



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

P.O. Box 281
Warrenton, NC 27589-0281
(252) 257-1122 Fax (252)2579219
www.warrenton.nc.gov

BOARD OF COMMISSIONERS REGULAR MEETING
7:00 PM December 12, 2022
AGENDA

Regular Meeting

1. Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement, Proposed Agenda
3. Public Comments
4. Minutes of Board Meeting and Public Hearing on November 14, 2022
5. Consent Agenda
 - a. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
 - b. Monthly Checks Report
 - c. Public Works Monthly Report
 - d. WWTP Monthly Report
 - e. Police Activity Reports
 - f. Action Items from July BOC Meeting
6. Committee Reports
 - a. Finance and Administration (Ms. Hunter)
 - b. Public Works (Mr. Fleming)
 - c. Public Safety (Mr. Ayscue)
 - d. Human Resources/Information Technology (Mr. Blalock)
 - e. Revitalization/Historic District Commission (Mr. Coffman)
 - f. Beautification/Facilities (Ms. Britt)
 - g. Planning/Zoning/Annexation (Mr. Young)
7. Old Business
 - a. Status of Grants – for information
8. New Business
 - a. Audit Agreement Extension – for consideration
 - b. Application for NCDOT Feasibility Study – for consideration
 - c. Budget Amendment 6 – Spring Street Previously Approved ARP – for consideration
 - d. Budget Amendment 7 – Riggan Impeller Previously Approved ARP – for consideration
 - e. Town Appointments – for consideration
 - f. Committee Term Extensions – for consideration
 - g. Letter from Pam Reavis – for discussion and consideration
 - h. Partnership with Warren County on Grant Application for USDOT Thriving Communities – for information and consideration
 - i. Proposed ARP Expenditure – for consideration
 - j. Grant Project Ordinance for Police Radios – for consideration
 - k. Schedule Public Hearing for 6:45 January 9, 2022 for updating of ordinances, Special Use Permits, Comprehensive Plan
9. Announcements
10. Closed Session per NC GS § 143-318.11. (a)(5)
11. 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
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BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING

November 14, 2022

7:00 P.M.

Minutes

Those in attendance were:

Mayor Walter Gardner	Commissioner Mary Hunter
Commissioner John Blalock	Commissioner Al Fleming
Commissioner Jason Young	Commissioner Margaret Britt
Commissioner Aaron Ayscue	Commissioner Michael Coffman
Town Administrator, Robert Davie	
Goble Lane, Chief of Police	
Bill Perkinson, Public Works Director	
Tracy Stevenson, Minute Taker	
Meredith Valentine, Finance Officer	

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, November 14, 2022 at 7:00 p.m. A Moment of Silence was held for all who are sick, suffering, and in need. Mayor Gardner asked that everyone remember the veterans, those who have served and those who are currently serving our country. The Pledge of Allegiance was led by Commissioner Hunter.

Conflict of Interest Statement and Proposed Agenda

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

- New Business – add agenda item c. Special Use Permit – 111 Brehon Street
- Closed Session following New Business

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

Public Comments

There were no public comments.

Minutes

The minutes of the October 10, 2022, meeting, and the Public Hearing – Proposed Ordinances October 10, 2022 were presented. Commissioner Fleming made a motion to approve the minutes as presented, with a second by Commissioner Britt. 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 Coffman made a motion to approve the Consent Agenda, with a second by Commissioner Blalock. The motion was approved by unanimous vote.

Farmer's Market Update

Crystal Smith, Warren County Cooperative Extension Director, presented the Board with a handout and highlighted accomplishments so far by the Warren County Farmers Market Project Committee that include the possible purchase of the Lion's Den (old fairgrounds) property for the site of the new Farmers Market. She further stated that the County had been awarded a Rural Transformation Grant which will be used for funding the purchase, a pavilion, and a part-time Farmers Market manager among other things. Commissioner Coffman made a motion to prepare a resolution supporting the Farmers Market, 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 had no additional report other than agenda items.
- (f) Beautification/Facilities – Commissioner Britt had no additional report other than agenda items.
- (g) Planning/Zoning/Annexation – Commissioner Young had no additional report other than agenda items.

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. Expecting delivery of special high voltage/high amperage switch. Will need specialists onsite for replacement.

Fund 72 NC Main Street Solutions Warrenton Brewery Grant – \$100,000 grant with 2 to 1 match. This grant is to help renovate 120 S. Main Street for a Brewery and Meadery. Into six-month job reporting period.

Fund 67 – NC Neighborhood Revitalization Program – CDBG funds to assist in repairing houses owned by citizens of low or moderate incomes. Preliminary title work completed (legal). NC Commerce has granted an additional \$200,000 in funding due to construction cost increases. Based on the price of three new homes at \$195,000 each, we have gone back to Commerce to request additional funding again. If funding is not available, then some of the houses scheduled for repairs may have their benefit amount reduced and less work being done. There may even be an elimination of one or more of the individual projects.

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

Fund 74 – USDA Community Facilities \$154,488 (trucks) – Town awarded approximately 55% grant with balance in a 7-year loan. Two trucks are still on order with Chevrolet, one has been delivered.

Applications since last BOC meeting:

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

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

NC DEQ Stormwater AIA grant – for study of stormwater issues

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

(b) Nuisances Update – Town Administrator, Robert Davie followed up on nuisance properties: 212 Bute Street, 106 N. Main Street, 113 W. Market Street, and 115-119 W. Franklin Street. All property owners have been sent several notices with no response. He stated he would move forward with actions proposed to include fines unless directed by the Board not to proceed. Mayor Gardner stated it was appropriate to move forward. Jereann Johnson addressed the Board stating that the 115-119 W. Franklin Street properties are of significant historic merit for the black community. The Board stated the only action to be imposed on the W. Franklin Street properties would be fines.

(c) NC DOT Encroachment Agreement for radar signs– Town Administrator, Robert Davie informed the board that NC DOT requires the encroachment agreement to allow for the placement of flashing speed signs. Commissioner Blalock made a motion to approve the

Encroachment Agreement, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

- (d) **Christmas Parade Resolution (DOT Requirement)** – Town Administrator, Robert Davie informed the Town Board of the DOT requirement for a verbal resolution to proceed with the Christmas Parade scheduled for Saturday, December 10, 2022 at 5:00 PM. Commissioner Blalock made a motion to approve the resolution, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.
- (e) **Revised Grant Project Ordinance – CDBG NR** – Town Administrator, Robert Davie informed the Board of the revised grant project ordinance to include the additional funding of \$200,000 from the state. Commissioner Fleming made a motion to approve the revised project ordinance, with a second by Commissioner Britt. The motion was approved by unanimous vote.
- (f) **Budget Amendment – CDBG NR Grant** – Town Administrator, Robert Davie presented Budget Amendment #5 to increase the grant project ordinance due to the increase in funds awarded by the State. Commissioner Fleming made a motion to approve the budget amendment as presented, with a second by Commissioner Blalock. The motion was approved by unanimous vote.
- (g) **Revised Grant Project Ordinance – ARP** – Town Administrator, Robert Davie presented the revised project ordinance to add \$6,000 for provisions of Police Services and \$96,000 for provisions of Water/Sewer services for period of July 1, 2021 through December 31, 2024. Commissioner Hunter made a motion to approve the revised ordinance, with a second by Commissioner Fleming. The motion was approved by unanimous vote.
- (h) **ARP Policy Adoptions – Eligible Use, Allowable Costs, Record Retention, Civil Rights, Conflict of Interest** – Town Administrator presented several policies needed for ARP specifically, during the term of the expenditures of ARP funds. These policies are over and above the existing policies we currently have in place and apply only to ARP expenditures. The wording is approved by the UNC School of Government based on Federal guidelines. Commissioner Fleming made a motion to approve the Eligible Uses, Allowable Costs, Conflict of Interest, Civil Rights Compliance, and Record Retention policies as ***presented to be effective beginning March 3, 2021 covering reimbursements and expenditures for the duration of the ARP Grant or until all ARP funds are expended***, with a second by Commissioner Britt. The motion was approved by unanimous vote.
- (i) **ARP Expenditure – Battle Avenue Storm Water** – Town Administrator, Robert Davie requested \$226 of ARP funds for legal expenses related to easements from property owners for the Battle Avenue Storm Water Project. Commissioner Blalock made a motion to approve this request, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.
- (j) **ARP Expenditure – Spring Street** – Town Administrator, Robert Davie informed the Board that two holes opened up around storm water piping underneath Spring Street during recent months. Gravel and asphalt were used to support and repair the structure under the street and around the storm water pipe. Additionally resurfacing of asphalt and repair of curb and gutter was required. Mr. Davie is requesting approval of the Board to use ARP funds of \$765 and \$4146 for these storm water expenditures. Commissioner Blalock made a motion to approve this request, with a second by Commissioner Fleming. The motion was approved by unanimous vote.

- (k) ARP Expenditure – Zoom and Invoice Cloud –** Town Administrator, Robert Davie stated that due to post COVID restrictions the Town continues to utilize Zoom software for numerous events and meetings. Initial costs for the software were taken from COVID funding. This is a request for Board approval to pay for Zoom from ARP funding for the past eight months and the next eight months until the end of FY 2023 for a total of \$239.84. He further requested for Board approval to pay \$250 for interfacing Invoice Cloud with Southern Software FMS out of ARP funds which increases public access and delivery of government. Commissioner Blalock made a motion to approve the requests, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

New Business

- (a) Zoning and Historic District Permitting/Compliance Software –** Town Administrator, Robert Davie informed the board that there was a significant increase in the number of Historic District, Zoning, and Special Use applications, and along with the increase in compliance issues have created a burden on staff and demonstrated a need to automate, track, and record all applications, permits, and nastygrams. He stated staff have demoed a solution from iWorQ, a software widely used in North Carolina and other states by municipalities of Warrenton's size for the purpose of tracking and improving workflow for zoning and compliance issues. Mr. Davie requested Board approval of the iWorQ agreement utilizing ARP funds. Commissioner Fleming made a motion to approve the agreement, with a second by Commissioner Britt. The motion was approved by unanimous vote.
- (b) Appointments to Zoning Board of Adjustments –** Town Administrator, Robert Davie presented Peter Holloway, Monique Hinton, and Annette Silver as replacements to one existing board member that has requested to come off the board and two existing board members that no longer reside in Warrenton. Commissioner Blalock made a motion to approve the appointments as suggested, with a second by Commissioner Hunter. The motion was approved by unanimous vote.
- (c) Special Use Permit – Air BNB – 111 Brehon Street –** Commissioner Young presented the Board with a recommendation from the Planning Board to approve an application from Sara (Scott) Capps for an Air BNB at 111 Brehon Street. Commissioner Young made a motion to approve the Special Use Permit, with a second by Commissioner Fleming. The motion was approved by unanimous vote.

Announcements – Mayor Gardner announced an Employee Appreciation Luncheon will be held on December 6, 2022 at 12:00 PM at Warrenton Rural Fire Department.

Mayor Gardner stated the Board would proceed into closed session. Commissioner Blalock made a motion to proceed to closed session, with a second by Commissioner Fleming. The motion was approved by unanimous vote.

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



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**PUBLIC HEARING FOR PROPOSED ORDINANCES and SPECIAL USE
PERMIT
November 14, 2022
6:45 PM**

Mayor Gardner called the Public Hearing of the Town of Warrenton Board of Commissioners to order on Monday, November 14, 2022 at 6:45 p.m. The purpose of this public hearing was to receive comments on a variety of proposed ordinance changes and a Special Use permit for short-term rental on Brehon Street. Those attending were Mayor Walter Gardner, Town Administrator, Robert Davie, Commissioners Mary Hunter, Aaron Ayscue, John Blalock, Margaret Britt, Michael Coffman, Al Fleming, Jason Young, Chief Goble Lane, and Tracy Stevenson.

Mayor Gardner asked for public comments.

Dwight Hicks stated that he had concerns as to the motivation behind the proposed ordinances. He also felt that these proposed ordinance changes were pushing the boundaries of constitutionality and town control. Mr. Hicks specifically cited the proposed tree ordinance and the commercial vehicles in residential areas as concerns for him.

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

Budget vs Actual

Town of Warrenton
12/1/2022 10:01:23 AM

Page 1 Of 15

Period Ending 11/30/2022

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	155.00	(345.00)	31%	
34-351-422 Rent Paid to Town Frontier Warren	42,320	0.00	3,000.00	3,960.00	12,030.00	(30,290.00)	28%	
34-352-363 Donations	0	0.00	0.00	0.00	80.00	80.00		
Revenues Totals:	57,820	0.00	3,000.00	3,960.00	12,265.00	(45,555.00)	21%	
Expenses								
34-405-203 Supplies	900	0.00	0.00	0.00	10.00	890.00	1%	
34-405-250 Lights/Heat/Security	4,250	1,469.51	170.59	389.65	1,350.49	1,430.00	66%	
34-405-251 Telephone/Internet	3,000	1,223.09	306.94	613.88	1,729.70	47.21	98%	
34-405-255 Bldg Maint/Clean Srvs	6,000	4,340.00	360.00	460.00	740.00	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	21,000.00	0.00	3,000.00	15,000.00	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	28,032.60	837.53	4,463.53	18,872.69	5,914.71	89%	
34-431-700 NC IDEA Grant Expense	5,000	0.00	0.00	0.00	0.00	5,000.00		
Totals:	5,000	0.00	0.00	0.00	0.00	5,000.00		
Expenses Totals:	57,820	28,032.60	837.53	4,463.53	18,872.69	10,914.71	81%	
34 FRONTIER WARREN Revenues Over/(Under) Expenses:			2,162.47	(503.53)	(6,607.69)			

Budget vs Actual

Town of Warrenton
12/1/2022 10:01:23 AM

Page 2 Of 15

Period Ending 11/30/2022

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
37-302-301 Ad Valorem Taxes - Current	424,000	0.00	36,193.36	85,521.61	87,634.42	(336,365.58)	21%
37-302-302 Ad Valorem Taxes - Prior Year	8,500	0.00	490.53	1,727.79	2,667.18	(5,832.82)	31%
37-302-303 Ad Valorem Taxes - all other prior years	8,500	0.00	1,159.92	1,164.58	2,295.98	(6,204.02)	27%
37-302-304 Ad Valorem Taxes - Penalties & Interest	3,300	0.00	488.24	607.36	1,207.08	(2,092.92)	37%
37-307-310 Motor Vehicles - Current	41,000	0.00	7,054.61	7,054.61	14,734.96	(26,265.04)	36%
37-320-320 Local Option Sales Tax Monthly	340,000	0.00	32,024.38	64,253.90	64,253.90	(275,746.10)	19%
37-320-321 Annual Refund of Sales Tax the Town paid	33,500	0.00	0.00	22,519.79	22,519.79	(10,980.21)	67%
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	0.00	0.00	0.00	(86,000.00)	
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	143.22	275.66	275.66	(724.34)	28%
37-325-329 PD Narcotics Tax	100	0.00	0.00	0.00	0.00	(100.00)	
37-325-330 Solid Waste Disposal Tax Qrly	600	0.00	161.02	161.02	309.14	(290.86)	52%
37-335-335 Powell Bill	24,888	0.00	0.00	0.00	14,506.69	(10,381.31)	58%
37-345-345 Zone Board of Adj	400	0.00	0.00	100.00	1,300.00	900.00	325%
37-345-346 Code Enforcement	2,750	0.00	150.00	350.00	1,075.00	(1,675.00)	39%
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	15,649.08	30,766.82	77,040.93	(108,047.07)	42%
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	20.00	20.00	(30.00)	40%
37-351-357 Court Fees	300	0.00	13.50	18.00	112.50	(187.50)	38%
37-351-360 Cell Tower Rent	62,340	0.00	0.00	2,695.00	10,780.00	(51,560.00)	17%
37-351-361 Parking/Ordinance Collections PD	250	0.00	50.00	270.00	415.00	165.00	166%
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	20.28	(29.72)	41%

