



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

P.O. Box 281
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BOARD OF COMMISSIONERS REGULAR MEETING
7:00 PM March 13, 2023
AGENDA

Regular Meeting

1. Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement, Proposed Agenda
3. Public Comments
4. Minutes of Board Meeting on February 13, 2023
5. Consent Agenda
 - a. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
 - b. Monthly Checks Report
 - c. Public Works Monthly Report
 - d. WWTP Monthly Report
 - e. Police Activity Reports
 - f. Action Items from July BOC Meeting
6. Committee Reports
 - a. Finance and Administration (Ms. Hunter)
 - b. Public Works (Mr. Fleming)
 - c. Public Safety (Mr. Ayscue)
 - d. Human Resources/Information Technology (Mr. Blalock)
 - e. Revitalization/Historic District Commission (Mr. Coffman)
 - f. Beautification/Facilities (Ms. Britt)
 - g. Planning/Zoning/Annexation (Mr. Young)
7. Old Business
 - a. Status of Grants – for information
 - b. Change to Contract for WWTP Grant (Budget Amendment Approved in February 2023 BOC) – for consideration (last page only, other pages background info)
 - c. Dog Welfare and Tethering Ordinance (contingent on legal review) – for information / consideration
 - d. Axe Throwing Ordinance (contingent on legal review) – for information / consideration
 - e. Change to Ordinance regarding Accessibility Fees for Apartments, Office Buildings and Campgrounds – for consideration (recommendation from BOC Public Utilities Committee)
8. New Business
 - a. Quilter's Lane Committee – Appointment of Dian Sourelis to Replace Betty Rollinson
9. Announcements
10. Adjournment

Conflict of Interest Disclaimer

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

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

Citizen Comments

Rules for Citizen Comments

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

**Town of Warrenton
Board of Commissioners**



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

P.O. Box 281
Warrenton, NC 27589-0281
(252) 257-1122 Fax (252) 257-9219
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BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING

February 13, 2023

7:00 P.M.

Minutes

Those in attendance were:

Mayor Walter Gardner	Commissioner Mary Hunter
Commissioner John Blalock	Commissioner Al Fleming
Commissioner Jason Young	Commissioner Michael Coffman
Commissioner Aaron Ayscue	
Town Administrator, Robert Davie	
Sgt. M. Oakley, Police Department	
Bill Perkinson, Public Works Director	
Tracy Stevenson, Minute Taker	

Call to Order – Pledge of Allegiance and Moment of Silence

Mayor Gardner called the regular monthly meeting of the Town of Warrenton Board of Commissioners to order on Monday, February 13, 2023 at 7:00 p.m. A Moment of Silence was held for all who are sick, suffering, and in need. Mayor Gardner asked that we keep citizens Luke McCulloch and Karla Hehl in our prayers as Mr. McCullough suffered a cardiac emergency over the weekend and Ms. Hehl was involved in a traffic accident this morning. The Pledge of Allegiance was led by Commissioner Coffman.

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 none.

Minutes

The minutes of the January 9, 2023, meeting and public hearing were presented. Commissioner Coffman made a motion to approve both sets of minutes as presented, with a second by Commissioner Fleming. 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 Fleming. 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 had no additional report other than agenda items.
- (c) Public Safety – Commissioner Ayscue had no additional report other than agenda items.
- (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 a Certificate of Appropriateness for window replacement at 123 S. Main Street. He further stated that a COA for shutter replacement for 107 N. Main Street was denied as the original shutters were wooden and the proposed shutters were vinyl/plastic. A COA for Williams Court was tabled for more information from the property owner. Commissioner Coffman presented applicants for appointment to the Revitalization Committee. Commissioner Blalock made a motion to approve the appointments as presented, with a second by Commissioner Young. The motion was approved by unanimous vote. Commissioner Coffman presented Bobby Tippet as Preservation Warrenton’s recommendation for appointment to the Historic District Commission. Commissioner Coffman made a motion to approve the recommendation, with a second by Commissioner Fleming. The motion was approved by unanimous vote.
- (f) Beautification/Facilities – Commissioner Britt was not in attendance but there was no additional report other than agenda items.
- (g) Planning/Zoning/Annexation – Commissioner Young presented the Axe Throwing Ordinance sent forward by the Planning Board for discussion/consideration. After some discussion and concern for the wording of the ordinance, the Board agreed to table the motion until the next board meeting to have the revised copy with changes for approval.

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 has been installed.

Fund 72 NC Main Street Solutions Warrenton Brewery Grant – \$100,000 grant with 2 to 1 match. This grant is to help renovate 120 S. Main Street for a Brewery and Meadery. Final closeout documents sent to NC Commerce.

Fund 67 – NC Neighborhood Revitalization Program – 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. Demolition of houses underway. One of three houses scheduled for delivery.

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

Fund 74 – USDA Community Facilities \$154,488 (trucks) – Town awarded approximately 55% grant with balance in a 7-year loan. All three trucks have been delivered.

Applications since last BOC meeting:

NC DEQ Water, Sewer, and WWTP needs - \$15,000,000. Did not receive.

NC DEQ Stormwater AIA grant – for study of stormwater issues. Did not receive.

FEMA Hazard Mitigation grant – for berm to prevent flooding at WWTP

NC DOT Paved Trails and Sidewalk Feasibility Study Grant Program. Did not receive.

(b) Dog Welfare and Tethering Ordinance (contingent upon legal review) – Town Administrator, Robert Davie informed the Board of the following due diligence for preparation of the proposed ordinance:

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

Commissioners Coffman and Ayscue raised concern over the added burden to the Town's already short-staffed Police Department. Town Administration, Robert Davie stated that Chief Lane agreed with the wording of the ordinance as presented. Commissioner Blalock suggested that Section (D) item 1 be changed to include "citizen complaint to 911 Communications". Sgt. Oakley stated a citizen complaint would be necessary to initiate police involvement as officers cannot just go into a citizen's yard. Commissioner Young made a motion to approve the ordinance with the suggested wording addition upon legal counsel approval, with a second by Commissioner Fleming. The motion was approved by unanimous vote.

- (c) **Compliance with Home Business Ordinance** – Commissioner Blalock stated that the property owner at 308 W. Ridgeway appears to be in compliance with the Home Business Ordinance and he has not seen more than two commercial vehicles in the yard at one time. Town Administrator, Robert Davie stated the property owner has installed a fence along the property line with the complainant and that the fence currently meets Zoning Ordinance requirements.

Town Administrator, Robert Davie presented the Memo of Understanding - Creating Outdoor Recreation Economies (CORE) Project for approval. Commissioner Coffman made a motion to approve the MOU as presented, with a second by Commissioner Blalock. The motion was approved by unanimous vote.

New Business

- (a) **Frontier Warren, Henderson Fruit & Produce** – Town Administrator, Robert Davie informed the board that Henderson Fruit & Produce will be operating out of the 140 S. Main Street location by the end of March. He further stated that this will change the Memo of Understanding with Warren County and may impact any funding we would receive from the county for this space. Following legal advice with town attorney Mitch Styers, Mr. Davie stated he will present a standard sub-lease for consideration at the next meeting.
- (b) **Availability Fee for Apartments, Multi-tenant offices** – Town Administrator, Robert Davie informed the board that upon review, triggered by a request of tiny house campground to have a single meter for multiple camp sites, it was discovered that the Town's Ordinance 51.043 Water/Sewer Surcharges for Apartments and Office Building has not changed since 1998, or in 25 years. Mr. Davie further stated that the current fee is below the current In-Town water and sewer access fee of \$37.50 and below the current Out-of-Town water and sewer access fee of \$77.71. He presented three options for board consideration:

Option 1

Increase base charge (\$20) for apartment units by \$17.50 or current difference. New rate will be the availability rate of \$37.50. Increase base charge (\$10) for separate offices by \$27.50. New rate will be \$37.50 or the availability rate.

Option 2

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

Option 3

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

Michael Bernstein, owner of the Tiny House Campground, informed the board that with the proposed utility fees, it would be impossible for him to make a profit. Jimmy Harris, contractor for the camp ground further stated that he and Mr. Bernstein had met with Town Administrator, Robert Davie and Public Works Director, and the water/sewer lines were being installed at no cost to the town. Mayor Gardner suggested that the proposed ordinance change go before the Public Works Committee for discussion and be presented with their recommendations at the next meeting.

- (c) **Budget Amendment #10, #11, #12, #13, #14** – Town Administrator, Robert Davie presented the Budget Amendments for approval. Commissioner Blalock made a motion to approve the budget amendments, with a second by Commissioner Young. The motion was approved by unanimous vote.
- (d) **Sexual Abuse Policy, required for insurance coverage** – Town Administrator, Robert Davie presented the proposed Sexual Abuse Policy required for insurance coverage. He informed the board the policy was contingent upon legal review. Commissioner Blalock made a motion to approve the policy upon legal review, with a second by Commissioner Hunter. The motion was approved by unanimous vote.
- (e) **Game Room Permit – 109 S. Hall Street** – Town Administrator, Robert Davie presented the game room permit for 109 S. Hall Street for approval. He informed the board that the required background check was fine. Commissioner Blalock made a motion to approve the game room permit, with a second by Commissioner Young. The motion was approved by unanimous vote.
- (f) **Backup ORC Agreement for WWTP** – Town Administrator, Robert Davie presented a contract with Wilson’s Water Service for back-up operator in responsible charge services for approval. Commissioner Coffman made a motion to approve the resolution, with a second by Commissioner Fleming. The motion was approved by unanimous vote.
- (g) **Surplus of PW Trucks** – Town Administrator, Robert Davie presented a recommendation to surplus two Public Works service trucks as listed:

Truck 1

1999 Ford F150XL 2wd Super Cab Short Bed

VIN 1FTRX17W0XNB37035

Mileage: 118,727

Exterior Color: Tan

Interior Color: Brown

Condition: Fair

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

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

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

Truck 2

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

VIN 2FTRF17WX4CA58203

Mileage: 162,189

Exterior Color: White

Interior Color: Grey

Condition: Fair

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

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

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

Commissioner Blalock made a motion to approve the surplus of the two vehicles, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.

(h) **WWTP Grant Overrun and W/S Fund Balance Appropriation** – Town Administrator, Robert Davie informed the board that this agenda item was taken care of with the approval of Budget Amendments #13 and #14.

Announcements - There were none.

With no further business, the meeting was adjourned.

Budget vs Actual

Town of Warrenton
3/1/2023 9:35:03 AM

Page 1 Of 15

Period Ending 2/28/2023

34 FRONTIER WARREN								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
34-335-341 NC IDEA Grant Revenue	5,000	0.00	0.00	0.00	0.00	(5,000.00)		
34-335-344 Contribution from WC to Frontier Warren	10,000	0.00	0.00	0.00	0.00	(10,000.00)		
34-351-362 Frontier Warren Events	500	0.00	0.00	0.00	225.00	(275.00)	45%	
34-351-422 Rent Paid to Town Frontier Warren	42,320	0.00	3,800.00	6,260.00	20,030.00	(22,290.00)	47%	
34-352-363 Donations	0	0.00	0.00	0.00	80.00	80.00		
Revenues Totals:	57,820	0.00	3,800.00	6,260.00	20,335.00	(37,485.00)	35%	
Expenses								
34-405-203 Supplies	900	0.00	0.00	54.80	91.30	808.70	10%	
34-405-250 Lights/Heat/Security	4,250	296.56	940.65	1,288.34	3,025.69	927.75	78%	
34-405-251 Telephone/Internet	3,000	302.27	306.94	613.88	2,650.52	47.21	98%	
34-405-255 Bldg Maint/Clean Srvs	6,000	3,430.00	0.00	460.00	1,650.00	920.00	85%	
34-405-309 Advertising	1,000	0.00	0.00	0.00	0.00	1,000.00		
34-405-332 Signs below \$5,000	500	0.00	0.00	0.00	0.00	500.00		
34-405-400 Liability Insurance	170	0.00	0.00	0.00	42.50	127.50	25%	
34-405-422 Rent Paid by Town	36,000	12,000.00	0.00	3,000.00	24,000.00	0.00	100%	
34-405-499 Miscellaneous	1,000	0.00	0.00	0.00	0.00	1,000.00		
Non-Departmental Totals:	52,820	16,028.83	1,247.59	5,417.02	31,460.01	5,331.16	90%	
34-431-700 NC IDEA Grant Expense	5,000	0.00	0.00	0.00	0.00	5,000.00		
Totals:	5,000	0.00	0.00	0.00	0.00	5,000.00		
Expenses Totals:	57,820	16,028.83	1,247.59	5,417.02	31,460.01	10,331.16	82%	
34 FRONTIER WARREN Revenues Over/(Under) Expenses:			2,552.41	842.98	(11,125.01)			

