



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

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

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**BOARD OF COMMISSIONERS REGULAR MEETING**  
**7:00 PM JANUARY 8, 2024**  
**6:45 PUBLIC HEARING**  
**AGENDA**

Regular Meeting

1. Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement, Proposed Agenda
3. Public Comments
4. Minutes Board Meeting of December 11, 2023, Minutes Public Hearing of December 11, 2023
5. Consent Agenda
  - a. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
  - b. Monthly Checks Report
  - c. Public Works Monthly Report
  - d. WWTP Monthly Report
  - e. Police Activity Reports
  - f. Action Items from December BOC Meeting
6. Committee Reports
  - a. Finance and Administration (Ms. Hunter)
  - b. Public Works (Mr. Blalock)
  - c. Public Safety (Mr. Ayscue)
  - d. Human Resources/Information Technology (Mr. White)
  - e. Revitalization/Historic District Commission (Mr. Coffman)
  - f. Beautification/Facilities (Ms. Sourelis)
  - g. Planning/Zoning/Annexation (Mr. Young)
7. Old Business
  - a. Status of Grants and Presentation on CDBG Grant Project – for information
  - b. Changes to Zoning Ordinances (Aquaponics, Hydroponics) – for consideration
  - c. Changes to Ordinance for Parades – for consideration
  - d. Detour Signage for Parade Route (6 signs and stands) – for discussion and consideration
  - e. Unaccounted Water, Fixed Rate Water – for information and discussion
8. New Business
  - a. Goal-Setting Workshop for Board/Staff hosted by UNC SOG in early March – for discussion and consideration
  - b. Budget Amendments 11, 12 – for discussion and consideration
  - c. Statement of Interest to Serve - Planning Board – for discussion and consideration
  - d. USDA RDBG Grant Application – for discussion and consideration
  - e. FEMA Cyber Security Grant Application – for discussion and consideration
  - f. NCLM Grant Summary – for discussion and consideration
  - g. Water and Sewer Adjustment for Michael Bernstein – for discussion and consideration
  - h. Closed Session for Personnel Matter NC GS§ 143-318.11 (A)(6)
9. Announcements
  - a. Public Hearing Historic District Update at 5:30 PM, January 22, 2024 at Town Hall
10. Adjournment

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TOWN OF WARRENTON  
PO BOX 281  
WARRENTON NC 27589

Start: 12/20/2023 Stop: 12/27/2023

Times Ord: 2 Times Run: \*\*\*

STD 3.00 X 3.18 Words: 140

Total STD 9.54

Class: 380 Public Notice

Rate: CL Cost: 167.50

Ad Descrpt: 8 JAN BOC MEETING

Descr Cont: PUBLIC HEARING NOTICE THE

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Contact:

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Email: townadministrator@warrenton. Created: aelli 12/13/23 08:40

Agency: Last Changed: aelli 12/13/23 08:44

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AUTHORIZATION

Under this agreement rates are subject to change with 30 days notice. In the event of a cancellation before schedule completion, I understand that the rate charged will be based upon the rate for the number of insertions used.

Name (print or type)

Name (signature)

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**Public Hearing Notice**

The Town of Warrenton Board of Commissioners will hold a Public Hearing on Monday, January 8, 2024 at 6:45 pm in the Warrenton Town Hall located at 113 S. Bragg Street to receive public comments on the following item:

- Allowing short term rentals or an AirBnB at 105 Halifax Street and 327 N. Main Street in Warrenton, NC.

Following the public hearing the Warrenton Planning Board will consider the proposed allowance and make recommendations to the Warrenton Board of Commissioners for consideration at 7:00 PM at the February 12, 2024 regular Board of Commissioners meeting.

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

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

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

## **Conflict of Interest Disclaimer**

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

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

## **Citizen Comments**

### **Rules for Citizen Comments**

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

**Town of Warrenton  
Board of Commissioners**



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

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**BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING**

**December 11, 2023**

**7:00 P.M.**

**Minutes**

Those in attendance were:

Mayor Walter Gardner	Commissioner Mary Hunter
Commissioner John Blalock	Commissioner Al Fleming
Commissioner Michael Coffman	Commissioner Margaret Britt
Commissioner Jason Young	Commissioner Dian Sourelis
Town Administrator, Robert Davie	Commissioner Nat White
Chief Goble Lane, Police Department	
Bill Perkinson, Public Works Director	
Meredith Valentine, Finance Director	
Tracy Stevenson, Minute Taker	
Lucy Weldon, Media	

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

Mayor Gardner called the regular monthly meeting of the Town of Warrenton Board of Commissioners to order on Monday, December 11, 2023, at 7:00 p.m. A Moment of Silence was held for all who are sick, suffering, and in need. Mayor Gardner asked that we remember the love and gift of the Christ child during this Christmas season. The Pledge of Allegiance was led by Commissioner Britt.