Budget vs Actual

Town of Warrenton
12/1/2022 10:01:23 AM

Page 3 Of 15

Period Ending 11/30/2022

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-365-002 NCCMT Debt Setoff Disbursement	0	0.00	0.00	0.00	(143.05)	(143.05)	
37-365-351 Revitalization Comm	9,500	0.00	20.00	1,470.00	2,570.00	(6,930.00)	27%
37-365-358 Branded Merchandise for Sales	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	19,264.03	(37,516.97)	34%
37-365-371 WS 25% of GF Exp	105,308	0.00	0.00	9,765.86	36,519.38	(68,788.62)	35%
37-365-410 Interest Investment NCCMT	50	0.00	0.00	1,303.41	3,955.45	3,905.45	7911%
37-381-070 Transfer in from ARP Grant	0	0.00	4,911.00	4,911.00	4,911.00	4,911.00	
37-381-074 Transfer In from Rural Transformation Grant	24,825	0.00	0.00	0.00	0.00	(24,825.00)	
37-395-396 Apropriated Fund Balance (Budget Only)	100,328	0.00	0.00	0.00	0.00	(100,328.00)	
Revenues Totals:	1,526,348	0.00	98,513.86	239,570.78	368,329.32	(1,158,018.68)	24%
Expenses							
37-401-010 Salary - Full Time	170,397	0.00	13,288.66	26,577.32	69,075.30	101,321.70	41%
37-401-012 Salary - Adm Assistant	51,530	0.00	3,907.20	7,814.40	21,489.60	30,040.40	42%
37-401-020 ER-FICA Taxes	12,686	0.00	1,015.98	2,031.96	5,280.95	7,405.05	42%
37-401-021 ER-FICA Taxes - Adm Assistant	3,928	0.00	298.30	596.60	1,640.65	2,287.35	42%
37-401-030 ER-Retirement - Orbit	41,917	0.00	3,258.62	6,517.24	17,033.09	24,883.91	41%
37-401-040 ER-Health Insurance	24,350	8,857.01	2,506.35	5,012.70	14,667.99	825.00	97%
37-401-050 ER-Life Insurance	576	288.00	48.00	96.00	288.00	0.00	100%
37-401-060 ER-Workman's Comp	400	0.00	0.00	0.00	347.97	52.03	87%
37-401-200 Travel Expense	1,200	0.00	0.00	51.87	121.25	1,078.75	10%
37-401-203 Supplies	5,000	617.05	574.70	694.92	1,452.91	2,930.04	41%
37-401-250 Light, Heat & Security	12,000	3,454.25	299.36	655.58	2,369.58	6,176.17	49%
37-401-251 Telephone & Postage	3,000	1,689.13	183.59	460.04	1,064.07	246.80	92%
37-401-255 Bldg. Maint/ Clean SVS	6,167	4,330.89	526.97	1,029.30	1,664.30	171.48	97%
37-401-256 Bank Fees/ Petty Cash	3,600	0.00	250.00	600.00	1,450.00	2,150.00	40%
37-401-295 Training	1,400	0.00	0.00	0.00	0.00	1,400.00	

Budget vs Actual

Town of Warrenton
12/1/2022 10:01:23 AM

Page 4 Of 15

Period Ending 11/30/2022

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-401-301 Computer Maint	3,600	1,253.00	285.00	643.00	1,066.00	1,281.00	64%
37-401-302 Software Support	3,300	555.85	438.49	535.47	1,921.68	822.47	75%
37-401-304 Website	2,775	0.00	0.00	0.00	412.50	2,362.50	15%
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	0.00	500.00	
37-401-307 Special Events	600	0.00	0.00	0.00	0.00	600.00	
37-401-309 Advertising	4,483	0.00	0.00	346.13	3,932.63	549.87	88%
37-401-310 Dues & Subscriptions	3,000	279.00	240.00	376.00	797.00	1,924.00	36%
37-401-325 NC Sales/Use Tax Paid (No Tax)	700	0.00	0.00	79.15	169.09	530.91	24%
37-401-400 Liability Insurance	6,200	0.00	0.00	0.00	1,262.14	4,937.86	20%
37-401-401 County Tax Collection Svs	8,000	0.00	675.01	1,435.37	1,528.26	6,471.74	19%
37-401-405 Audit Expense	10,667	6,517.01	0.00	1,470.86	4,149.99	0.00	100%
37-401-415 Economic Development	54,000	0.00	250.00	250.00	52,276.00	1,724.00	97%
37-401-420 Attorney Fees	3,500	0.00	0.00	0.00	0.00	3,500.00	
37-401-497 Sales & Uses Tax Expense	0	0.00	1,380.15	3,586.79	9,195.47	(9,195.47)	
37-401-499 Miscellaneous Expense	2,824	0.00	155.00	155.00	984.67	1,839.33	35%
37-401-801 Town Hall Roof Loan-Principal	5,555	0.00	451.28	902.56	2,256.40	3,298.60	41%
37-401-803 USDA Town Hall/WS Loan Principal	4,486	0.00	0.00	0.00	0.00	4,486.00	
37-401-831 Town Hall Roof Loan - Interest Admin	338	0.00	20.98	41.96	104.90	233.10	31%
37-401-833 USDA Town Hall/WS Loan Interest	2,794	0.00	0.00	0.00	0.00	2,794.00	
37-401-998 Contingency	3,167	0.00	0.00	0.00	0.00	3,166.83	
General Government Totals:	458,639	27,841.19	30,053.64	61,960.22	218,002.39	212,795.42	54%
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	250.00	625.00	875.00	42%
37-402-020 ER - FICA TAXES	115	0.00	9.56	19.12	47.80	67.20	42%
37-402-200 Travel Expense	400	0.00	0.00	0.00	0.00	400.00	
37-402-295 Training	225	0.00	0.00	0.00	0.00	225.00	
37-402-402 Commission offsite meetings	150	0.00	0.00	0.00	150.00	0.00	100%

Budget vs Actual

Town of Warrenton
12/1/2022 10:01:23 AM

Page 5 Of 15

Period Ending 11/30/2022

Governing Body Totals:	2,390	0.00	134.56	269.12	822.80	1,567.20	34%
37-405-345 Zoning/Ordinances	10,035	3,456.88	0.00	5,000.00	6,543.12	35.00	100%
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	0.00	500.00	
37-405-430 Historic District Comm	361	326.00	0.00	0.00	0.00	35.00	90%
37-405-440 Run Warrenton 5K	2,500	0.00	0.00	0.00	0.00	2,500.00	
37-405-450 Revitalization Comm	9,500	130.00	134.00	1,684.00	1,684.00	7,686.00	19%
37-405-470 Small Town Maint St	2,200	0.00	0.00	0.00	375.00	1,825.00	17%
Non-Departmental Totals:	25,096	3,912.88	134.00	6,684.00	8,602.12	12,581.00	50%
37-501-010 SALARY FULL TIME	255,911	0.00	17,893.48	34,753.16	100,099.48	155,811.52	39%
37-501-014 Salary - Part Time	20,000	0.00	2,340.00	6,260.00	17,500.00	2,500.00	88%
37-501-016 Police Clerical Salary	35,495	0.00	3,086.40	6,172.80	16,975.20	18,519.80	48%
37-501-019 Salary - Over-Time	5,000	0.00	737.55	1,753.73	4,113.89	886.11	82%
37-501-020 ER-FICA Taxes	24,469	0.00	1,824.78	3,712.67	10,527.14	13,941.86	43%
37-501-030 ER - Retirement Orbit	60,816	0.00	4,290.59	8,430.97	21,828.78	38,987.22	36%
37-501-031 ER - 401K 5%	13,191	7,789.33	931.55	1,825.34	5,210.67	191.00	99%
37-501-040 ER - Health Insurance	46,712	22,424.30	2,424.12	4,848.24	15,671.34	8,616.36	82%
37-501-050 ER - Life Insurance	1,010	400.00	96.00	192.00	560.00	50.00	95%
37-501-060 ER - Workman's Comp	6,420	0.00	0.00	0.00	4,209.57	2,210.43	66%
37-501-200 Travel Expense	1,000	0.00	0.00	0.00	0.00	1,000.00	
37-501-203 Supplies	3,000	425.34	240.80	482.86	1,476.64	1,098.02	63%
37-501-204 Uniforms	2,000	0.00	0.00	1,478.52	1,997.61	2.39	100%
37-501-205 Equipment & Material	3,500	150.00	0.00	670.15	1,261.62	2,088.38	40%
37-501-250 Light, Heat & Security	8,908	3,857.22	218.18	499.16	1,966.61	3,084.17	65%
37-501-251 Telephone & Postage	9,767	6,322.20	194.20	1,606.91	3,435.96	8.84	100%
37-501-252 Fuel	20,000	10,350.06	2,131.91	4,180.22	9,649.94	0.00	100%
37-501-255 Bldg Maint/Clean Svs	5,754	4,330.89	525.96	950.64	1,400.63	22.48	100%
37-501-295 Training	2,000	0.00	1,112.99	1,112.99	1,301.99	698.01	65%
37-501-301 Computer Maint	5,106	2,331.00	728.01	1,394.01	2,210.01	564.99	89%
37-501-302 Software Support	6,740	273.00	39.00	278.74	5,696.49	770.51	89%
37-501-351 Maint & Repair Equip	3,500	480.00	161.95	247.42	247.42	2,772.58	21%
37-501-370 2019 Dodge Car 100	1,500	0.00	0.00	175.00	266.66	1,233.34	18%

Budget vs Actual

Town of Warrenton
12/1/2022 10:01:23 AM

Page 6 Of 15

Period Ending 11/30/2022

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-501-371 2017 Dodge Car 200	2,500	1,000.00	0.00	0.00	992.52	507.48	80%
37-501-372 2016 Dodge Car 300	1,500	0.00	0.00	97.34	269.68	1,230.32	18%
37-501-373 2017 Dodge Car 400	4,722	0.00	703.16	1,412.98	3,423.91	1,298.09	73%
37-501-374 2010 Ford Car 500	1,500	0.00	0.00	0.00	275.66	1,224.34	18%
37-501-375 2008 Ford Car 600	1,500	0.00	112.79	308.08	1,178.54	321.46	79%
37-501-376 2019 Dodge Car 700	1,500	0.00	0.00	57.58	348.77	1,151.23	23%
37-501-400 Liability Insurance	16,952	0.00	0.00	0.00	4,237.87	12,714.13	25%
37-501-415 Police Shots Medical	1,000	0.00	0.00	0.00	0.00	1,000.00	
37-501-433 COP Program	500	0.00	0.00	500.00	500.00	0.00	100%
37-501-436 PD Narcotics Tax/Proceeds	142	0.00	0.00	141.89	141.89	0.11	100%
37-501-499 Miscellaneous	4,660	974.00	342.83	1,129.72	2,816.14	869.86	81%
37-501-801 Town Hall Roof Loan Principal	5,280	0.00	451.28	902.56	2,256.40	3,023.60	43%
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	0.00	1,272.00	
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,681	0.00	4,680.60	4,680.60	4,680.60	0.40	100%
37-501-831 Town Hall Roof Loan - Interest PD	388	0.00	20.98	41.96	104.90	283.10	27%
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	0.00	61.00	
37-501-834 Police 2019 Cars Loan Interest (USDA)	746	0.00	745.40	745.40	745.40	0.60	100%
Police Department Totals:	595,484	61,107.34	46,034.51	91,043.64	254,359.93	280,016.73	53%
37-601-014 Salary - Part Time Code Enforcement	3,000	0.00	275.40	520.20	2,112.15	887.85	70%
37-601-020 ER-FICA Taxes	230	0.00	21.08	39.80	111.19	118.81	48%
37-601-252 Fuel/Truck Expense/Insurance	435	0.00	0.00	0.00	0.00	435.00	

Budget vs Actual

Town of Warrenton
12/1/2022 10:01:23 AM

Page 7 Of 15

Period Ending 11/30/2022

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	29,166.65	40,833.35	42%
37-601-475 Donation to Town Fire	1,500	0.00	0.00	0.00	0.00	1,500.00	
37-601-476 Code Enforcement Exp	300	0.00	0.00	0.00	0.00	300.00	
37-601-710 Fire Museum Expense	19,984	0.00	0.00	9,984.00	19,984.00	0.00	100%
Fire Totals:	95,649	0.00	6,129.81	22,210.66	51,373.99	44,275.01	54%
37-651-330 Christmas Lights/Santa House	906	0.00	0.00	0.00	0.00	906.00	
37-651-331 Haley Haywood Park	1,415	0.00	0.00	0.00	121.00	1,294.00	9%
37-651-332 Signs below \$5,000	2,194	337.00	0.00	108.13	1,332.54	524.46	76%
37-651-333 Street Beautification - Below \$5,000	5,000	0.00	39.52	1,162.80	1,671.59	3,328.41	33%
37-651-335 Street Lighting Electric Bill	23,000	10,517.53	1,896.75	3,793.07	9,482.47	3,000.00	87%
Signs and Lights Totals:	32,515	10,854.53	1,936.27	5,064.00	12,607.60	9,052.87	72%
37-701-010 Salary - Full Time	57,484	0.00	4,373.08	8,769.86	23,166.90	34,317.10	40%
37-701-014 Salary - Part Time	16,643	0.00	1,125.88	2,173.85	5,685.14	10,957.86	34%
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	419.48	834.84	2,200.72	3,569.28	38%
37-701-030 ER - Retirement - Orbit	14,557	0.00	1,000.16	1,996.63	5,246.06	9,310.94	36%
37-701-040 ER-Health Insurance	16,687	7,731.83	1,408.92	2,817.84	8,277.89	677.28	96%
37-701-050 ER-Life Insurance	350	156.00	32.32	64.64	193.92	0.08	100%
37-701-060 ER-Workman's Comp	1,837	0.00	0.00	0.00	1,827.28	9.72	99%
37-701-203 Supplies	3,600	81.82	423.67	1,188.50	888.45	2,629.73	27%
37-701-204 Uniforms	3,869	2,469.70	623.95	801.12	1,399.30	0.00	100%
37-701-251 Telephone & Postage	936	684.04	0.00	125.96	251.96	0.00	100%
37-701-252 Fuel	15,000	5,000.68	1,492.02	2,985.10	5,326.87	4,672.45	69%
37-701-312 Tree Removal	1,200	0.00	0.00	0.00	0.00	1,200.00	
37-701-351 Maint & Repair Equip	7,250	1,633.20	102.82	102.82	344.73	5,272.07	27%
37-701-352 Vehicle Maintenance	6,000	98.51	380.15	2,282.42	3,441.98	2,459.51	59%
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
12/1/2022 10:01:23 AM