Budget vs Actual

Town of Warrenton
3/1/2023 9:35:03 AM

Page 2 Of 15

Period Ending 2/28/2023

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
37-302-301 Ad Valorem Taxes - Current	424,000	0.00	79,153.89	190,091.63	388,726.34	(35,273.66)	92%
37-302-302 Ad Valorem Taxes - Prior Year	8,500	0.00	63.47	103.28	3,001.10	(5,498.90)	35%
37-302-303 Ad Valorem Taxes - all other prior years	8,500	0.00	65.42	65.42	1,835.17	(6,664.83)	22%
37-302-304 Ad Valorem Taxes - Penalties & Interest	3,300	0.00	197.52	214.37	1,524.42	(1,775.58)	46%
37-307-310 Motor Vehicles - Current	41,000	0.00	3,630.00	7,430.06	24,731.30	(16,268.70)	60%
37-320-320 Local Option Sales Tax Monthly	340,000	0.00	28,173.24	56,987.43	151,992.95	(188,007.05)	45%
37-320-321 Annual Refund of Sales Tax the Town paid	33,500	0.00	0.00	0.00	22,519.79	(10,980.21)	67%
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	0.00	0.00	22,102.92	(63,897.08)	26%
37-325-326 Beer & Wine Tax Annual	3,600	0.00	0.00	0.00	0.00	(3,600.00)	
37-325-328 Refund of Gas Tax paid monthly	1,000	0.00	0.00	69.30	344.96	(655.04)	34%
37-325-329 PD Narcotics Tax	100	0.00	0.00	0.00	0.00	(100.00)	
37-325-330 Solid Waste Disposal Tax Qrly	600	0.00	193.32	193.32	502.46	(97.54)	84%
37-335-335 Powell Bill	24,888	0.00	0.00	0.00	29,013.37	4,125.37	117%
37-345-345 Zone Board of Adj	400	0.00	225.00	300.00	1,600.00	1,200.00	400%
37-345-346 Code Enforcement	2,750	0.00	150.00	200.00	1,575.00	(1,175.00)	57%
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	15,328.13	31,372.30	123,613.65	(61,474.35)	67%
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	5.00	5.00	25.00	(25.00)	50%
37-351-357 Court Fees	300	0.00	45.00	45.00	166.50	(133.50)	56%
37-351-360 Cell Tower Rent	62,340	0.00	0.00	2,695.00	18,865.00	(43,475.00)	30%
37-351-361 Parking/Ordinance Collections PD	250	0.00	70.00	70.00	670.00	420.00	268%
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	0.00	2.94	36.30	(13.70)	73%
37-365-002 NCCMT Debt Setoff	0	0.00	0.00	0.00	(143.05)	(143.05)	

Budget vs Actual

Town of Warrenton
3/1/2023 9:35:03 AM

Page 3 Of 15

Period Ending 2/28/2023

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Disbursement							
37-365-351 Revitalization Comm	9,500	0.00	100.00	200.00	2,770.00	(6,730.00)	29%
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	4,611.43	33,446.47	(23,334.53)	59%
37-365-371 WS 25% of GF Exp	105,308	0.00	0.00	9,758.82	63,606.38	(41,701.62)	60%
37-365-373 Insurance Proceeds - Police	1,451	0.00	0.00	1,450.73	1,450.73	(0.27)	100%
37-365-401 Mis/Revenue/License Tags	0	0.00	0.00	0.00	2,142.38	2,142.38	
37-365-410 Interest Investment NCCMT	50	0.00	0.00	1,888.41	9,105.63	9,055.63	18211%
37-365-501 Misc Revenue POLICE	0	0.00	500.00	500.00	500.00	500.00	
37-381-070 Transfer in from ARP Grant	4,911	0.00	0.00	0.00	4,911.00	0.00	100%
37-381-074 Transfer In from Rural Transformation Grant	24,825	0.00	0.00	0.00	0.00	(24,825.00)	
37-395-396 Apropiated Fund Balance (Budget Only)	111,463	0.00	0.00	0.00	0.00	(111,463.00)	
Revenues Totals:	1,543,845	0.00	127,899.99	308,254.44	910,719.77	(633,125.23)	59%
Expenses							
37-401-010 Salary - Full Time	170,397	0.00	13,288.66	26,577.32	110,041.28	60,355.72	65%
37-401-012 Salary - Adm Assistant	51,530	0.00	3,907.20	7,814.40	33,761.20	17,768.80	66%
37-401-020 ER-FICA Taxes	12,686	0.00	1,015.98	2,031.96	8,413.05	4,272.95	66%
37-401-021 ER-FICA Taxes - Adm Assistant	3,928	0.00	298.30	596.60	2,577.63	1,350.37	66%
37-401-030 ER-Retirement - Orbit	41,917	0.00	3,258.62	6,517.24	27,121.64	14,795.36	65%
37-401-040 ER-Health Insurance	24,350	1,337.96	2,506.35	5,088.69	22,187.04	825.00	97%
37-401-050 ER-Life Insurance	576	144.00	48.00	144.00	432.00	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	36.00	36.00	185.38	1,014.62	15%
37-401-203 Supplies	5,000	111.94	354.33	585.25	2,657.68	2,230.38	55%
37-401-250 Light, Heat & Security	12,000	1,651.00	855.71	1,383.05	4,541.44	5,807.56	52%
37-401-251 Telephone & Postage	3,000	869.37	158.58	569.16	1,863.56	267.07	91%
37-401-255 Bldg. Maint/ Clean SVS	6,167	1,310.66	19.67	203.00	4,818.74	37.27	99%

Budget vs Actual

Town of Warrenton
3/1/2023 9:35:03 AM

Page 4 Of 15

Period Ending 2/28/2023

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-401-256 Bank Fees/ Petty Cash	3,600	0.00	350.00	600.00	2,400.00	1,200.00	67%
37-401-295 Training	1,400	0.00	0.00	0.00	0.00	1,400.00	
37-401-301 Computer Maint	3,600	716.00	179.00	474.00	1,835.00	1,049.00	71%
37-401-302 Software Support	3,300	192.65	108.22	216.44	2,250.14	857.21	74%
37-401-304 Website	2,775	0.00	0.00	0.00	412.50	2,362.50	15%
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	0.00	500.00	
37-401-307 Special Events	662	0.00	49.99	49.99	661.99	0.02	100%
37-401-309 Advertising	4,483	0.00	184.25	368.50	4,389.07	93.43	98%
37-401-310 Dues & Subscriptions	3,000	143.00	1,561.00	1,927.00	2,724.00	133.00	96%
37-401-325 NC Sales/Use Tax Paid (No Tax)	700	0.00	0.00	117.58	286.67	413.33	41%
37-401-400 Liability Insurance	6,200	0.00	72.45	72.45	1,334.59	4,865.41	22%
37-401-401 County Tax Collection Svs	8,000	0.00	1,233.10	2,898.00	6,106.95	1,893.05	76%
37-401-405 Audit Expense	10,667	0.00	0.00	6,516.67	10,666.66	0.34	100%
37-401-415 Economic Development	54,000	0.00	0.00	0.00	52,276.00	1,724.00	97%
37-401-420 Attorney Fees	3,500	1,200.00	0.00	0.00	1,200.00	1,100.00	69%
37-401-497 Sales & Uses Tax Expense	0	0.00	0.00	2,939.22	14,785.04	(14,785.04)	
37-401-499 Miscellaneous Expense	2,762	0.00	0.00	187.34	1,587.28	1,174.71	57%
37-401-801 Town Hall Roof Loan-Principal	5,554	0.00	462.89	925.78	3,633.46	1,920.54	65%
37-401-831 Town Hall Roof Loan - Interest Admin	338	0.00	9.37	18.74	144.62	193.38	43%
37-401-998 Contingency	3,167	0.00	0.00	0.00	0.00	3,166.83	
General Government Totals:	451,358	7,676.58	29,957.67	68,858.38	325,642.58	118,038.84	74%
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	250.00	1,000.00	500.00	67%
37-402-020 ER - FICA TAXES	115	0.00	9.56	19.12	76.48	38.52	67%
37-402-200 Travel Expense	200	0.00	87.29	87.29	87.29	112.71	44%
37-402-295 Training	225	0.00	0.00	0.00	0.00	225.00	
37-402-402 Commission offsite meetings	350	0.00	200.00	200.00	350.00	0.00	100%
Governing Body Totals:	2,390	0.00	421.85	556.41	1,513.77	876.23	63%
37-405-345 Zoning/Ordinances	10,035	0.00	3,456.00	3,456.00	9,999.12	35.88	100%

Budget vs Actual

Town of Warrenton
3/1/2023 9:35:03 AM

Page 5 Of 15

Period Ending 2/28/2023

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	0.00	500.00	
37-405-430 Historic District Comm	361	0.00	0.00	0.00	0.00	361.00	
37-405-440 Run Warrenton 5K	2,500	0.00	0.00	0.00	0.00	2,500.00	
37-405-450 Revitalization Comm	9,500	1,200.00	0.00	0.00	1,758.13	6,541.87	31%
37-405-470 Small Town Maint St	2,200	1,515.00	0.00	0.00	375.00	310.00	86%
Non-Departmental Totals:	25,096	2,715.00	3,456.00	3,456.00	12,132.25	10,248.75	59%
37-501-010 SALARY FULL TIME	250,742	0.00	17,486.98	35,726.36	156,033.62	94,708.38	62%
37-501-014 Salary - Part Time	26,093	0.00	2,820.00	5,710.00	26,092.42	0.58	100%
37-501-016 Police Clerical Salary	40,123	0.00	3,086.40	6,172.80	26,784.40	13,338.80	67%
37-501-019 Salary - Over-Time	8,400	0.00	180.29	1,786.51	6,441.27	1,958.73	77%
37-501-020 ER-FICA Taxes	24,469	0.00	1,787.77	3,747.54	16,345.03	8,123.97	67%
37-501-030 ER - Retirement Orbit	58,163	0.00	4,098.90	8,631.06	35,275.88	22,887.12	61%
37-501-031 ER - 401K 5%	13,191	4,876.26	883.36	1,875.64	8,123.74	191.00	99%
37-501-040 ER - Health Insurance	39,584	15,151.94	2,424.12	4,962.00	22,943.70	1,488.16	96%
37-501-050 ER - Life Insurance	1,010	112.00	96.00	288.00	848.00	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	3,100	433.47	366.06	570.74	2,566.56	99.97	97%
37-501-204 Uniforms	5,070	1,611.01	181.98	813.03	2,810.64	648.35	87%
37-501-205 Equipment & Material	3,500	501.01	587.32	947.04	2,412.55	586.44	83%
37-501-250 Light, Heat & Security	8,908	2,358.75	695.48	1,074.58	3,741.40	2,807.85	68%
37-501-251 Telephone & Postage	9,770	3,843.94	754.45	1,639.15	5,878.81	47.25	100%
37-501-252 Fuel	20,000	4,687.77	1,992.44	3,719.85	15,312.23	0.00	100%
37-501-255 Bldg Maint/Clean Svs	5,904	1,310.66	19.67	203.00	4,555.07	38.27	99%
37-501-295 Training	2,000	260.00	0.00	0.00	1,301.99	438.01	78%
37-501-301 Computer Maint	5,106	1,332.00	370.50	703.50	3,246.51	527.49	90%
37-501-302 Software Support	6,740	58.50	71.50	293.00	6,033.79	647.71	90%
37-501-351 Maint & Repair Equip	7,459	1,505.43	1,477.67	1,387.86	1,871.09	4,082.48	45%
37-501-370 2019 Dodge Car 100	2,000	944.50	55.50	362.81	629.47	426.03	79%