**Conflict of Interest Statement and Proposed Agenda**

The Conflict-of-Interest statement was reviewed. The Proposed Agenda was presented. Mayor Gardner asked that several items be added to the agenda to include:

- Special presentation between items 4 and 5
- 11. New Business – item (h). - Quitclaim for consideration
- Correction of item 8 – (f) Action items from *November* BOC meeting

Commissioner Coffman made a motion to approve the proposed agenda, with the additions and correction, with a second by Commissioner Fleming. The motion was approved by unanimous vote.

## **Public Comments**

Dwayne Hicks addressed the board stating his concern with an employee of the Town of Warrenton Police Department, which he feels was aggressive and disrespectful. He further stated he has made verbal complaints of same to the District Attorney, the Chief of Police, and the Board of Commissioners. He requested that his concern be added to the January 2024 agenda.

Herman Alston, Jr. relayed an incident with Warrenton Police and stated his concern for excessive, life-threatening tactics by the Police Department, and he also requested that his concern be added to the January 2024 agenda.

Angelina Kearney Dunlap stated that a family member had experienced an unjustified stop from a NC Highway Patrol officer and understands the previous citizen concerns. She further stated she would be acquiring signatures for a petition to be added to the November ballot for a seat on the Warren County Board of Commissioners, running as an independent.

## **Minutes**

The minutes of the November 13, 2023, board meeting and public hearing were presented. Commissioner Coffman made a motion to approve the minutes as presented, with a second by Commissioner Fleming. The motion was approved by unanimous vote.

Town Administrator, Robert Davie presented Commissioner Margaret Britt and Commissioner Al Fleming with a token of appreciation from the Town for their dedicated service to the Town of Warrenton. Commissioner Fleming stated he had enjoyed working with the board and Town staff. Commissioner Britt stated this last meeting was a bittersweet moment as she has been on the Board for many years. She welcomed her replacement to her seat.

**Swearing in of Newly Elected Commissioners** – Town Administrator, Robert Davie administered the Oath of Office to Commissioners John Blalock, Michael Coffman, and newly elected Commissioners Dian Sourelis and Nat White.

**Commissioners' Committee Assignments** – Mayor Gardner presented the committee assignments for approval. Commissioner Blalock made a motion to approve the committee assignments as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.

**Appointment of Mayor Pro Tem** – Mayor Gardner opened the floor for nominations for Mayor Pro Tem. Commissioner Blalock made a motion to appoint Commissioner Mary Hunter as Mayor Pro Tem, with a second by Commissioner Young. 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 November BOC meeting
- (g) Budget Amendments 9, 10

Commissioner Coffman made a motion to approve the Consent Agenda, with a second by Commissioner Hunter. 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 Blalock had no additional report other than agenda items. Mr. Blalock questioned if the recent rain had caused any issues at the WWTP. Public Works Director, Bill Perkinson stated they had a challenging night but overall made out okay.
- (c) Public Safety – Commissioner Ayscue was not in attendance. Commissioner Blalock asked if there were any problems with the recent Christmas parade. Chief Lane responded that things went better than last year.
- (d) Human Resources – Information Technology – Commissioner White had no additional report other than agenda items.
- (e) Revitalization/Historic District Commission – Commissioner Coffman stated that the Historic District Commission had one application for a Certificate of Appropriateness in November. A COA application for 217 N. Main Street was approved for deck repair and extension with the addition of a hot tub. He further stated that the Christmas parade went smoothly with close to 1,000 in attendance.
- (f) Beautification/Facilities – Commissioner Sourelis had no additional report other than agenda items.
- (g) Planning/Zoning/Annexation – Commissioner Young had no additional report other than agenda items. He stated that the Planning Board meeting had been rescheduled for Wednesday, December 13, 2023.

### **Old Business**

- (a) **Presentation of Green Blue Project – Robert Steverson** – Mr. Steverson informed the board of the Green Blue Marketplace, the first vertically integrated, hydroponic marketplace in this area. He further stated that there would be no change to the plans for the co-op grocery store. The Green Blue Marketplace would occupy 17,000 square feet of the old Just Save building and provide approximately fifteen jobs. Corey Somerville presented a slide presentation of the plan for the Green Blue Marketplace.

