with 109 being vacant.

# *Chapter 3- Historic Preservation*

*All agree that the Town's Historic District is a community asset and a major contributor to attracting more tourist which are interested in its historic destinations and also making Warrenton to call home.*

*Strategies to promote tourism and preserve existing historic sites and encourage the designation of new sites identified in a previous report provided by the NC Department of Commerce include the following.*

*Strategy 1. Coordinate efforts to incorporate a Downtown Revitalization program in the incorporated Towns of Warrenton, Norlina, and Macon and create improved entrance corridors to the main street areas of Warren County.*

*Strategy 2. Coordinate efforts to with local historical groups to research and inventory potential new historic sites for incorporation in the Historic Registry, market as tourism and history feature of the County.*



## *Chapter 4-Survey results and action items*

### *Principles and Mission for the Town of Warrenton*

*The Downtown Area is a focal point of the Town of Warrenton and it has worked hard to maintain its small town charm and respecting and preserving its Historic character. In order to do this, the business district must be active, engaging to all segments of the population, and also be prosperous and vibrant.*

What are some of the main issues according to the survey respondents?

- Balancing historical preservation in respect with affordability
- Lack of easily accessible online database
- Standardizing processes to help guide citizens through planning process and explaining the value and significance of historical regulations and safety of streets regarding speeding and obeying the speed limits
- Condition of various city streets throughout Warrenton
- Demolition of old and abandoned houses
- Design of Streetscapes
- Town promotion and developing a destination identity.
- Affordable homes and rentals
- Universal accessible wi-fi
- Improved public school programs

The Town of Warrenton has taken many steps throughout the years to address many of the issues outlined above. Topics discussed will be outlined along with strategy. In order to fully address these issues and create plans for implementation.



## ***GOVERNMENTAL SERVICES AND REGULATIONS ON THE LOCAL AND STATE LEVEL***

The Town of Warrenton works hard to provide its citizens, customers and visitors of the town with the highest quality service and an enjoyable experience while visiting the town.

Government regulation regarding historic properties remain a focal part of town's goals in maintaining and creating regulations that preserve the history of the town but the Planning Board and other respondents saw the need for further regulations and incentives for renovating historic properties.

### ***NEEDED REGULATIONS:***

**A) Tree Ordinance-** A tree ordinance is needed to properly maintain crepe myrtles and other trees that create a positive canopy and look for the town while limiting clear cutting for new development taking place within the town limits and ETJ of the town.

Implementation- Prepare draft of proposed ordinance for review of planning board and present to town board for review and consideration of approval.

Timeline- it is anticipated that this would take 4-6 months to perform.

It is felt by the planning board and survey respondents that water, air quality is generally pretty good, regulations like this will help preserve those natural resources.

**B) Building Maintenance/Renovation-** Review of existing ordinances is needed to evaluate any needed additions or modifications to the existing ordinances regarding old and abandoned houses, vacant lots, preserving downtown character, minimum housing standards.

Implementation- Review of existing ordinances and prepare additions and/or modifications for review by the appropriate board prior to consideration of approval by the town board.

Timeline – It is anticipated this would take 6-12 months to complete depending on the scope of the desired review and whether done in segments or phases.

**C) Traffic and Pedestrian Safety –** Speeding on Main St is a concern of survey respondents. There is desire for the speed limit to be reduced to 25 mph. There are

speed tracking devices that can be utilized to record data including number of vehicles, speed and other information. This equipment has become less costly and may possibly be purchased with the help of various police department or other traffic related safety grants. Various traffic signs and speed indicators are also available which appear to help with reducing speeding as well as other traffic calming methods.

Implementation- Possible purchase of traffic monitoring equipment and review of any possible grants. Review of any existing traffic citations regarding speeding by the town of Warrenton Police Department. Consult with NCDOT to evaluate existing data and provide assistance relative to possible signage or other traffic enforcement measures.

Timeline- It is anticipated this would take 6-8 months depending on the availability of funds and possible grant cycles if desired to go after grants. Time would need to be allowed to collect and analyze the data.

#### **D) Government Facility**

During discussions of the plan, it was discussed that Warren County is one of seven counties within the state that does not have a DMV or License Plate office to provide service to its local citizens. The nearest office is approximately 23 minutes away in Henderson and 26-34 minutes away in Louisburg. This places a burden on the working citizens of Warrenton to make it to these offices prior to close and utilizing scheduled work hours to accomplish this.

Implementation- Schedule meeting with NCDOT and other state agencies to gather information on how the need for these offices are determined and data needed to determine the exact need.

Timeline- It is anticipated that the first step would be to set up an initial meeting with the appropriate state agency to discuss the need and possibility of securing a local office. The timeline would then be determined after it is determined to be viable and a course of action is established.

### *ECONOMIC GROWTH AND OPPORTUNITIES*

While the town has experienced some growth in the downtown and surrounding areas, survey respondents as well as the planning board recognized the need for other stores such as a grocery store. There is concern that sales tax and other revenues are going to adjacent cities and counties. Affordable housing and rentals would help substantiate the viability for a new grocery store. The community does desire to maintain the small-town features and not particularly interested in big box stores or chain restaurants.

Implementation- Work with a community group to evaluate the need and prepare information and data that would be desirable for investors or operators in establishing a grocery store for the area that meets the needs of the community and is constructed in a new or renovated building which enhances the character of the town of Warrenton. This would also involve working with Warren County Economic Development to help promote the need.

Timeline – This will be an ongoing process, but it is anticipated this will take 1-2 years to recruit and establish this type of business.



### *TOWN OF WARRENTON PUBLIC UTILITIES AND INFRASTRUCTURE*

According to the 2021 Local Water Supply Plan, the town has approximately 35 miles of water distribution lines and approximately 650,000 gallons of water storage. Water is purchased from Warren County through the Kerr Lake Regional Water system of which

Warren County is a member and part owner. Warrenton can purchase up to 400,000 gallons per day in accordance with the contract which expires in 2037 and the amount of water purchased in 2021 was 157,600 gallons per day.

Warrenton maintains its own wastewater treatment plant and the permit number is NCOO20834. The plant is rated at 2.0 MGD and as of 2021 discharging approximately 614,000 gallons per day.

It will be necessary for the town to continue to analyze its existing infrastructure and replacing aging water and sewer mains and other facilities to insure reliability to its customers as well as operating within state and federal guidelines.

Implementation- Continue to update Capital Improvement Plan and research funding opportunities through grants and low interest loans.

Timeline- Annually (Commonly done with budget process)

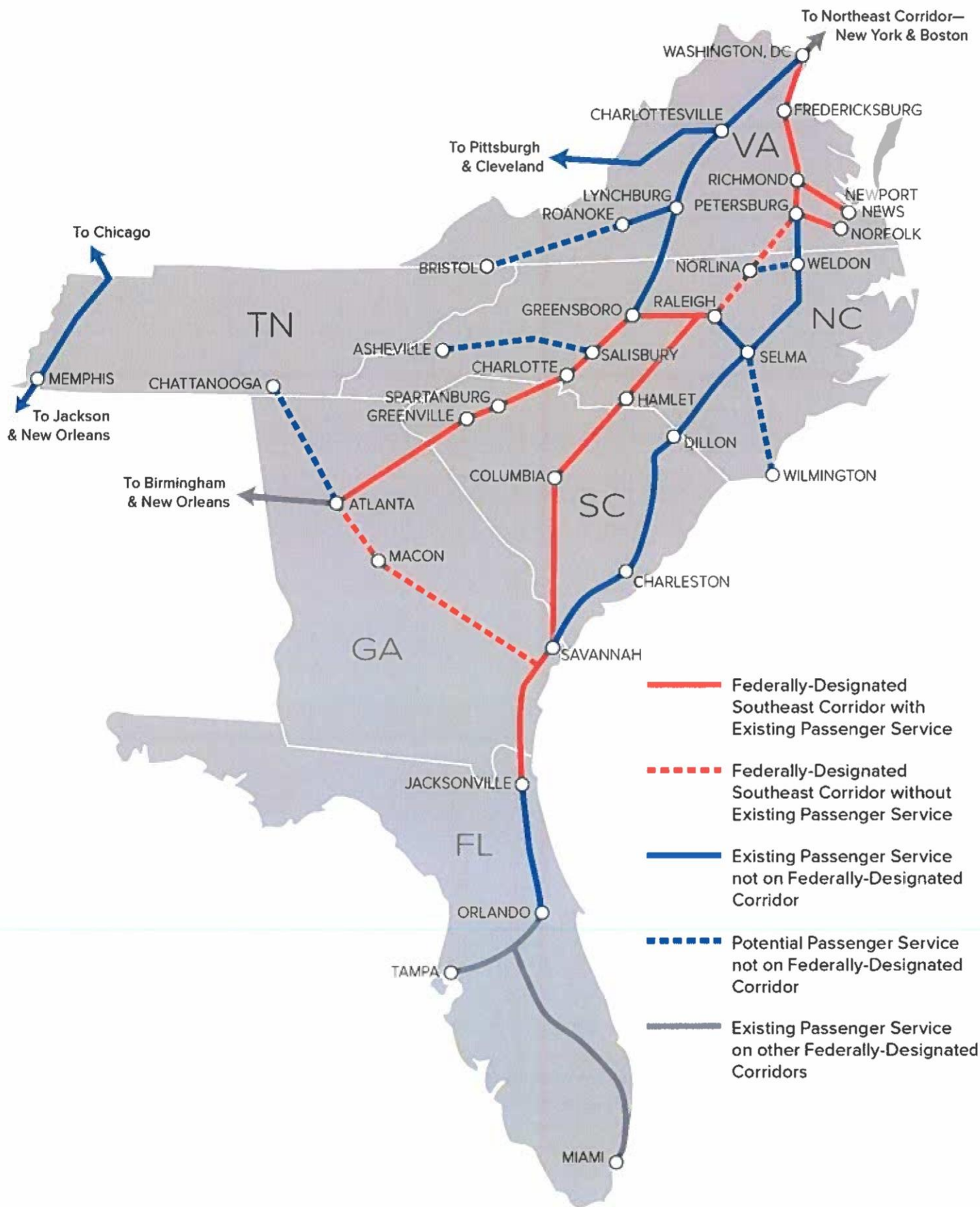


# *Chapter 5- Future Land Use*

## FUTURE LAND USE

The existing Zoning Map for the Town of Warrenton including the Extraterritorial Jurisdiction was reviewed to see if significant changes in development have occurred since the original zoning map and designations were drafted.