Page 8 Of 15

Period Ending 11/30/2022

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-701-431 Street Debris Disposal	6,000	0.00	1,000.00	1,000.00	3,500.00	2,500.00	58%
Streets Totals:	164,220	17,855.78	12,382.45	25,143.58	63,140.05	83,224.17	49%
37-710-361 Maint & Repair POWELL BILL	24,788	0.00	5,661.00	11,011.00	11,011.00	13,777.00	44%
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	0.00	100.00	
Powell Bill Totals:	24,888	0.00	5,661.00	11,011.00	11,011.00	13,877.00	44%
37-801-010 Salary - Full Time Sanitation	49,503	0.00	3,807.92	7,615.84	19,978.22	29,524.78	40%
37-801-019 Salary - Over Time Sanitation	692	0.00	0.00	494.00	494.00	198.00	71%
37-801-020 ER - FICA Sanitation	3,840	0.00	284.94	607.67	1,533.10	2,306.90	40%
37-801-030 ER - Retirement - Orbit Sanitation	9,688	0.00	721.60	1,536.81	3,850.92	5,837.08	40%
37-801-040 ER - Health Insurance	13,063	6,500.68	1,066.75	2,133.50	6,254.21	308.11	98%
37-801-050 ER - Life Insurance	259	129.36	21.60	43.20	129.60	0.04	100%
37-801-060 Workman's Compensation	4,080	0.00	0.00	0.00	4,059.19	20.81	99%
37-801-203 Supplies	1,000	0.00	0.00	59.45	321.44	678.56	32%
37-801-204 Uniforms	2,309	1,352.45	441.85	558.71	956.55	0.00	100%
37-801-251 Telephone & Postage	516	375.51	0.00	70.23	140.49	0.00	100%
37-801-252 Fuel	4,781	1,954.97	371.40	631.19	1,545.03	1,281.00	73%
37-801-350 Landfill Fees	20,250	11,858.83	1,651.55	3,242.80	8,141.17	250.00	99%
37-801-352 Vehicle Maintenance	1,000	48.52	0.00	167.12	278.62	672.86	33%
37-801-400 Liability Insurance	4,886	0.00	0.00	0.00	1,175.93	3,710.07	24%
Sanitation Totals:	115,867	22,220.32	8,367.61	17,160.52	48,858.47	44,788.21	61%
37-901-053 Transfer Out to MS Downtown Red Milano's	11,600	0.00	0.00	11,600.00	11,600.00	0.00	100%
Transfers Out Totals:	11,600	0.00	0.00	11,600.00	11,600.00	0.00	100%
Expenses Totals:	1,526,348	143,792.04	110,833.85	252,146.74	680,378.35	702,177.61	54%
37 GENERAL FUND Revenues Over/(Under) Expenses:			(12,319.99)	(12,575.96)	(312,049.03)		

Budget vs Actual

Town of Warrenton
12/1/2022 10:01:23 AM

Page 9 Of 15

Period Ending 11/30/2022

38 WATER / SEWER

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
38-351-401 Water Sales	801,660	0.00	64,071.27	127,964.96	291,226.65	(510,433.35)	36%
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	47,921.10	94,754.90	217,363.45	(405,910.55)	35%
38-351-407 Debt Setoff SEWER	42	0.00	0.00	0.00	195.35	153.35	465%
38-351-408 Town Taps	18,000	0.00	0.00	0.00	2,718.54	(15,281.46)	15%
38-351-416 Dis/Reconnection Fee	8,972	0.00	252.97	1,062.97	2,766.72	(6,205.28)	31%
38-351-417 Fire Sprinkler	2,302	0.00	178.14	356.28	890.70	(1,411.30)	39%
38-351-418 Late Fees/Penalty/Cut Off	1,000	0.00	1,490.35	3,306.07	8,194.58	7,194.58	819%
38-351-419 Returned Check Fee	400	0.00	50.00	75.00	350.00	(50.00)	88%
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	2.39	18.68	(17.32)	52%
38-365-014 Cash Over and Short (Daily Difference)	4	0.00	0.00	0.00	0.00	(4.00)	
38-365-410 Interest/investment Income NCCMT	23	0.00	0.00	651.31	1,976.38	1,953.38	8593%
38-365-421 Account Activation Fee	2,400	0.00	175.00	400.00	1,175.00	(1,225.00)	49%
38-365-851 Misc Revenue WATER	32	0.00	0.00	0.00	0.00	(32.00)	
38-381-070 Transfer in from ARP Grant	0	0.00	4,792.05	4,792.05	4,792.05	4,792.05	
Revenues Totals:	1,458,278	0.00	118,930.88	233,365.93	531,982.34	(926,295.66)	36%
Expenses							
38-851-010 Salary Full Time	105,650	0.00	8,317.12	16,634.24	44,719.30	60,930.70	42%
38-851-014 Salary - Part Time	16,987	0.00	1,301.13	2,583.89	7,188.13	9,798.87	42%
38-851-019 Salary Over-Time	7,308	0.00	555.37	1,235.29	1,971.20	5,336.80	27%
38-851-020 ER-FICA Taxes	9,941	0.00	748.24	1,504.60	3,928.24	6,012.76	40%
38-851-030 ER - Retirement Orbit	19,774	0.00	1,523.84	2,998.48	7,814.19	11,959.81	40%
38-851-040 ER - Health Insurance WATER	23,979	9,382.66	1,536.62	3,073.24	9,229.09	5,367.25	78%
38-851-050 ER - Life Insurance	500	213.60	35.60	71.20	213.60	72.80	85%

Budget vs Actual

Town of Warrenton
12/1/2022 10:01:23 AM

Page 10 Of 15

Period Ending 11/30/2022

38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-060 ER - Workman's Comp	1,162	0.00	0.00	0.00	1,162.31	0.00	100%
38-851-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00	
38-851-203 Supplies	35,000	2,626.80	751.21	1,767.27	10,312.92	22,060.28	37%
38-851-204 Uniforms	2,220	1,444.41	331.58	431.32	775.59	0.00	100%
38-851-250 Light & Heat & Security	5,042	2,779.53	149.03	871.11	1,784.52	477.95	91%
38-851-251 Telephone & Postage	8,454	5,176.17	367.16	1,268.86	3,170.25	107.58	99%
38-851-252 Fuel	10,300	4,997.36	642.37	1,404.42	3,117.73	2,184.91	79%
38-851-255 Bldg. Maint/Clean Svs	3,622	2,165.46	262.97	456.64	681.65	775.22	79%
38-851-260 Electric Tank/Pumps	4,200	2,292.18	306.68	483.78	821.89	1,085.93	74%
38-851-296 Continuing Education	1,106	0.00	50.00	50.00	1,055.98	50.02	95%
38-851-301 Computer Maintenance	2,000	677.25	185.12	433.76	774.91	547.84	73%
38-851-302 Software Support	9,400	122.50	215.00	279.97	8,569.83	707.67	92%
38-851-305 Technology Upgrades	2,250	0.00	75.38	75.38	75.38	2,174.62	3%
38-851-309 Advertising	265	0.00	0.00	0.00	0.00	265.00	
38-851-310 Dues & Subscriptions	450	100.00	12.50	12.50	349.34	0.66	100%
38-851-313 State Permits	1,250	0.00	0.00	0.00	870.00	380.00	70%
38-851-345 Water Tank Contract	18,000	8,496.05	0.00	4,799.80	9,231.75	272.20	98%
38-851-347 Lab Analysis	1,500	1,005.00	140.00	355.00	495.00	0.00	100%
38-851-351 Maint. & Repair Equip	3,000	0.00	0.00	0.00	1,743.13	1,256.87	58%
38-851-352 Vehicle Maintenance	3,750	124.67	0.00	883.55	1,684.99	1,940.34	48%
38-851-400 Town Liability Insurance	5,260	0.00	0.00	0.00	1,291.94	3,968.06	25%
38-851-405 Audit Expense	5,334	3,258.99	0.00	735.44	2,075.01	0.00	100%
38-851-448 External Contract	17,000	42.50	6,492.60	6,928.60	12,382.16	4,575.34	73%
38-851-451 Water Purchase	200,000	93,215.47	15,815.42	31,068.37	76,784.53	30,000.00	85%
38-851-801 Town Hall Roof Loan - Principal	2,778	0.00	225.64	451.28	1,128.20	1,649.80	41%
38-851-802 USDA Public Works Trucks - Princ Water	2,651	0.00	0.00	2,650.22	2,650.22	0.78	100%
38-851-803 USDA Town Hall/WS Loan Principal	27,000	0.00	0.00	0.00	0.00	27,000.00	

Budget vs Actual

Town of Warrenton
12/1/2022 10:01:23 AM

Page 11 Of 15

Period Ending 11/30/2022

38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-831 Town Hall Roof Loan - Interest Water	57	0.00	10.49	20.98	52.45	4.55	92%
38-851-833 USDA Town Hall/WS Loan Interest	14,130	0.00	0.00	0.00	0.00	14,130.00	
38-851-836 USDA Public Works Trucks - Int Water	267	0.00	0.00	266.78	266.78	0.22	100%
38-851-896 WS 25% of GF Expense	52,654	0.00	0.00	4,882.93	18,259.69	34,394.31	35%
38-851-998 Contingency	8,153	0.00	0.00	0.00	0.00	8,153.36	
Water Totals:	632,610	138,120.60	40,051.07	88,678.90	236,631.90	257,857.50	59%
38-852-010 Salary - Full Time	105,650	0.00	8,317.12	16,634.24	44,719.30	60,930.70	42%
38-852-014 Salary - Part Time	16,987	0.00	1,301.13	2,583.89	7,188.13	9,798.87	42%
38-852-019 Salary - Over Time Sewer	7,308	0.00	527.54	665.36	2,027.09	5,280.91	28%
38-852-020 ER - FICA Sewer	9,941	0.00	773.27	1,515.32	4,110.22	5,830.78	41%
38-852-030 ER-Retirement Orbit	19,774	0.00	1,474.04	2,915.91	7,826.43	11,947.57	40%
38-852-040 ER-Health Insurance SEWER	17,943	8,466.72	1,536.93	3,073.86	9,232.06	244.22	99%
38-852-050 ER-Life Insurance	500	217.44	36.24	72.48	217.44	65.12	87%
38-852-060 ER-Workman's Comp	1,162	0.00	0.00	0.00	1,162.31	0.00	100%
38-852-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00	
38-852-203 Supplies	25,602	2,393.32	697.88	1,715.09	14,562.46	8,646.22	66%
38-852-204 Uniforms	2,220	1,444.48	331.54	431.27	775.52	0.00	100%
38-852-250 Light & Heat & Security	6,000	2,841.04	149.00	871.05	1,723.01	1,435.95	76%
38-852-251 Telephone & Postage	8,454	5,176.03	367.16	1,252.88	3,154.21	123.76	99%
38-852-252 Fuel	10,300	4,997.40	642.36	1,404.40	3,117.68	2,184.92	79%
38-852-255 Bldg. Maint/Clean Svs	3,622	2,165.46	262.99	456.66	681.66	775.21	79%
38-852-260 Electric Tank/Pumps	9,000	4,811.95	1,209.82	1,846.06	3,688.05	500.00	94%
38-852-296 Continuing Education	625	0.00	0.00	0.00	0.00	625.00	
38-852-301 Computer Maint.	2,000	677.25	185.11	433.76	774.91	547.84	73%
38-852-302 Software Support	9,400	122.50	215.01	279.98	8,569.83	707.67	92%
38-852-305 Technology Upgrades	2,250	0.00	75.37	75.37	75.37	2,174.63	3%

Budget vs Actual

Town of Warrenton
12/1/2022 10:01:23 AM

Page 12 Of 15

Period Ending 11/30/2022

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-309 Advertising	683	0.00	0.00	0.00	326.63	356.37	48%	
38-852-310 Dues & Subscriptions	450	100.00	12.50	12.50	349.33	0.67	100%	
38-852-313 State Permits	1,500	0.00	0.00	0.00	0.00	1,500.00		
38-852-351 Maint & Repair Equip	3,000	0.00	0.00	0.00	1,743.12	1,256.88	58%	
38-852-352 Vehicle Maintenance	3,750	124.67	0.00	883.53	1,684.94	1,940.39	48%	
38-852-400 Liability Insurance	5,552	0.00	0.00	0.00	1,365.22	4,186.78	25%	
38-852-405 Audit Expense	5,334	3,258.99	0.00	735.44	2,075.01	0.00	100%	
38-852-435 Purchase of Sewer Services	363,112	0.00	0.00	24,712.11	107,899.00	255,213.00	30%	
38-852-448 External Contract	17,000	42.50	3,822.65	4,102.65	9,126.59	7,830.91	54%	
38-852-473 WWTP Rehab Annual Payment	25,700	0.00	0.00	0.00	0.00	25,700.00		
38-852-801 Town Hall Roof Loan - Principal	2,708	0.00	225.64	451.28	1,128.20	1,579.80	42%	
38-852-802 USDA Public Works Trucks - Princ Sewer	2,567	0.00	0.00	2,650.22	2,650.22	(83.22)	103%	
38-852-803 USDA Town Hall/WS Loan Principal	27,000	0.00	0.00	0.00	0.00	27,000.00		
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,839	0.00	0.00	0.00	0.00	14,839.00		
38-852-809 John Riggans Easement Pmt	1,000	1,000.00	0.00	0.00	0.00	0.00	100%	
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	0.00	0.00	0.00	0.00	13,750.00		
38-852-831 Town Hall Roof Loan - Interest Sewer	57	0.00	10.49	20.98	52.45	4.55	92%	
38-852-833 USDA Town Hall/WS Loan Interest	14,130	0.00	0.00	0.00	0.00	14,130.00		
38-852-836 USDA Public Works Trucks - Int Sewer	267	0.00	0.00	266.78	266.78	0.22	100%	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	3,025	0.00	0.00	1,512.50	1,512.50	1,512.50	50%	
38-852-896 WS 25% of GF Expense	52,654	0.00	0.00	4,882.93	18,259.69	34,394.31	35%	
38-852-998 Contingency	8,636	0.00	0.00	0.00	0.00	8,636.36		

Budget vs Actual

Period Ending 11/30/2022								
Sewer Expenses Totals:	825,668	37,839.75	22,173.79	76,458.50	262,045.36	525,782.89	36%	
Expenses Totals:	1,458,278	175,960.35	62,224.86	165,137.40	498,677.26	783,640.39	46%	
38 WATER / SEWER	Revenues Over/(Under) Expenses:		56,706.02	68,228.53	33,305.08			

Budget vs Actual

Town of Warrenton
12/1/2022 10:01:23 AM

Page 14 Of 15

Period Ending 11/30/2022

39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
39-351-405 Septic Disposal Service	56,940	0.00	12,345.00	12,345.00	24,620.00	(32,320.00)	43%
39-351-470 Town Sewer Revenues	363,112	0.00	0.00	24,712.11	107,899.00	(255,213.00)	30%
39-351-471 Sewer Revenues - County	194,153	0.00	0.00	13,213.35	57,692.65	(136,460.35)	30%
39-351-472 Sewer Rev Norlina	213,183	0.00	0.00	14,508.47	63,347.45	(149,835.55)	30%
39-365-001 Interest Income	2	0.00	0.00	0.00	0.60	(1.40)	30%
Revenues Totals:	827,390	0.00	12,345.00	64,778.93	253,559.70	(573,830.30)	31%
Expenses							
39-861-010 Salary - Full Time	186,071	0.00	14,669.86	29,440.40	77,904.06	108,166.94	42%
39-861-014 Salary - Part Time	17,097	0.00	1,157.58	2,202.85	5,792.91	11,304.09	34%
39-861-019 Over-Time	15,869	0.00	343.82	920.09	3,522.45	12,346.55	22%
39-861-020 ER-FICA Taxes	16,756	0.00	1,137.44	2,291.82	6,170.72	10,585.28	37%
39-861-030 ER - Retirement Orbit	39,040	0.00	2,569.13	5,182.31	13,799.91	25,240.09	35%
39-861-040 ER- Health Insurance	32,198	15,454.59	2,537.69	5,075.38	15,122.81	1,620.60	95%
39-861-050 ER-Life Insurance	625	301.44	50.24	100.48	301.44	22.12	96%
39-861-060 ER-Workman's Comp	2,324	0.00	0.00	0.00	2,259.21	64.79	97%
39-861-200 Travel Expense	500	0.00	0.00	0.00	0.00	500.00	
39-861-203 Supplies	57,000	2,165.34	4,712.42	8,861.21	16,445.82	38,388.84	33%
39-861-204 Uniforms	3,120	2,047.60	471.33	607.53	1,072.40	0.00	100%
39-861-250 Light, Heat & Security	105,000	59,157.63	7,748.52	15,321.50	41,128.37	4,714.00	96%
39-861-251 Telephone & Postage	8,689	5,077.83	448.89	1,407.15	3,336.08	275.09	97%
39-861-252 Fuel	10,250	5,816.74	775.21	1,658.99	3,860.83	572.43	94%
39-861-296 Continuing Education	2,000	0.00	0.00	170.00	355.00	1,645.00	18%
39-861-301 Computer Maint.	3,885	1,354.50	344.66	840.50	1,495.43	1,035.07	73%
39-861-302 Software Support	3,267	122.50	412.51	507.45	2,575.52	568.98	83%
39-861-305 Technology Upgrades	2,000	0.00	75.37	75.37	75.37	1,924.63	4%
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
12/1/2022 10:01:23 AM