- (b) **Status of Grants**

***NC DEQ Water Infrastructure WWTP*** – \$750,000 awarded. Received award letter. To replace 44-year-old rotors and clean out oxidation ditch #1, which are currently the most critical issues at the WWTP.

***Fund 67 – NC Neighborhood Revitalization Program*** – CDBG funds to assist in repairing houses owned by citizens of low or moderate incomes. NC Commerce has granted an additional \$200,000 in funding due to inflation. Third house awaiting certificate of occupancy.

***Fund 68 – Building Reuse Grant*** – Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic. NC Commerce sent paperwork for claw back of approximately \$20,000. Paperwork submitted to NC Commerce. Two repayments due six months apart.

**Fund 71 – Brownfield Grant** – This \$300,000 grant will be used to analyze the environmental issues with multiple properties in Warrenton. EPA approved funding for a Landmark status application to the National Parks Service for All Saints Episcopal Church. Phase 2s at Southern States, Peck, and old cotton gin are complete. Asbestos analysis is underway at All Saints. Two additional properties, along W. Franklin Street, will undergo Phase 1s.

**Golden Leaf Storm Water Grant** – Town awarded \$196,447.50 for stormwater repairs to Brehon Street. Town is awaiting a survey of affected areas, to be followed by easements prepared by town attorney.

***Southern Crescent Regional Commission***

The Town has been invited to submit a full application for the State Economic and Infrastructure Development (SEID) Grant Program. This grant is designed to “Foster Entrepreneurial and Business Development Activities.” Application budget will be \$120,000 of which \$20,000 is in-kind match provided by Research Triangle Foundation, Kerr-Tar COG, Lake Gaston Chamber of Commerce and Town of Warrenton. There will be no financial cost to the Town.

***In Progress Grant Applications:***

- Town-wide Water System Improvements: \$1,564,600
- Sanitary Sewer Rehabilitation: \$1,576,040
- WWTP Improvements: \$1,755,000
- Stormwater Planning Grant: \$400,000

(c) **Noise Ordinance Language – (legal reviewed and edited)** – Town Administrator, Robert Davie presented the updated Noise Ordinance for consideration. Commissioner Nat White questioned whether the ordinance as presented would be enforceable by town police officers. Chief Lane stated any noise heard from another property becomes a violation and that there have been no issues enforcing same in the past. Town Administrator, Robert Davie stated that the changes were slightly reducing the allowable hours for amplified sound and other noises. Commissioner Young made a motion to approve the ordinance changes as presented, with a second by Commissioner White. The motion was approved by unanimous vote.

(d) **SEID Grant Application – for consideration** – Town Administrator, Robert Davie presented a description of the SEID Grant Application and asked the Board for permission to apply. The SEID Grant will use only in-kind matches from a variety of partners including Research Triangle Foundation, Lake Gaston Chamber of Commerce, and Kerr-Tar Council of Governments. The curriculum is all about being laser-focused on the first principles of running a profitable business, solving a problem, and diving into fundamental truths of entrepreneurship. Commissioner Blalock made a motion to approve the grant application as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.

**New Business**

(a) **Town Appointments – for consideration** – Town Administrator, Robert Davie presented the proposed Town appointments for 2024:

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

Commissioner Coffman made a motion to approve the Town appointments as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

- (b) **Committee Term Extensions – for consideration** – Town Administrator, Robert Davie presented the committee term extensions for approval. Mayor Gardner proposed a representative from Friends Two to replace a representative from Quilt Lizzie for the Quilter's Lane Committee. Commissioner Sourelis will remain as Chair of the Committee as the assigned Commissioner, opening up a vacant seat. Commissioner Blalock made a motion to approve the term extensions as presented with a representative from Friends Two to be named at a later date, with a second by Dian Sourelis. The motion was approved by unanimous vote.
- (c) **Changes to Historic District Guidelines, invasive trees – for discussion and consideration** - Commissioner Coffman presented a recommendation from the Historic District Commission for a change to the Historic District Guidelines in reference to invasive trees. The Commission recommends Town Administrator, Robert Davie approve removal of invasive trees which will not require the property owner to come before the Historic District Commission for same. Commissioner Blalock made a motion to approve the changes as presented, with a second by Commissioner White. The motion was approved by unanimous vote.
- (d) **Duke Energy Agreement for Street Light Addition – for discussion and consideration** - Town Administrator, Robert Davie presented a lighting service agreement with Duke Energy to install two street pole lights in the new municipal parking lot to be billed monthly. Commissioner Coffman made a motion to approve the agreement as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.
- (e) **Warren County Water Rate Increase to Town – for discussion** – Town Administrator, Robert Davie recommended to the board a change/increase in water rates effective December 31, 2023, and billed in January. The below recommendation is designed to cover the increased cost of water of \$.48 per thousand gallons, passed along from Warren County and effective December 31, 2023. It adjusts the water rate only. The increase applied equally to both In-Town and Out-of-Town customers is \$.50 per thousand gallons.
1. Super user rate (over 100,000 Gallons Per Month)
    - a. In-Town will go from \$5.36 to \$5.86.
    - b. Out-of-Town will go from \$5.93 to \$6.43.
  2. Regular user rate
    - a. In-Town will go from \$8.36 to \$8.86.
    - b. Out-of-Town will go from \$12.11 to \$12.61.