The Planning Board and other committee members also discussed various safety improvements regarding the safety of pedestrians regarding speeding, bicycle and pedestrian facilities, and other components of transportation such as the Southeast High Speed Rail Corridor (S Line) which would serve as a corridor from Raleigh, NC to Richmond, Va. The nearby Town of Norlina as well as other cities and towns are competing to be selected as passenger stop. Whereas tracks do not run through Warrenton, it is important to plan for possible strategic transportation corridors which would offer Warrenton as a destination for passengers who may frequent the area via the high speed rail. Any existing spur lines or abandoned rail right of ways should be preserved which would enhance the viability of the project. This would include both the S and A lines. (See overall map on the following page)





APPENDIX A: Existing Warrenton Zoning Map

APPENDIX B: Future Land Use Plan

*Chapter 6- Goals  
and  
Recommendations*

## *Goal 1- Greenways and Parks*

*The health and welfare of the citizens of Warrenton is of the utmost importance to leaders of the community. In 2020, the town worked with NCDOT to complete a Bicycle and Pedestrian Master Plan to develop improvements to its bicycle and pedestrian infrastructure. It is important to note that hiking and biking trails are part of Warren County's Comprehensive Plan. Therefore it is important that there is collaboration when planning for greenways and parks to insure continuity. It is also necessary to continue partnerships with state agencies, existing and new Homeowner associations to develop opportunities within new developments and also develop subdivision regulations which will help facilitate this in the planning process. Parks are important to the growth of the community in which there are facilities for all ages to enjoy the outdoors. Playground equipment, spray park, disc golf and other similar components or activities at a park possibly utilizing existing property should be evaluated. Cost estimates will need to be provided and the projected costs to be scheduled for funding in a Capital Improvements Plan. Consider grants such as the Parks and Recreation Trust fund Matching grant opportunities to help with funding the CIP.*

## *Goal 2- Affordable Housing*

*Affordable housing is a concern for most communities and a goal identified in a study prepared by the North Carolina Department of Commerce for the Town was "To promote, encourage, and stimulate the conservation of existing housing and the construction of new housing needed currently as well as needed to attract new families to Warren County".*

*This will involve encouraging housing to be built in areas with close access to water, sewer and other infrastructure and services. The town currently has a variation of zoning density levels but the Future Land Use Plan should be further studied by the planning board to update various zoning districts. Consideration should also be given to encourage the extension of water and sewer services through rebates and/or reimbursement to encourage development. A voluntary petition for annexation can be required, if outside of the city, which would help with increasing the tax base and therefore keeping services at an affordable rate.*

### ***Goal 3- Retail/Economic Development***

*One of the major attractions of Warrenton is its preservation of existing historic homes and other historic sites. The downtown area is experiencing the revitalization and use of existing buildings for restaurants, breweries, and other retail establishments. The planning board and citizens who responded to the survey, expressed concern about having a grocery store or market place within the town and keeping the dollars local. It is desired to have the availability of fresh bread, local fruit and produce, and other items that are now not consistently available. Future studies should be done to consider possible incentives relative to building renovation, possible collaboration with county or neighboring food alliances such as Grow to provide lower cost operations for a grocery store or market.*

## **Goal 4-Governmental services and regulations**

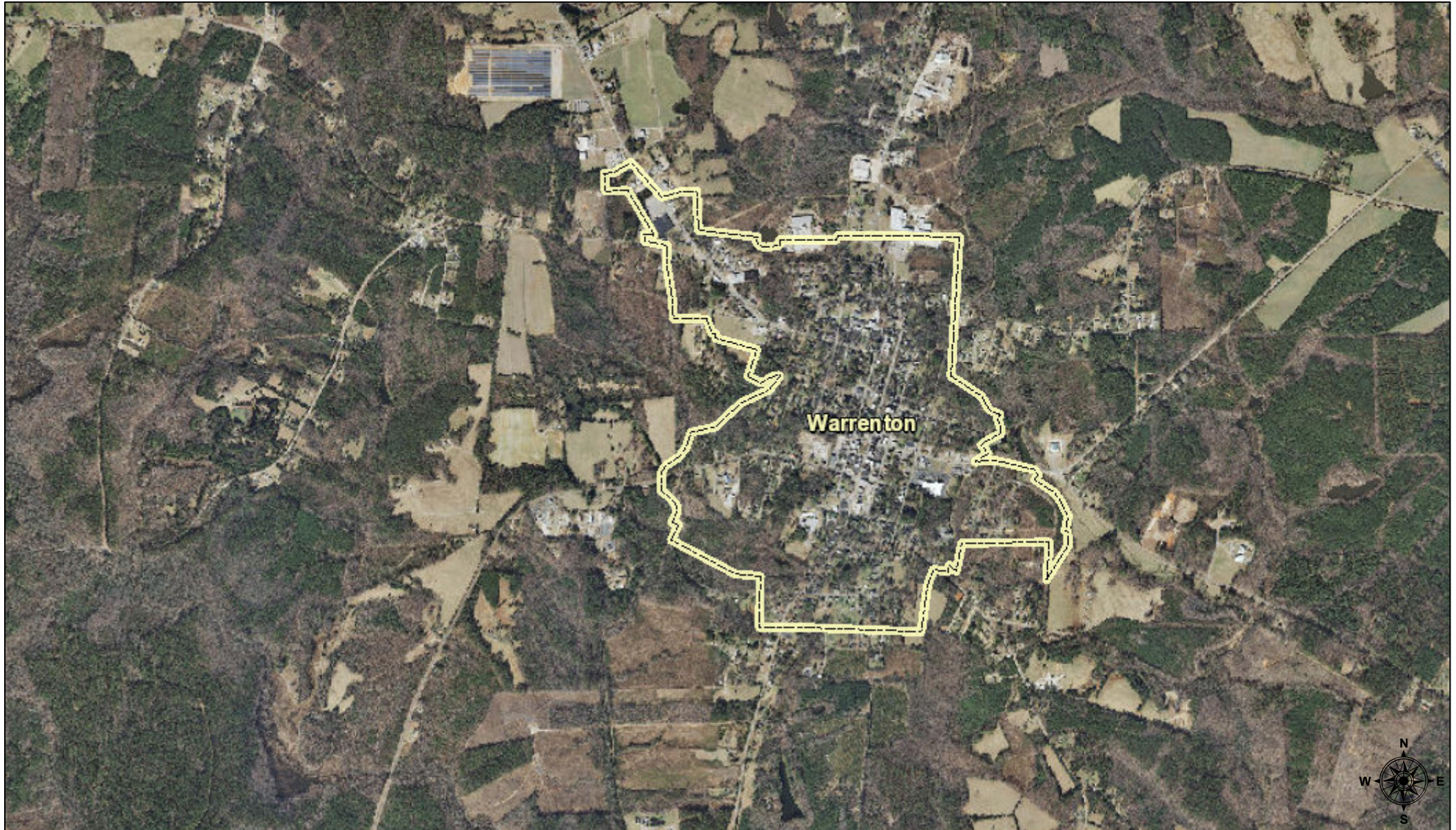
*In the surveys as well as discussion by the members of the group who worked diligently to draft this comprehensive plan, there was tremendous desire to improve the services in the community both in the public and private sector. The goal is to continue to improve on regulations and assistance regarding the rebuilding of historic homes in Warrenton and also storefronts and other structures within the downtown area. Therefore it is important to continue to strengthen its rules and regulations regarding the upkeep of property. This would involve the review of existing ordinances to conform to the most up to date practices and conformance with current statutes.*

*It was also noted that there are certain services such as Division of Motor vehicle licenses and license plate offices that are not currently available in Warren County. The goal is to provide data which outlines the need for these service and present the case to state and local officials responsible for these services.*




*The Town of Warrenton will work to ensure the fair treatment and meaningful involvement of all people regardless of race, color, natural origin, or income with respect to the development, implementation and enforcement of environmental laws, regulations and policies.*

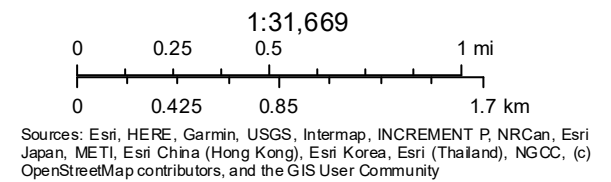


## Appendix B: Aerial Map of Warrenton



November 8, 2022

-  County\_Line
-  Street Centerlines
-  Town Limits





Appendix A: Existing Warrenton Zoning Map

Town of Warrenton, NC  
Zoning Districts and  
Extraterritorial Jurisdiction  
1/13/22