Page 15 Of 15

Period Ending 11/30/2022

39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
39-861-318 Freight Charges	1,750	917.14	206.06	368.68	857.02	(24.16)	101%
39-861-342 Maint & Repair Plant	80,000	3,097.97	9,806.50	14,869.55	28,553.75	48,348.28	40%
39-861-344 Sludge Removal	70,000	35,622.50	9,352.50	9,352.50	24,877.50	9,500.00	86%
39-861-345 Beaver Control	750	0.00	0.00	0.00	0.00	750.00	
39-861-346 Lab Material & Supplies	9,000	216.76	381.75	630.73	5,218.46	3,564.78	60%
39-861-347 Lab Analysis	18,565	11,281.00	1,433.50	3,029.50	5,802.00	1,482.00	92%
39-861-348 Tar - Pamlico Dues	3,000	0.00	0.00	0.00	0.00	3,000.00	
39-861-349 OSHAComp/Safety M&S	1,000	0.00	0.00	0.00	0.00	1,000.00	
39-861-352 Vehicle Maintenance	4,750	124.66	0.00	803.20	1,394.90	3,230.44	32%
39-861-400 Liability Insurance	14,624	0.00	0.00	0.00	3,610.55	11,013.45	25%
39-861-405 Audit Expense	10,667	6,517.01	0.00	1,470.86	4,149.99	0.00	100%
39-861-441 Certify Lab Services	1,000	0.00	100.00	100.00	100.00	900.00	10%
39-861-444 Permits & Fees	14,482	750.00	750.00	1,500.00	9,085.00	4,647.00	68%
39-861-446 Influent Debris Removal	5,655	1,518.25	525.44	1,044.86	2,321.75	1,815.00	68%
39-861-810 NCDEQ WWTP Phase 2 Principal	23,607	0.00	0.00	0.00	0.00	23,607.00	
39-861-897 WWTP 25% of GF Exp	56,781	0.00	0.00	4,611.43	19,264.03	37,516.97	34%
39-861-998 Contingency	4,933	0.00	0.00	0.00	0.00	4,932.66	
WWTP - Expenses Totals:	827,390	151,543.46	60,010.42	112,444.34	301,225.11	374,621.43	55%
Expenses Totals:	827,390	151,543.46	60,010.42	112,444.34	301,225.11	374,621.43	55%
39 WWTP Revenues Over/(Under) Expenses:			(47,665.42)	(47,665.41)	(47,665.41)		

Check Listing

Date From: 11/1/2022 Date To: 11/30/2022
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton
12/01/2022 10:04 AM

Page: 1 of 5

Check Number	Bank	Vendor	Date	Amount
65440	30	ELITE TRUCK BOXES, LLC	11/01/2022	<u>\$6,227.26</u>
65441	30	HARRIS INVESTMENTS	11/01/2022	<u>\$1,000.00</u>
65442	30	AMAZON CAPTIAL SERVICES, INC.	11/02/2022	<u>\$264.60</u>
65443	30	BRITTANY BOLTON	11/02/2022	<u>\$61.17</u>
65444	30	CARDNO USA, INC.	11/02/2022	<u>\$5,450.00</u>
65445	30	DAVID PERRY--#2	11/02/2022	<u>\$150.00</u>
65446	30	DUKE ENERGY PROGRESS	11/02/2022	<u>\$112.30</u>
65447	30	Mission Communications, LLC	11/02/2022	<u>\$2,967.00</u>
65448	30	NEWCOMB TECH	11/02/2022	<u>\$1,081.38</u>
65449	30	Preservation Warrenton, Inc	11/02/2022	<u>\$250.00</u>
65450	30	Purchase Power (Pitney Bowes)	11/02/2022	<u>\$100.00</u>
65451	30	SOUTHERN SOFTWARE, INC.	11/02/2022	<u>\$241.92</u>
65452	30	Spectrum Business	11/02/2022	<u>\$169.98</u>
65453	30	UNIFIRST CORPORATION	11/02/2022	<u>\$453.55</u>
65454	30	UNITED PARCEL SERVICE	11/02/2022	<u>\$36.00</u>
65455	30	WARREN AUTO PARTS, INC.	11/02/2022	<u>\$335.66</u>
65456	30	WILSON'S WATER SERVICES	11/02/2022	<u>\$750.00</u>
65457	30	AAA GAS AND APPLIANCE CO.	11/03/2022	<u>\$131.87</u>
65458	30	DOCUMENT SYSTEMS, INC	11/03/2022	<u>\$230.57</u>
65459	30	GRANVILLE FARMS, INC.	11/03/2022	<u>\$900.00</u>
65460	30	KPH PAVING & LANDSCAPING, INC.	11/03/2022	<u>\$5,661.00</u>
65461	30	UNIFIRST CORPORATION	11/03/2022	<u>\$1,073.64</u>
65462	30	WARREN AUTO PARTS, INC.	11/03/2022	<u>\$926.16</u>
65463	30	Ada Davis	11/07/2022	<u>\$1,600.00</u>
65464	30	AMAZON CAPTIAL SERVICES, INC.	11/07/2022	<u>\$95.94</u>
65465	30	BURNETT LIME COMPANY, INC	11/07/2022	<u>\$860.94</u>
65466	30	CAROLINA DIGITAL PHONE INC	11/07/2022	<u>\$316.00</u>
65467	30	DOCUMENT SYSTEMS, INC	11/07/2022	<u>\$437.22</u>
65468	30	DUKE ENERGY PROGRESS	11/07/2022	<u>\$2,303.23</u>
65469	30	Ida Pierce	11/07/2022	<u>\$1,600.00</u>
65470	30	INVOICE CLOUD, INC.	11/07/2022	<u>\$100.00</u>
65471	30	MONCURE HOMES LLC/ADA DAVIS	VOIDED 11/07/2022	<u>\$19,440.00</u>

Check Listing

Date From: 11/1/2022 Date To: 11/30/2022
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton
12/01/2022 10:04 AM

Page: 2 of 5

Check Number	Bank	Vendor		Date	Amount
65472	30	MONCURE HOMES LLC/ADA DAVIS	VOIDED	11/07/2022	\$19,440.00
65473	30	MONCURE HOMES LLC/IDA PEARCE	VOIDED	11/07/2022	\$19,440.00
65474	30	NCACP		11/07/2022	\$200.00
65475	30	NCDPS-CORRECTION ENTERPRISES		11/07/2022	\$36.40
65476	30	NORTH CAROLINA 811, INC		11/07/2022	\$25.00
65477	30	PRO, INC.		11/07/2022	\$5,000.00
65478	30	UNITED PARCEL SERVICE		11/07/2022	\$62.06
65479	30	Viola Long		11/07/2022	\$1,600.00
65480	30	WARREN COUNTY PUBLIC UTILITIES		11/07/2022	\$15,815.42
65481	30	MONCURE HOMES LLC/VIOLO LONG	VOIDED	11/07/2022	\$19,440.00
65482	30	MONCURE HOMES LLC and ADA DAVIS		11/08/2022	\$19,440.00
65483	30	MONCURE HOMES LLC and IDA PIERCE		11/08/2022	\$19,440.00
65484	30	MONCURE HOMES LLC and VIOLO LONG		11/08/2022	\$19,440.00
65485	30	Community Eye Care		11/09/2022	\$101.40
65486	30	DUKE ENERGY PROGRESS		11/09/2022	\$144.30
65487	30	GFL ENVIRONMENTAL		11/09/2022	\$525.44
65488	30	HARRY M. WILLIAMS, III, PLS		11/09/2022	\$641.00
65489	30	KTM PARTS SUPPLY INC		11/09/2022	\$3,526.00
65490	30	MERITECH INC		11/09/2022	\$1,573.50
65491	30	NC MAYORS ASSOCIATION		11/09/2022	\$100.00
65492	30	PETE SMITH TIRE & QUICK LUBE, INC		11/09/2022	\$62.96
65493	30	PETE SMITH TIRE & QUICK LUBE, INC		11/09/2022	\$1,180.00
65494	30	PROFESSIONAL MAIL SERVICES, INC		11/09/2022	\$5.24
65495	30	PROFESSIONAL MAIL SERVICES, INC		11/09/2022	\$1.60
65496	30	UNIFIRST CORPORATION		11/09/2022	\$1,380.10
65497	30	WRIGHT EXPRESS FSC		11/09/2022	\$2,131.91
65498	30	GRANVILLE FARMS, INC.		11/14/2022	\$8,452.50
65499	30	PETE SMITH TIRE & QUICK LUBE, INC		11/14/2022	\$808.06
65500	30	WALKER AUTO STORES		11/14/2022	\$69.55
65501	30	WARREN AUTO PARTS, INC.		11/14/2022	\$44.96
65502	30	AMAZON CAPTIAL SERVICES, INC.		11/15/2022	\$405.30
65503	30	DUKE ENERGY PROGRESS		11/15/2022	\$785.22

Check Listing

Date From: 11/1/2022 Date To: 11/30/2022
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton
12/01/2022 10:04 AM

Page: 3 of 5

Check Number	Bank	Vendor	Date	Amount
65504	30	NC WATER TREATMENT FACILITY	11/15/2022	<u>\$50.00</u>
65505	30	PETE SMITH TIRE & QUICK LUBE, INC	11/15/2022	<u>\$360.13</u>
65506	30	QUILL CORPORATION	11/15/2022	<u>\$43.29</u>
65507	30	UNITED PARCEL SERVICE	11/15/2022	<u>\$36.00</u>
65508	30	FIRST CITIZENS BANK	11/16/2022	<u>\$383.84</u>
65509	30	BANZET,THOMPSON, STYERS & MAY, PLLC	11/16/2022	<u>\$226.00</u>
65510	30	CARDNO USA, INC.	11/16/2022	<u>\$1,200.00</u>
65511	30	NC DIVISION OF MOTOR VEHICLES	11/16/2022	<u>\$1,567.05</u>
65512	30	Universal Chevrolet	11/16/2022	<u>\$52,893.00</u>
65513	30	A FULL CLEANING SERVICES LLC	11/16/2022	<u>\$360.00</u>
65514	30	AMAZON CAPTIAL SERVICES, INC.	11/16/2022	<u>\$73.55</u>
65515	30	BRIGHTSPEED COMMUNICATIONS	11/16/2022	<u>\$287.33</u>
65516	30	DUKE ENERGY PROGRESS	11/16/2022	<u>\$8,181.99</u>
65517	30	ENVIRONMENTAL SAFETY PROFESSIONALS, INC.	11/16/2022	<u>\$100.00</u>
65518	30	LORD & COMPANY, INC	11/16/2022	<u>\$9,000.00</u>
65519	30	PROFESSIONAL MAIL SERVICES, INC	11/16/2022	<u>\$441.56</u>
65520	30	PROFESSIONAL MAIL SERVICES, INC	11/16/2022	<u>\$151.23</u>
65521	30	UNUM LIFE INSURANCE COMPANY OF AMERICA	11/16/2022	<u>\$571.16</u>
65522	30	A FULL CLEANING SERVICES LLC	11/18/2022	<u>\$360.00</u>
65523	30	DUKE ENERGY PROGRESS	11/18/2022	<u>\$208.25</u>
65524	30	HARRIS EQUIPMENT COMPANY	11/18/2022	<u>\$3,181.25</u>
65525	30	INFORMATION TECHNOLOGY SERVICE	11/18/2022	<u>\$164.11</u>
65526	30	TIME WARNER CABLE	11/18/2022	<u>\$300.94</u>
65527	30	United Healthcare	11/18/2022	<u>\$13,751.39</u>
65528	30	USA Bluebook	11/18/2022	<u>\$561.41</u>
65529	30	WARREN AUTO PARTS, INC.	11/18/2022	<u>\$9.63</u>
65530	30	WARREN COUNTY PUBLIC WORKS	11/18/2022	<u>\$1,651.55</u>
65531	30	WATER GUARD, INC.	11/18/2022	<u>\$3,034.21</u>
65532	30	WOMACK PUBLISHING CO. INC.	11/18/2022	<u>\$134.00</u>
65533	30	AMAZON CAPTIAL SERVICES, INC.	11/21/2022	<u>\$81.72</u>
65534	30	Core & Main	11/21/2022	<u>\$120.67</u>

Check Listing

Date From: 11/1/2022 Date To: 11/30/2022
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton
12/01/2022 10:04 AM

Page: 4 of 5

Check Number	Bank	Vendor	Date	Amount
65535	30	DRAWINGBOARD PRINTING	11/21/2022	<u>\$275.04</u>
65536	30	DUKE ENERGY PROGRESS	11/21/2022	<u>\$61.55</u>
65537	30	HUMANA SPECIALTY BENEFITS	11/21/2022	<u>\$29.38</u>
65538	30	MUNICIPAL INSURANCE TRUST	11/21/2022	<u>\$802.99</u>
65539	30	NORTH CAROLINA DEPARTMENT OF LABOR	11/21/2022	<u>\$200.00</u>
65540	30	PAYNTER'S AUTO & TRACTOR REPAIR	11/21/2022	<u>\$100.97</u>
65541	30	UNITED PARCEL SERVICE	11/21/2022	<u>\$36.00</u>
65542	30	AMAZON CAPTIAL SERVICES, INC.	11/23/2022	<u>\$241.39</u>
65543	30	BLUE RIDGE SPRINGS, INC	11/23/2022	<u>\$25.00</u>
65544	30	Company Wrench	11/23/2022	<u>\$93.46</u>
65545	30	FRONTIER NATURAL GAS	11/23/2022	<u>\$26.29</u>
65546	30	FRONTIER NATURAL GAS	11/23/2022	<u>\$33.23</u>
65547	30	JAMES FALCON	11/23/2022	<u>\$10.00</u>
65548	30	KING'S FITNESS & NUTRITION CENTER	11/23/2022	<u>\$330.00</u>
65549	30	MOTOROLA SOLUTIONS INC	11/23/2022	<u>\$46.97</u>
65550	30	PHYLLIS ALSTON	11/23/2022	<u>\$3.75</u>
65551	30	QUAHSHAUNDRIAH HENDERSON	11/23/2022	<u>\$73.28</u>
65552	30	SALLIE WHITE	11/23/2022	<u>\$150.00</u>
65553	30	SONITROL INTEGRATED SECURITY	11/23/2022	<u>\$167.50</u>
65554	30	WALKER AUTO STORES	11/23/2022	<u>\$114.83</u>
65555	30	WARREN AUTO PARTS, INC.	11/23/2022	<u>\$633.39</u>
65556	30	COLUMBIAN MUTUAL LIFE INS CO	11/28/2022	<u>\$37.88</u>
65557	30	PRUDENTIAL RETIREMENT	11/28/2022	<u>\$931.55</u>
65558	30	TRIANGLE BUSINESS JOURNAL	11/28/2022	<u>\$149.45</u>
65559	30	WESLEY MEMORIAL UMC	11/28/2022	<u>\$155.00</u>
65560	30	AMAZON CAPTIAL SERVICES, INC.	11/30/2022	<u>\$143.68</u>
65561	30	PETE SMITH TIRE & QUICK LUBE, INC	11/30/2022	<u>\$221.24</u>
65562	30	UNITED PARCEL SERVICE	11/30/2022	<u>\$36.00</u>
65563	30	WRIGHT EXPRESS FSC	11/30/2022	<u>\$2,743.36</u>
124	Checks Totaling -			\$324,003.75

Totals By Fund

Checks	Voids	Total
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Check Listing