Commissioner Blalock made a motion to approve the water rate increase, with a second by Commissioner Young. The motion was approved by unanimous vote.

**(f) Water Shortage Response Plan and Resolution – for consideration – Town**

Administrator, Robert Davie presented the Water Shortage and Response Plan and Resolution for approval. Every five years the Town must re-affirm its Water Shortage and Response Plan. NC Division of Water Resources requires board approval of both the plan and resolution. Commissioner White made a motion to approve the plan and resolution as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

**(g) Schedule Public Hearing for Two Air B&B Special Use Applications – for consideration**

Town Administrator, Robert Davie informed the board that the Town had received two Special Use Applications for Air B&Bs and will require a public hearing before the Planning Board can make a recommendation to the board. Mayor Gardner stated that a public hearing to address public comments on the Special Use Applications will be held on January 8, 2024, at 6:45 PM.

**(h) Quitclaim Request – for consideration – Town Administrator, Robert Davie presented a request for assistance in a Quitclaim deed from citizen, Woody King, that would give him access to an acquired lot behind his house, formerly owned by the Holt family. Mr. Davie stated that adjoining properties already have street access, and that Mr. King is simply asking for the same access to his landlocked lot. Commissioner Blalock made a motion to approve the Quitclaim request as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.**

**Announcements** - Mayor Gardner reminded the Board of the Employee Appreciation Luncheon to be held on December 12, 2023, at 12:00 PM at the Warrenton Rural Fire Department.

With no further business, the meeting was adjourned.



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

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**PUBLIC HEARING**  
**Zoning of Commercial (C-2) and Industrial Business Uses**  
**December 11, 2023**  
**6:45 PM**

Mayor Gardner called the Public Hearing of the Town of Warrenton Board of Commissioners to order on Monday, December 12, 2023 at 6:45 p.m. The purpose of this public hearing is to receive comments on allowing commercial hydroponics and aquaponics businesses in areas zoned C-2 Commercial and I Industrial. Those attending were Mayor Walter Gardner, Town Administrator, Robert Davie, Commissioners Mary Hunter, John Blalock, Michael Coffman, Jason Young, Al Fleming, Margaret Britt, and Chief Goble Lane.

Mayor Gardner asked for public comments.

There were no other public comments.

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

## Budget vs Actual

Town of Warrenton  
1/2/2024 8:40:41 AM

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Period Ending 12/31/2023

34 FRONTIER WARREN								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
34-351-422 Rent Paid to Town Frontier Warren	31,000	0.00	3,140.00	7,480.00	13,340.00	(17,660.00)	43%	
34-381-037 Transfer in from GF	14,870	0.00	0.00	0.00	14,870.00	0.00	100%	
Revenues Totals:	45,870	0.00	3,140.00	7,480.00	28,210.00	(17,660.00)	61%	
Expenses								
34-405-203 Supplies	700	0.00	0.00	0.00	0.00	700.00		
34-405-250 Lights/Heat/Security	3,000	482.76	198.79	492.77	1,129.72	1,387.52	54%	
34-405-251 Telephone/Internet	3,000	1,232.00	188.97	573.90	1,524.78	243.22	92%	
34-405-255 Bldg Maint/Clean Srvs	2,500	405.00	0.00	997.00	1,767.00	328.00	87%	
34-405-400 Liability Insurance	170	0.00	0.00	0.00	37.50	132.50	22%	
34-405-422 Rent Paid by Town	36,000	15,000.00	3,000.00	9,000.00	21,000.00	0.00	100%	
34-405-499 Miscellaneous	500	0.00	0.00	0.00	0.00	500.00		
Non-Departmental Totals:	45,870	17,119.76	3,387.76	11,063.67	25,459.00	3,291.24	93%	
Expenses Totals:	45,870	17,119.76	3,387.76	11,063.67	25,459.00	3,291.24	93%	
34 FRONTIER WARREN	Revenues Over/(Under) Expenses:		(247.76)	(3,583.67)	2,751.00			