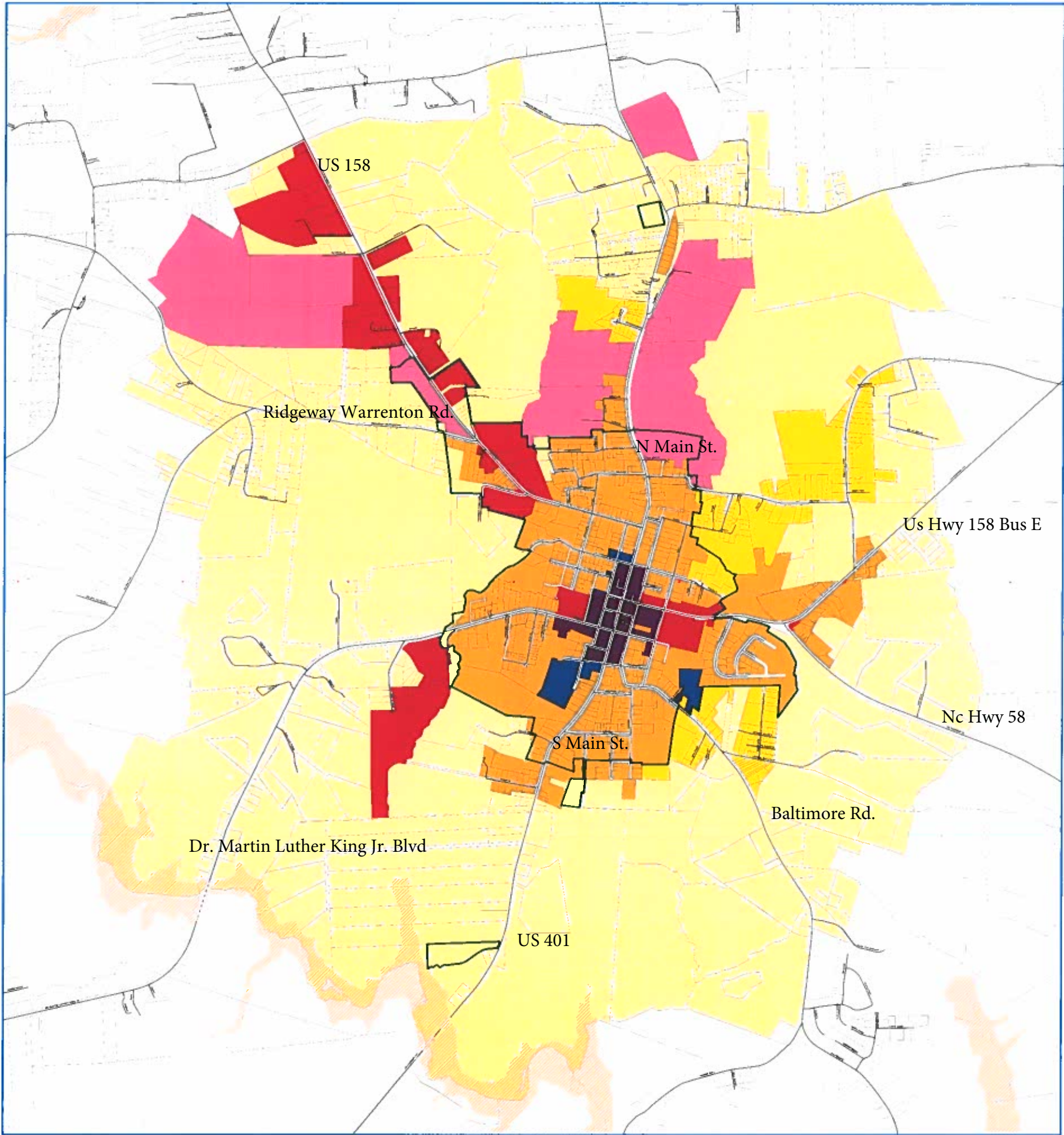
Data Sources: Warren County GIS (Planning/Zoning and Code Enforcement) and Town of Warrenton.  
Map and scale reflect best available data as of 1/13/22.



0 0.25 0.5 0.75 1 Miles

**Legend**

- Incorporated Limits
- Special Flood Hazard Areas
- County Parcels (2021 Data)
- Streets-Roads (2019 Data)
- C-1 District
- O-I District
- C-2 District
- R-8 District
- R-12 District
- Industrial
- R-20 District - ETJ Parcels





Appendix C: Future Land Use Map

Town of Warrenton, NC  
Zoning Districts and  
Extraterritorial Jurisdiction  
1/13/22

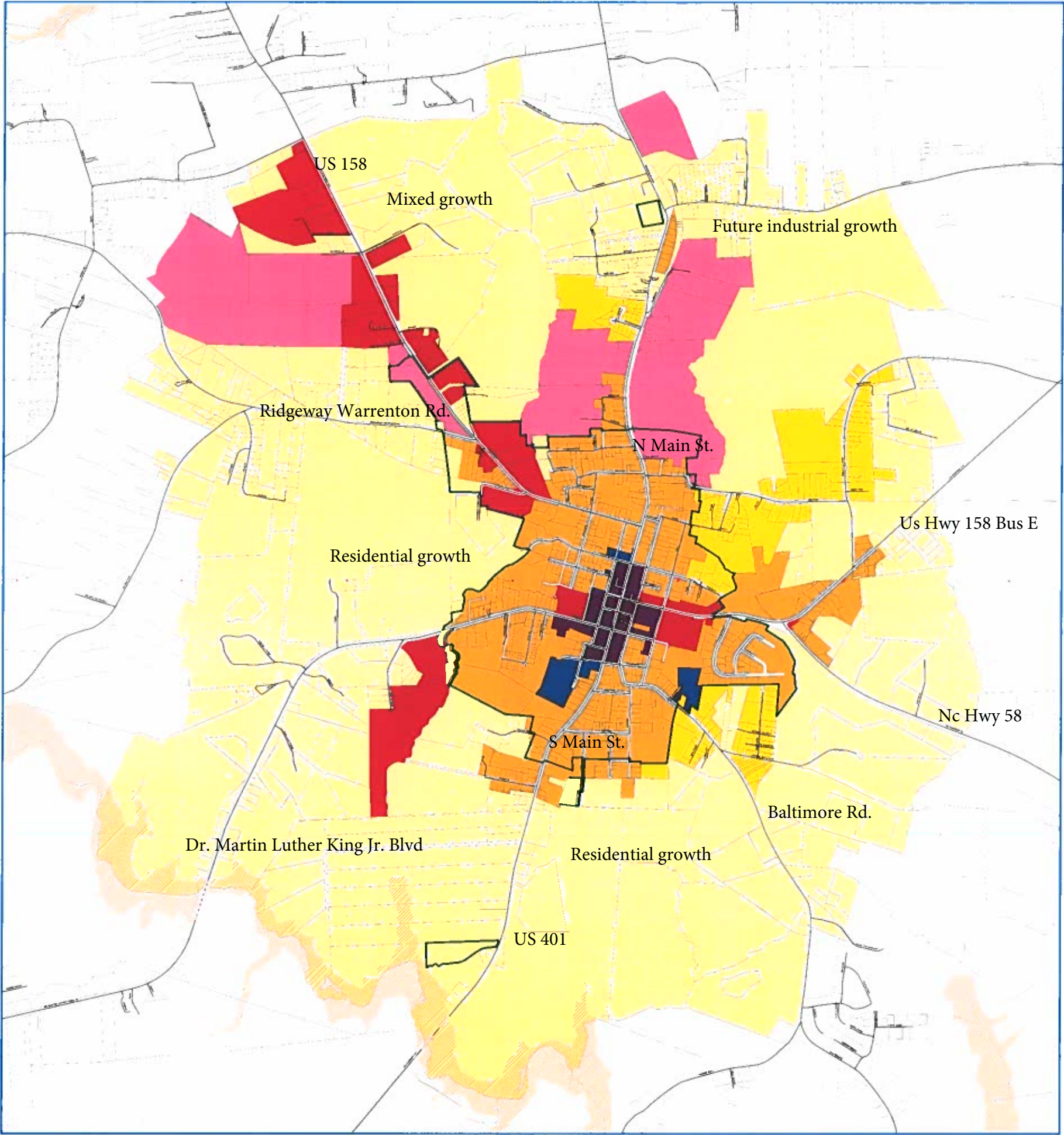


Data Sources: Warren County GIS (Planning/Zoning and Code Enforcement) and Town of Warrenton.  
Map and scale reflect best available data as of 1/13/22.



**Legend**

- Incorporated Limits
- Special Flood Hazard Areas
- County Parcels (2021 Data)
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- C-1 District
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- R-8 District
- R-12 District
- Industrial
- R-20 District - ETJ Parcels







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

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

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### **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**

## MEMORANDUM

**To: Mr. Walter M. Gardner, Jr., Mayor**  
**From: Mike Scott, Grant Administrator**  
**Date: December 21, 2022**  
**Subject: Contract Award Recommendation - CDBG-Neighborhood Revitalization**  
**Project Asbestos Abatement & Demolition**

The Town of Warrenton recently solicited bids from area contractors to provide Asbestos Abatement and Demolition for two (2) units in the Town's 2018 CDBG-Neighborhood Revitalization Project. These bids were for the demolition of two housing units, and asbestos abatement in one of these units. Bids were opened at 2:00 PM in the Commissioner's Meeting Room on Friday, December 16, 2022. The CDBG procurement guidelines utilized were Competitive Negotiation and nine bid proposals from area contractors were received. The record of the bid opening is attached.

Below is a summary of the received contractor's bids:

Contractor	Unit #2	Unit #3	Total Bid
Green Revival Landscaping	\$8,305	\$9,535	\$17,840 (Bid withdrawn)
J&L Land Solutions	\$12,400	\$10,200	\$22,600
Corbett Group	\$12,605	\$10,837	\$23,442
Four Seasons Demolition	\$14,000	\$11,200	\$25,200
Prime Demolition	\$17,900	\$11,200	\$29,100
Janezic Building Group	\$19,405	\$14,560	\$33,965
Vistabution	\$20,873	\$16,654	\$37,527
CCI Environmental	\$21,950	\$20,780	\$42,730
H&H Enterprises	\$35,000	\$25,000	\$60,000

The Town's primary obligation is to award a contract to the "lowest most responsible qualified bidder". The lowest bid was submitted by Green Revival Landscaping, Inc. for a total of \$17,840. However, we were notified on December 21, 2022 that they would be unable to undertake this work because of a scheduling conflict. The next most responsible bid was submitted by J & L Land Solutions, LLC from Sanford, NC. We have conducted reference checks on this company (a very good reference from Mr. Derek Planter, Code Enforcement Officer, City of Fayetteville, NC), as well as verified that they are not debarred from performing work on state or federally funded projects. Therefore, we recommend the Town of Warrenton award the contract for demolition and asbestos abatement as described in the original Request for Bids to J & L Land Solutions, LLC for the amount of \$22,600.