Date From: 11/1/2022 Date To: 11/30/2022

Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton
12/01/2022 10:04 AM

Page: 5 of 5

Check Number	Bank	Vendor		Date	Amount
			Checks	Voids	Total
34			\$837.53		\$837.53
36			\$1,380.15		\$1,380.15
37			\$32,610.02		\$32,610.02
38			\$37,837.23		\$37,837.23
39			\$41,493.34		\$41,493.34
67			\$145,880.00	\$77,760.00	\$68,120.00
70			\$240.99		\$240.99
71			\$6,650.00		\$6,650.00
74			\$57,074.49		\$57,074.49
Totals:			\$324,003.75	\$77,760.00	\$246,243.75

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator
Date: December 8, 2022
Re: November 2022 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) Annual Service Agreement – Elevated Water Tanks (3), PRV Vault (1), Sewer Lift Stations (4) – SCADA cloud based service and technical support. Contractor: Mission Communications (\$2,967.00). (2) Fairlane DR Elevated Water Tank – Surveying and Mapping. Surveyor: Harry M. Williams, III, PLS (Fees - \$641.00). (3) Emergency Repair – 8-inch Sewer Main located on former Peck property. Repaired segment that completely failed as a result of tree roots. – Contractor: Harris Equipment Company (Labor, Materials, and Mobilization - \$3,822.65). (4) Preventative Maintenance – 146 Fire Hydrants. Painted hydrants located in Town's Water System Territory. Contractor: KTM Parts Supply, Inc. (Labor - \$2,920.00, Travel - \$250.00, Materials - \$356.00).
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) - \$10,315.25
- **Water and Sewer Adjustment Request:** For consideration at the December 12, 2022, meeting of the Board of Commissioners. **Anell Williams** – 245 Red Hill Loop Road, Account #004-0002420-1. Leak between water meter and house. Normal usage 9,000. Request is for sewer adjustment of 17,000 gallons at \$14.65/1000. Total \$249.05. 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: December 8, 2022
Re: November 2022 Monthly Activity Report for WWTP

- **Pending Equipment Repairs:** **(1)** Effluent filter controls – Safety issue - Replace cylinders and control mechanism for valves located in pit area of filter building. **(2)** Sand blast and refinish site metal structures. **(Estimated Cost – Refinishing remaining structures - \$58,000)** **(3)** Jet-Vac truck services to clean influent wet well, sludge recirculation building well, and scum pit. **(Estimated Cost - \$10,000)**
 - **Completed Plant Maintenance/Repair Related Information:** **(1)** Preventative Maintenance – Liquid Lime Feed System. Annual preventative maintenance/inspection. Contractor: Burnett Lime Company (Labor and travel cost waived, Parts - \$806.50). **(2)** Annual Maintenance Service Agreement – SCADA and IC System. Contractor: Lord and Company (\$9,000.00).
- Total cost for Repairs (Account No. 39-861-342) - \$9,806.50**
- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month; 15.31 million gallons were treated.

Activity Detail Summary (by Category)

Warrenton Police Department

(11/01/2022 - 11/30/2022)

Incident\Investigations

09A - Murder and Non-negligent Manslaughter	1
13A - Aggravated Assault	1
23H - All Other Larceny	2
26B - Credit Card/Automated Teller Machine Fraud	1
290 - Destruction/Damage/Vandalism of Property	2
35A - Drug/Narcotic Violations	2
520 - Weapon Law Violations	4
90D - Driving Under the Influence	1
90Z - All Other Offenses	9
Total Offenses	23
Total Incidents	8

Arrests

09A - Murder and Non-negligent Manslaughter	2
13A - Aggravated Assault	2
35A - Drug/Narcotic Violations	3
520 - Weapon Law Violations	7
90C - Disorderly Conduct	2
90D - Driving Under the Influence	1
90Z - All Other Offenses	5
Total Charges	22
Total Arrests	4

Accidents

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

Citations

Secondary Charge	0
Total Charges	0

Activity Detail Summary (by Category)

Warrenton Police Department

(11/01/2022 - 11/30/2022)

Citations

Total Citations	0
-----------------	---

Warning Tickets

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

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

Ordinance Tickets

Fire Lane Violation	5
---------------------	---

Loud Music Motor Vehicle	1
--------------------------	---

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

Total Ordinance Tickets	8
-------------------------	---

Criminal Papers

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

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

Civil Papers

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

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

Activity Log Event Summary (Cumulative Totals)

Warrenton Police Department

(11/01/2022 - 11/30/2022)

911 Hang-up	2	Accident	7
Alarm Activation	15	Animal Complaint	2
Assault w/weapon (non- physical)	1	Assist Highway Patrol	1
Assist Motorist	3	Assist Other Department	1
Assist WC EMS	10	Assist WCSO	5
Citation	1	Communicating Threats	1
Complaint	1	Disabled Vehicle	2
Dispute	1	Disturbance	1
Domestic	1	Downed Tree / Power Line	1
Escort	1	Follow up Investigation	1
Foot Patrol	4	Found Property/Item	1
Funeral Escort	1	Injury to Real Property	1
Investigation and/or Interview	1	Larceny	2
Loitering	2	Lost property	2
Non Law Enforcement Issue	1	Ordinance Violation	4
Other	1	Parking Violation	7
Patrol	19	Property Check – Business	193
Shots fired	1	Suspicious Person / Vehicle	4
Talk with Officer	7	Traffic Control	1
Traffic Light / Street Safety Issue	1	Traffic Stop	47
Training	2	Vehicle Lockout	1
Vehicle Maintenance	2	Welfare Check	2

Total Number Of Events: 365



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

P.O. Box 281
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BOC Meeting November 2022 – 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. Update Revitalization roster with Daniel Beech, Mark Wethington and Georgiana Weddington
 - ✓ Done
5. Prepare Resolution of support for Warren County Farmers Market
 - ✓ Underway with Mayor's assistance
6. Execute NCDOT Encroachment Agreement
 - ✓ Done
7. Execute revised CDBG Neighborhood Revitalization Grant Project Ordinance
 - ✓ Done
8. Execute revised ARP Grant Project Ordinance
 - ✓ Done
9. Update Zoning Board of Adjustments with newly appointed members and provide new members with copy of zoning ordinances and process examples
 - ✓ Done
10. Notify Mrs. Capps of approval of Special Use permit for short-term rental
 - ✓ Done
11. For Planning Board consideration, Business Registration and Panhandling not part of their review as not zoning related. Notify of exception needed for Fire Department fund raising.
 - ✓ Done
12. Inform nuisance properties of violations and final notice
 - ✓ Awaiting pending software implementation of iWorQ, so that have long term records



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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 to be installed in January.

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

- Into six-month job reporting period.

(Fund 67) NC Neighborhood Revitalization Program

- 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.
- Bid solicitation underway for demolition and remediation of two houses. Three modular houses on order.

(Fund 68) Building Reuse Grant

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

(Fund 69) Volkswagen Settlement Grant

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

(Fund 71) Brownfield Grant

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

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

- Town awarded approximately 55% grant with balance in a 7-year loan.
- One truck is still on order with Chevrolet, two have been delivered.

Applications since September BOC meeting:

- NC Commerce Rural Transformation Grant -- \$270,000 for municipal parking lot. 63 applications competitive with Warrenton's worth \$40mm. December 14 award date.
- NC DEQ Water, Sewer and WWTP needs -- \$15,000,000
- NC DEQ Stormwater AIA grant – for study of stormwater issues
- FEMA Hazard Mitigation grant – for berm to prevent flooding at WWTP – follow up conference call and Warrenton ranked 11 out of over 100 applicants in terms of competitiveness.

Whereas	Primary Government Unit Town of Warrenton, NC
and	Discretely Presented Component Unit (DPCU) (if applicable)
and	Auditor Joyce and Company, CPA

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for	Fiscal Year Ending 06/30/22	and originally due on	Audit Report Due Date 10/31/22
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hereby agree that it is now necessary that the contract be modified as follows.

☒ Modification to date

Original due date 10/31/22	Modified due date 12/31/22
Original fee	Modified fee

☐ Modification to fee

Primary Other
(choose 1)(choose 0-2)

Reason(s) for Contract Amendment

- | | | |
|----------------------------------|--------------------------|--|
| <input type="radio"/> | <input type="checkbox"/> | Change in scope |
| <input type="radio"/> | <input type="checkbox"/> | Issue with unit staff/turnover |
| <input type="radio"/> | <input type="checkbox"/> | Issue with auditor staff/workload |
| <input type="radio"/> | <input type="checkbox"/> | Third-party financial statements not prepared by agreed-upon date |
| <input type="radio"/> | <input type="checkbox"/> | Unit did not have bank reconciliations complete for the audit period |
| <input type="radio"/> | <input type="checkbox"/> | Unit did not have reconciliations between subsidiary ledgers and general ledger complete |
| <input type="radio"/> | <input type="checkbox"/> | Unit did not post previous years adjusting journal entries resulting in incorrect beginning balances in the general ledger |
| <input type="radio"/> | <input type="checkbox"/> | Unit did not have information required for audit complete by the agreed-upon time |
| <input type="radio"/> | <input type="checkbox"/> | Delay in component unit reports |
| <input type="radio"/> | <input type="checkbox"/> | Software - implementation issue |
| <input type="radio"/> | <input type="checkbox"/> | Software - system failure |
| <input type="radio"/> | <input type="checkbox"/> | Software - ransomware/cyberattack |
| <input type="radio"/> | <input type="checkbox"/> | Natural or other disaster |
| <input checked="" type="radio"/> | <input type="checkbox"/> | Other (please explain) |

Plan to Prevent Future Late Submissions

If the amendment is submitted to extend the due date, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years. Indicate NA if this is an amendment due to a change in cost only.

Continue with existing auditor which was a first year engagement this year.

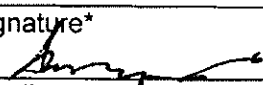
Additional Information

Please provide any additional explanation or details regarding the contract modification.

The financial statements for 6-30-21 were not issued until 7-13-22 due to issues with the prior audit firm. Additional time after this was required to have these approved by LGC and then to get and have prior year journal entries posted. This required delays in starting the audit for 6-30-22.

By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.

SIGNATURE PAGE**AUDIT FIRM**

Audit Firm* Joyce and Company, CPA	
Authorized Firm Representative* (typed or printed) Shelton Ennis	Signature* 
Date* 11-21-22	Email Address sheltonennis@joyceandcompanycpa.com

GOVERNMENTAL UNIT

Governmental Unit* Town of Warrenton, NC	
Date Primary Government Unit Governing Board Approved Amended Audit Contract* (If required by governing board policy)	
Mayor/Chairperson* (typed or printed) Walter M. Gardner, Jr., Mayor	Signature*
Date	Email Address w.gardner@warrenton.nc.gov

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

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE***ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT****(Pre-audit certificate not required for hospitals)*

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

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

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



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NCDOT Paved Trails and Sidewalk Feasibility Study Grant

Feasibility studies bridge the gap between conceptual planning and programming of projects. The purpose of this North Carolina grant is to improve the pipeline of multimodal projects that can access state and federal funding for implementation. This grant would utilize Warrenton's 2020 NCDOT-funded, Bicycle and Pedestrian Plan and determine the engineering requirements and associated costs for implementation.

- \$60,000 to \$80,000 in funding per municipality
- Up to 3 miles of trails and sidewalks
- Scored based on various criteria including low income status, matching dollars, prior plans in place
- Application due date: January 9, 2023
- Application submitted by Kerr Tar COG on behalf of Town with materials gathered by Town

Request permission by the BOC to apply for funding from NCDOT and contribute a \$5000 match from fund balance to improve chances of being awarded.



FIGURE #12



- | | |
|-----------------------|----------------------------------|
| Crossing Improvements | Advisory Shoulder |
| Shared-Use Path | Bicycle Boulevard |
| Sidewalk | Buffered Bike Lane and Road Diet |
| Signage | Paved Shoulder/Bike Lane |
| | Shared Lane Marking |
| | Sidewalk - Existing |

Property Boundary
Warrenton ETJ

Bicycle and Pedestrian Plan

Town of Warrenton, NC

Recommended Projects

Source Info: NCDOT, NC One Map, VHB

IMD FEASIBILITY STUDY GRANT PROGRAM FREQUENTLY ASKED QUESTIONS



— What is the difference between the Paved Trails and Sidewalk Feasibility Study Grant Program and the Multimodal Planning Grant Program?

Feasibility Study Grant Program

Feasibility studies bridge the gap between conceptual planning and programming of projects. They build upon higher-level planning efforts and take a comprehensive approach to identify possible route alternatives of multimodal corridors. The purpose of this type of study is to evaluate technical feasibility of a project from a design, permitting, and constructability perspective. Input solicited from the local community and stakeholders help guide the development of recommended routes. Project types include paved trails, shared-use paths, sidepaths, greenways, and sidewalks. It is important to note that a feasibility study does not present a final design for construction.

The purpose of the Paved Trails and Sidewalk Feasibility Study Grant Program is to improve the pipeline of multimodal projects to access to state and federal funding. The feasibility study program will produce well-conceived projects with demonstrated community support that will be competitive in the State Transportation Improvement Program (STIP) and for federal investment. Quantity-based preliminary cost estimates will be generated for route alignments to help inform further decision making, identify funding needs, and develop next steps for project implementation.

Multimodal Planning Grant Program

The Multimodal Planning Grant Program was created by the Integrated Mobility Division (IMD) and the Transportation Planning Division (TPD) in January 2004. The program encourages municipalities to develop comprehensive multimodal, bicycle, and pedestrian plans. A comprehensive multimodal, bicycle, or pedestrian network plan allows a municipality to set a vision for multimodal transportation in their community, plan for a multimodal network, and identify priority multimodal projects in addition to policy recommendations. Please note that a community can apply for only one type of plan in an individual grant cycle.



IMD FEASIBILITY STUDY GRANT PROGRAM FREQUENTLY ASKED QUESTIONS



— What facilities are eligible for the Paved Trails and Sidewalk Feasibility Study Grant Program?

The following facilities are eligible for the Paved Trails and Sidewalk Feasibility Study Grant Program:

- **Paved Trail:** Paved trail surfaces such as asphalt or concrete offer greater accessibility to accommodate bicyclists, pedestrians, and other non-motorized users of all ages and abilities. Asphalt pavement tends to be the most popular and cost effective for paved trails. Concrete pavement is more durable, but it typically costs more than asphalt pavement. Paved trails are typically 10-feet wide or greater can also be known as a “shared-use paths”, “greenways” or “sidepaths” depending on site context.
 - **Shared-Use Path:** A facility, which should be designed to meet ADA Standards, which may be used by bicyclists, pedestrians, and other non-motorized users. Shared-use paths are separated from the roadway by an open space or a physical barrier or within an independent-right-of-way and can also be known as a “multi-use trail”, “multi-use path” or “greenway.”
 - **Greenway:** A greenway provides a travel area separated from motorized traffic for bicyclists, pedestrians, and other non-motorized users. These facilities generally follow corridors of undeveloped land preserved for recreational use or environmental protection. These corridors are often utilized as buffers since they often separate and protect the natural environment from the built environment.
 - **Sidepath:** A specific type of facility, which should be designed to meet PROWAG standards, that is physically separated from the road but still located within the roadway right-of-way.
- **Sidewalk:** The portion of a street or highway right-of-way, beyond the curb or edge of roadway pavement, which is intended for use by pedestrians. Sidewalks are generally narrower than paved trails and are usually constructed of concrete pavement or pavers.

— Can counties, regional governments, or non-profit organizations apply for funding?

The following governmental entities and non-profit organizations can apply to the Paved Trails and Sidewalk Feasibility Study Grant Program: municipal governments, county governments, regional governmental agencies (MPOs/RPOs), and non-profit organizations (bicycle, pedestrian, and transit advocacy organizations, Friends-of-the-Trail groups, land conservancies with 501(c)(3) designation). Please note that this excludes universities/colleges and other organizations such as Business Improvement Districts.