Budget vs Actual

Town of Warrenton
3/1/2023 9:35:03 AM

Page 6 Of 15

Period Ending 2/28/2023

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-501-371 2017 Dodge Car 200	3,282	1,189.26	55.50	55.50	2,040.06	52.68	98%
37-501-372 2016 Dodge Car 300	1,900	1,000.00	0.00	55.24	643.40	256.60	86%
37-501-373 2017 Dodge Car 400	7,673	1,700.02	1,000.00	1,000.00	4,423.91	1,549.07	80%
37-501-374 2010 Ford Car 500	1,500	637.62	55.50	362.38	638.04	224.34	85%
37-501-375 2008 Ford Car 600	1,500	0.00	0.00	0.00	1,178.54	321.46	79%
37-501-376 2019 Dodge Car 700	3,000	944.76	0.00	1,340.45	1,744.46	310.78	90%
37-501-400 Liability Insurance	16,952	0.00	72.45	72.45	4,310.32	12,641.68	25%
37-501-415 Police Shots Medical	1,000	0.00	0.00	45.00	45.00	955.00	5%
37-501-433 COP Program	500	0.00	0.00	0.00	500.00	0.00	100%
37-501-436 PD Narcotics Tax/Proceeds	142	0.00	0.00	0.00	141.89	0.11	100%
37-501-499 Miscellaneous	4,660	659.45	284.55	400.79	3,479.17	521.38	89%
37-501-801 Town Hall Roof Loan Principal	5,485	0.00	462.89	925.78	3,633.46	1,851.56	66%
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,343	0.00	0.00	0.00	4,342.69	0.31	100%
37-501-803 Police Security Camera Loan Principal (USDA)	1,272	0.00	0.00	0.00	1,271.97	0.03	100%
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,681	0.00	0.00	0.00	4,680.60	0.40	100%
37-501-831 Town Hall Roof Loan - Interest PD	183	0.00	9.37	18.74	144.62	38.33	79%
37-501-832 Police 2017 Cars Loan Interest (USDA)	438	0.00	0.00	0.00	437.31	0.69	100%
37-501-833 Police Security Camera Loan Interest (USDA)	61	0.00	0.00	0.00	61.03	0.00	100%
37-501-834 Police 2019 Cars Loan Interest (USDA)	746	0.00	0.00	0.00	745.40	0.60	100%
Police Department Totals:	608,070	45,118.35	41,376.65	84,890.80	387,919.61	175,032.04	71%
37-601-014 Salary - Part Time Code Enforcement	3,000	0.00	153.00	275.40	2,567.62	432.38	86%
37-601-020 ER-FICA Taxes	230	0.00	11.71	21.07	146.04	83.96	63%
37-601-252 Fuel/Truck Expense/Insurance	435	0.00	0.00	0.00	0.00	435.00	

Budget vs Actual

Town of Warrenton
3/1/2023 9:35:03 AM

Page 7 Of 15

Period Ending 2/28/2023

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	11,666.66	46,666.64	23,333.36	67%
37-601-475 Donation to Town Fire	1,500	0.00	0.00	0.00	0.00	1,500.00	
37-601-476 Code Enforcement Exp	300	0.00	0.00	0.00	0.00	300.00	
37-601-710 Fire Museum Expense	19,984	0.00	0.00	0.00	19,984.00	0.00	100%
Fire Totals:	95,649	0.00	5,998.04	11,963.13	69,364.30	26,284.70	73%
37-651-330 Christmas Lights/Santa House	1,294	0.00	0.00	503.79	1,280.02	13.98	99%
37-651-331 Haley Haywood Park	1,027	0.00	0.00	0.00	121.00	906.00	12%
37-651-332 Signs below \$5,000	2,194	0.00	0.00	0.00	1,669.54	524.46	76%
37-651-333 Street Beautification - Below \$5,000	5,000	0.00	0.00	380.40	2,431.25	2,568.75	49%
37-651-335 Street Lighting Electric Bill	23,000	4,544.12	2,033.33	4,068.75	15,455.88	3,000.00	87%
Signs and Lights Totals:	32,515	4,544.12	2,033.33	4,952.94	20,957.69	7,013.19	78%
37-701-010 Salary - Full Time	57,484	0.00	4,427.12	8,801.12	37,815.45	19,668.55	66%
37-701-014 Salary - Part Time	16,643	0.00	1,154.40	2,240.49	9,426.07	7,216.93	57%
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	425.80	842.31	3,603.98	2,166.02	62%
37-701-030 ER - Retirement - Orbit	14,557	0.00	996.80	1,980.82	8,481.11	6,075.89	58%
37-701-040 ER-Health Insurance	16,687	3,505.07	1,408.92	2,856.05	12,504.65	677.28	96%
37-701-050 ER-Life Insurance	350	59.04	32.32	96.96	290.88	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	3,494	378.29	267.00	561.61	1,567.82	1,547.89	56%
37-701-204 Uniforms	3,869	1,123.85	793.07	1,187.85	2,745.15	0.00	100%
37-701-251 Telephone & Postage	936	0.00	83.91	221.85	536.77	399.23	57%
37-701-252 Fuel	15,000	2,615.63	590.84	2,360.39	7,711.92	4,672.45	69%
37-701-312 Tree Removal	700	0.00	0.00	0.00	0.00	700.00	
37-701-351 Maint & Repair Equip	9,756	4,330.58	2,400.00	2,680.00	5,424.73	0.69	100%
37-701-352 Vehicle Maintenance	6,000	0.00	0.00	1,632.62	5,829.87	170.13	97%
37-701-400 Liability Insurance	5,738	0.00	0.00	0.00	1,388.85	4,349.15	24%

Budget vs Actual

Town of Warrenton
3/1/2023 9:35:03 AM

Page 8 Of 15

Period Ending 2/28/2023

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-701-431 Street Debris Disposal	4,100	0.00	0.00	0.00	3,500.00	600.00	85%	
Streets Totals:	164,220	12,012.46	12,580.18	25,462.07	102,654.53	49,553.01	70%	
37-710-361 Maint & Repair POWELL BILL	29,699	0.00	0.00	0.00	11,011.00	18,688.00	37%	
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	0.00	100.00		
Powell Bill Totals:	29,799	0.00	0.00	0.00	11,011.00	18,788.00	37%	
37-801-010 Salary - Full Time Sanitation	49,503	0.00	3,807.92	7,615.84	32,144.48	17,358.52	65%	
37-801-019 Salary - Over Time Sanitation	692	0.00	0.00	0.00	494.00	198.00	71%	
37-801-020 ER - FICA Sanitation	3,840	0.00	284.94	569.88	2,444.73	1,395.27	64%	
37-801-030 ER - Retirement - Orbit Sanitation	9,688	0.00	721.60	1,443.20	6,156.43	3,531.57	64%	
37-801-040 ER - Health Insurance	13,063	3,300.43	1,066.75	2,160.59	9,454.46	308.11	98%	
37-801-050 ER - Life Insurance	259	64.56	21.60	64.80	194.40	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	69.90	107.13	428.57	571.43	43%	
37-801-204 Uniforms	2,309	504.99	491.75	744.16	1,804.01	0.00	100%	
37-801-251 Telephone & Postage	516	0.00	29.08	132.50	308.09	207.91	60%	
37-801-252 Fuel	4,781	1,429.07	212.90	525.90	2,070.93	1,281.00	73%	
37-801-350 Landfill Fees	20,250	7,011.38	1,821.73	3,278.31	12,988.62	250.00	99%	
37-801-352 Vehicle Maintenance	1,000	0.00	0.00	74.23	401.37	598.63	40%	
37-801-400 Liability Insurance	4,886	0.00	0.00	0.00	1,175.93	3,710.07	24%	
Sanitation Totals:	115,867	12,310.43	8,528.17	16,716.54	74,125.21	29,431.36	75%	
37-901-038 Transfer Out to WS for USDA Loan	7,281	0.00	0.00	7,281.00	7,281.00	0.00	100%	
37-901-053 Transfer Out to MS Downtown Red Milano's	11,600	0.00	0.00	0.00	11,600.00	0.00	100%	
Transfers Out Totals:	18,881	0.00	0.00	7,281.00	18,881.00	0.00	100%	
Expenses Totals:	1,543,845	84,376.94	104,351.89	224,137.27	1,024,201.94	435,266.12	72%	
37 GENERAL FUND Revenues Over/(Under) Expenses:			23,548.10	84,117.17	(113,482.17)			

Budget vs Actual

Town of Warrenton
3/1/2023 9:35:03 AM

Page 9 Of 15

Period Ending 2/28/2023

38 WATER / SEWER

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
38-351-401 Water Sales	801,660	0.00	61,930.48	122,895.93	474,654.91	(327,005.09)	59%
38-351-402 Debt Setoff WATER	78	0.00	0.00	0.00	223.50	145.50	287%
38-351-404 Sewer Services	623,274	0.00	46,992.71	93,050.35	355,980.96	(267,293.04)	57%
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	1,691.67	1,691.67	4,410.21	(13,589.79)	25%
38-351-416 Dis/Reconnection Fee	8,972	0.00	1,117.60	1,867.60	4,651.35	(4,320.65)	52%
38-351-417 Fire Sprinkler	2,302	0.00	178.14	365.88	1,463.52	(838.48)	64%
38-351-418 Late Fees/Penalty/Cut Off	1,000	0.00	2,414.05	4,457.88	14,386.66	13,386.66	1439%
38-351-419 Returned Check Fee	400	0.00	75.00	100.00	525.00	125.00	131%
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	0.00	2.11	24.87	(11.13)	69%
38-365-014 Cash Over and Short (Daily Difference)	4	0.00	0.00	0.00	(0.78)	(4.78)	-20%
38-365-410 Interest/investment Income NCCMT	23	0.00	0.00	943.63	4,549.90	4,526.90	19782%
38-365-421 Account Activation Fee	2,400	0.00	275.00	550.00	1,875.00	(525.00)	78%
38-365-851 Misc Revenue WATER	32	0.00	0.00	0.00	0.00	(32.00)	
38-381-037 Transfer In From GF	7,281	0.00	0.00	7,281.00	7,281.00	0.00	100%
38-381-070 Transfer in from ARP Grant	4,792	0.00	0.00	0.00	4,792.05	0.05	100%
38-395-396 Apropriated Fund Balance (Budget Only)	63,746	0.00	0.00	0.00	0.00	(63,746.00)	
Revenues Totals:	1,534,097	0.00	114,674.65	233,206.05	875,104.24	(658,992.76)	57%

Expenses

38-851-010 Salary Full Time	105,650	0.00	8,317.12	16,634.24	70,894.41	34,755.59	67%
38-851-014 Salary - Part Time	16,987	0.00	1,338.65	2,658.68	11,582.79	5,404.21	68%
38-851-019 Salary Over-Time	7,308	0.00	53.20	631.66	3,656.71	3,651.29	50%
38-851-020 ER-FICA Taxes	9,941	0.00	712.69	1,464.12	6,305.63	3,635.37	63%

Budget vs Actual

Town of Warrenton
3/1/2023 9:35:03 AM

Page 10 Of 15

Period Ending 2/28/2023

38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-030 ER - Retirement Orbit	19,774	0.00	1,423.94	2,895.59	12,478.01	7,295.99	63%
38-851-040 ER - Health Insurance WATER	23,979	4,772.80	1,536.62	3,120.59	13,838.95	5,367.25	78%
38-851-050 ER - Life Insurance	500	106.80	35.60	106.80	320.40	72.80	85%
38-851-060 ER - Workman's Comp	1,162	0.00	0.00	0.00	1,162.31	0.00	100%
38-851-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00	
38-851-203 Supplies	35,000	1,813.14	1,080.03	7,247.67	18,864.85	14,322.01	59%
38-851-204 Uniforms	2,220	658.82	460.20	693.87	1,561.18	0.00	100%
38-851-250 Light & Heat & Security	5,042	1,394.84	528.28	956.59	3,324.27	322.89	94%
38-851-251 Telephone & Postage	9,002	1,821.58	1,255.67	3,308.94	7,179.70	0.72	100%
38-851-252 Fuel	10,300	3,465.71	596.75	1,309.12	4,649.38	2,184.91	79%
38-851-255 Bldg. Maint/Clean Svs	3,622	655.34	9.83	101.50	2,258.87	708.12	80%
38-851-260 Electric Tank/Pumps	4,200	1,410.69	287.89	624.72	1,703.38	1,085.93	74%
38-851-296 Continuing Education	1,256	0.00	50.00	200.00	1,255.98	0.02	100%
38-851-301 Computer Maintenance	2,000	387.00	154.78	300.40	1,342.95	270.05	86%
38-851-302 Software Support	9,400	26.23	32.09	177.47	8,765.80	607.97	94%
38-851-305 Technology Upgrades	2,250	0.00	0.00	0.00	309.96	1,940.04	14%
38-851-309 Advertising	265	0.00	0.00	0.00	0.00	265.00	
38-851-310 Dues & Subscriptions	450	62.50	12.50	25.00	386.84	0.66	100%
38-851-313 State Permits	1,250	0.00	53.75	53.75	1,043.75	206.25	84%
38-851-345 Water Tank Contract	18,000	3,696.25	0.00	4,799.80	14,031.55	272.20	98%
38-851-347 Lab Analysis	1,500	650.00	140.00	355.00	850.00	0.00	100%
38-851-351 Maint. & Repair Equip	3,000	0.00	0.00	0.00	1,743.13	1,256.87	58%
38-851-352 Vehicle Maintenance	3,682	0.00	189.23	189.23	2,877.80	804.20	78%
38-851-400 Town Liability Insurance	5,260	0.00	36.22	36.22	1,328.16	3,931.84	25%
38-851-405 Audit Expense	5,334	0.00	0.00	3,258.33	5,333.34	0.66	100%
38-851-434 WS grant expense	68	0.00	0.00	68.00	68.00	0.00	100%
38-851-448 External Contract	17,013	0.00	0.00	42.50	14,273.72	2,739.28	84%
38-851-451 Water Purchase	200,000	44,451.63	17,058.50	48,763.84	125,548.37	30,000.00	85%
38-851-801 Town Hall Roof Loan - Principal	2,743	0.00	231.45	462.90	1,816.74	925.80	66%