I will be in attendance at the January 9, 2023 Board of Commissioners Meeting to provide additional information and answer any questions.



Community & Economic  
 Development Project Planning  
 Grantwriting  
 & Grant Administration

328 Hamilton Street  
 Roanoke Rapids, NC 27870  
 252-537-9050 (phone)

E-mail:  
[mike.scott.pro@gmail.com](mailto:mike.scott.pro@gmail.com)



# J AND L LAND SOLUTIONS, LLC

Unique Entity ID <b>WNRADZAD1NU3</b>	CAGE / NCAGE <b>96V86</b>	Purpose of Registration <b>All Awards</b>
Registration Status <b>Active Registration</b>	Expiration Date <b>Mar 29, 2023</b>	
Physical Address <b>210 N 11TH ST Sanford, North Carolina 27330-4520 United States</b>	Mailing Address <b>210 N 11TH ST Sanford, North Carolina 27330-4520 United States</b>	

## Business Information

Doing Business as <b>(blank)</b>	Division Name <b>(blank)</b>	Division Number <b>(blank)</b>
Congressional District <b>North Carolina 08</b>	State / Country of Incorporation <b>(blank) / (blank)</b>	URL <b>(blank)</b>

## Registration Dates

Activation Date <b>Mar 1, 2022</b>	Submission Date <b>Feb 27, 2022</b>	Initial Registration Date <b>Oct 8, 2021</b>
---------------------------------------	----------------------------------------	-------------------------------------------------

## Entity Dates

Entity Start Date <b>Feb 19, 2020</b>	Fiscal Year End Close Date <b>Dec 31</b>
------------------------------------------	---------------------------------------------

## Immediate Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Highest Level Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

## Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

## Exclusion Summary

Active Exclusions Records?

**No**

## SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

**Yes**

## Entity Types

### Business Types

Entity Structure <b>Partnership or Limited Liability Partnership</b>	Entity Type <b>Business or Organization</b>	Organization Factors <b>Limited Liability Company</b>
Profit Structure <b>For Profit Organization</b>		

**Socio-Economic Types****Minority Owned Business****Self Certified Small Disadvantaged Business****Hispanic American Owned****SBA Certified Hub Zone Firm**Entrance Date: **Feb 24, 2022**Exit Date: **(blank)**

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

**Financial Information**

Accepts Credit Card Payments

**No**

Debt Subject To Offset

**No**

EFT Indicator

**0000**

CAGE Code

**96V86****Points of Contact****Electronic Business**

✎

**Jose Lagunas****210 N 11TH ST****Sanford, North Carolina 27330****United States****Government Business**

✎

**Jose Lagunas****210 N 11TH ST****Sanford, North Carolina 27330****United States****Service Classifications****NAICS Codes**

Primary

**Yes**

NAICS Codes

**238910****561730**

NAICS Title

**Site Preparation Contractors****Landscaping Services****Product and Service Codes**

PSC

**Z2PC****Z2QA**

PSC Name

**Repair Or Alteration Of Unimproved Real Property (Land)****Repair Or Alteration Of Restoration Of Real Property (Public Or Private)****Disaster Response**

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
<b>(blank)</b>	<b>(blank)</b>

States

**Florida****Louisiana****North Carolina**

Counties

**(blank)**

Metropolitan Statistical Areas

**(blank)**



















## PROPOSED NEW ALCOHOLIC BEVERAGES CHAPTER INCLUDING SOCIAL DISTRICT ORDINANCE

### 1. Amend Chapter 116 Sale of Alcoholic Beverages on Sundays

To rename Chapter 116 "Sale of Alcoholic Beverages on Sundays" to "Alcoholic Beverages"

### 2. Create new §§116.01 - §116.09 pertaining to Social Districts as follows:

#### **§116.01 Purpose**

- A. Pursuant to the provisions of North Carolina General Statute 160A-205.4, *et seq.* and amended Chapter 18B one or more social districts may be created within the town and the Town hereby creates and designates the following social district: Downtown Warrenton Social District which is designated as shown on a map dated \_\_\_\_\_, such map available in the office of the Town Administrator, and signage and/or markings shall be posted clearly delineating the boundaries of the Social District.
- B. The Downtown Warrenton Social District shall be created, designated, and managed in accordance with the requirements contained in North Carolina General Statute 160A-205.4 and Chapter 18B.

#### **§116.02 Definitions.**

*Social district* means and refers to a defined outdoor area in which a citizen may consume alcoholic beverages sold by a permittee. This term does not include the permittee's licensed premises or an extended area allowed under North Carolina General Statute 18B-904(h).

*Permittee* means and refers to a person holding any of the following ABC permits issued by the North Carolina Alcoholic Beverage Control Commission established under North Carolina General Statute 18B-200:

1. An on-premises malt beverage permit issued pursuant to G.S. 18B-1001(1).
2. An on-premises unfortified wine permit issued pursuant to G.S. 18B 1001(3).
3. An on-premises fortified wine permit issued pursuant to G.S. 18B- 1001(5).
4. A mixed beverages permit issued pursuant to G.S. 18B-1001(10).
5. A distillery permit issued pursuant to G.S. 18B-1100(5).

*Person* means and refers to an individual, firm, partnership, association, corporation, limited liability company, other organization or group, or other combination of individuals acting as a unit.

*Premises* means and refers to a fixed permanent establishment, including all areas inside or outside the permitted establishment, where the permittee has control through a lease, deed, or other legal processes.

### **§116.03 Application**

- A. The provisions and terms contained in this Article shall be applicable between the hours of \_\_\_\_\_ (Oxford and Greensboro have 12:00 p.m. and 9:00 p.m. Wednesday through Sunday). At all other times, the provisions and terms contained in this Article are not in effect and all provisions of State and local laws concerning the possession and consumption of alcohol shall be in full force and effect.
- B. Any alcoholic beverage purchased for consumption in the Downtown Warrenton Social District shall (i) only be consumed in the Downtown Warrenton Social District and (ii) be disposed of before the person in possession of the alcoholic beverage exits the Downtown Warrenton Social District unless the person is reentering the licensed premises where the alcoholic beverage was purchased.

### **§116.04 Requirements for Sale of Alcoholic Beverages**

- A. A permittee located in or contiguous to the Downtown Warrenton Social District may sell alcoholic beverages for consumption within the Downtown Warrenton Social District if it is located in or contiguous to the Social District in accordance with the following requirements:
  - 1. The permittee shall only sell and serve alcoholic beverages on its licensed premises.
  - 2. The permittee shall only sell alcoholic beverages for consumption in the Downtown Warrenton Social District in a container that meets all of the following requirements:
    - a. The container clearly identifies the permittee from which the alcoholic beverage was purchased.
    - b. The container clearly displays the Downtown Warrenton Social District logo.
    - c. The container is not comprised of glass.
    - d. The container displays, in no less than 12-point font, the statement, "Drink Responsibly - Be 21."
    - e. The container shall not hold more than 16 fluid ounces.
  - 3. The permittee shall not allow a person to enter or reenter its licensed premises with an alcoholic beverage not sold by the permittee.

### **§116.05 Requirements for Possession and Consumption of Alcoholic Beverages**

The possession and consumption of an alcoholic beverage in the Downtown Warrenton Social District are subject to all of the following requirements:

- 1. Only alcoholic beverages purchased from a permittee located in or contiguous

to the Downtown Warrenton Social District may be possessed and consumed.

2. Alcoholic beverages shall only be in containers meeting the requirements set forth in this ordinance.
3. Alcoholic beverages shall only be possessed and consumed during the days and hours set forth in this ordinance.
4. Nothing in this subdivision shall be construed as authorizing the sale and delivery of alcoholic beverage drinks in excess of the limitation set forth in North Carolina General Statute 18B-1010.
5. A person shall dispose of any alcoholic beverage in the person's possession prior to exiting the Downtown Warrenton Social District unless the person is reentering the licensed premises where the alcoholic beverage was purchased.

**§116.06 Exceptions.**

When a Special Event is held pursuant to the issuance of a Special Event Permit, the terms of the Special Event Permit supersede the provisions of this ordinance within the boundaries of the Special Event. Any alcohol purchased within the boundaries of the Special Event may not be taken outside of the Special Event, even if the alcohol is to be taken from the boundary of the Special Event into the boundary of the Social District.

**§116.07 Penalty**

Any person who violates the provisions of §§ 116.01-116.06 this Article shall be guilty of a Class 3 misdemeanor and subject to a fine of fifty dollars (\$50), pursuant to G.S. 14-4(a).

**§116.08 Severability.**

If any section, phrase, sentence or portion of this ordinance is held void, invalid, unconstitutional or unenforceable for any reason by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision; and such holding shall not affect the validity of the remaining portions thereof.

**§116.09 Effective**

That this ordinance shall become effective \_\_\_\_\_.

**§116.10 - §116.14 Reserved**

3. **Renumber §116.01 through §116.03 pertaining to Sunday Sales as § 116.15 through 116.18 Severability.**



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

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

---

**Planning Board  
December 7, 2022  
Minutes**

In Chairman Tom Hardy's absence, Ms. Cynthia Jenkins called to order a meeting of the Planning Board at 5:30 PM at the Warrenton Town Hall. Attending were board members George Humphries, Dian Sourelis, Carlos Verdaguer, Tracy Stevenson, and Commissioner Jason Young. Attending via Zoom was Board Member Georgiana Weddington. Applicants Daniel Beech and Susan Ely, and Kerr Tar COG representative, Frank Frazier were in attendance. A quorum was present.