IMD FEASIBILITY STUDY GRANT PROGRAM FREQUENTLY ASKED QUESTIONS



— Can the funding be used to develop a bicycle and pedestrian feasibility analysis in other municipal/county study or planning efforts?

Any feasibility study developed with these funds must focus on a stand-alone paved trail path or sidewalk project. While NCDOT encourages the inclusion of a bicycle and pedestrian feasibility analysis in local and regional transportation plans or corridor studies, greenway, and open space plans, etc., requests for funding to develop such elements are not within the scope of this grant.

— Does this grant program fund design or construction of paved trails or sidewalks?

These funds are made available for the development of feasibility studies for paved trails or sidewalks only. Proposals detailing specific construction projects are not eligible for consideration.

— Is a local match required?

A local match is not required; however, it may be a factor to consider for a competitive grant cycle.

— What types of funds can be used for a local match?

Municipal funds and funds secured from other state or federal agencies and organizations or businesses may be used for the local match. NCDOT state or federal funds provided to a municipality cannot be used as a local cash match. Powell Bill funds may not be used toward the local match – [see here](#). In-kind services cannot be used for local participation. The local match must be a cash contribution.



IMD FEASIBILITY STUDY GRANT PROGRAM FREQUENTLY ASKED QUESTIONS

— How much does the study cost to develop?

Project budgets are contingent upon corridor context and complexity. These guidelines are provided to help determine the scale of the project. The development of a small-scale study will differ from that of a large-scale study. The following should be considered in the development of a study:

- Cost
- Number of route alternatives
- Mileage range
- Jurisdictional range
- Corridor constraints
- Community and stakeholder engagement expectation

Refer to the following table for a comparison between the two project scales.

	SMALL-SCALE FEASIBILITY STUDY	LARGE-SCALE FEASIBILITY STUDY
COST	\$60,000 - \$80,000	\$80,000 - \$120,000+ Significantly more complex and extensive corridors may result in a higher plan cost
NUMBER OF ROUTE ALTERNATIVES	Up to 4 alternatives to be evaluated	Greater than 4 alternatives to be evaluated
MILEAGE RANGE	¼ mile to 3 miles	3 to 15+ miles
JURISDICTIONAL RANGE	Up to 2 jurisdictions along the corridor	2+ jurisdictions along the corridor (may require additional jurisdictional meetings/coordination)
CORRIDOR CONSTRAINTS	Minimal utilities Moderate topography Smaller FEMA studied streams (creeks and streams) Moderate roadway characteristic constraints (minor road crossings, moderate to high traffic volumes, moderate to high-speed limits)	Rail corridors/crossings Significant roadway characteristic constraints (controlled access roadways, major road crossings, high traffic volumes, high speeds) Larger FEMA studied streams (major water bodies – rivers, lakes) Moderate/significant utilities Significant topography
COMMUNITY + STAKEHOLDER ENGAGEMENT EXPECTATION	3 steering committee meetings (virtual) 1 online survey 1 public meeting Up to 4 focused stakeholder (landowners, local businesses, underrepresented groups, etc.) meetings (1-on-1 or may include multiple stakeholders per meeting)	4-5 steering committee meetings (virtual) 1 online survey 1 public meeting Up to 8 focused stakeholder (landowners, local businesses, underrepresented groups, etc.) meetings (1-on-1 or may include multiple stakeholders per meeting)



IMD FEASIBILITY STUDY GRANT PROGRAM FREQUENTLY ASKED QUESTIONS



— What documents are required to submit with an application?

The following documents are required to submit with an application:

- Hyperlinks (or digital copies) to relevant previous plans or studies
- Resolutions of support (from participating jurisdictions and MPO/RPO) - draft/pending versions are accepted to meet application deadline
- Resume(s) of staff who will manage the study
- Letters of support
- Study area map

The study area map should include project boundaries/corridors to be studied and relevant base map layers, such as municipal/county boundaries, roadway characteristics, water bodies, parks and open space, existing bicycle and pedestrian facilities, transit connections, etc.

How to determine if this project is a part of the Great Trails State network?

The Great Trails State Plan was created by the Integrated Mobility Division, in coordination with the Transportation Planning Division and North Carolina State Parks. This plan draws upon existing plans and new recommendations to identify a network of shared-use paths and trails that connects all 100 counties in North Carolina, with a special focus on connections between population centers and North Carolina State Parks. The primary outcome of this planning process was to develop a statewide trail map coupled with an action-oriented network plan and 5-year implementation strategy. View the following link to read the Great Trails State Plan: <https://www.ncdot.gov/divisions/bike-ped/great-trails-state/Pages/default.aspx>.

A key selection criterion in the Paved Trails and Sidewalk Feasibility Study Grant Program will award additional points for projects that are along the Great Trails State network. To determine if your project is part of the Great Trails State network, click on the following link to view an interactive ArcGIS webpage of the network: <https://ncdot.maps.arcgis.com/home/webmap/viewer.html?useExisting=1&layers=daecd2b2e6374981b3ed122305d2baf5>.



IMD FEASIBILITY STUDY GRANT PROGRAM FREQUENTLY ASKED QUESTIONS



— Are proposed rail-trail projects eligible to study through this grant program?

Proposed rail-to-trail and rail-with-trail projects are eligible to study through this grant program. However, proposed rail-with-trail projects along active Class I rail lines are not eligible due to CSX and Norfolk-Southern (NS) policies not permitting private or public parallel bicycle and pedestrian paths along active rail corridors. All feasibility study projects proposed along or across rail corridors will require coordination with the NCDOT Rail Division throughout the study process. A map of the active and inactive rail lines across the state may be viewed at the following link: <https://ncdot.maps.arcgis.com/home/webmap/viewer.html?webmap=352556db969240c99a06a179f56b8403>.

— How will proposals be selected?

Integrated Mobility Division (IMD) staff will conduct a preliminary review of all applications for completeness and general appropriateness. Eligible proposals will be reviewed by IMD staff with support from individuals with professional experience in developing, administering, and/or implementing paved trails and sidewalk feasibility studies. Recommended proposals will be forwarded to the NCDOT Board of Transportation for final approval. It is anticipated that the Board of Transportation will approve the selected jurisdictions in late winter / early spring 2023.

— What are the selection criteria?

Integrated Mobility Division (IMD) staff will review each proposal and evaluate it based on the stated vision, goals, and needs of the jurisdiction; comprehensiveness of scope; understanding of issues and opportunities; level of local commitment; and feasibility of successful study completion. For a comprehensive list of criteria, see the “Selection Criteria” section of the Paved Trails and Sidewalk Feasibility Study Grant Program Overview document: <https://connect.ncdot.gov/municipalities/PlanningGrants/Pages/IMD-Feasibility-Studies-Program.aspx>.



IMD FEASIBILITY STUDY GRANT PROGRAM FREQUENTLY ASKED QUESTIONS



— When will selected communities receive funding?

It is anticipated that jurisdictions will be notified of the feasibility study grant award in Spring 2023. As described in the Paved Trails and Sidewalk Feasibility Study Grant Program Overview document, NCDOT will utilize prequalified on-call firms to prepare the studies. NCDOT will administer all payments to the consultant preparing the study. The planning process will begin once NCDOT has assigned a consultant to the project and negotiated study cost.

Agreements for Jurisdictions providing a Local Match:

The jurisdiction will submit a lump sum of their matching funds for this project with the signed agreement. NCDOT will then administer all payments to the consultant preparing the study. The study process will begin once (a) the agreement is executed and the local match is received and (b) NCDOT has assigned a consultant to the project and negotiated study cost.

— How long will the community have to complete the study?

It is anticipated that selected consultants will have between 6-12 months (approximately 6 to 9 months for a smaller scale feasibility study and approximately 9 to 12 months for a larger scale feasibility study) from the date of receipt of an NCDOT written Notice to Proceed to complete the study. Final timeframes will be determined during creation of agreements and finalization of consultant contracts.

— What type of assistance is available to communities preparing an application?

Staff from the Integrated Mobility Division (IMD) will be available to answer questions and provide guidance. Please contact IMD's Statewide Planning and Programming Manager, Joseph Furstenberg, with any questions at jcfurstenberg@ncdot.gov or (919) 707-2603. MPO and RPO planning staff may also be able to provide helpful information or staff assistance. In addition, a program overview, FAQs (this document), and study content standards may be found on the Paved Trails and Sidewalk Feasibility Study Grant Program webpage: <https://connect.ncdot.gov/municipalities/PlanningGrants/Pages/IMD-Feasibility-Studies-Program.aspx>.



IMD FEASIBILITY STUDY GRANT PROGRAM FREQUENTLY ASKED QUESTIONS



— What does a feasibility study look like?

In 2022, NCDOT partnered with a consulting firm to conduct two feasibility pilot studies for the Paved Trails and Sidewalk Feasibility Study Grant Program. The two studies were conducted on the Middle Fork Greenway in Watauga County and the North Main Street Sidepath in the City of Marion. These studies provide an in-depth look at various considerations that helped to inform the development of alternatives for each study. The preferred alignments for each project were informed by steering committees and public input. The benefits of active transportation facilities, potential facility amenities, recommended route cut sheets, maintenance recommendations, and paths to implementation are other key sections detailed in the studies to help both the client and the public visualize all aspects of development for their respective projects. Appendices supplement the main study and include information on funding and design resources, detailed cost information, community engagement information, and P6.0 SPOT scoring component resources. Read below to learn more about each of the pilot studies.

Sidepath Pilot Study: City of Marion North Main Street Sidepath Feasibility Study

The proposed North Main Street Sidepath is a 3-mile corridor connecting Downtown Marion with the Joseph McDowell Catawba Greenway along US 70. The proposed sidepath is a critical missing link in the City of Marion's bicycle and pedestrian network and is an identified corridor of the Fonta Flora State Trail. The North Main Street Sidepath Feasibility Study evaluates potential route scenarios along North Main Street (NCDOT roadway corridor), US 70, and the Catawba River to determine the preferred route. This study also provides cost estimates and an implementation plan to construct the sidepath. The project was led by NCDOT's Integrated Mobility Division and the City of Marion. Supporting agencies involved in the study were McDowell County, NC State Trails, and Friends of the Fonta Flora State Trail.

One key highlight from this study was the phasing and prioritization section for the preferred alignment of the sidepath. Two implementation scenarios were proposed in phases and highlighted the need to involve a coordinated effort to design, fund, and construct the corridor. This study emphasizes the importance of collaboration during project development opportunities which may involve multiple agencies and may utilize various funding sources.

View the study at: <https://connect.ncdot.gov/municipalities/PlanningGrants/Documents/Marion%20N.%20Main%20Street%20Sidepath%20Feasibility%20Study.pdf>.



IMD FEASIBILITY STUDY GRANT PROGRAM FREQUENTLY ASKED QUESTIONS



Greenway Pilot Study: Middle Fork Greenway Feasibility Study

The Middle Fork Greenway was envisioned to provide residents and visitors alike with opportunities for recreation and active transportation, connecting people and places between the Towns of Boone and Blowing Rock along the Middle Fork River. The community has already made great progress on the implementation of this vision in partnership with the Blue Ridge Conservancy, the Town of Boone, the Town of Blowing Rock, Watauga County, and NCDOT.

The Middle Fork Greenway Feasibility Study assesses existing conditions, evaluates potential routes for opportunities and constraints, develops detailed cost estimates, and provides strategies for implementation for Sections 3 and 5 of the Middle Fork Greenway as identified in the Middle Fork Greenway Master Plan. The project team developed and evaluated six route alternatives for each section of the greenway. Recommendations for preferred routes were identified through community input, technical analysis, input from the study steering committee, and landowner outreach by Blue Ridge Conservancy along the proposed trail corridor. In addition to greenway alignments, the study recommends two stream restoration projects along Section 3 of the greenway. It is recommended that the stream restoration project be constructed in advance of or as part of the greenway construction to ensure integrity of the trail and reduce maintenance burdens. The study also documents funding resources for the Blue Ridge Conservancy to pursue to support land acquisition, design and engineering, permitting, bridges, retaining structures, underpasses, trail construction, park amenities, and operations for the Middle Fork Greenway.

View the study at: <https://connect.ncdot.gov/municipalities/PlanningGrants/Documents/Middle%20Fork%20Greenway%20Feasibility%20Study.pdf>.

Content Standards for the Paved Trails and Sidewalk Feasibility Study may be found on the Paved Trails and Sidewalk Feasibility Study Grant Program webpage: <https://connect.ncdot.gov/municipalities/PlanningGrants/Pages/IMD-Feasibility-Studies-Program.aspx>.



Warrenton Budget Amendments

12/12/2022

#6

The purpose of this budget amendment is to increase the transfer in line from the ARP grant and increase the Powell Bill expense line in order to reimburse PB for Spring Street Storm Water Repair.

General Fund

Revenue

[illegible]

4,911

—

4,911

—

Expenditure

[illegible]

4,911

4,911

Date:	12/12/2022
Number:	#7

Date:	12/12/2022
Number:	#7

Number:	#7
---------	----

The purpose of this budget amendment is to increase the transfer in line from the ARP grant and increase the supplies expense line in sewer in order to reimburse the cost of the impeller for Riggan pump station.

Sewer

[illegible]

Total	4,792
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[illegible]

4,792



P.O. Box 281 / 113 S Bragg St.
Warrenton, NC 27589-

0281

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

(252) 257-1122 Fax (252) 257-9219
www.warrenton.nc.gov

Town Appointments 2023

Town Administrator/Town Clerk/Zoning Administrator – Robert Davie
Director of Public Works – Bill Perkinson
Chief of Police – Goble Lane
Town Attorney – Mitch Styers

Finance Officer – Meredith Valentine
Deputy Finance Officer – Tracy Stevenson

Kerr Tar Regional Council of Government
C – Mayor Walter Gardner
Alternate – Robert Davie

Local Firefighter's Relief Fund Trustees
T. Lee Edmonds
Joyce Greene-Williams

ZONING BOARD

Bobby Tippet	In Town	2024	252-432-7150
Al Fleming (Chair)	In Town	2025	257-1779
Peter Holloway	In Town	2025	204-9293
Monique Hinton (alternate)	In Town	2025	908-675-1296
Calvin Alston	Out of Town	2024	257-4108, 213-4040
Bob Neal	Out of Town	2023	432-9850
Annette Silver (alternate)	Out of Town	2023	762-2703

ZONING ADMINISTRATOR

The zoning Administrator who shall be appointed by the Town Board of Commissioners is duly charged with the enforcement of the provisions of this chapter. If the Zoning Administrator finds that any of the provisions of this chapter are being violated, the Zoning Administrator shall notify in writing the person responsible for such violations, indicating the nature of the violation and ordering the action necessary to correct it. The Zoning Administrator shall also take any other action authorized by this chapter to ensure compliance with or to prevent violation of its provisions.

ZONING BOARD OF ADJUSTMENT

There shall be and is hereby created a Board of Adjustment (hereinafter called the Board) consisting of five members, including three residents of the town of and two members of the one-mile extraterritorial jurisdiction. The town residence members of the Board shall be appointed by the Town Board of Commissioners. Residents of the one-mile extraterritorial jurisdiction shall be appointed by the County Commissioners. Subsequent terms shall be for three years. If the Board of County Commissioners fail to appoint the extraterritorial members within 90 days after receiving a resolution from the Town Board of Commissioners requesting that there appointments be made, the Town Board of Commissioners may make them. The Board of Adjustment shall elect a chairman and vice-chairman from its regular members, who shall serve for one year or until re-elected or until their successors are elected.