Budget vs Actual

Town of Warrenton
3/1/2023 9:35:03 AM

Page 11 Of 15

Period Ending 2/28/2023

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-851-802 USDA Public Works Trucks - Princ Water	2,651	0.00	0.00	0.00	2,650.22	0.78	100%	
38-851-803 USDA Town Hall/WS Loan Principal	29,244	0.00	0.00	0.00	2,243.50	27,000.00	8%	
38-851-831 Town Hall Roof Loan - Interest Water	92	0.00	4.68	9.36	72.30	20.16	78%	
38-851-833 USDA Town Hall/WS Loan Interest	15,527	0.00	0.00	0.00	1,397.00	14,130.00	9%	
38-851-836 USDA Public Works Trucks - Int Water	267	0.00	0.00	0.00	266.78	0.22	100%	
38-851-896 WS 25% of GF Expense	52,654	0.00	0.00	4,879.41	31,803.20	20,850.80	60%	
38-851-998 Contingency	7,442	0.00	0.00	0.00	0.00	7,442.36		
Water Totals:	636,251	65,373.33	35,599.67	105,375.30	379,189.93	191,687.24	70%	
38-852-010 Salary - Full Time	105,650	0.00	8,317.12	16,634.24	70,894.41	34,755.59	67%	
38-852-014 Salary - Part Time	16,987	0.00	1,338.65	2,658.68	11,582.80	5,404.20	68%	
38-852-019 Salary - Over Time Sewer	7,308	0.00	117.68	928.81	3,625.97	3,682.03	50%	
38-852-020 ER - FICA Sewer	9,941	0.00	744.77	1,541.17	6,562.44	3,378.56	66%	
38-852-030 ER-Retirement Orbit	19,774	0.00	1,436.16	2,963.03	12,515.16	7,258.84	63%	
38-852-040 ER-Health Insurance SEWER	17,943	3,855.93	1,536.93	3,121.52	13,842.85	244.22	99%	
38-852-050 ER-Life Insurance	500	108.72	36.24	108.72	326.16	65.12	87%	
38-852-060 ER-Workman's Comp	1,162	0.00	0.00	0.00	1,162.31	0.00	100%	
38-852-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00		
38-852-203 Supplies	30,394	1,719.74	1,078.48	5,444.64	21,805.66	6,868.60	77%	
38-852-204 Uniforms	2,220	659.00	460.14	693.78	1,561.00	0.00	100%	
38-852-250 Light & Heat & Security	6,000	1,456.39	528.27	956.54	3,262.69	1,280.92	79%	
38-852-251 Telephone & Postage	8,978	1,821.49	1,255.63	3,308.85	7,155.70	0.81	100%	
38-852-252 Fuel	10,300	3,465.76	596.75	1,309.11	4,649.32	2,184.92	79%	
38-852-255 Bldg. Maint/Clean Svs	3,622	655.34	9.83	101.50	2,258.88	708.11	80%	
38-852-260 Electric Tank/Pumps	9,000	1,872.23	933.65	1,979.99	6,627.77	500.00	94%	
38-852-296 Continuing Education	720	0.00	570.00	720.00	720.00	0.00	100%	

Budget vs Actual

Town of Warrenton
3/1/2023 9:35:03 AM

Page 12 Of 15

Period Ending 2/28/2023

38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-852-301 Computer Maint.	2,000	387.00	154.79	300.41	1,342.96	270.04	86%
38-852-302 Software Support	9,400	26.26	32.08	177.45	8,765.77	607.97	94%
38-852-305 Technology Upgrades	2,250	0.00	0.00	0.00	234.70	2,015.30	10%
38-852-309 Advertising	683	0.00	0.00	0.00	326.63	356.37	48%
38-852-310 Dues & Subscriptions	450	62.50	12.50	25.00	386.83	0.67	100%
38-852-313 State Permits	1,500	0.00	53.75	53.75	153.75	1,346.25	10%
38-852-351 Maint & Repair Equip	3,000	0.00	0.00	0.00	1,743.12	1,256.88	58%
38-852-352 Vehicle Maintenance	3,682	0.00	189.23	189.23	2,877.75	804.25	78%
38-852-400 Liability Insurance	5,552	0.00	36.23	36.23	1,401.45	4,150.55	25%
38-852-405 Audit Expense	5,334	0.00	0.00	3,258.33	5,333.34	0.66	100%
38-852-434 WS Grant Expense	68	0.00	0.00	68.00	68.00	0.00	100%
38-852-435 Purchase of Sewer Services	383,532	0.00	0.00	31,910.04	191,371.95	192,160.05	50%
38-852-448 External Contract	17,000	0.00	750.00	1,792.50	15,254.09	1,745.91	90%
38-852-473 WWTP Rehab Annual Payment	25,700	0.00	0.00	0.00	0.00	25,700.00	
38-852-801 Town Hall Roof Loan - Principal	2,743	0.00	231.45	462.90	1,816.74	925.80	66%
38-852-802 USDA Public Works Trucks - Princ Sewer	2,650	0.00	0.00	0.00	2,650.22	0.00	100%
38-852-803 USDA Town Hall/WS Loan Principal	29,244	0.00	0.00	0.00	2,243.50	27,000.00	8%
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,839	0.00	0.00	0.00	0.00	14,839.00	
38-852-809 John Riggans Easement Pmt	1,000	0.00	0.00	1,000.00	1,000.00	0.00	100%
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	0.00	0.00	0.00	0.00	13,750.00	
38-852-831 Town Hall Roof Loan - Interest Sewer	91	0.00	4.68	9.36	72.30	18.72	79%
38-852-833 USDA Town Hall/WS Loan Interest	15,527	0.00	0.00	0.00	1,397.00	14,130.00	9%
38-852-836 USDA Public Works Trucks - Int Sewer	267	0.00	0.00	0.00	266.78	0.22	100%

Budget vs Actual

Town of Warrenton
3/1/2023 9:35:03 AM

Page 13 Of 15

Period Ending 2/28/2023

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	3,025	0.00	0.00	0.00	1,512.50	1,512.50	50%	
38-852-896 WS 25% of GF Expense	52,654	0.00	0.00	4,879.41	31,803.18	20,850.82	60%	
38-852-998 Contingency	7,866	0.00	0.00	0.00	0.00	7,865.58		
Sewer Expenses Totals:	854,521	16,090.36	20,425.01	86,633.19	440,575.68	397,854.46	53%	
38-901-039 Transfer Out to WWTP Fund 39	43,326	0.00	43,326.00	43,326.00	43,326.00	0.00	100%	
Transfers Out Totals:	43,326	0.00	43,326.00	43,326.00	43,326.00	0.00	100%	
Expenses Totals:	1,534,097	81,463.69	99,350.68	235,334.49	863,091.61	589,541.70	62%	
38 WATER / SEWER Revenues Over/(Under) Expenses:			15,323.97	(2,128.44)	12,012.63			

Budget vs Actual

Town of Warrenton
3/1/2023 9:35:03 AM

Page 14 Of 15

Period Ending 2/28/2023

39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
39-351-405 Septic Disposal Service	56,940	0.00	8,710.00	10,035.00	41,560.00	(15,380.00)	73%
39-351-470 Town Sewer Revenues	383,532	0.00	0.00	31,910.04	191,371.95	(192,160.05)	50%
39-351-471 Sewer Revenues - County	206,141	0.00	0.00	17,062.02	102,324.91	(103,816.09)	50%
39-351-472 Sewer Rev Norlina	224,101	0.00	0.00	18,734.37	112,354.37	(111,746.63)	50%
39-365-001 Interest Income	2	0.00	0.00	0.02	0.98	(1.02)	49%
39-381-038 Transfer In from Water/Sewer	43,326	0.00	43,326.00	43,326.00	43,326.00	0.00	100%
Revenues Totals:	914,042	0.00	52,036.00	121,067.45	490,938.21	(423,103.79)	54%
Expenses							
39-861-010 Salary - Full Time	186,071	0.00	14,502.06	29,507.52	123,888.98	62,182.02	67%
39-861-014 Salary - Part Time	17,097	0.00	1,379.07	2,668.66	10,231.55	6,865.45	60%
39-861-019 Over-Time	15,869	0.00	393.62	752.11	5,736.44	10,132.56	36%
39-861-020 ER-FICA Taxes	16,756	0.00	1,145.35	2,319.71	9,898.57	6,857.43	59%
39-861-030 ER - Retirement Orbit	39,040	0.00	2,578.56	5,150.47	22,058.64	16,981.36	57%
39-861-040 ER- Health Insurance	32,198	7,841.52	2,537.69	5,150.75	22,735.88	1,620.60	95%
39-861-050 ER-Life Insurance	625	150.72	50.24	150.72	452.16	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	8,628.43	1,660.27	16,691.34	34,344.50	14,027.07	75%
39-861-204 Uniforms	3,120	955.55	630.67	963.96	2,164.45	0.00	100%
39-861-250 Light, Heat & Security	105,000	38,982.19	0.00	10,702.80	61,303.81	4,714.00	96%
39-861-251 Telephone & Postage	9,544	1,885.01	1,788.33	3,601.76	7,658.07	0.92	100%
39-861-252 Fuel	10,250	4,469.86	481.21	1,077.40	5,207.71	572.43	94%
39-861-296 Continuing Education	2,000	0.00	270.00	570.00	925.00	1,075.00	46%
39-861-301 Computer Maint.	3,885	774.00	316.75	621.69	2,695.13	415.87	89%
39-861-302 Software Support	4,047	26.26	32.08	640.33	4,020.73	0.01	100%
39-861-305 Technology Upgrades	2,000	0.00	0.00	0.00	234.70	1,765.30	12%
39-861-309 Advertising	1,000	0.00	0.00	0.00	636.50	363.50	64%
39-861-310 Dues & Subscriptions	135	0.00	0.00	0.00	135.33	0.01	100%

Budget vs Actual

Town of Warrenton
3/1/2023 9:35:03 AM

Page 15 Of 15

Period Ending 2/28/2023

39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
39-861-318 Freight Charges	1,775	274.82	348.32	534.32	1,499.34	0.84	100%
39-861-342 Maint & Repair Plant	46,930	600.00	2,000.00	2,660.00	46,329.40	0.60	100%
39-861-344 Sludge Removal	70,000	25,043.00	10,579.50	10,579.50	35,457.00	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	102.50	1,763.87	7,277.09	1,722.91	81%
39-861-347 Lab Analysis	18,565	6,741.50	1,862.50	3,004.00	10,341.50	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	0.00	0.00	174.00	174.00	826.00	17%
39-861-352 Vehicle Maintenance	4,750	0.00	169.09	169.09	2,165.14	2,584.86	46%
39-861-400 Liability Insurance	14,624	0.00	72.45	72.45	3,683.00	10,941.00	25%
39-861-405 Audit Expense	10,667	0.00	0.00	6,516.67	10,666.66	0.34	100%
39-861-441 Certify Lab Services	1,000	0.00	0.00	0.00	100.00	900.00	10%
39-861-444 Permits & Fees	14,535	2,925.00	925.00	1,675.00	11,610.00	0.00	100%
39-861-446 Influent Debris Removal	6,042	2,100.00	522.34	1,049.50	3,912.84	29.16	100%
39-861-447 WWTP Grant Expense	43,326	0.00	0.00	0.00	0.00	43,326.00	
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	4,611.43	33,446.47	23,334.53	59%
39-861-998 Contingency	403	0.00	0.00	0.00	0.00	402.66	
WWTP - Expenses Totals:	835,216	101,397.86	44,347.60	113,379.05	483,249.80	250,568.34	70%
39-901-055 Transfer Out to WWTP Grant	78,826	0.00	78,826.00	78,826.00	78,826.00	0.00	100%
Fund 55							
Transfers Out Totals:	78,826	0.00	78,826.00	78,826.00	78,826.00	0.00	100%
Expenses Totals:	914,042	101,397.86	123,173.60	192,205.05	562,075.80	250,568.34	73%
39 WWTP Revenues Over/(Under) Expenses:			(71,137.60)	(71,137.60)	(71,137.59)		