Carlos Verdaguer made a motion to approve the October minutes with a second by Dian Sourelis. The minutes were approved by unanimous vote.

Cynthia Jenkins asked if any ex-parte communication had taken place. There was none. Ms. Jenkins inquired of conflicts of interest with the applicant or applications. There were none. Ms. Jenkins then opened the public part of the meeting.

**432 S. Main Street**

Property owner Daniel Beech has requested a Special Use permit to operate as an Air BNB at this location. Mr. Beech was sworn in and stated that the proposed location was a garage apartment that will sleep 4 occupants. He further stated there is ample parking within their private driveway and no parties or events would be allowed. George Humphries made a motion to approve the special use permit, with a second by Carlos Verdaguer. The motion was approved by unanimous vote.

**420 S. Main Street**

Property owner Susan Ely has requested a Special Use permit to operate as an Air BNB at this location. Ms. Ely was sworn in and stated that the proposed location was a guest bedroom and a study in her personal residence. She further stated there was ample parking and no parties or events would be allowed. Carlos Verdaguer made a motion to approve the special use permit, with a second by Dian Sourelis.

**Warrenton Comprehensive Plan Discussion**

Frank Frazier, with the Kerr Tar Council of Government, presented the group with a draft of the proposed Comprehensive Plan and directed the group to the Appendix C – Future Land Use Map

of the Town of Warrenton. The group discussed the map with George Humphries raising the question pertaining to the landfill area on Baltimore Road being zoned Residential instead of Industrial. Mr. Frazier stated that the Zoning Map was a separate issue than the Comprehensive Plan and would need to be addressed with Town Administrator, Robert Davie. Carlos Verdaguer raised the question of time frames for implementation of action items contained in the Comprehensive Plan. George Humphries stated that as the Planning Board they should meet regularly even if no other items were presented for consideration on the agenda just to keep the momentum up on working towards the goals of the Comprehensive Plan. Cynthia Jenkins made a motion to recommend the proposed Comprehensive Plan to the Town Board of Commissioners, with a second by George Humphries. The motion was approved by unanimous vote.

#### **Social District Ordinance**

The group discussed the ordinance as presented. Commissioner Jason Young stated there is a state law in place that prohibits Social Districts from crossing over state-owned roads which would affect Macon Street and Main Street. Cynthia Jenkins expressed her concern over the need for an increased police presence in the Social District as Warrenton Police Department is already short-staffed. Cynthia Jenkins made a motion to deny recommendation of a Social District based on the logistic and financial concerns associated with same, with a second by Dian Sourelis. The motion was approved by unanimous vote.

#### **Tree Canopy Ordinance**

The group discussed the ordinance as presented. Dian Sourelis made a motion to approve the ordinance, with a second by Carlos Verdaguer. The motion was approved by unanimous vote.

With no further business, the meeting was adjourned.

CHAPTER 110: BUSINESS REGISTRATION

Section

**110.01 Purposes**

**110.02 Definitions**

**110.03 Business Registration Required**

**110.04 Annual Registration and Notice of Change**

**110.05 Separate Locations and Multiple Businesses**

**110.06 Issuance of Certification**

**110.07 Duty to Post Certification**

**110.08 Effect of Registration**

**110.09 Enforcement**

**§110.01 Purpose**

The purpose of this article is to require businesses located within the town limits of Warrenton to register with the town in order for the town to have up-to-date records for the uses of property and buildings within the town, the commercial purposes of business, to assist with fire and police protection, and for the general health, safety, and welfare of the citizens of Warrenton. This chapter is for regulation purposes only. Complying with registration requirements of this chapter does not excuse a person from any other requirements or regulations placed upon them or their business by any other ordinance or statute.

**§110.02 DEFINITIONS**

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

***Business*** - Any trade, occupation, profession, business, franchise, or calling of any kind, subject by the provisions of this chapter for registration.

***Engaged (Or Engaging) In Business Within This Town*** - When a person engages in business activity of any type, either as owner or operator of such business in a definite place

- (1) By maintaining a business location within the town;
- (2) By setting up and selling goods on a piece of property provided the property owner has given permission, provided it is not seasonal in nature

***Person*** Any individual, trustee executor, other fiduciary, corporation, association, partnership, company, firm, or other legal entity or agent thereof.

***Seasonal In Nature*** A business is Seasonal In Nature when it is operated within the



town for less than six months of the year.  
(’63 Code, Ch. L, §1) Ord. passed 8-8-77)

**§110.03 Business registration required.**

Every person operating a business, trade, employment, profession, or seeking to do so through an agent operating within the town, unless otherwise provided by law, shall make application in writing to the Town Administrator, in which shall be stated the definite place where the business, trade, employment, or profession is to be exercised; the mailing address for the business, if different; the name and resident address of the applicant and applicant’s relationship to the business; the nature of the business, trade, employment, or profession; and such other information as may be required by the Town Administrator.

**§110.04 Annual Registration and Notice of Change**

- A. Each place of business located in the town shall complete an annual application. An application shall cover the 12-month period beginning July 1, of each calendar year and ending June 30 of the subsequent calendar year.
- B. The business shall notify the Town Administrator of any changes in ownership, emergency contacts, phone numbers or other contact information contained on the application.

**§110.05 Separate Locations and Multiple Businesses**

If a person operates businesses at two (2) or more separate locations, a separate registration for each location of the business shall be required.

**§110.06 Issuance of Certification**

- (A) Upon receipt of an applicant’s registration form, the Town Administrator, if satisfied that the information is correct and complete, shall issue a town registration certification to the applicant and shall register the business in the name of and at the place set out in the application.
- (B) The Administrator shall refuse to issue a registration certification to an applicant if the information provided is incomplete or inaccurate.

**§110.07 Duty to post certification; permit inspection.**

A business shall post the registration certification conspicuously in the place of business registered. Each person who conducts business in the town shall permit an agent of the town to inspect the business premises during normal business hours to determine the nature of business conducted and compliance with registration requirements.

### **§110.08 Effect of Registration**

Issuance of a registration certification under this chapter does not authorize the carrying on of a business for which additional licenses or qualifications are required by state or local law. Nor does the issuance of a registration certification prevent the town from enacting additional regulations applicable to the business operator or location.

('63 Code, Ch. L, §12) Ord. passed 8-8-77

### **§110.11 Enforcement**

A violation of any provision in this Chapter may subject the offender to a civil penalty of fifty dollars (\$50.00). If a person fails to pay this penalty within ten (10) days after being cited for a violation, the town may seek to recover the penalty by filing a civil action in the nature of a debt or by debt set-off. Each day that a person engages in a violation constitutes a separate offense.

## **CHAPTER 152 TREE CANOPY**

*(To be inserted into Code of Ordinances potentially as new Chapter 152 after Chapter 151 Zoning Code. Subsequent chapters to be renumbered.)*

### **Sec. 152. 01. Purpose.**

- a) The purpose of this Chapter is to provide for maintenance and protection of trees in order to promote the public health, safety, and welfare. It expresses the Town's intent to use trees to create a more natural and amenable human environment. This Chapter is not intended to be punitive nor to cause hardship to any person who uses the utmost care and diligence to protect trees within the Town or on Town property.
- b) In order to enhance the quality of life in Warrenton, this Chapter also provides for maintenance and replacement of tree canopy for new residential and commercial development according to standards set forth herein.

### **Sec. 152.02 Tree Canopy for Certain New Development**

- a) Activities that require a zoning compliance permit for purposes of tree canopy:
  - 1. All work impacting trees on lots designated for new Commercial development
  - 2. All work impacting trees on lots designated for single, two-family and multifamily residential use where total land disturbance exceeds five thousand (5,000) square feet.
- (b) *Emergency waiver.* The provisions of this section are waived if compliance would impede the rescue of life or property from immediate danger or the repair of utilities in the event of emergencies such as windstorms, ice storms, or other disasters. Any emergency work shall follow as closely as possible the standards outlined in the town's landscape standards and specifications.

### **Sec. 152.03 Tree Canopy Coverage Standards.**

- (a) *Minimum canopy coverage standards.* The town desires to maintain the maximum practical tree canopy on new commercial and new residential development that disturbs more than five thousand square feet (5000 sq. ft.) of land within the town's jurisdiction. Residential includes single family, two-family and multifamily.
- (b) When tree canopy is subject to the provisions of this section, the following minimum tree canopy coverage percentages are required within the zoning lot boundaries exclusive of public right-of-way:

#### **Minimum Tree Canopy Coverage Standards**

**CHAPTER 152 TREE CANOPY**

*(To be inserted into Code of Ordinances potentially as new Chapter 152 after Chapter 151 Zoning Code.  
Subsequent chapters to be renumbered.)*

Land Use	Minimum Canopy Coverage
Commercial	30%
Multi-Family Residential	30%
Residential (single family and two family) where total land disturbance exceeds 5000 sq. ft.	40%

(c) Modifications to canopy coverage standards. The Board of Commissioners may allow a modification to these regulations when public purposes are met and canopy removal supports other goals of the town, including but not limited to:

- Goals of the Comprehensive Plan
- Affordable housing
- Stormwater management
- Community character of adjoining property, or established managed landscapes, or established streetscapes

**Sec. 152.04 Violations and penalties.**

A violation of any provision of this chapter shall subject the violator to payment of a civil penalty of fifty dollars (\$50) per occurrence.