(Ord. passed 12-16-85)

PLANNING BOARD

George Humphries	In Town	2024	820-3404 h
Dian Sourelis	In Town	2024	773-848-3400 m
Georgiana Weddington	In Town	2025	257-4663, 646-361-8996
Tom Hardy (Chair)	In Town	2025	252-432-0604
Kristy Steed	Out of Town	2024	252-204-0081
Carlos Verdaguer	Out of Town	2025	757-390-6846
Cynthia Jenkins	Out of Town	2024	919-260-8008 m

MEMBERSHIP AND VACANCIES

The Planning Board shall consist of seven members. Four members shall be citizens and residents of the town and shall be appointed by the Board of Commissioners; three members shall be citizens and residents of the territory surrounding the town, as described in N.C.G.S. §160A-362, and shall be appointed by the Board of Commissioners. The outside representatives shall have equal rights, privileges, and duties with the other members of the Planning Board, regardless of whether the matters at issue arise within the town or within the extraterritorial area. Four of the initial members shall be appointed for a term of two years, and three for four years. The Chairman of the Town Committee of Future Planning and Public Relations shall serve as an ex officio member of the Planning Board. Vacancies occurring for reasons other than expiration of terms shall be filled as they occur for the period of the unexpired term. Faithful attendance at the meetings of the Board is considered a prerequisite for the maintenance of membership on the Board.

Within 30 days after appointment the Planning Board shall meet and elect a Chairperson and create and fill such offices as it may determine. The term of the Chairperson and other officers shall be one year, with eligibility for re-election. The Board shall adopt rules for transaction of its business and shall keep a record of its members' attendance and of the resolutions, discussions, findings, and recommendations, which record shall be a public record. The Board shall hold at least one meeting monthly, unless the meeting is canceled by the Chairperson, and all of its meetings shall be open to the public. The Board shall hold at least one meeting annually jointly with the Board of Commissioners. There shall be a quorum of five members for the purpose of taking any official action required by this subchapter.

(Ord. passed 10-16-72)

CITIZENS ADVISORY BOARD

E.T. Malone, Jr. (Ted), Chair

Open Seat

Open Seat

Annette Silver

Candice White

ABANDONED, JUNK, NUISANCE VEHICLES

A Citizens Advisory Board ("CAB") as established by the BOC shall recommend to the BOC at the BOC's regularly scheduled monthly meeting those Vehicles that the CAB believes should be acted upon pursuant to the provisions of this Ordinance. Such recommendation shall be accompanied with documentation supporting the CAB's recommendation which shall include the location of the Vehicle, a photograph of the Vehicle and a short written explanation of why the Vehicle should be acted upon.

The BOC will consider the recommendations of the CAB and, if approved by the BOC, direct the Chief of Police to begin appropriate actions as set forth in this Ordinance. The Chief of Police will include in his monthly report to the BOC a summary of all actions taken pursuant to previous such BOC directions.

HISTORIC DISTRICT COMMISSION

Richard Hunter (Chair)	2026	4-year (rec. by Jacob Holt Foundation)
Cynthia Jenkins	2025	4-year (rec. by Jacob Holt Foundation)
Vacant	2026	4-year (rec. by Preservation Warrenton)
Kate Hazen	2025	4-year (rec. by Preservation Warrenton)
Marsha West	2026	4-year (at-large)
Bob Shingler	2025	4-year (at-large)
Michael Coffman	2023	1-year (Representing Board of Commissioners)

Composition: The Commission shall consist of seven (7) members. All the members shall reside within the territorial jurisdiction of the town. Members of the Commission shall have demonstrated special interest, experience or education in history, architecture, archaeology or related fields. Two members of the Commission shall be recommended by Preservation Warrenton, two members of the Commission shall be recommended by the Jacob Holt Foundation, two members as recommended by the Board of Commissioners from the public and the seventh member of the Commission shall be a member of the Board of Commissioners of the Town of Warrenton (herein referred to as “BOC”), although Commission members recommendations by Preservation Warrenton and/or the Jacob Holt Foundations as set forth herein need not be members of those organizations. Upon the recommending The BOC shall appoint members.

Terms of Office: Members of the Commission shall serve terms of four years. Terms shall be staggered with the initial term of members being as follows: one (1) member for two (2) years, three (3) members for three (3) years and three (3) members for four (4) years. A member may be reappointed for consecutive terms. In the event that a member should need replacement, the replacing member shall serve the remainder of the current term and shall be recommended to the BOC from the appropriate organization as set forth above.

Officers: The Historic Preservation Commission shall elect from among its members a chairman, vice-chairman and treasurer. Officers shall be elected annually and may be re-elected. A staff member of the Town of Warrenton may be appointed to serve as a secretary or an administrative advisor for the Commission. The Commission may appoint advisory bodies and committees as appropriate.

Meetings: The Commission shall hold at least one regular meeting each month, except when it has no business pending. Special meetings may be called in a manner determined by the Commission and its rules and procedures. All meetings shall be subject to the North Carolina Open Meeting laws and a public record shall be kept of the Commission’s resolutions, proceedings, and actions.

REVITALIZATION COMMITTEE

Commissioner Michael Coffman, Chairman, by appointment of Mayor

Ex-Officio: Town Administrator Robert Davie

Daniel Beech	(2025)
Georgiana Weddington	(2025)
Mark Wethington	(2025)
Adam Foreman	(2025)

Victoria Lehman	(2023)
Open	(2023)
Open	(2023)
Open	(2023)

Bob Shingler	(2024)
Jereann King	(2024)
Mike Kelley	(2024)
Rose Derring	(2024)

Twelve members appointed by Board of Commissioners. Do not have to be town resident.

PLUMMER HOOK & LADDER CO. MUSEUM COMMITTEE

Sylvia Juantia Ransom Fletcher
Anne A. Harris
Jennifer Harris Franks
Sherman Johnson
Walter Gardner
W. Hermenia Salmon
Annette Silver
Don Stith
Jonas Milo Alston
Julian Felix Green
Dominique Keshawn Trotman

Appointed by Board of Commissioners. Must have interest in Plummer Hook & Ladder Fire Company.

BEAUTIFICATION COMMITTEE

Richard Hunter (Chair)
Fern Boyd
Hermenia Salmon
Margaret Britt

Appointed by Board of Commissioners.

QUILTER'S LANE COMMITTEE

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

The committee would be tasked with:

- Designing banners
- Securing Ellis property for landscaping and interactive display on W. Market St.
- Securing permission to include and develop Courthouse Square property behind Tax Office
- Developing Wayfinding Signage in keeping with Branding Strategy
- Designating building locations suitable for murals and secure permission
- Establishing anchors with Heritage Quilters and Quilt Lizzy Training Center locations
- Securing funding to meet and implement these goals

Appointed by 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
www.warrenton.nc.gov

Commercial Parking In Residential Neighborhood

314 W. Ridgeway Street (Hillmon Poythress)

Ordinance

§151.024 REGULATIONS CONCERNING HOME OCCUPATIONS.

Home occupations are permitted in all districts only as an incidental use and shall comply with the following regulations:

- (A) No person other than a resident of the dwelling shall be engaged in such occupation.
- (B) No more than three customers, clients, or patrons shall come to the dwelling at any one time nor more than ten in any one day.
- (C) No more than two vehicles may be used in the conduct of the home occupation. Any such vehicle shall be parked off the street. The parking of any such vehicles on the property, other than an auto mobile, shall be in an enclosed building as described in §151.24(D) below, or shall be a conditional use subject to approval by the Board of Adjustment.
- (J) There shall be no more than two deliveries per day to the premises of materials to be used in conjunction with the home occupation and these shall take place between the hours of 7:00 a.m. and 9:00 p.m.
- (K) No customers, clients, patrons, or employees other than the residents' household may be on the premises in connection with the home occupation before 7:00 a.m. or after 9:00 p.m.
- (M) Any home occupation not complying with these regulations shall be a special use.

(Ord. passed 12-16-85)

§151.115 VIOLATION REMEDIES.

In case any building or structure is erected, constructed, reconstructed, repaired, converted, or maintained, or any building, structure, or land is used in violation of this chapter, the Zoning Administrator or any other appropriate town authority, or any person who would be damaged by such violation, in addition to other remedies, may institute injunction, mandamus, or other appropriate action in proceeding to prevent the violation.

Enforcement of Zoning Ordinance

d. Initial Notice of Violation

On determining that a violation exists, the Administrator shall give the landowner(s) of the property and the holder of any development approvals a written notice of the violation, either in or by personal delivery, electronic delivery, or first-class mail or posted on the property. The notice shall describe the nature of the violation, state the options necessary to correct the violation, and invite the alleged violator to meet the Administrator or designee for a hearing to discuss the violation and how it may be corrected /resolved. The Administrator may provide the alleged violator additional notices of violations. (G.S.160D-404(a))

e. Final Notice of Violation, Correction Order

The Administrator's final written notice of violation (which may also be the initial notice) shall also order correction of the violation, specify a reasonable time period within which the violation must be corrected, state which of the remedies and penalties authorized in this section, the Administrator may pursue if the violation is not corrected within the specific time limit, and state that the correction order may be appealed to the Board of Adjustment.

f. Appeal to the Board of Adjustment

Pursuant to G.S § 160D-405, Any person aggrieved by the Administrator's determination of a violation or correction order may appeal that determination or order to the Board of Adjustment in accordance with the provisions of this Chapter. As provided by that Article, an appeal generally stays all further actions to enforce a correction order until the Board of Adjustment has decided the appeal.

If the recipient of a correction order does not appeal to the Board of Adjustment within the time limit specified in the Chapter, that person may not later appeal to the Board of Adjustment the subsequent imposition of any remedy specified in the order.

g. Extension of Time Limit to Correct Violation

The recipient of a correction order, or the owner of the property on which the violation occurs may submit to the Administrator a written request for extension of the order's specified time limit for correction of the violation. On determining that the request includes enough information to show that the violation cannot be corrected within the specified time limit for reasons beyond the control of the person requesting the extension, the Administrator may extend the time limit as reasonably necessary to allow timely correction of the violation.

h. Enforcement Action after Time Limit to Correct Violation

Following the time limit for correction of the violation, including any stay or extension thereof, the Administrator shall determine whether the violation has been corrected. If the violation has been corrected, the Administrator shall take no further action against

the alleged violator. If the violation has not been corrected, the Administrator may act to impose one or more of the remedies and penalties specified in the correction order.

a. Persons Liable

Any landowner or holder of a development approval who participates in, assists, directs, creates, or maintains any situation that is contrary to the requirements of this Ordinance may be held responsible for the violation, suffer the penalties, and be subject to the remedies herein provided.

b. Penalties and Remedies

The Administrator may pursue one or more of the following remedies and penalties to prevent, correct, or abate a violation of this Ordinance. Use of one of the authorized remedies and penalties does not preclude the Administrator from using any other authorized remedies or penalties, nor does it relieve any party to the imposition of one remedy or penalty from imposition of any authorized remedies or penalties.

i. Permit Revocation

In accordance with the provisions of this Ordinance, the Administrator of Building Inspector may revoke any development approval granted under this Ordinance for any substantial departure from the approved application, plans, or specifications, for refusal or failure to comply with any local development regulation or any state law delegated to the Town of Warrenton by the State for enforcement.

The Administrator or Building Inspector shall notify the holder of the development approval of the revocation in writing. All development approval revocations shall follow the same procedures required for the initial issuance of the development approval including any written notice(s) or hearing(s).

j. Permit Denial

As long as a violation of this Ordinance remains uncorrected, the Administrator may deny or withhold approval of any permit or other authorization provided for in this Ordinance that is sought for the property on which the violation occurs.

d. Civil Penalties

A 15-day grace period on all offenses that do not endanger public safety or wellbeing. The Administrator may impose a civil penalty by giving the violator a written citation, either in person or by certified or registered mail, return receipt requested. The citation shall describe the nature of the violation, specify the amount of the civil penalty being imposed, and direct the violator to pay the civil penalty to the Town of Warrenton within 10 days of the date the citation is received. If the violator fails to either pay the civil penalty or correct the violation within this time limit, the Administrator may institute a civil action in the nature of a debt in a court of competent jurisdiction to recover the civil penalty. For purposes of assessing the amount of a civil penalty, each day the violation remains uncorrected after receipt of the correction order (or receipt of the citation itself in the case of emergency enforcement) shall constitute a separate

violation that subjects the violator to additional civil penalty. The amounts are noted below:

\$250.00 fine per day for first 15 days (beginning immediately for offenses that endanger public safety or wellbeing)

\$250.00 fine per day for next 15 days

\$2500.00 fine per day for remainder of the violation

1. If the work or activity substantially violates state laws (provided the State has delegated the Town to enforce the law)
2. If the work or activity substantially violates local law
3. If the work or activity could endanger life or property
4. The stop work order shall apply exclusively to the specific part(s) of the work or activity that meets the above criteria.
5. The Town (or designee) shall deliver the stop work order to the holder of the development approval and the owner of the property via personal delivery, electronic delivery, or first class, certified mail.
6. Violation of a stop work order shall constitute a Class 1 misdemeanor.

f. Stop Work Orders

Pursuant to G.S. § 160D-404, the Administrator may issue a stop work order in the following cases:

g. Other Equitable Relief

In addition to the above remedies and penalties, the Administrator may institute any other appropriate action or proceeding in a court of competent jurisdiction to prevent, correct, or abate a violation of this Ordinance.

(Ord. passed 12-16-85) (Ord. Amended 7-11-2022)

Prior Notices to Property Owner

- 2021 and 2022: Undocumented phone conversations
- May 23, 2022: text and phone conversation with Hillmon Poythress
- May 23, 2022: email reiterating phone conversation and process
- June through September 2022: Noticed that multiple trucks were not being parked in residential lot for a period of time.

Thriving Communities Program Letter of Interest (LOI) Worksheet

This worksheet is designed to help lead applicants and their partners prepare for LOI submission to apply to receive support through the Thriving Communities Program (TCP). The fields in this worksheet reflect the fields that will be required for a complete LOI. The worksheet can be used to collect, draft, and workshop responses to the questions. When you're ready, submit your LOI through the webform available at <https://www.transportation.gov/thriving-communities-program-letter-of-interest>. You do not need to submit this worksheet.

You must submit your Letter of Interest no later than 11:59 p.m. (EST) on December 6, 2022.

Lead Applicant Organization

Required Information	Applicant Response
Organization name	Warren County Community & Economic Development
Organization type Reminder - the lead applicant must be one of the following: <ul style="list-style-type: none"> • State, local, or Tribal government • United States territory • Metropolitan planning organization (or rural transportation planning organization) • Transit agency • Other political subdivision of state or local government 	County Government (North Carolina)
Primary staff contact name Reminder: the primary staff contact will act as the point of contact to coordinate with the assigned Capacity Builder, community partners, and the Build America Bureau	Charla Duncan Community & Economic Development Director Senior Assistant to the County Manager
Business email	charladuncan@warrencountync.gov
Business phone number	(252) 257-3115

TCP Community of Practice

You must select **one** Community of Practice in your LOI based on your community's size, location, needs, and priorities. The three Communities of Practice are described in detail in section E.3 of the [Call for Letters of Interest](#) and include:

- **Main Streets** – Focused on Tribal and rural communities and the interconnected transportation, housing, community, and economic development issues they face.

- **Complete Neighborhoods** – Focused on urban and suburban communities located within metropolitan areas working to better coordinate transportation with land use, housing, and economic development.
- **Networked Communities** – Focused on those communities located near ports, airports, freight, and rail facilities to address mobility, access, environmental justice, and economic issues including leveraging their proximity to these facilities for wealth-building and economic development opportunities.

Required Information	Applicant Response
To which Community of Practice are you seeking to apply?	Main Streets

Community Partners

Those submitting an LOI for Thriving Communities Program assistance must identify a lead applicant and **two** key community partners. A key partner is one who can help with implementation activities and community engagement during the two-year period. You can find more details about Community Partnerships in section E.1 of the [Call for Letters of Interest](#). You will not be able to submit the form without completing the required information for both community partners.

Community Partner #1

Required Information	Applicant Response
Community Partner name	Kerr-Tar Regional Council of Governments
Type of organization In your LOI submission, you can choose between the following types of organizations: government, non-profit organization, private sector, philanthropy, community-based organization, Tribe, or other. If you select "other," you must specify the type of organization.	Government (Regional)
If applicable, indicate if the organization is any one of the following: <ul style="list-style-type: none"> • Minority-owned, woman-owned, or other disadvantaged business enterprise (DBE) • Minority-Serving Institution (for example, a historically Black college or university, a Hispanic-serving institution, a Tribal college or university, an Asian American and Native American Pacific Islander-serving institution, and others) • Non-profit organization located within the community that is identified as playing a capacity building role This question is optional .	