## Budget vs Actual

Town of Warrenton  
1/2/2024 8:40:41 AM

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Period Ending 12/31/2023

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
37-302-301 Ad Valorem Taxes - Current	456,502	0.00	118,106.65	168,064.47	185,654.47	(270,847.53)	41%
37-302-302 Ad Valorem Taxes - Prior Year	4,000	0.00	578.75	1,344.29	4,243.48	243.48	106%
37-302-303 Ad Valorem Taxes - all other prior years	4,000	0.00	0.00	590.93	191.99	(3,808.01)	5%
37-302-304 Ad Valorem Taxes - Penalties & Interest	4,000	0.00	8.87	339.55	947.06	(3,052.94)	24%
37-307-310 Motor Vehicles - Current	43,259	0.00	8,162.77	10,791.69	20,409.09	(22,849.91)	47%
37-320-320 Local Option Sales Tax Monthly	385,000	0.00	29,607.96	93,390.01	99,765.80	(285,234.20)	26%
37-320-321 Annual Refund of Sales Tax the Town paid	25,000	0.00	0.00	27,233.70	27,233.70	2,233.70	109%
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	21,623.94	21,623.94	21,466.65	(64,533.35)	25%
37-325-326 Beer & Wine Tax Annual	3,400	0.00	0.00	0.00	0.00	(3,400.00)	
37-325-328 Refund of Gas Tax paid monthly	1,200	0.00	0.00	208.58	311.86	(888.14)	26%
37-325-329 PD Narcotics Tax	154	0.00	0.00	0.00	0.00	(154.00)	
37-325-330 Solid Waste Disposal Tax Qrly	600	0.00	0.00	171.01	342.43	(257.57)	57%
37-335-335 Powell Bill	29,013	0.00	17,558.13	17,558.13	31,826.31	2,813.31	110%
37-345-344 Historic District Comm Fees	0	0.00	25.00	50.00	100.00	100.00	
37-345-345 Zone Board of Adj	1,800	0.00	175.00	1,175.00	2,125.00	325.00	118%
37-345-346 Code Enforcement	2,750	0.00	300.00	675.00	1,375.00	(1,375.00)	50%
37-351-350 Run Warrenton 5K	2,500	0.00	0.00	0.00	0.00	(2,500.00)	
37-351-353 Landfill Fees Residential	208,224	0.00	17,348.49	52,414.43	100,188.63	(108,035.37)	48%
37-351-355 Cemetery Fees	700	0.00	0.00	0.00	0.00	(700.00)	
37-351-356 Police Rpt Fees	55	0.00	10.00	15.00	30.00	(25.00)	55%
37-351-357 Court Fees	200	0.00	31.50	90.00	150.16	(49.84)	75%
37-351-360 Cell Tower Rent	32,340	0.00	0.00	5,390.00	13,475.00	(18,865.00)	42%
37-351-361 Parking/Ordinance Collections PD	700	0.00	40.00	210.00	250.00	(450.00)	36%
37-351-401 Debt Setoff Landfill	100	0.00	0.00	0.00	79.50	(20.50)	80%
37-365-001 Interest Income	50	0.00	0.00	6.78	19.70	(30.30)	39%