Check Listing

Date From: 2/1/2023 Date To: 2/28/2023

Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton
03/01/2023 09:41 AM

Page: 1 of 4

Check Number	Bank	Vendor	Date	Amount
65803	30	WPCSOCC	02/06/2023	<u>\$85.00</u>
65804	30	WPCSOCC	02/06/2023	<u>\$85.00</u>
65805	30	AAA GAS AND APPLIANCE CO.	02/07/2023	<u>\$346.28</u>
65806	30	DUKE ENERGY PROGRESS	02/07/2023	<u>\$118.28</u>
65807	30	FOSTER SEPTIC TANK CLEANING	02/07/2023	<u>\$1,750.00</u>
65808	30	GALLS QUARTERMASTER	02/07/2023	<u>\$312.74</u>
65809	30	H.B. Poythress & Assoc.LLC	02/07/2023	<u>\$505.24</u>
65810	30	INVOICE CLOUD, INC.	02/07/2023	<u>\$282.15</u>
65811	30	JAMES HERBERT DOVE-EDWIN	02/07/2023	<u>\$77.71</u>
65812	30	Meredith Valentine	02/07/2023	<u>\$36.00</u>
65813	30	MERITECH INC	02/07/2023	<u>\$2,002.50</u>
65814	30	PETE SMITH TIRE & QUICK LUBE, INC	02/07/2023	<u>\$171.99</u>
65815	30	PROFESSIONAL MAIL SERVICES, INC	02/07/2023	<u>\$2.93</u>
65816	30	PROFESSIONAL MAIL SERVICES, INC	02/07/2023	<u>\$0.87</u>
65817	30	QUILL CORPORATION	02/07/2023	<u>\$81.16</u>
65818	30	Spectrum Business	02/07/2023	<u>\$169.98</u>
65819	30	UNITED PARCEL SERVICE	02/07/2023	<u>\$60.00</u>
65820	30	WARREN COUNTY PUBLIC UTILITIES	02/07/2023	<u>\$17,058.50</u>
65821	30	WILSON'S WATER SERVICES	02/07/2023	<u>\$825.00</u>
65822	30	WPCSOCC	02/07/2023	<u>\$100.00</u>
65823	30	WRIGHT EXPRESS FSC	02/07/2023	<u>\$1,261.15</u>
65824	30	BLUE RIDGE SPRINGS, INC	02/08/2023	<u>\$169.75</u>
65825	30	CAROLINA DIGITAL PHONE INC	02/08/2023	<u>\$316.00</u>
65826	30	Community Eye Care	02/08/2023	<u>\$101.40</u>
65827	30	DOCUMENT SYSTEMS, INC	02/08/2023	<u>\$447.05</u>
65828	30	DUKE ENERGY PROGRESS	02/08/2023	<u>\$1,898.81</u>
65829	30	FRONTIER NATURAL GAS	02/08/2023	<u>\$331.11</u>
65830	30	FRONTIER NATURAL GAS	02/08/2023	<u>\$146.30</u>
65831	30	FRONTIER NATURAL GAS	02/08/2023	<u>\$258.98</u>
65832	30	INVOICE CLOUD, INC.	02/08/2023	<u>\$154.60</u>
65833	30	NC LEAGUE OF MUNICIPALITIES	02/08/2023	<u>\$1,561.00</u>
65834	30	NCWTFO CERTIFICATION BOARD	02/08/2023	<u>\$50.00</u>

Check Listing

Date From: 2/1/2023 Date To: 2/28/2023

Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton
03/01/2023 09:41 AM

Page: 2 of 4

Check Number	Bank	Vendor	Date	Amount
65835	30	NEWCOMB TECH	02/08/2023	<u>\$1,182.79</u>
65836	30	NORTH CAROLINA 811, INC	02/08/2023	<u>\$25.00</u>
65837	30	TRI-COUNTY POWER EQUIPMENT INC	02/08/2023	<u>\$343.90</u>
65838	30	WALKER AUTO STORES	02/08/2023	<u>\$321.92</u>
65839	30	WARREN AUTO PARTS, INC.	02/08/2023	<u>\$514.85</u>
65840	30	WARREN COUNTY PUBLIC WORKS	02/08/2023	<u>\$1,821.73</u>
65841	30	MONCURE HOMES	02/09/2023	<u>\$13,650.00</u>
65842	30	MONCURE HOMES LLC and IDA PIERCE	02/09/2023	<u>\$157,464.00</u>
65843	30	PRO, INC.	02/09/2023	<u>\$2,500.00</u>
65844	30	All American Welding & Machine, LLC	02/09/2023	<u>\$533.75</u>
65845	30	AT&T MOBILITY II LLC	02/09/2023	<u>\$2,717.51</u>
65846	30	DUKE ENERGY PROGRESS	02/09/2023	<u>\$183.83</u>
65847	30	KERR-TAR REG COUNCIL OF GOV	02/09/2023	<u>\$3,456.00</u>
65848	30	PETE SMITH TIRE & QUICK LUBE, INC	02/09/2023	<u>\$412.51</u>
65849	30	WRIGHT EXPRESS FSC	02/09/2023	<u>\$1,992.44</u>
65850	30	GFL ENVIRONMENTAL	02/13/2023	<u>\$522.34</u>
65851	30	GRANVILLE FARMS, INC.	02/13/2023	<u>\$1,500.00</u>
65852	30	McKenzy LAUREN HART	02/13/2023	<u>\$150.00</u>
65853	30	WALKER AUTO STORES	02/13/2023	<u>\$64.59</u>
65854	30	WAYPOINT ANALYTICAL	02/13/2023	<u>\$19.15</u>
65855	30	WOMACK PUBLISHING CO. INC.	02/13/2023	<u>\$184.25</u>
65856	30	AMAZON CAPTIAL SERVICES, INC.	02/14/2023	<u>\$237.29</u>
65857	30	DUKE ENERGY PROGRESS	02/14/2023	<u>\$2,066.03</u>
65858	30	GARY V. WILLIAMS	02/14/2023	<u>\$1,400.00</u>
65859	30	NC RURAL WATER ASSOCIATION	02/14/2023	<u>\$570.00</u>
65860	30	PETE SMITH TIRE & QUICK LUBE, INC	02/14/2023	<u>\$1,217.30</u>
65861	30	UNITED PARCEL SERVICE	02/14/2023	<u>\$185.24</u>
65862	30	US CELLULAR	02/14/2023	<u>\$891.58</u>
65863	30	WARREN AUTO PARTS, INC.	02/14/2023	<u>\$111.99</u>
65864	30	Cash	02/15/2023	<u>\$100.00</u>
65865	30	FIRST CITIZENS BANK	02/15/2023	<u>\$3,480.36</u>
65866	30	BRIGHTSPEED COMMUNICATIONS	02/17/2023	<u>\$289.42</u>

Check Listing

Date From: 2/1/2023 Date To: 2/28/2023

Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton
03/01/2023 09:41 AM

Page: 3 of 4

Check Number	Bank	Vendor	Date	Amount
65867	30	CNA SURETY DIRECT BILL	02/17/2023	\$289.80
65868	30	DUKE ENERGY PROGRESS	02/17/2023	\$160.23
65869	30	NC Quick Pass	02/17/2023	\$1.46
65870	30	PROFESSIONAL MAIL SERVICES, INC	02/17/2023	\$604.37
65871	30	TIME WARNER CABLE	02/17/2023	\$117.97
65872	30	TIME WARNER CABLE	02/17/2023	\$182.97
65873	30	WALKER AUTO STORES	02/17/2023	\$27.74
65874	30	SUMMIT Engineering, Laboratory & Testing Inc.	02/17/2023	\$785.00
65875	30	AMAZON CAPTIAL SERVICES, INC.	02/21/2023	\$144.09
65876	30	DOCUMENT SYSTEMS, INC	02/21/2023	\$48.55
65877	30	GALLS QUARTERMASTER	02/21/2023	\$105.67
65878	30	GRANVILLE FARMS, INC.	02/21/2023	\$9,079.50
65879	30	H.G. REYNOLDS COMPANY, INC	02/21/2023	\$69,390.84
65880	30	MOBILE COMMUNICATIONS AMERICA	02/21/2023	\$156.92
65881	30	PETE SMITH TIRE & QUICK LUBE, INC	02/21/2023	\$177.72
65882	30	United Healthcare	02/21/2023	\$13,751.39
65883	30	UNUM LIFE INSURANCE COMPANY OF AMERICA	02/21/2023	\$571.16
65884	30	DUKE ENERGY PROGRESS	02/21/2023	\$198.27
65885	30	INFORMATION TECHNOLOGY SERVICE	02/21/2023	\$164.05
65886	30	Joe Burchett	02/21/2023	\$107.50
65887	30	KING'S FITNESS & NUTRITION CENTER	02/21/2023	\$330.00
65888	30	NC DEPT. OF ENVIRONMENTAL QUALITY	02/21/2023	\$100.00
65889	30	NEWCOMB TECH	02/21/2023	\$40.03
65890	30	QUILL CORPORATION	02/21/2023	\$51.01
65891	30	UNIFIRST CORPORATION	02/21/2023	\$1,148.36
65892	30	UNITED PARCEL SERVICE	02/21/2023	\$103.08
65893	30	V H BLACKINTON CO INC	02/21/2023	\$13.00
65894	30	WARREN AUTO PARTS, INC.	02/21/2023	\$76.13
65895	30	J AND L LAND SOLUTIONS, LLC	02/22/2023	\$10,200.00
65896	30	FRONTIER NATURAL GAS	02/23/2023	\$222.00
65897	30	FRONTIER NATURAL GAS	02/23/2023	\$129.54
65898	30	HUMANA SPECIALTY BENEFITS	02/23/2023	\$29.38

Check Listing

Date From: 2/1/2023 Date To: 2/28/2023
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton
03/01/2023 09:41 AM

Page: 4 of 4

Check Number	Bank	Vendor	Date	Amount
65899	30	iWorQ Systems Inc	02/23/2023	\$3,200.00
65900	30	VAUGHAN & SON AUTOBODY	02/23/2023	\$1,000.00
65901	30	WARREN AUTO PARTS, INC.	02/23/2023	\$51.21
65902	30	HOLLAND INDUSTRIAL	02/23/2023	\$371.30
65903	30	MUNICIPAL INSURANCE TRUST	02/23/2023	\$802.99
65904	30	QUILL CORPORATION	02/23/2023	\$218.78
65905	30	UNIFIRST CORPORATION	02/23/2023	\$1,465.37
65906	30	J AND L LAND SOLUTIONS, LLC	02/23/2023	\$12,400.00
65907	30	AMAZON CAPTIAL SERVICES, INC.	02/24/2023	\$76.76
65908	30	CHADWICK INSTRUMENT SERVICE	02/24/2023	\$1,067.50
65909	30	PRUDENTIAL RETIREMENT	02/24/2023	\$1,272.36
65910	30	TRI-COUNTY POWER EQUIPMENT INC	02/24/2023	\$62.77
65911	30	WALTER GARDNER	02/24/2023	\$87.29
65912	30	VAUGHAN & SON AUTOBODY	02/28/2023	\$500.00
65913	30	COLUMBIAN MUTUAL LIFE INS CO	02/28/2023	\$37.20
65914	30	FRONTIER NATURAL GAS	02/28/2023	\$273.42
65915	30	RJA FIRE EXTINGUISHERS SALES & SERVICE, INC.	02/28/2023	\$62.98
65916	30	UNIFIRST CORPORATION	02/28/2023	\$1,145.02
65917	30	VERIZON WIRELESS	02/28/2023	\$320.08
115	Checks Totaling -			\$363,800.01

Totals By Fund

	Checks	Voids	Total
34	\$1,247.59		\$1,247.59
36	\$952.64		\$952.64
37	\$33,816.79		\$33,816.79
38	\$32,455.38		\$32,455.38
39	\$25,709.02		\$25,709.02
55	\$69,390.84		\$69,390.84
67	\$197,027.75		\$197,027.75
70	\$3,200.00		\$3,200.00
Totals:	\$363,800.01		\$363,800.01

Memo

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

Water and Sewer

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

- **Completed Water and Sewer System Maintenance/Repair Related Information:** (1) Emergency Repair. Sewer Main located on Peck manufacturing Property. Pumped sewer from manhole just upstream from sewer main repair. Contractor: Foster Septic Tank Cleaning (Labor and Materials - \$750.00).

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) - \$750.00

- **Water and Sewer Adjustment Request:** For consideration at the March 13, 2023, meeting of the Board of Commissioners. **Charaine Hargrove** – 110 Deer Run DR, Apt. no. 103, Account #004-0001940-4. Billing Period: 12-15-22 to 1-17-23. Leak occurred at hot water heater. Normal usage 1,000. Request is for sewer adjustment of 42,000 gallons at \$14.65/1000. Total \$615.30. Adjustment recommended by staff.