Amend TITLE IX: GENERAL REGULATIONS by adding a new Chapter 95 and  
renumbering subsequent chapters

**Chapter 95 PUBLIC PANHANDLING, BEGGING, CHARITABLE AND POLITICAL SOLICITATION**

**Section 95.01. Purpose.**

The purpose of this chapter is to regulate certain behavior to preserve the public order, to protect the residents of Warrenton and to insure the safe and uninterrupted passage of both pedestrian and vehicular traffic, without unconstitutionally impinging upon protected speech, expression or conduct.

**Section 95.02 Definitions**

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

**a. Areas With Heightened Personal Security Concerns means:**

1. Areas within, or within twenty (20) feet of a public parking lot;
2. Areas within twenty (20) feet of access to any building entrance or exit, a vehicle, public events venues, public accommodations or commercial businesses where a reasonable individual would have a reasonable, justified concern for his or her personal security due to congestion and close proximity to others;
3. Areas within a designated commercial district in which a high volume of pedestrian traffic or narrow sidewalks and streets give a reasonable person a justified, reasonable concern about his or her personal security due to congestion and close proximity to others;
4. Other areas in which congestion could give a reasonable person justified concern his or her personal security due to congestion and close proximity to others; or
5. At any location between sunset and sunrise as provided by the National Weather Service.

**b. Areas With Heightened Personal Privacy Concerns means:**

1. Locations within twenty (20) feet of an automated teller machine or financial institution in which an automated teller machine is located;
2. Locations within twenty (20) feet of a sidewalk cafe during operating hours unless the solicitor's presence is authorized by the proprietor;
3. Other locations where a reasonable person would have a reasonable concern about whether congestion and close proximity to others could compromise one's interests in privacy.

**c. Areas With Heightened Public Safety Concerns means:**

1. Streets and highways; and

2. Traffic medians, where soliciting poses risk of injury to solicitors and drivers and may endanger vehicular safety.

**d. Panhandling, Begging, Charitable or Political Solicitation** means: actions that are conducted in the furtherance of the purpose of immediately collecting contributions for the use of one's self or others. As used in this ordinance, the word, "solicit," and its forms, includes requests for funding arising from begging, panhandling, charitable or political fundraising initiatives.

1. *Aggressive begging, panhandling, or solicitation* means:

- a. Confronting someone in a way that would cause a reasonable person to fear bodily harm;
- b. Accosting an individual by approaching or speaking to the individual or individuals in so as to cause a reasonable person to fear imminent bodily harm or commission of a criminal act upon his or her person, or upon property in his or her possession;
- c. Touching someone without his or her consent;
- d. Using obscene or abusive language toward someone while attempting to panhandle or solicit him or her;
- e. Forcing oneself upon the company of another by engaging in:
  - i. Continuing to solicit in close proximity to the individual addressed after the individual has made a negative response, either verbally, or physically by attempting to leave the presence of the solicitor by other negative indication;
  - ii. Blocking the passage of the individual solicited;
  - iii. Otherwise engaging in conduct that could reasonably be construed as intending to compel or force a person to accede to a solicitation.
- f. Acting with the intent to intimidate someone into giving money;
- g. Obstructing pedestrian or vehicular traffic as defined herein so as to block the passage by another person or vehicle, or to require another person or a driver of a vehicle to take evasive action to avoid physical contact; or
- h. Other conduct that a reasonable person being solicited would regard as threatening or intimidating in order to solicit a contribution or donation.

2. *Passive panhandling, begging, charitable or political solicitation* means: conduct described in the definition of "begging, panhandling and charitable or political solicitation" that is verbal and not aggressive as described in subsection (1) above, or presented in writing,

**e. Obstruct Pedestrian Traffic or Vehicular Traffic** means walking, standing, sitting, lying or placing an object in a manner so as to block the passage by another person or vehicle, or to require another person or a driver of a vehicle to take evasive action to



avoid physical contact.

- f. **Public Place** includes streets, sidewalks, alleys and other public property, as well as town- owned and town-controlled property and private property open to the public unless permission to solicit has been obtained from the town or from the private property owner or other person in authority.

**Section 95.03 Passive begging, panhandling, charitable and political solicitation permitted except in prohibited areas.**

Passive panhandling, begging, charitable or political solicitation as defined in Section 95.02(d)(2) shall be treated as speech protected under the First Amendment. It is prohibited only in the following areas:

- (1) Areas with heightened personal security concerns defined and listed in section 95.02(a);
- (2) Areas with heightened privacy concerns defined and listed in section 95-02(b); and
- (3) Streets, highways and medians defined in section 95-02(c) as areas with heightened public safety concerns.

**Section 95.04. Aggressive panhandling, begging, charitable and political solicitation prohibited.**

Aggressive panhandling, begging, charitable or political solicitation as defined in section 24-2(d)(1) of this article is prohibited throughout the Town of Warrenton.

**Sec. 95.05. Penalty.**

Any person in violation of this Article shall be guilty of a misdemeanor and upon conviction shall be fined not more than fifty dollars (\$50.00) or imprisoned for not more than seven (7) days.

**Amend §151.046      Regulations for Commercial and Industrial Districts – Table Of Permitted Uses** by adding Axe Throwing, Indoor to the list of Permitted Uses

**Amend §151.113      Conditions Which Must Be Met By Special Uses** by adding:

24. Indoor Axe Throwing as a Special Use in C-2

Indoor axe throwing may be permitted as a special use provided that:

1. Facilities shall have individual throwing lanes only, built to the following standards:
  - (a) Lanes shall be between 5ft and 7ft wide.
  - (b) A lane divider wall shall be placed between lanes with a minimum length of 12ft measured from the target.
  - (c) The divider wall shall be at least 8ft tall or the height of the ceiling whichever is shorter.
  - (d) The divider wall shall be constructed of wood, chain fencing, or other material capable of stopping an axe from entering the adjoining lane.
2. A Safety Zone at least 5ft long and the same width as the lane shall be clearly marked beginning 12ft from the target.
3. The back wall surrounding the wood target shall be constructed of wood, chain fencing, or other material capable of stopping an axe from entering the adjoining lane, and shall be designed in such a manner as to absorb the energy from the axe and prevent axes from bouncing back and. Such designs may include heavy rubber suspended and free-floating from a structure.
4. Hours of operation shall be from 10:00 A.M to 10:00 P.M.
5. Waivers must be signed by patrons before they participate
6. Safe use of the establishment shall be according to regulations of the World Axe Throwing League of which the operator shall be a member.
7. Alcoholic beverages shall not be served or consumed on premises.
8. At least 50% of the gross square footage is designated for axe throwing operations

**Amend Chapter 51 Water and Sewer Service by adding new Paragraph (C) to §51.027  
Connections and Meters Property of Town; Maintenance of Meters**

**§51.027 CONNECTIONS AND METERS PROPERTY OF TOWN; MAINTENANCE OF METERS;  
DAMAGE OR TRESPASS**

- (A) All meters, meter boxes, pipes and other equipment furnished and used by the town in installing any water or sewer connection shall be and remain the property of the town. ('63 Code, Ch. Q, Art. I, §11)
- (B) All meters shall be kept in good repair and working order by the town.
- (C) It shall be unlawful for any person, not having authority to do so, to open any water hydrant or tamper with any meter or utility service furnished by the town to consumers, or to in any other way molest, damage or trespass upon any equipment or premises belonging to the town connected with any utility service. Violators are subject to being charged with a Class 1 misdemeanor or any other penalty provided for in G.S. 14-151.
- (D) The Town shall charge a Reset Fee of two hundred fifty dollars (\$250) plus repair costs for reconnection of any meter, hydrant, or utility where damage or trespass has diverted, prevented or otherwise interfered with the provision of service.

## **Amend Chapter 95 Streets and Sidewalks of the Warrenton Town Code**

Amend Chapter 95 Streets and Sidewalks by adding a new Section 95.10

### **§95.10 Parking, maintaining, repairing commercial or industrial vehicles and equipment in residential zoning districts**

- A. It shall be unlawful to park, maintain, or repair commercial/industrial vehicles and equipment within residential zoning districts whether such vehicles are located on private or public property.
- B. Commercial/industrial vehicles are defined as vehicles with more than 2 axles; vehicles exceeding 12,000 lbs. GVWR; a vehicle used to transport hazardous materials; construction equipment to include but not limited to backhoes, tractors, excavators, skid-steers, etc.; any trailer or semitrailer used for transporting commercial equipment whether or not such trailer or semitrailer is attached to another vehicle; and vehicles requiring the driver to have either a Class A or Class B North Carolina Driver's License, or the equivalent.
- C. This shall not be construed as preventing the temporary parking of delivery trucks, construction vehicles working on-site during normal business hours, moving vans, church vans or buses, emergency vehicles and vehicles which deliver goods or services. Nor shall it be construed to prevent commercial vehicles associated with an active construction or maintenance project for which building trades permits have been issued or which are otherwise approved by governmental units, provided no parking takes place beyond a period of forty-eight (48) hours within a thirty-day period.
- D. Violation of this section may subject the offender to a civil penalty of fifty dollars (\$50.00). If a person fails to pay this penalty within ten (10) days after being cited for a violation, the town may seek to recover the penalty by filing a civil action in the nature of a debt. Each day that a person engages in a violation constitutes a separate offense

## 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

### **§90.05 Tethering of Dogs; Mistreatment**

- 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.
  - 3. All collars or harnesses used for the purpose of the lawful tethering of a dog must be a buckle-type, made of fabric or leather. Head harnesses, choke-type collars or pronged collars are not permitted.
  - 4. 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.
  - 5. No person shall tether a sick, diseased, and/or injured dog, or puppy (a dog that is one (1) year of age or younger
- 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, a violation of this section may be subject to a civil penalty of one hundred dollars (\$100.00) per day for each day of violation.