## Budget vs Actual

Town of Warrenton  
1/2/2024 8:40:41 AM

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Period Ending 12/31/2023

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-365-351 Revitalization Comm	9,500	0.00	0.00	805.00	1,180.00	(8,320.00)	12%	
37-365-358 Branded Merchandise for Sale	0	0.00	0.00	0.00	200.00	200.00		
37-365-366 Surplus Property	4,808	0.00	1,202.50	4,807.24	4,807.24	(0.76)	100%	
37-365-370 WWTP 25% of GF Exp	60,675	0.00	0.00	9,698.75	25,656.73	(35,018.27)	42%	
37-365-371 WS 25% of GF Exp	107,630	0.00	0.00	17,270.38	45,797.96	(61,832.04)	43%	
37-365-401 Mis/Revenue/License Tags	2,000	0.00	0.00	0.00	0.00	(2,000.00)		
37-365-410 Interest Investment NCCMT	20,000	0.00	0.00	4,807.14	11,872.82	(8,127.18)	59%	
37-365-501 Misc Revenue POLICE	500	0.00	0.00	0.00	0.00	(500.00)		
37-395-396 Appropriated Fund Balance (Budget Only)	86,979	0.00	0.00	0.00	0.00	(86,979.00)		
<b>Revenues Totals:</b>	<b>1,583,639</b>	<b>0.00</b>	<b>214,779.56</b>	<b>438,731.02</b>	<b>599,700.58</b>	<b>(983,938.42)</b>	<b>38%</b>	
<b>Expenses</b>								
37-401-010 Salary - Full Time	170,770	0.00	14,787.80	42,163.40	81,849.23	88,920.77	48%	
37-401-012 Salary - Adm Assistant	52,868	0.00	4,574.00	12,622.00	24,694.00	28,174.00	47%	
37-401-020 ER-FICA Taxes	13,064	0.00	1,130.68	3,223.72	6,103.68	6,960.32	47%	
37-401-021 ER-FICA Taxes - Adm Assistant	4,045	0.00	349.32	963.80	2,039.14	2,005.86	50%	
37-401-030 ER-Retirement - Orbit	44,057	0.00	3,814.27	10,792.71	20,988.99	23,068.01	48%	
37-401-040 ER-Health Insurance	38,375	15,465.87	3,100.29	9,021.50	21,221.75	1,687.38	96%	
37-401-050 ER-Life Insurance	576	240.00	48.00	144.00	336.00	0.00	100%	
37-401-060 ER-Workman's Comp	275	0.00	0.00	0.00	263.85	11.15	96%	
37-401-200 Travel Expense	1,200	0.00	0.00	0.00	166.36	1,033.64	14%	
37-401-203 Supplies	5,000	848.20	184.93	536.55	1,254.23	2,897.57	42%	
37-401-250 Light, Heat & Security	8,000	1,732.41	763.72	1,606.22	3,657.59	2,610.00	67%	
37-401-251 Telephone & Postage	4,515	1,638.29	237.40	700.15	1,340.46	1,536.25	66%	
37-401-255 Bldg. Maint/ Clean SVS	6,160	4,448.63	0.00	508.32	1,673.29	38.08	99%	
37-401-256 Bank Fees/ Petty Cash	3,750	0.00	300.00	910.00	1,810.00	1,940.00	48%	
37-401-295 Training	1,140	0.00	0.00	0.00	0.00	1,140.00		
37-401-301 Computer Maint	4,800	3,280.67	319.69	742.59	1,367.82	151.51	97%	
37-401-302 Software Support	3,478	705.83	75.90	1,429.95	2,771.83	0.00	100%	

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-401-304 Website	1,600	0.00	0.00	400.00	812.50	787.50	51%	
37-401-305 Technology Upgrades	1,880	18.09	921.91	1,861.91	1,861.91	0.00	100%	
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	0.00	500.00		
37-401-307 Special Events	1,635	0.00	631.47	1,201.47	1,441.47	193.53	88%	
37-401-309 Advertising	2,270	471.80	165.10	321.40	479.00	1,319.20	42%	
37-401-310 Dues & Subscriptions	2,950	516.00	0.00	410.00	2,390.00	44.00	99%	
37-401-325 NC Sales/Use Tax Paid (No Tax)	700	0.00	0.00	450.59	517.08	182.92	74%	
37-401-400 Liability Insurance	7,000	0.00	0.00	0.00	942.38	6,057.62	13%	
37-401-401 County Tax Collection Svs	8,000	0.00	1,780.41	2,561.85	2,942.77	5,057.23	37%	
37-401-405 Audit Expense	11,500	0.00	0.00	3,499.99	11,500.00	0.00	100%	
37-401-410 Election Cost	5,000	5,000.00	0.00	0.00	0.00	0.00	100%	
37-401-420 Attorney Fees	3,500	2,400.00	0.00	0.00	0.00	1,100.00	69%	
37-401-497 Sales & Uses Tax Expense	0	0.00	0.00	4,395.88	10,386.45	(10,386.45)		
37-401-499 Miscellaneous Expense	284	0.00	0.00	155.00	155.00	129.18	55%	
37-401-500 Capital Outlay \$5000 and Above	15,000	0.00	0.00	15,000.00	15,000.00	0.00	100%	
37-401-801 Town Hall Roof Loan-Principal	1,389	0.00	0.00	0.00	1,388.67	0.22	100%	
37-401-802 Truist Parking Lot Loan Principal	100	0.00	0.00	0.00	0.00	100.00		
37-401-831 Town Hall Roof Loan - Interest Admin	28	0.00	0.00	0.00	28.11	0.00	100%	
37-401-832 Truist Parking Lot Loan Interest	100	0.00	0.00	0.00	0.00	100.00		
37-401-998 Contingency	765	0.00	0.00	0.00	0.00	764.54		
General Government Totals:	426,273	36,765.79	33,184.89	115,623.00	221,383.56	168,124.03	61%	
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	375.00	750.00	750.00	50%	
37-402-020 ER - FICA TAXES	115	0.00	9.56	28.68	57.36	57.64	50%	
37-402-060 Workers Comp Mayor & Council	70	0.00	0.00	0.00	57.68	12.32	82%	
37-402-295 Training	930	0.00	700.00	700.00	700.00	230.00	75%	
37-402-402 Commission offsite meetings	200	0.00	0.00	0.00	158.00	42.00	79%	
Governing Body Totals:	2,815	0.00	834.56	1,103.68	1,723.04	1,091.96	61%	
37-405-345 Zoning/Ordinances	200	0.00	0.00	0.00	0.00	200.00		