Streets and Sanitation

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

Memo

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

- **Pending Equipment Repairs:** **(1)** Effluent filter controls – Safety issue - Replace cylinders and control mechanism for valves located in pit area of filter building. **(2)** Sand blast and refinish site metal structures. **(Estimated Cost – Refinishing remaining structures - \$58,000)**

- **Completed Plant Maintenance/Repair Related Information:** No Repair Expense to report.

Total cost for Repairs (Account No. 39-861-342) - \$00.00

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month; 13.92 million gallons were treated.

Activity Detail Summary (by Category)

Warrenton Police Department

(02/01/2023 - 02/28/2023)

Incident\Investigations

23G - Theft of Motor Vehicle Parts or Accessories	1
23H - All Other Larceny	3
250 - Counterfeiting/Forgery	2
26A - False Pretenses/Swindle/Confidence Game	1
35A - Drug/Narcotic Violations	2
35B - Drug Equipment Violations	2
90D - Driving Under the Influence	2
90G - Liquor Law Violations	1
90J - Trespass of Real Property	1
90Z - All Other Offenses	17
Total Offenses	32
Total Incidents	12

Arrests

23H - All Other Larceny	1
35A - Drug/Narcotic Violations	1
35B - Drug Equipment Violations	1
90D - Driving Under the Influence	2
90Z - All Other Offenses	6
Total Charges	11
Total Arrests	4

Accidents

Total Accidents	0
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Citations

Driving While License Revoked	3
No Operator License	1
Other (Infraction)	2
Running Red Light	1

Activity Detail Summary (by Category)

Warrenton Police Department

(02/01/2023 - 02/28/2023)

Citations

Speeding (Infraction)	7
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Secondary Charge	9
------------------	---

Total Charges	23
---------------	----

Total Citations	14
-----------------	----

Warning Tickets

Total Charges	0
---------------	---

Total Warning Tickets	0
-----------------------	---

Ordinance Tickets

Fire Hydrant Violation	1
------------------------	---

Fire Lane Violation	2
---------------------	---

No Parking Zone Violation	2
---------------------------	---

Parking Left Side to Curb	1
---------------------------	---

Total Ordinance Tickets	6
-------------------------	---

Criminal Papers

Total Criminal Papers Served	0
------------------------------	---

Total Criminal Papers	0
-----------------------	---

Civil Papers

Total Civil Papers Served	0
---------------------------	---

Total Civil Papers	0
--------------------	---

Activity Log Event Summary (Cumulative Totals)

Warrenton Police Department

(02/01/2023 - 02/28/2023)

911 Hang-up	3	Abandoned Vehicle	1
Accident	4	Alarm Activation	21
Arrest	1	Assist Highway Patrol	1
Assist Motorist	2	Assist WC EMS	10
Assist WCSO	13	Check Station/ Checkpoint	3
Citation	1	Communicating Threats	2
Complaint	3	Disabled Vehicle	3
Disturbance	2	Domestic	1
DWI	2	Escort	3
Follow up Investigation	9	Foot Patrol	3
Found Property/Item	1	Fraud	2
Funeral Escort	1	Injury to Personal Property	1
Investigation and/or Interview	2	Juvenile Issues	1
Larceny	3	Loitering	1
Lost property	1	Mental Patient	1
Non Law Enforcement Issue	3	Ordinance Violation	4
Other	1	Parking Violation	8
Patrol	32	Property Check – Business	67
Speeding to Elude Arrest	2	Suspicious Person / Vehicle	9
Talk with Officer	3	Traffic Control	2
Traffic Stop	71	Vehicle Maintenance	5
Welfare Check	1		

Total Number Of Events: 310



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

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

BOC Meeting February 2023 – Action Items Checklist

1. Execute annexation resolution, file copy of resolution with Register of Deeds, update Ordinance Book as addition to Table 1. (cont.)
 - ✓ Done for Hayley Haywood property. Mayor reviewing other annexed properties.
2. Update zoning map with changes to Holland Bland Road (Michael Bernstein parcel). Prepare zoning map for update with BOC. (cont.)
3. Update ordinances with Bar and Adult additions.
 - ✓ Waiting to update all ordinance changes
4. Add Meter Tampering ordinance to master copy of ordinances
 - ✓ Waiting to update all ordinance changes
5. Strike “private or” and add “where” to Parking Oversized Vehicles ordinance and add to master copy of ordinances
 - ✓ Waiting to update all ordinance changes
6. Inform nuisance properties of violations and final notice
 - ✓ Awaiting pending software implementation of iWorQ, so that have long term records
7. Investigate planter positions on E. Market at Front Street
 - ✓ Underway
8. Investigate additional language and address questions on Tree Canopy and Panhandling ordinances
 - ✓ Underway
9. Update HDC and Revitalization Committee Lists
 - ✓ Done
10. Pothole and curbing at Post Office along Fairview Street needs attention
 - ✓ Done
11. Update Axe Throwing and Tethering Ordinances for March BOC meeting
 - ✓ Done
12. Execute MOU for NC Commerce Planning project
 - ✓ Done
13. Provide Agreement with Henderson Fruit & Produce in March BOC Packet
 - ✓ Done

14. Work with Public Works Committee of board on W/S Access Fees
15. Provide Sexual Abuse Policy to attorney prior to insurance provider
 - ✓ Approved by Mitch, gathering signatures
16. Issue Game Room Permit for 109 S. Hall Street
 - ✓ Done
17. Execute backup ORC agreement
 - ✓ Done
18. Surplus two Public Works trucks
 - ✓ Receiving bids through March 15.



Walter M. Gardner, Jr. – Mayor
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STATUS OF GRANTS

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

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

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

- Final closeout documents received from NC Commerce. Final Annual Report due July 2023.

(Fund 67) NC Neighborhood Revitalization Program

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

(Fund 68) Building Reuse Grant

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

(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 still pending.

(Fund 71) Brownfield Grant

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

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

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

Grant Applications Pending:

- FEMA Hazard Mitigation grant – for berm to prevent flooding at WWTP

Division of Water Infrastructure

Change Order Checklist

To be considered for eligibility, the following information must be submitted for an eligibility determination (approval). The Division will send a letter indicating what costs are eligible for funding to the project owner and engineer.

Owner:	Town of Warrenton
Project Name:	Town of Warrenton -WWTP Rehabilitation
Loan Project No.:	E-SRP-W-17-0038
Change Order No.:	7
Contract No.:	1
Contractor Name:	H.G Reynolds

CHANGE ORDER DOCUMENTATION:

One (1) original properly executed change order with **original signatures including each signatory's printed name and title is required.** An unexecuted copy may be submitted for a preliminary eligibility determination. All supporting documentation must be provided including the following, as applicable:

- ✓ Federal and/or State Project number(s) shown on the change order.
- ✓ Clear description of **each** change.
- ✓ Detailed justification to identify the need for **each** change.
- ✓ Summary and cost documentation which may include:
 - Unit price cost,
 - Lump sum for item or task,
 - Contractors cost breakdown,
 - Equipment invoices, and
 - Engineer's independent cost estimate, as applicable based on complexity of change order.

Copy of the new, revised or noted, highlighted and/or red-lined contract drawings and/or specifications showing and describing the change.

Date of Issuance: 1/27/2022

Effective Date: 1/27/2022

Owner: Town of Warrenton

Owner's Contract No.:

Contractor: H.G Reynolds

Contractor's Project No.: 1295

Engineer: Municipal Engineering, Inc.

Engineer's Project No.: G17077

Project: Town of Warrenton WWTP Rehabilitation

Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description: This change order includes the work to demo and dispose of the existing interior doors, replace the main switch, provide a backup generator for outages, and provide a second backup generator per the owners request.

Attachments: Contractor's Change Order Proposal #10, Contractor's Change Order Proposal #14, and Contractor's Application for Payment #14

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>1,673,792.00</u>	Original Contract Times: Substantial Completion: <u>270</u> Ready for Final Payment: <u>300</u> days or dates
Increase from previously approved Change Orders No. <u>5</u> to No. <u>6</u> : \$ <u>1,302.80</u>	Increase from previously approved Change Orders No. <u>5</u> to No. <u>6</u> : Substantial Completion: <u>0</u> Ready for Final Payment: <u>0</u> days
Contract Price prior to this Change Order: \$ <u>1,744,250.79</u>	Contract Times prior to this Change Order: Substantial Completion: <u>328</u> Ready for Final Payment: <u>358</u> days or dates
Increase of this Change Order: \$ <u>78,828.26</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>0</u> Ready for Final Payment: <u>0</u> days or dates
Contract Price incorporating this Change Order: \$ <u>1,823,079.05</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>328</u> Ready for Final Payment: <u>358</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Engineer (if required)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Title: _____	Title _____	Title _____
Date: _____	Date _____	Date _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

Town of Warrenton- WWTP Rehabilitation

Change Order #7

G17077

Contractor's Change Order Proposal #10

Direct Costs	Description	Cost
1	Labor	\$4,000.00
2	S.S. and insurance on labor	\$1,800.0
3	Material	\$400.00
4	Sales Tax	\$27.00
5	Equipment	\$300.00

Subtotal	\$6,527.00
O&P on Subcontract 5%	\$0.00
O&P on Gen Contract 15%	\$979.05
Subtotal	\$7,506.05
Insurance/Bond 2%	\$150.15
Total	\$7,656.17

Description of Change Order

This change order includes the work to demo and dispose of the existing interior doors. This includes installing and taking measures to keep dust from spreading through the building. The Town of Warrenton's and Engineer's expectations is the demolition work and the final completed construction will leave the surrounding floor, ceiling, walls, and stationary office equipment in as good or better condition (including paint finish) and the dust and other construction debris will be contained from other parts of the building.

Engineer's Cost Estimate

Activity/Item	Estimated Cost
Labor	\$4,000.00
S.S. and insurance on labor	\$1,800.0
Material	\$400.00
Sales Tax	\$27.00
Equipment	\$300.00
Total	\$6,527.00

Town of Warrenton- WWTP Rehabilitation

Change Order #7

G17077

Contractor's Change Order Proposal #14

Equipment Item No.	Description	Cost
1	Replace Main Switch	\$24,510.00
2	Back-Up Generator	\$20,742.00
3	Second Back-Up Generator	\$21,200.00

Subtotal	\$66,452.00
O&P on Subcontract 5%	\$3,322.6
O&P on Gen Contract 15%	\$0.00
Subtotal	\$69,774.60
Insurance/Bond 2%	\$1,395.49
Total	\$71,170.09

Description of Change Order

This change order will include three main tasks: Replacing the main switch, providing a backup generator, and providing a second backup generator.

The existing bolt-lock main switch, sub-main switches, and enclosures will be removed and disposed of. A new switchboard, 1200 amp main circuit breaker, instantaneous ground fault assembly, sum-main main circuit breakers, and enclosure will be furnished and installed with one factory start up.

A new portable 250kw backup generator will be installed. This will allow for backup power in case of an outage.

A second portable 350kw backup generator will also be installed to provide power in an outage, per the owner's request.