## BARS, BREWERIES AND DISTILLERIES

### Amend the following sections of the ZONING ORDINANCE

#### §151.05 DEFINITIONS.

Bar. – As provided in G.S. 18B-100, a bar is an establishment that is primarily engaged in the business of selling alcoholic beverages and that does not serve prepared food as defined in G.S. 105-164.3(179). A bar shall not include a brewery, winery, or distillery. A bar can be identified by several names including but not limited to “tavern” as long as the establishment meets this definition. Such establishment must obtain an ABC license for on-premises beverage consumption only.

(Added 9/13/22) Brewery – As provided in G.S. 130A-247(3), a brewery is an establishment that has obtained a commercial permit from the North Carolina Alcoholic Beverage Commission authorized by G.S.18B-1104, Authorization of Brewery Permit. A brewery may engage in activities identified in G.S.18B-1104(a) including but not limited to manufacturing malt beverages and selling the brewery’s malt beverages on its premises upon receiving a permit under G.S.18B-1001.

(Added 9/20/22) Distillery – As provided in G.S. 130A-247(4) as written or hereafter amended, a distillery is an establishment licensed under G.S. 18B-1105 that is not engaged in the preparation of food on the premises. For purposes of this definition, the term "food" does not include beverages.

#### §151.046 REGULATIONS FOR COMMERCIAL AND INDUSTRIAL DISTRICTS.

Add “Bars, **Breweries and Distilleries**” to Table of Permitted Uses as an “S,” Special Use, in C-1 Downtown Business District and C-2 Highway Business District

#### §151.113 CONDITIONS WHICH MUST BE MET BY SPECIAL USES -

14. Use: Bar, **Brewery or Distillery** as a Special Use in C-1 and C-2

A bar, cocktail lounge, ~~private club~~ \*, **brewery, or distillery** shall comply with the following requirements:

- i. The use shall be separated from a religious institution or a school, or park residentially zoned property by at least 200 feet;
- ii. The main entrance to the establishment, located on tracts of 5 acres or less in area, must be toward a street zoned predominantly for nonresidential uses.
- iii. A bar, brewery or distillery may have non-revenue producing video games and up to two non-revenue producing pool tables on premises. Bars or breweries greater than \_\_\_\_\_ sq. ft. in size may request written approval from the code enforcement officer and fire marshal for an additional pool table. (Need to insert some objective number . Maybe greater than 8000 sq ft? . . .whatever you all think. Without a number, there is no standard, which is legally “arbitrary “



- iv. The use shall have a six-foot-high opaque fence or masonry wall along all lot lines abutting a residential district;
- v. Parking areas related to the establishment must be located no closer than 30 feet to the property line of abutting any residential uses.

\* I deleted "private club" throughout the Zoning Ordinance. As you know, creating a private club or private bar used to be a way to get around restrictive laws applicable to bars. But in June the General Assembly passed S.L. 2022-44, one of several laws modernizing NC's alcohol laws. It provides a new definition of "bar" (see above). And it eliminates the existing "private bar" (private club) permit that requires membership lists and annual dues. Thus "private clubs" are no longer necessary to operate a bar. So unless there are private bars in town, the final draft of this doesn't need to include the term.

## Warrenton Budget Amendments

Date:

**Number:**

1/9/2023

8#

**Purpose of Amendment:**

The purpose of this BA is to transfer the USDA TH/WS Loan #3 from the General Fund to the WS Fund. The debt for this loan is reflected in the WS Fund balance sheet and needs to be paid from that fund. It will be budgeted accordingly in the future.

Fund Name:

Revenue

General Fund/WS Fund

[illegible]

Subtotal

Total

**Grand Total**

7.281

7,281

**E**

Expenditure

Expenditure		
Account Title/Number:	Increase Amount	Decrease Amount
Transfer Out/ 37-901-038	7,281	
Loan Principal/37-401-803		4,487
Loan Interest/37-401-833		2,794
Loan Princ W/38-851-803	2,244	
Loan Princ S/38-852-803	2,244	
Loan Int W/38-851-833	1,397	
Loan Int S/38-852-833	1,397	
	14,562	7,281

**7,281**

14-562

7.281



United States Department of Agriculture

October 4, 2022

Town of Warrenton  
Attn: Robert Davie  
Post Office Box 281  
Warrenton, NC 27589

Dear Mr. Davie:

Per Shelton Ennis, the debt is shown on the WS balance sheet. In the future, budget as follows:

37-901-038 Transfer out to WIS \$7281  
38-381-037 Transfer in from GF \$7281  
38-851-803 Princ  
38-851-833 Int Amounts will vary each year  
38-852-803 Princ  
38-852-833 Int

This is to remind you about upcoming annual payment(s) for your USDA, Rural Development loan(s):

<u>Loan Number</u>	<u>Amount Due</u>	<u>Due Date</u>
93-15	\$7,281.00	12-17-2022

Add \$1.00 to The Principal  
The amortization Sched is off by \$1.00

If your loan payment(s) is set up on our preauthorized debit system (or automatic draft), the amount(s) will be electronically withdrawn from your bank account on the due date.

If your account payment(s) is paid by a paper check, please make sure your check is received in the Henderson Office at 853 South Beckford Drive Suite A, Henderson, NC 27536 at least five days before the due date.

If you have any questions, please feel free to contact me in the Henderson Office at 252-915-3946 or by email at [tracy.williamson@usda.gov](mailto:tracy.williamson@usda.gov).

Sincerely,

Tracy Williamson  
Loan Assistant

Rural Development • North Carolina • Henderson Area Office  
853 S. Beckford Drive, Suite A • Henderson, NC 27536  
Voice (252) 438-3134 Ext. 4 • Fax (844) 325-6826 • TTY 711

USDA is an equal opportunity provider, employer, and lender.

Loan #93-15

Reserve 728.00



United States Department of Agriculture  
CPAP - Community Program Application Processing

37-401-803 Prime

37-401-833 Int

Due 12-17

Loan #3 for TH/ws Project

Name of Borrower: Warrenton-, Town of			
Amount of Loan	228000	Annual Interest Rate	0.0125
Number of Initial Interest Only Payments	0	Number of principal and/or Interest Payments	40
Payment Frequency	Annual	This is a split payment bond.	No
Principal Payment Units	1	Interest Payment Units.	1

Add \$1.00

Year	Period	Number	Payment	Interest	Principal	Balance
✓ 2021	1	1	7280 7281	2850	4430 4431	223570
2022	1	2	7280	2794	4486 4487	219084
2023	1	3	7280	2738	4542 4543	214542
2024	1	4	7280	2681	4599 4600	209943
2025	1	5	7280	2624	4656 4657	205287
2026	1	6	7280	2566	4714 4715	200573
2027	1	7	7280	2507	4773	195800
2028	1	8	7280	2447	4833	190967
2029	1	9	7280	2387	4893	186074
2030	1	10	7280	2325	4955	181119
2031	1	11	7280	2263	5017	176102
2032	1	12	7280	2201	5079	171023
2033	1	13	7280	2137	5143	165880
2034	1	14	7280	2073	5207	160673
2035	1	15	7280	2008	5272	155401
2036	1	16	7280	1942	5338	150063
2037	1	17	7280	1875	5405	144658
2038	1	18	7280	1808	5472	139186
2039	1	19	7280	1739	5541	133645
2040	1	20	7280	1670	5610	128035
2041	1	21	7280	1600	5680	122355
2042	1	22	7280	1529	5751	116604
2043	1	23	7280	1457	5823	110781
2044	1	24	7280	1384	5896	104885
2045	1	25	7280	1311	5969	98916
2046	1	26	7280	1236	6044	92872
2047	1	27	7280	1160	6120	86752
2048	1	28	7280	1084	6196	80556
2049	1	29	7280	1006	6274	74282
2050	1	30	7280	928	6352	67930
2051	1	31	7280	849	6431	61499
2052	1	32	7280	768	6512	54987
2053	1	33	7280	687	6593	48394
2054	1	34	7280	604	6676	41718
2055	1	35	7280	521	6759	34959
2056	1	36	7280	436	6844	28115
2057	1	37	7280	351	6929	21166
2058	1	38	7280	264	7016	14170
2059	1	39	7280	177	7103	7067
2060	1	40	7155	88	7067	0
TOTALS			\$291,075.00	\$63,075.00	\$228,000.00	

## Warrenton Budget Amendments

**Date:**

1/2/2023

**Number:**

9

**Purpose of Amendment:**

This budget amendment aims to cover an employee vacation payout and several significant unbudgeted vehicle repairs.

**Fund Name:**

## Police Department

## Revenue

[illegible]

Subtotal

11135

0

**Total**

11135

**Grand Total**

0

## Expenditure

[illegible]

11135

0

11135





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

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

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### **Exceptional Contributions to the Town of Warrenton**

- Quarterly Recognition beginning in January 2022
- Gift Card to local merchant and Award/Certificate

Receive names from BOC members to add to list of potential recipients, then email BOC with list and ask for ranking of names. Present result to BOC at February meeting, then once a quarter going forward.

Suggestions for recipients:

- Woody King... for 12 years of being Santa Claus
- Richard Hunter... for 14 years on Historic District Commission, and as Chairman



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Robert F. Davie, Jr. – Town Administrator

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RESOLUTION AUTHORIZING AN APPLICATION FOR  
NC DOT PAVED TRAILS AND SIDEWALK FEASIBILITY STUDY GRANT PROGRAM

WHEREAS, the Town of Warrenton, North Carolina desires to provide new and improved trails and sidewalks for the citizens of Warrenton;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Warrenton, North Carolina, meeting in called session on the 9th day of December 2022, make the following findings of fact:

1. The Town of Warrenton is applying for grant funds that will bridge the gap between conceptual planning and actual implementation of projects.
2. Paved walking trails and sidewalks provide senior citizens with safe routes to basic goods and services as well as safe routes for exercise.
3. There will be no increase in taxes required for the construction of the Project.
4. The Town of Warrenton will contribute a matching dollar amount of \$5000 from its fund balance upon notice of award of the grant.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Town Administrator is hereby authorized to act on behalf of the Town of Warrenton to pursue grant funding from the North Carolina Department of Transportation's Paved Trails and Sidewalk Feasibility Study Grant program and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 9th day of January 2023.