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	0.00	500.00		
37-405-423 Quilters Lane	2,453	2,050.40	0.00	0.00	313.39	89.43	96%	
37-405-430 Historic District Comm	220	0.00	0.00	0.00	0.00	220.00		
37-405-440 Run Warrenton 5K	2,500	0.00	0.00	0.00	0.00	2,500.00		
37-405-450 Revitalization Comm	8,655	0.00	0.00	1,009.34	1,129.34	7,526.06	13%	
37-405-470 Small Town Maint St	2,500	0.00	0.00	375.00	375.00	2,125.00	15%	
Non-Departmental Totals:	17,029	2,050.40	0.00	1,384.34	1,817.73	13,160.49	23%	
37-501-010 SALARY FULL TIME	208,546	0.00	15,374.36	41,815.56	81,002.11	127,543.64	39%	
37-501-014 Salary - Part Time	75,000	0.00	7,772.42	23,527.42	50,152.42	24,847.58	67%	
37-501-016 Salary - Admin Assistant	37,100	0.00	3,361.20	8,983.60	17,417.20	19,682.80	47%	
37-501-019 Salary - Over-Time	12,000	0.00	2,398.73	6,907.72	10,767.69	1,232.31	90%	
37-501-020 ER-FICA Taxes	24,438	0.00	2,201.19	6,183.88	12,123.25	12,314.75	50%	
37-501-030 ER - Retirement Orbit	63,903	0.00	4,374.96	11,948.06	22,367.41	41,535.59	35%	
37-501-031 ER - 401K 5%	13,618	8,805.08	888.65	2,436.16	4,812.92	0.00	100%	
37-501-040 ER - Health Insurance	49,620	9,652.25	1,940.30	5,874.65	13,251.55	26,716.20	46%	
37-501-050 ER - Life Insurance	1,010	0.00	64.00	192.00	403.79	606.21	40%	
37-501-060 ER - Workman's Comp	6,420	0.00	0.00	0.00	4,226.98	2,193.02	66%	
37-501-200 Travel Expense	1,000	290.00	250.00	250.00	250.00	460.00	54%	
37-501-203 Supplies	4,900	1,466.77	363.99	1,129.73	2,019.14	1,414.09	71%	
37-501-204 Uniforms	3,000	125.93	0.00	881.38	1,661.21	1,212.86	60%	
37-501-205 Equipment & Material	3,500	81.08	32.94	984.19	1,637.20	1,781.72	49%	
37-501-250 Light, Heat & Security	9,000	2,710.88	763.72	1,213.40	2,679.12	3,610.00	60%	
37-501-251 Telephone & Postage	9,237	5,663.08	621.17	1,865.27	3,202.27	371.65	96%	
37-501-252 Fuel	20,000	6,562.27	3,626.91	7,399.45	13,437.73	0.00	100%	
37-501-255 Bldg Maint/Clean Svs	6,320	4,448.64	0.00	837.27	1,817.27	54.09	99%	
37-501-295 Training	2,000	900.00	0.00	200.00	200.00	900.00	55%	
37-501-301 Computer Maint	5,990	3,317.68	312.70	674.60	1,949.32	723.00	88%	
37-501-302 Software Support	8,553	1,401.78	0.00	1,248.83	6,327.57	823.65	90%	
37-501-305 Technology Upgrades	1,000	0.00	0.00	0.00	0.00	1,000.00		