Required Information	Applicant Response
<p>If applicable, note any additional organization attributes that may affect priority consideration.</p> <p>This question is optional.</p>	

Community Partner #2

Required Information	Applicant Response
Community Partner name	Town of Warrenton
<p>Type of organization</p> <p>In your LOI submission, you can choose between the following types of organizations: government, non-profit organization, private sector, philanthropy, community-based organization, Tribe, or other. If you select "other," you must specify the type of organization.</p>	Government (Local)
<p>If applicable, indicate if the organization is any one of the following:</p> <ul style="list-style-type: none"> • Minority-owned, woman-owned, or other disadvantaged business enterprise (DBE) • Minority-Serving Institution (for example, a historically black college or university, a Hispanic-serving institution, a Tribal college or university, an Asian American and Native American Pacific Islander-serving institution, and others) • Non-profit organization located within the community that is identified as playing a capacity building role <p>This question is optional.</p>	
<p>If applicable, note any additional organization attributes that may affect priority consideration.</p> <p>This question is optional.</p>	<p>Located in Warren County, which is a Tier 1 County. See Needs Statement for further info about North Carolina County Distress Rankings.</p>

Additional Community Partners (optional)

Required Information	Applicant Response
<p>If your team includes more than two community partners, please list the names and type of the additional community partners (e.g., Acme Industries, Private Sector). If applicable, please indicate if the organization is a minority-owned, woman-owned, or other DBE; a Minority Serving Institution; or a non-profit organization located within the community that is identified as playing a capacity building role.</p> <p>This question is optional.</p>	

Additional Information

Required Information	Applicant Response
<p>Provide the lead applicant organization's prior year fiscal budget (in dollars).</p>	<p>FY22 Budget for Warren County Community & Economic Development: \$225,636</p>
<p>Provide any clarification on the budget (any additional notes that will help provide context for the budget provided in the question above, if needed).</p> <p>This question is optional.</p>	<p>Note: this is only the budget for Community & Economic Development, not for the entire County.</p>
<p>Indicate the number of staff at the lead organization who work primarily on transportation planning, public engagement, and/or grant application and administration. The form provides the following options:</p> <ul style="list-style-type: none"> • 0 staff • 1-5 staff • 6-30 staff • 31-50 staff • 51+ staff 	<p>1-5 Staff</p>

Required Information	Applicant Response
<p>Describe the geographic area that will receive the TCP support.</p> <p>Reminder: this should be the community within which the program’s activities for comprehensive community- and data-driven transformative infrastructure and community development activities will take place. The community definition can be based upon locally understood boundaries and transportation patterns and needs. See section E.2 of the Call for LOIs for more information.</p>	<p>The targeted geographic area for this program is the triangular region/corridor that connects the municipalities of Macon, Norlina, and Warrenton in Warren County.</p> <p>Norlina to Macon..... US-158 Macon to Warrenton..... US-158-BUS Warrenton to Norlina..... US-401</p>
<p>Indicate if the defined geographic area includes disadvantaged populations or census tracts. If it does, estimate whether a majority or less than a majority of the geographic area is disadvantaged.</p> <p>Reminder: Section E.2 of the Call for LOIs contains information on which tools can be used to verify. All Tribes and United States territories qualify as Justice40 disadvantaged communities and should check “Yes, with a majority.”</p>	<p>A majority of the geographic area is disadvantaged.</p>
<p>If the geographic area that will receive the TCP support includes disadvantaged populations or census tracts, please indicate which tool(s) were used to verify. You can use any of the following tools:</p> <ul style="list-style-type: none"> • DOT mapping tool for Historically Disadvantaged Communities • Areas of Persistent Poverty Table • Other Federally designated community development zones (for example: Empowerment Zones, Promise Zones, or Choice Neighborhoods) <p>You also have the option to indicate:</p> <ul style="list-style-type: none"> • I am a Tribe or United States territory and do not need to verify status • N/A: The geographic area does not include a disadvantaged community 	<p>Using the DOT Mapping Tool: In Warren County, NC: Macon is in Census Tract 9501.01 – Disadvantages: Transportation, Health, and Resilience.</p> <p>Norlina is in Census Tract 9502 – Disadvantages: Historically, Transportation, Health, Economy, and Resilience.</p> <p>Warrenton is in Census Tract 9503 – Disadvantages: Historically, Transportation, Health, Economy, and Resilience.</p> <p>Using Areas of Persistent Poverty Table: Warren County is APP Tract 9502 (Norlina) is HDC Tract 9503 (Warrenton) is APP, HDC</p>
<p>Is the lead applicant or focus area of TCP support located in a rural area?</p> <p>Reminder: Appendix A of the Call for LOIs includes a definition for “rural”</p>	<p>The lead applicant/focus area is in a rural area. Approx. Populations (residents; households): Macon (69; 33), Norlina (1,200; 589), and Warrenton (1,000; 540).</p>

Required Information	Applicant Response
<p>Describe the lead applicant's experience with DOT discretionary grant funding by indicating one of the following:</p> <ul style="list-style-type: none"> • My organization has never applied for a DOT grant • My organization has applied but has been unsuccessful in obtaining a DOT grant (i.e., has never received a DOT grant) • My organization has been awarded one or more DOT grants at some point in the past <p>If you choose the last option, you must list the most recent grant(s) and award year.</p>	<p>My organization has applied but has not received a USDOT grant.</p>
<p>Has the lead applicant received Federally funded technical assistance in the past, or is the lead applicant currently receiving Federally funded technical assistance?</p> <p>If yes, you must indicate granting Federal agency and type of technical assistance.</p>	<p>No.</p>

Needs and Vision Statement

The lead applicant and its community partners should collectively develop a needs statement and a vision statement which will be submitted by the lead applicant through the webform that makes the case for seeking TCP technical assistance.

Needs Statement

The needs statement must be **500 words or less** and describe the following:

- Key challenges or needs (transportation, equity, environmental, health and safety, housing, and/or economic) that the identified community faces, including those caused by harmful historic or current policies (e.g., displacement, discrimination, segregation, exclusionary zoning) that could be addressed through the TCP.
- Technical or capacity challenges the applicant or community has faced when seeking Federal funding or delivering transportation projects, or in trying to coordinate infrastructure projects with broader community and economic development efforts.
- Any infrastructure projects that may be planned or underway, and specific or anticipated challenges your team may face in funding or implementing these projects (if applicable).

Warren County, a rural community of just under 19,000 people, is among the most distressed counties in the state of North Carolina. Designated a Tier 1 County, the most distressed ranking in North Carolina, the County scores poorly on average unemployment rate, median household income, percentage growth in population, and adjusted property tax base per capita.

Furthermore, the geographic region identified for this project (Macon, Norlina, Warrenton) ranks highly in national percentiles on the following socioeconomic indexes as indicated by the EPA EJSCREEN tool:

- Demographic index: 90-95 percentile
- People of color: 90-95 percentile
- Low income: 90-95 percentile
- Unemployment rate: 80-90 percentile

Warren County is no stranger to harmful policies or circumstances. Warren County is credited as the birthplace of the environmental justice movement, an “honor” that would not be bestowed unless the community experienced a legacy of discrimination and displacement.

The study area has been impacted by several large transportation planning and engineering decisions. Prior to the opening of I-85, US HWY 1 was a major transportation thoroughfare along the east coast, including through Warren County. The construction of I-85 created an opportunity for residents to access resources outside of the County, and while this resulted in many positive outcomes, it also isolated many small businesses in the County and in the towns of Norlina and Warrenton.

When US-HWY-158 Bypass was built to connect Macon and Norlina, this disconnected Warrenton – the County seat – from residents and visitor traffic from the eastern side of the County. Traveling west to an adjoining county or to I-85, drivers can completely bypass Warrenton, negatively impacting small business located in the Town.

Transportation projects such as the opening of I-85 or US-158-BYP may have brought regional and statewide benefits, but have exacted a heavy toll on local businesses and community development in the Macon-Norlina-Warrenton triangle.

Local and County officials in the study area work diligently to maximize their resources and plan for projects and investments that will improve the community for all residents. However, submitting competitive applications for Federal funding is difficult with staff members being unable to commit their time solely to that purpose. Delivering transportation projects at the state level is also difficult for Warren County because it competes for the same pool of Regional and Divisional funding as the Raleigh-Durham area of North Carolina.

As the study area pursues small-scale highway projects and multi-modal projects, another monumental transportation investment looms over the region. The NC Department of Transportation Rail Division continues to work along with USDOT and the state of Virginia to reactivate the CSX S-Line rail corridor for both freight and passenger rail service. NCDOT has received significant funding in recent years (close to \$110M) to study Transit-Oriented Development, NEPA Compliance, and preliminary engineering along the corridor. Warren County is diligently advocating for a train stop to be located in Norlina, one of the towns impacted by this project. The County is planning now to prepare for this monumental investment in the area’s transportation network and community improvement.

Vision Statement

The vision statement must be **500 words or less** and describe the following:

- Community and/or organizational goals to be advanced through participation in the TCP.
- Why the key community partners were chosen and how the assembled team will be able to successfully work together to meet identified goals.
- Ways in which traditionally underrepresented voices and community stakeholders, including but not limited to those with Limited English Proficiency and those with disabilities, will be engaged in the technical assistance, planning, and capacity building process throughout the two-year period.

If Warren County is to maximize the reactivation of the S-Line Rail Corridor while both preserving the character of its communities and preventing the displacement of residents, significant planning must occur. For cost-burdened communities and households, the top two costs are often housing and transportation. To make the most of its participation in the Thriving Communities Program, the County will leverage technical assistance to ensure that the S-Line Rail Corridor project and all related transportation investments in the Macon-Norlina-Warrenton triangle will support affordable housing development rather than spur gentrification and housing displacement.

With increased technical capacity, Warren County could consult with affordable housing developers about what types of transportation investments can be made in the study area that will support and even encourage affordable housing. These transportation investments may be directly tied to the development of the S-Line or they may be multi-modal facilities through Warrenton or near key development centers in the area.

With proper planning and investment, the Macon-Norlina-Warrenton triangle could establish a model of “Connected Communities”, or places with affordable housing options, safe street designs, public spaces, and multi-modal transportation options to access key locations in the area. By easing the burden of housing and transportation costs, residents of Warren County will have the resources to invest in local business, education and training, and achieve levels of economic mobility that are presently uncommon.

The current team of community partners includes local government assistance from the Town of Warrenton and regional planning assistance from the Kerr-Tar Regional Council of Governments (COG), which includes the Kerr-Tar Rural Transportation Planning Organization (RPO). These organizations have long been key community partners for planning and development along with community engagement and outreach. Through partnership with these organizations, the County fully expects to continue enlisting community partners that are stakeholders in affordable housing and transportation planning.

As a region with a history of fighting for environmental justice, Warren County strives to involve traditionally underrepresented voices and community stakeholders in its planning processes. Those with Limited English Proficiency and those with disabilities are disproportionately impacted by limited transportation options and affordable housing options. As the County continues to gather community partners for this program, there will be seats at the table reserved for these voices. Warren County strives to plan not only FOR community members, but WITH community members. Other historically

disadvantaged populations, such as racial and ethnic minorities, will be encouraged to participate in planning discussions that will account for all the greatest needs of the community.



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

Request from Public Works for ARP Appropriation:

The old 2-inch galvanized water main that serves Town customers on the southern side of Highway 158 Business East from the location at 105 Hwy 158 East Business to 632 Hwy 158 Business East (Approximately 25 connections) has been deteriorating and failing to deliver an adequate volume of water for the last several years. We recently tested several water services in this area and found the water pressure at 25 to 30 PSI (50 to 60 is normal) and a flow rate at 5 to 7 GPM (10 to 30 is normal).

This stretch of water main is included in the recent grant application for elimination and replacement. If awarded, it will most likely take two to three years to get to the construction stage.

To help boost the water volume in the short term, our contractor is going to install a segment of 2-inch PVC line with valves that will connect the 8-inch water main on the northern side of Hwy 158 East to the existing 2-inch galvanized main.

The total cost for this construction is \$13,100.44. It includes all supplies, labor, mobilization, and boring under Highway 158. Requesting consideration for this ARP appropriation.

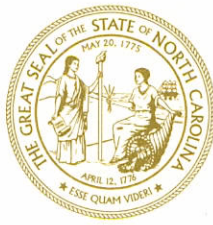
ARP Funds Summary:

The board approved the expense in the November BOC meeting, but we need BA #6 to reimburse the funds. The board approved the expense in August for BA #7.

Expenses approved but not spent:

Riggan Pump	Approved in August	\$18,900 encumbered
Labor	Approved in August	\$1,400 encumbered
Est. Battle Ave repair	Approved in Nov	\$25,000
PD Radars	Approved in Oct	\$10,029 encumbered
Zoning Software	Approved in Nov	\$7,200 encumbered
		\$62,529
Current balance in grant		127,171.89

That leaves \$64,642.89 available after approved expenses.



STATE OF NORTH CAROLINA
OFFICE OF THE GOVERNOR

ROY COOPER
GOVERNOR

November 1, 2022

Chief Goble Lane
Warrenton Police Department
P.O. Box 281
Warrenton, NC 27589-9999

Dear Chief Lane:

It is my honor to inform you that your organization has been selected to receive a grant this year as part of the North Carolina Governor's Crime Commission 2022 grant award process. Commission members reviewed each completed application to select the projects that will best serve North Carolina. Your project, PROJ015202 - Local Law Enforcement Block Grant, has been approved and you should receive your grant award agreement electronically in the coming weeks.

North Carolina is fortunate to have organizations like yours working to make your community a better and safer place. Thank you for all that you do and for your commitment to public safety across North Carolina.

With kind regards, I am

Very truly yours,

A handwritten signature in black ink that reads "Roy Cooper".

Roy Cooper

RAC/cf/swh



Walter M. Gardner, Jr. – Mayor
Meredith Valentine – Interim Town Administrator

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

GRANT PROJECT ORDINANCE
2022 Radio Grant
Warrenton Police Department

BE IT ORDAINED by the Board of Commissioners of the Town of Warrenton, North Carolina on December 12, 2022, that, pursuant to Section 13.1 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Ordinance is hereby adopted:

Section 1: The Grant Project authorized by the Board of Commissioners of the Town of Warrenton is for the purpose of receiving and distributing funds for the 2022 Radio Grant (In-Car and Portable radios).

Section 2: The Board of Commissioners of the Town of Warrenton directs the Town Administrator to proceed with the Grant Project within the terms of the grant documents, the rules and regulations of the Governor’s Crime Commission for the 2022 Radio Grant (In-Car and Portable radios) and the budget contained herein.

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

NC Governor’s Crime Commission Grant	\$20,205.00
This is a no match grant.	

Section 4: The following amounts are appropriated for the project activities:

Purchase of:	
In-Car Radios	\$16,226.40
Portable Radios	\$3,248.60
Phase 2 Software upgrade	\$730.00
Total	\$20,205.00

Section 5: The Town Administrator is hereby directed to maintain within the Grant Project fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and Federal and State regulations.

Section 6: The Town Administrator is directed to include a detailed analysis of past and future costs and revenues of this Grant Project in every budget submission made to this Board of Commissioners.

Section 7: The Town Administrator shall be authorized to transfer appropriations within the various line items of this Grant Project ordinance, as he deems necessary, subject to the approval of the Local Government Commission. All such transfers shall be reported to the Board of Commissioners.

Section 8: The Mayor and Town Administrator be authorized to execute all necessary forms related to this project.

Walter M. Gardner, Jr. - Mayor

Date

Robert Davie - Town Administrator

Date