The motion to adopt this resolution was made by Commissioner

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

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

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk





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

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## **Southern Software Agreements**

### **Financial Software**

- Annual cost of \$5177, representing a price increase of \$540 over the previous year and the first increase in several years.
- Effective Date October 1, 2023.

### **Police Department Software**

- Annual cost of \$3690
- Effective Date October 1, 2023
- No price increase.

**SOUTHERN SOFTWARE'S  
ANNUAL SOFTWARE SUPPORT AGREEMENT  
Financial Management System (FMS)  
8:30 a.m., EST to 5:00 p.m., EST**

This support agreement covers support from 8:30 a.m. to 5:00 p.m., EST, Monday through Friday.

**Problem Resolution**

Southern Software will provide customer support for mission critical operation of **FMS**, from 8:30 a.m. to 5:00 p.m., EST, Monday through Friday. This Agreement does not constitute a warranty but provides for mission critical problem resolutions and non-mission critical problem resolutions of repeatable errors during normal business hours, EST. Southern Software cannot warrant the product will operate free of problems in perpetuity. Southern Software does not warrant third party software applications used in programs provided to customers, i.e., Microsoft® Word. The purpose of this Agreement is to provide the necessary technical assistance to ensure a timely problem resolution and to minimize downtime. Mission critical is defined as "any problem that renders the entire system unstable or inoperable".

For problems covered under this Agreement, Southern Software will provide the following:

- Telephone response within five hours of notification of the problem. During this initial response, support personnel will determine the nature of the problem and severity. An attempt to resolve the problem will be made by giving instructions to the customer.
- If this is unsuccessful or the severity too great, then Southern Software will escalate to a Level 2 response. A Level 2 response involves a support technician connecting remotely to the customer's network using industry standard secure remote diagnostic methods to attempt to resolve the problem.
- If the problem is unable to be detected or resolved with a Level 2 response, then a technician will be scheduled for an onsite visit. There is no cost to the customer for the onsite visit as long as the problem is with a Southern Software product or equipment covered by a Southern Software support contract and as long as the problem is not due to a virus or negligent actions/treatment.

The user understands support staff may provide a temporary fix. A permanent fix will be provided at a later date.

**Program Updates**

Southern Software will provide program updates to support customers as new updates, fixes and features are added. Updates will be made universally to all supported customers at one time. No custom programming will be performed.

**Third Party**

If, at any time, an update to a third party's software is required, Southern Software will not incur the cost of such upgrade.

## **System Administrator**

The customer agrees to have a designated administrator (primary contact for support and update issues). It is highly desirable that the administrator be knowledgeable in networking and Windows® operating systems.

## **Data Backup Statement**

The customer understands that it is the customer's responsibility to ensure data backups are being made daily and verified for accuracy.

## **Virus Statement**

The customer agrees to have virus protection software loaded on each machine and agrees to update it weekly. (Southern Software recommends updating your virus protection software on each machine daily.) This support DOES NOT cover assistance in the recovery of damage caused by viruses or ransomware.

*Southern Software will charge a fee for virus recovery assistance*

## **Items not covered under this annual support agreement**

- **Installation and setup of new equipment.**
- **Transferring of data.**
- **Moving equipment from one site to another.**
- **On-site installation/reinstallation of Southern Software products or installation/reinstallation of third party software/products.**
- **Virus damage/recovery repair work.**
- **Recovery/repair work related to natural disasters such as lightning, floods, etc..**
- **Replacement of equipment that is out of warranty.**
- **Cost of upgrades to third party software including but not limited to Microsoft products (i.e. Office, SQL, etc.), Anti-virus software, remote connectivity products, etc. or cost of updates to operating systems.**
- **On-site Training.**
- **Interfaces with third party products.**
- **Balancing of any Southern Software financial application data or reports. For example, Bank Reconciliation or Balancing the Master Balance Report to the Accounts Receivables**
- **Tax data conversions**
- **General data conversions**
- **Correction/Reversal of duplicate and/or incorrect transaction postings due to user error such as duplicate year-end closeouts, duplicate/incorrect penalty postings, duplicate/incorrect bill processing, etc.**
- **Data loss due to drive crashes, machine failures, etc..**
- **Installation, Training and Data Conversions for Software Re-architecture.**

Support Agreement only covers software developed by Southern Software.

Telephone support, Monday through Friday, 8:30 a.m. to 5:00 p.m., EST.

Software Updates for Southern Software products.

Remote System Support.

- Annual User's Conference.
- Free hardware/network assessments for upgrades.
- Free follow-up/new employee training at Southern Software's office.
- Free web training.

### **System Access/Customer Responsibility**

The customer agrees to provide a dedicated computer capable of remote access for support purposes. The computer designated for remote connectivity shall allow access to all computers on the network requiring support.

**This Annual Software Support Agreement provides coverage that begins October 1, 2023 and ends September 30, 2024.**

### **FMS Annual Support \$5,177.00**

By signing this document, you are confirming that you have read and understand the terms and conditions of the annual support agreement.

### ***Important - Support Renewal Clause***

*A lapse in support renewal will require that all outstanding support balances be paid in full prior to reinstatement of support. Support fees are non-refundable.*

\_\_\_\_\_  
Customer Representative Signature

\_\_\_\_\_  
Date

### **WARRENTON (TOWN OF), NC - (FMS)**

Name of Department

NOTE: IF A PURCHASE ORDER NUMBER IS REQUIRED ON THE SUPPORT INVOICE PLEASE ENTER HERE \_\_\_\_\_. IF THE NUMBER IS NOT AVAILABLE AT THIS TIME, PLEASE FAX THE PURCHASE ORDER TO (910)695-0251 WHEN IT IS AVAILABLE.

☐ NO PURCHASE ORDER NUMBER WILL BE REQUIRED.

**SOUTHERN SOFTWARE'S  
ANNUAL SOFTWARE SUPPORT AGREEMENT  
Records Management System (RMS)  
8:30 a.m., EST to 5:00 p.m., EST**

This support agreement covers support from 8:30 a.m. to 5:00 p.m., EST, Monday through Friday.

**Problem Resolution**

Southern Software will provide customer support for mission critical operation of **RMS**, from 8:30 a.m. to 5:00 p.m., EST, Monday through Friday. This Agreement does not constitute a warranty but provides for mission critical problem resolutions and non-mission critical problem resolutions of repeatable errors during normal business hours, EST. Southern Software cannot warrant the product will operate free of problems in perpetuity. Southern Software does not warrant third party software applications used in programs provided to customers, i.e., Microsoft® Word. The purpose of this Agreement is to provide the necessary technical assistance to ensure a timely problem resolution and to minimize downtime. Mission critical is defined as "any problem that renders the entire system unstable or inoperable".

For problems covered under this Agreement, Southern Software will provide the following:

- Telephone response within five hours of notification of the problem. During this initial response, support personnel will determine the nature of the problem and severity. An attempt to resolve the problem will be made by giving instructions to the customer.
- If this is unsuccessful or the severity too great, then Southern Software will escalate to a Level 2 response. A Level 2 response involves a support technician connecting remotely to the customer's network using industry standard secure remote diagnostic methods to attempt to resolve the problem.
- If the problem is unable to be detected or resolved with a Level 2 response, then a technician will be scheduled for an onsite visit. There is no cost to the customer for the onsite visit as long as the problem is with a Southern Software product or equipment covered by a Southern Software support contract and as long as the problem is not due to a virus or negligent actions/treatment.

The user understands support staff may provide a temporary fix. A permanent fix will be provided at a later date.

**Program Updates**

Southern Software will provide program updates to support customers as new updates, fixes and features are added. Updates will be made universally to all supported customers at one time. No custom programming will be performed.

**Third Party**

If, at any time, an update to a third party's software is required, Southern Software will not incur the cost of such upgrade.



## **System Administrator**

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- **Transferring of data.**
- **Moving equipment from one site to another.**
- **On-site installation/reinstallation of Southern Software products or installation/reinstallation of third party software/products.**
- **Virus damage/recovery repair work.**
- **Recovery/repair work related to natural disasters such as lightning, floods, etc..**
- **Replacement of equipment that is out of warranty.**
- **Cost of upgrades to third party software including but not limited to Microsoft products (i.e. Office, SQL, etc.), Anti-virus software, remote connectivity products, etc. or cost of updates to operating systems.**
- **On-site Training.**
- **Interfaces with third party products.**
- **Data conversions**
- **Data loss due to drive crashes, machine failures, etc..**
- **Installation, Training and Data Conversions for Software Re-architecture.**

## Benefits

- The Software Support Agreement only covers software developed by Southern Software.
- Toll-free telephone support, Monday through Friday, 8:30 a.m. to 5:00 p.m., EST.
- Software Updates for Southern Software products.
- Remote System Support.
- Annual User's Conference.
- Free hardware/network assessments for upgrades.
- Free follow-up/new employee training at Southern Software's office.
- Free web training.

## System Access/Customer Responsibility

The customer agrees to provide a dedicated computer capable of remote access for support purposes. The computer designated for remote connectivity shall allow access to all computers on the network requiring support.

**This Annual Software Support Agreement provides coverage that begins October 1, 2023 and ends September 30, 2024.**

## RMS Annual Support \$3,690.00

By signing this document, you are confirming that you have read and understand the terms and conditions of the annual support agreement.

### ***Important - Support Renewal Clause***

*A lapse in support renewal will require that all outstanding support balances be paid in full prior to reinstatement of support. Support fees are non-refundable.*

\_\_\_\_\_  
Customer Representative Signature

\_\_\_\_\_  
Date

## **WARRENTON PD , NC - (RMS)**

Name of Department

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