Engineer's Cost Estimate

Activity/Item	Estimated Cost
Replace Main Switch	\$24,500.00
Back-Up Generator	\$20,700.00
Second Back-Up Generator	\$21,200.00
Total	\$66,400.00

Town of Warrenton- WWTP Rehabilitation

Change Order #7

G17077

Original Contract Price	\$1,673,792.00
Contract Price Prior to Change order	\$1,744,250.79
Change order #7 Addition: Contractor's Change Order Proposal #10	\$7,656.17
Change order #7 Addition: Contractor's Change Order Proposal #14	\$71,170.09
Change order #7 Addition: Total	\$78,828.26
Total Contract Price	\$1,823,079.05

H. G. REYNOLDS COMPANY, INC.

PROPOSAL

CHANGE EVENT

Change Order

21-Dec-22

PROJECT: Warrenton WWTP

PROPOSAL NO.:

10

DESCRIPTION: Demo existing interior doors & Dispose of them

A. DIRECT COSTS:			
1. Labor (per breakdown attached)		\$4,000.00	
2. S. S. and insurance on labor		\$1,800.00	
3. Material (per breakdown attached)		\$400.00	
4. Sales tax on materials		\$27.00	
5. Equipment (per breakdown attached)		\$300.00	
6. Subcontract cost (per attached schedule)		\$0.00	
7. Direct supervision cost (per attached schedule)		\$0.00	
8. Other direct costs _____	\$	_____	
9. FREIGHT		\$0.00	
10. _____	\$	_____	
11. _____	\$	_____	
12. _____	\$	_____	
SUBTOTAL			\$6,527.00
B. INDIRECT COSTS:			
1. Off-site supervision	\$	_____	
2. Project scheduling changes	\$	_____	
3. Home office overhead	\$	_____	
4. Project interruption costs	\$	_____	
5. Other indirect costs _____	\$	_____	
6. _____	\$	_____	
SUBTOTAL			\$0.00
C. CONSEQUENTIAL COSTS:			
1. Strikes	\$	_____	
2. Weather effects	\$	_____	
3. Acts beyond Contractor's control	\$	_____	
4. Cost of approval delays that alter schedule	\$	_____	
5. Delay in payments or retainage	\$	_____	
6. Delay in Contract work or close out	\$	_____	
7. Acceleration	\$	_____	
8. Other consequential costs _____	\$	_____	
SUBTOTAL			\$0.00
SUBTOTAL (A+B+C)			\$6,527.00
OVERHEAD AND PROFIT ON SUBCONTRACT 5%			\$0.00
OVERHEAD AND PROFIT ON GENERAL CONTRACT 15%			\$979.05
SUBTOTAL			\$7,506.05
G. L. INSURANCE/BOND 2%			\$150.12
TOTAL CHANGE ORDER			\$7,656.17

DIRECT SUPERVISION COST

Change Order

PROJECT: Warrenton WWTP

PROPOSAL NO: PROPOSAL NO.:

10

DESCRIPTION: Demo existing interior doors & Dispose of them

1. PROPOSAL PREPARATION

a. Research	Hrs. @	\$90.00 /Hr.	\$0.00
b. Design	Hrs. @	\$90.00 /Hr.	\$0.00
c. Design review / verification	Hrs. @	\$90.00 /Hr.	\$0.00
d. Site inspections	Hrs. @	\$90.00 /Hr.	\$0.00
e. Travel	Mi. @	\$2.00 /Mi.	\$0.00
f. Coordination of trades	Hrs. @	\$90.00 /Hr.	\$0.00
g. Coordination of utilities	Hrs. @	\$90.00 /Hr.	\$0.00
h. Clarifications	Hrs. @	\$90.00 /Hr.	\$0.00
i. Telephone calls	Hrs. @	\$90.00 /Hr.	\$0.00
j. Telephone company charges			\$0.00
k. Proposal construction	Hrs. @	\$90.00 /Hr.	\$0.00
l. Secretarial work	Hrs. @	\$35.00 /Hr.	\$0.00
m. Photographs	Ea. @	/Ea.	\$0.00
n. Estimating	Hrs. @	\$90.00 /Hr.	\$0.00
o. Postage/shipping/handling	@	/	\$0.00
p.	@	/	\$0.00
q.	@	/	\$0.00

2. PROSECUTION OF THE WORK

a. Field coordination	Superintendent	0 Hrs. @	\$65.00 /Hr.	\$0.00
b. Site inspections		Hrs. @	\$65.00 /Hr.	\$0.00
c. Travel		0 Mi. @	\$1.00 /Mi.	\$0.00
d. Test		@	/Ea.	\$0.00
e. Photographs		@	/Ea.	\$0.00
f. Telephone calls		Hrs. @	\$50.00 /Hr.	\$0.00
g. Telephone company charges				\$0.00
h. Secretarial work		Hrs @	\$20.00 /Hr.	\$0.00
i.		@	/Hr.	\$0.00
j.		@	/Hr.	\$0.00

3. TOTAL DIRECT COST

.....

\$0.00

21-Dec-22

10

DESCRIPTION: Demo existing interior doors & Dispose of them

[illegible]

H. G. REYNOLDS COMPANY, INC.

PROPOSAL

CHANGE EVENT Change Order

21-Dec-22

PROJECT: Warrenton WWTP Rehab

PROPOSAL NO.:

14

DESCRIPTION: Replace Main Switch & Provide Back up Generator revised 12.21.22

A. DIRECT COSTS:		
1. Labor (per breakdown attached)	\$0.00	
2. S. S. and insurance on labor	\$0.00	
3. Material (per breakdown attached)	\$0.00	
4. Sales tax on materials	\$0.00	
5. Equipment (per breakdown attached)	\$0.00	
6. Subcontract cost (per attached schedule)	\$66,452.00	
7. Direct supervision cost (per attached schedule)	\$0.00	
8. Other direct costs _____	\$ _____	
9. FREIGHT	\$0.00	
10. _____	\$ _____	
11. _____	\$ _____	
12. _____	\$ _____	
SUBTOTAL		\$66,452.00
B. INDIRECT COSTS:		
1. Off-site supervision	\$ _____	
2. Project scheduling changes	\$ _____	
3. Home office overhead	\$ _____	
4. Project interruption costs	\$ _____	
5. Other indirect costs _____	\$ _____	
6. _____	\$ _____	
SUBTOTAL		\$0.00
C. CONSEQUENTIAL COSTS:		
1. Strikes	\$ _____	
2. Weather effects	\$ _____	
3. Acts beyond Contractor's control	\$ _____	
4. Cost of approval delays that alter schedule	\$ _____	
5. Delay in payments or retainage	\$ _____	
6. Delay in Contract work or close out	\$ _____	
7. Acceleration	\$ _____	
8. Other consequential costs _____	\$ _____	
SUBTOTAL		\$0.00
SUBTOTAL (A+B+C)		\$66,452.00
OVERHEAD AND PROFIT ON SUBCONTRACT 5%		\$3,322.60
OVERHEAD AND PROFIT ON GENERAL CONTRACT 15%		\$0.00
SUBTOTAL		\$69,774.60
G. L. INSURANCE/BOND 2%		\$1,395.49
TOTAL CHANGE ORDER		\$71,170.09

DIRECT SUPERVISION COST

Change Order

PROJECT: Warrenton WWTP Rehab

PROPOSAL NO: PROPOSAL NO.:

1

DESCRIPTION: Replace Main Switch & Provide Back up Generator revised 12.21.22

1. PROPOSAL PREPARATION

a. Research	Hrs. @	\$90.00 /Hr.	\$0.00
b. Design	Hrs. @	\$90.00 /Hr.	\$0.00
c. Design review / verification	Hrs. @	\$90.00 /Hr.	\$0.00
d. Site inspections	Hrs. @	\$90.00 /Hr.	\$0.00
e. Travel	Mi. @	\$2.00 /Mi.	\$0.00
f. Coordination of trades	Hrs. @	\$90.00 /Hr.	\$0.00
g. Coordination of utilities	Hrs. @	\$90.00 /Hr.	\$0.00
h. Clarifications	Hrs. @	\$90.00 /Hr.	\$0.00
i. Telephone calls	Hrs. @	\$90.00 /Hr.	\$0.00
j. Telephone company charges			\$0.00
k. Proposal construction	Hrs. @	\$90.00 /Hr.	\$0.00
l. Secretarial work	Hrs. @	\$35.00 /Hr.	\$0.00
m. Photographs	Ea. @	/Ea.	\$0.00
n. Estimating	Hrs. @	\$90.00 /Hr.	\$0.00
o. Postage/shipping/handling	@	/	\$0.00
p.	@	/	\$0.00
q.	@	/	\$0.00

2. PROSECUTION OF THE WORK

a. Field coordination	Superintendent	0 Hrs. @	\$65.00 /Hr.	\$0.00
b. Site inspections		Hrs. @	\$65.00 /Hr.	\$0.00
c. Travel		0 Mi. @	\$1.00 /Mi.	\$0.00
d. Test		@	/Ea.	\$0.00
e. Photographs		@	/Ea.	\$0.00
f. Telephone calls		Hrs. @	\$50.00 /Hr.	\$0.00
g. Telephone company charges				\$0.00
h. Secretarial work		Hrs @	\$20.00 /Hr.	\$0.00
i.		@	/Hr.	\$0.00
j.		@	/Hr.	\$0.00

3. TOTAL DIRECT COST

.....

\$0.00

21-Dec-22

14

DESCRIPTION: Replace Main Switch & Provide Back up Generator revised 12.21.22

CODE	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL LABOR	UNIT PRICE	TOTAL MATERIAL	UNIT PRICE	TOTAL EQUIP	TOTAL SUB-BIDS
	Replace Main Switch	1	LS	-	-	-	-	-	-	-
	Provide Back up Generator for Outage.	1.00	LS	-	-	-	-	-	-	24,510.00
	Provide Second back up generator per Owner request.	1.00	Ls	-	-	-	-	-	-	20,742.00
				-	-	-	-	-	-	21,200.00
				-	-	-	-	-	-	-
				-	-	-	-	-	-	-
				-	-	-	-	-	-	-
				-	-	-	-	-	-	-
				-	-	-	-	-	-	-
				-	-	-	-	-	-	-
				-	-	-	-	-	-	-
				-	-	-	-	-	-	-
				-	-	-	-	-	-	-
				-	-	-	-	-	-	-
				-	-	-	-	-	-	-
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SUB TOTAL					0.00		0.00		0.00	66452.00

BREEDLOVE ELECTRIC, INC.
5121 NC 39 HIGHWAY SOUTH
POST OFFICE BOX 649
HENDERSON, N.C. 27536
PHONE 252-438-3421
FAX 252-438-2988
EMAIL TBREEDLOVE@BREEDLOVEELECTRIC.COM

PRICE TRANSMITTAL SHEET

To:	From:
Matt Beasley	Tommy Breedlove
Company:	Date:
HGR	December 21, 2022
Fax Number:	Total No. Of Pages Including Cover:
SD	4
Phone Number:	Sender's Reference Number:
	06242101R4
Re:	Your Reference Number:
Warrenton WWTP Rehab- Change Request #7 – Adder – Revised 12/21/22	

☐ URGENT ☒ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

NOTES/COMMENTS:

Scope of Work:

Delete the portion of work in the original Bid Item #7 that included repairs to the original 1200amp, fused, Bolt-Lock main switch. Located in the existing electrical switch gear in the Administration Building.

Remove and dispose of the existing Bolt-Lock main switch, sub-main switches & enclosure. Remove existing ceiling tiles in the work area.

Furnish & install one new switchboard, 1200amp main circuit breaker, instantaneous ground fault assembly, sub-main main circuit breakers to match existing sub circuits. (See attached BOM). One factory startup. Enclosure size same as existing.

Extend main feeder wiring, sub feeder wiring & raceways as needed to reconnect to the new switchboard. Reinstall removed ceiling tiles.

Approximate outage required – 14 days.

Please note – The power outage is continuous for the duration of this project and is estimated only. The actual outage length of time could change, up or down, somewhat from what is estimated. Also, we must have continuous access to the property during the duration of the outage.

Coordinate power outage with Duke-Progress Energy.

Call for all inspections as required per County Code Enforcement.

Exclusions:

Repairs of ceiling grid if damaged during course of this work.

Items not listed above in scope of work.

Pricing Adder CR #7:

Material	\$48,284.00
Deduct	\$40,234.00 (Repair to old switch)
Net Material	\$8,050.00
Labor	\$12,720.00
O & P @ 15%	\$3,115.50
NC Sales Tax @ 6.75%	\$624.88
Sub Total	\$24,510.38

Change Request #7, Adder \$24,510.00

Cost Breakdown – Change Request #7

Wire - Wire Splice – Conduit – Assist Mfg. w/Startup – Demolition - Install

Material \$8,050.00 Labor \$12,720.00

1 – Repair existing Bolt Lock	Credit \$40,234.00	---
1 – Remove old switch & disposal	\$200.00	32hrs
1 – 1200amp new switch gear	\$39,454.00	60hrs
10' - 2" GRC conduit	\$119.00	2hrs
10' - 1" GRC conduit	\$58.00	1hrs
10' - .75" GRC conduit	\$37.00	1hrs
Miscellaneous lock nuts, bushing, anchors & ceiling tile	\$180.00	21hrs
Wire terminations	\$-0-	6hrs
225' - 500kcmil wire	\$3,930.00	14hrs
28 – 500 compression sleeve	\$812.00	10.6hrs
103' – 350kcmil wire	\$950.00	10hrs
15 – 350 compression sleeves.	\$300.00	8hrs
103' - 3/0awg wire	\$580.00	6.56hrs
15 - compression sleeve	\$280.00	5hrs
103' - 2/0awg wire	\$459.00	5hrs
15 - compression sleeve	\$190.00	3.5hrs
75' - #3awg wire	\$158.00	1.5hrs
6 – compression sleeve	\$36.00	1hrs
Varnish cambric tape	\$350.00	3.75hrs
Black tape	\$75.00	6hrs
Marking tape	\$16.00	2hrs
Portable generator, gasoline & lighting	\$100.00	3hrs
Assist Sq D with startup	\$-0-	18hrs

Alternate #1 - Adder to Change Request #7

Scope of Work:

Provide portable 250kw backup generator (two weeks estimated & priced), flex cables-connect/disconnect to building wiring. Connect this temporary generator to the utility conductors in the ceiling ahead of the existing transfer switch & existing onsite 250kw generator. This will allow the onsite generator to back up the temporary generator in the event of temporary generator failure during the utility outage.

Exclusions:

Diesel fuel for generators

Rental equipment needs outside of two weeks, including a temporary generator.

Price Adder:

Material	\$14,019.00
Labor	\$3,005.00
O & P @ 15%	\$2,479.46
NC Sales Tax @ 6.75%	\$1,088.23
Permit	\$75.00
Sub Total	\$20,741.69

Change Request #7, Alternate #1, Adder \$20,742.00

Cost Breakdown – Alternate #1

Temporary Generator – Cables/Connection/Disconnect – Delivery/Pickup – Splicing into the Existing Utility Feeder

Generator & cable rental	\$12,917.00	
Delivery/Pickup	\$1,287.00	
Connect/Disconnect	\$148.00	Labor \$3,456.00
Permit	\$75.00	
Junction box-Wire/splices-raceway/hangers-cut & patch wall	\$2,859.00	

Generator rental pricing is only inclusive of two weeks worth of rental. If time exceeds the two weeks from the start of rental additional will be required by Owner.

Alternate #2 – Adder to Change #7

Scope of Work:

Provide portable 350kw backup generator (two weeks estimated & priced), flex cables & connect/disconnect to building wiring. Connect this temporary generator to the utility conductors ahead of the existing transfer switch & existing onsite 350kw generator.

This will allow the onsite generator to back up the temporary generator in the event of temporary generator failure during the utility outage.

Exclusions:

Diesel Fuel for generators

Rental equipment needs outside of two weeks, including a temporary generator.

Price Adder:

Material	\$15,620.00
Labor	\$1,760.00
O & P @ 15%	\$2,607.00
NC Sales Tax @ 6.75%	\$1,212.50
Sub Total	\$21,199.50

Change Request #7, Alternate #2, Adder \$21,200.00

Cost Breakdown – Alternate #2

Temporary Generator – Cables/Connection/Disconnect – Delivery/Pickup – Splicing into the Existing Utility Feeder

Generator & cable rental	\$17,626.00	
Delivery/Pickup	\$1,287.00	
Connect/Disconnect		Labor \$2,024.00
Wire/splices-temporary		
Water proofing	\$263.00	

Note: We are splicing the temporary generator into the utility feeder so the plant will not lose power during the actual connection period. The onsite generator will provide power during this time, also this will keep our employees safe so as not to work in an energized transfer switch.

Contractor's Application for Payment No. 14

Application Period: June 27th, 2022 to January 25th, 2023		Application Date: 1/25/2023
To (Owner): Town of Warrenton	From (Contractor): H. G. Reynolds Company Inc.	Via (Engineer): Municipal Engineering Services Company
Project: Wastewater Treatment Plant Rehabilitation	Contract: PARTS A AND B	DWI Project No. E-SRP-W-17-0038
Owner's Contract No.:	Contractor's Project No.: 1295	Engineer's Project No.: G17077.0

Application For Payment
Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
1	\$12,683.22	
2	\$15,109.48	
3	\$17,760.58	
4	\$6,882.73	
5	\$16,719.98	
6	\$1,302.80	
7	\$78,828.26	
TOTALS	\$149,287.05	
NET CHANGE BY CHANGE ORDERS	\$149,287.05	

1. ORIGINAL CONTRACT PRICE.....	\$	\$1,673,792.00
2. Net change by Change Orders.....	\$	\$149,287.05
3. Current Contract Price (Line 1 + 2).....	\$	\$1,823,079.05
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$	\$1,822,119.05
5. RETAINAGE:		
a. 2.5% X \$1,822,119.05 Work Completed.....	\$	\$45,552.98
b. 5% X _____ Stored Material.....	\$	
c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$45,552.98
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$1,776,566.07
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	\$1,699,708.52
8. AMOUNT DUE THIS APPLICATION.....	\$	\$76,857.55
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$	\$46,512.98

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment.
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature Matthew Beasley

By:  Date: 1/25/23

Payment of: \$ \$76,857.55
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____
(Engineer) (Date)

Payment of: \$ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

Approved by: _____
Funding or Financing Entity (if applicable) (Date)

Amend Chapter 90 Nuisances - Animals of the Warrenton Town Code

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

§90.04 Animals Causing Nuisance

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

§90.05 Welfare and Tethering of Dogs

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

d) Notification of Violation

1. Notification of violations may be initiated by a citizen complaint or request, **by 911 Communications** or by a police officer on patrol.

e) Adequate Feed, Water and Shelter

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

f) Additional Requirements for Adequate Shelter During Extreme Weather

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

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, C-1, Industrial

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 between the hours of 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. At least 50% of the gross square footage is designated for axe throwing operations
8. Axe Throwing shall not be conducted or permitted on Town-owned streets.



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

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Water/Sewer Surcharges for Apartments and Office Buildings

Ordinance 51.043

After speaking with NCRWA, their subject matter expert recommended that the Town of Warrenton charge a different access rate for campgrounds because they are transient and reduced usage.

NCRWA also recommended charging the standard Availability or Access Fee for each individual apartment or multi-family unit. Also speaking with the director of the Roanoke Rapids Sanitary District, he indicated that charge the same base rate or access fee per unit for apartments, duplexes, multi-family units and office buildings as for individual residences.

Therefore, Staff Recommendation is:

1. Charge 30% of the Availability Fee or Access Fee per unit for office buildings and campgrounds. This discount applies to both in-town and out-of-town rates.
2. Charge the full Availability Fee or Access Fee for per unit for apartment buildings or multi-family units, whether in-town or out-of-town.

Access Fee Out town	Reduced Rate for Offices and Campgrounds Out Town
\$ 77.00	\$ 23.10

Access Fee Intown	Reduced Rate for Offices and Campgrounds In Town
\$ 37.50	\$ 11.25

Campground Example		
First Meter	Additional Meters	Total
\$ 77.00	4	\$ 169.40

Jason Example		
First Meter	Additional Meters	Total
\$ 37.50	4	\$ 82.50

System Development/Impact Fees

Definition:

One-time charges assessed to new water and/or wastewater customers, or developers or builders, to recover a proportional share of capital costs incurred to provide service availability and capacity for new customers. (NC GS 162A Article 8).

Oxford:

For 2-inch meter: water = \$6,297, sewer = \$9,594

Roanoke Rapids

For 2-inch meter: water = \$3,985, sewer = \$8,328

Warrenton

For 2-inch meter: water = \$0, sewer = \$0

of which are shown in Exhibit 8.¹ This method provides a straightforward approach that is simple to administer and reasonably equitable for new customers. Exhibit 8 shows the resulting maximum cost-justified System Development Fees by meter size for meters ranging from 3/4 inches to 10 inches. For these calculations, the System Development Fees have been rounded to the nearest dollar.

Exhibit 8: Calculated Maximum System Development Fees for Water and Wastewater Customers

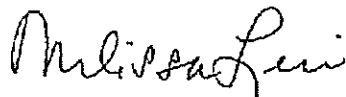
Meter Size	Meter Ratio	Water	Wastewater
3/4"	1.00	\$ 478	\$ 999
1"	1.67	797	1,666
1.5"	3.33	1,594	3,331
2"	8.33	3,985	8,328
3"	16.67	7,970	16,655
4"	33.33	15,939	33,311
6"	53.33	25,503	53,297
8"	93.33	44,630	93,270
10"	183.33	87,666	183,209

RRSD may elect to charge a cost per gallon that is less than the maximum cost-justified charge documented in this report. If RRSD elects to charge a fee that is less, all customers must be treated equally, meaning the same reduced cost per gallon per day must be used for all customers.

We appreciate the opportunity to assist the Roanoke Rapids Sanitary District with this important engagement. Should you have questions, please do not hesitate to contact me at (704) 373-1199.

Very truly yours,

RAFTELIS



Melissa Levin
Senior Manager

¹ See the AWWA M-1 Manual – Appendix B- Equivalent Meter Ratios; pp.326 for meter sizes through 1.5". For meters 2" and larger, RRSD uses Octave Ultrasonic Meters. See <https://www.mastermeter.com/wp-content/uploads/Octave-Ultrasonic-Meter-Product-Sheet.pdf>

Assessment Methodology

The analysis provides a maximum cost-justified level of system development fees that can be assessed by the City. For residential customers, the calculation of the system development fee is based on the cost per gallon per day multiplied times the number of gallons per day required to serve each ERU, as shown in Exhibit 12.

Exhibit 12 – System Development Fee Calculation for Water and Wastewater Systems

	Water	Wastewater
A. Weighted Average Cost/gallon/day	\$3.94	\$6.00
B. Per ERU Consumption	300	300
Capacity Fee Per ERU (A*B)	\$1,181	\$1,800

For non-residential customers (or customers with larger meters), the fees for the smallest residential meter can be used and then scaled up by the flow ratios for each meter size, as specified in the AWWA M-1 Manual.¹ This method provides a straightforward approach that is simple to administer and reasonably equitable for most new customers.

Exhibit 13 shows the resulting maximum cost-justified system development fees by meter size for meters ranging from 3/4 inches to 10 inches. For these calculations, the system development fees have been rounded to the nearest dollar.

Exhibit 13 – Maximum Justified System Development Fees for Water and Wastewater Customers

Meter Size	Water	Wastewater
¾"	\$1,181	\$1,800
1"	\$1,973	\$3,006
1 1/2"	\$3,934	\$5,994
2"	\$6,297	\$9,594
3"	\$12,606	\$19,206
4"	\$19,695	\$30,006
6"	\$39,378	\$59,994
8"	\$63,007	\$95,994
10"	\$94,516	\$144,000

The City of Oxford may elect to charge a cost per gallon that is less than the maximum cost-justified charge documented in this report. If the City elects to charge a fee that is less, all customers must

¹ See the AWWA M-1 Manual – Appendix B- Equivalent Meter Ratios; pp.326



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Recommended Changes: Water/Sewer Surcharges for Apartments, Office Buildings and Campgrounds

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

Ordinance 51.043

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

Recommended Changes to 51.043

- (1) In office buildings with separate offices the landlord will be charged for the amount of water used plus one Availability Fee at the standard rate and a reduced rate of 30% of the Availability Fee for each additional office in the building. Campgrounds will be charged one Availability Fee at the standard rate and a reduced rate of 30% of the Availability Fee for each additional camp site. ~~In office buildings that have individual entrances for each business and one water meter the landlord will be billed for each separate business for monthly water consumption with all water consumption in excess of 3,000 gallons minimum charge to be pro-rated between business.~~
- (2) In apartment buildings that are served only by one meter, the landlord will be billed for actual water consumption plus an Availability Fee surcharge for each apartment.
- (3) Any building which is remodeled to be an apartment or office building or any newly constructed office or apartment building after the effective date of this section will have individual water meters for each office/apartment, unless there is no physical space to place the meters due to the small lot size, as determined by the Town.
- ~~(4) A minimum water bill in all cases is the current cost for 3,000 gallons of water as approved by the Town Board.~~

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



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Quilter's Lane Committee

- 1. Requesting Replacement of Betty Rollinson with Dian Sourelis**
- 2. Requesting Replacement of Tom Hardy with appropriate Commissioner**

The Committee was established with the below membership.

The Quilter's Lane Committee will have Commissioner Hardy as is Chair and the following members:

- A Representative from Revitalization Committee – Charla Duncan
- A representative from Preservation Warrenton – Victoria Lehman
- A representative from Quilt Lizzy – Susan Harris
- A representative from Heritage Quilters – Jere Ann King
- A citizen – in town – Betty Rollinson
- A citizen – out of town (appointed by County Commissioners) – Magnolia Clanton

TOWN OF WARRENTON

'Historically Great - Progressively Strong'

P. O. Box 281

Warrenton, NC 27589-0281

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

www.warrenton.nc.gov

STATEMENT OF INTEREST TO SERVE

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

Warrenton Board of Commissioners

c/o Town Administrator

P O Box 281

Warrenton, NC 27589

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

1. Citizen's Advisory
2. Planning Board
3. _____
4. _____

Your full name: Dian Sourelis

Date of Birth: 6.12.53 Sex F Race White

Mailing Street Address: 105 Halifax

City and Zip Code Warrenton NC

Home Phone _____ Work Phone _____ Cell Phone 773 848 3400

Job Title _____

Company or Agency self

Email Address dian@sourelis.com

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

Educational Background

Name of High School Attended South Shore Hs Chgo

Name of College Attended Loyola Chgo

Degree Received BA Art Education

Please list any military experience and rank when discharged _____

n/a

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

n/a

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

Work Experience Braintorest, Inc chgo, Founding Partner
Sourellist Assoc Princpat

Volunteer Experience loaves + fishes Warrenton NC
WCAC Warren city NC
Board, BlockY Condo Assn Chgo

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

Newspaper Current Town of Warrenton Volunteer Web Site Staff Other

If other, please explain _____

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

Signature

Date

11.22.21