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-501-318 Freight Charges	500	0.00	0.00	164.85	200.99	299.01	40%	
37-501-351 Maint & Repair Equip	6,680	0.00	0.00	0.00	6,133.06	546.94	92%	
37-501-370 2019 Dodge Car 100	1,500	860.97	0.00	140.67	202.28	436.75	71%	
37-501-371 2017 Dodge Car 200	1,800	0.00	0.00	461.00	785.95	1,014.05	44%	
37-501-372 2016 Dodge Car 300	1,500	281.43	0.00	295.31	601.52	617.05	59%	
37-501-373 2017 Dodge Car 400	1,900	341.94	0.00	57.14	221.31	1,336.75	30%	
37-501-374 2010 Ford Car 500	406	0.00	0.00	400.00	406.11	0.00	100%	
37-501-375 2008 Ford Car 600	1,594	500.00	0.00	57.14	63.25	1,030.64	35%	
37-501-376 2019 Dodge Car 700	2,075	428.72	0.00	57.14	134.53	1,511.75	27%	
37-501-377 2023 Dodge Car 125	1,500	410.32	0.00	146.84	152.95	936.73	38%	
37-501-378 2023 Dodge Car 225	5,979	5,268.13	0.00	0.00	6.11	705.01	88%	
37-501-400 Liability Insurance	18,000	0.00	0.00	0.00	2,723.24	15,276.76	15%	
37-501-415 Police Shots Medical	1,000	0.00	0.00	110.00	110.00	890.00	11%	
37-501-433 COP Program	500	110.32	5.34	242.89	242.89	146.79	71%	
37-501-436 PD Narcotics Tax/Proceeds	154	0.00	0.00	0.00	0.00	154.00		
37-501-499 Miscellaneous	6,398	324.00	46.00	261.00	402.47	5,671.53	11%	
37-501-801 Town Hall Roof Loan Principal	1,389	0.00	0.00	0.00	1,388.67	0.22	100%	
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,484	0.00	0.00	0.00	4,483.83	0.17	100%	
37-501-803 Police Security Camera Loan Principal (USDA)	1,303	0.00	1,302.18	1,302.18	1,302.18	0.82	100%	
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,822	0.00	0.00	4,821.02	4,821.02	0.98	100%	
37-501-805 Police 2023 Cars Loan Principle (USDA)	7,177	0.00	0.00	0.00	0.00	7,177.00		
37-501-831 Town Hall Roof Loan - Interest PD	28	0.00	0.00	0.00	28.11	0.00	100%	
37-501-832 Police 2017 Cars Loan Interest (USDA)	297	0.00	0.00	0.00	296.17	0.83	100%	
37-501-833 Police Security Camera Loan Interest (USDA)	31	0.00	30.82	30.82	30.82	0.18	99%	



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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-501-834 Police 2019 Cars Loan Interest (USDA)	605	0.00	0.00	604.98	604.98	0.02	100%
37-501-835 Police 2023 Cars Loan Interest (USDA)	1,801	0.00	0.00	0.00	0.00	1,801.00	
Police Department Totals:	639,578	53,951.27	45,731.58	133,706.15	277,048.59	308,578.14	52%
37-601-014 Salary - Part Time Code Enforcement	2,682	0.00	363.67	730.87	1,220.47	1,461.53	46%
37-601-020 ER-FICA Taxes	230	0.00	27.82	55.90	93.34	136.66	41%
37-601-060 Workers Comp	660	0.00	0.00	0.00	620.56	39.44	94%
37-601-252 Fuel/Truck Expense/Insurance	456	0.00	0.00	0.00	456.00	0.00	100%
37-601-352 Vehicle Maintenance	200	0.00	0.00	0.00	0.00	200.00	
37-601-437 Contract Srvs Fire Protection	70,000	0.00	5,833.33	17,499.99	34,999.98	35,000.02	50%
37-601-475 Donation to Town Fire	1,547	0.00	0.00	0.00	1,546.30	0.35	100%
37-601-476 Code Enforcement Exp	550	0.00	0.00	0.00	544.00	6.35	99%
Fire Totals:	76,325	0.00	6,224.82	18,286.76	39,480.65	36,844.35	52%
37-651-330 Christmas Lights/Santa House	1,730	450.00	824.95	824.95	824.95	455.05	74%
37-651-331 Haley Haywood Park	785	0.00	0.00	0.00	0.00	785.00	
37-651-332 Signs below \$5,000	2,000	0.00	0.00	650.00	650.00	1,350.00	33%
37-651-333 Street Beautification - Below \$5,000	6,235	0.00	0.00	2,936.71	3,634.69	2,600.31	58%
37-651-335 Street Lighting Electric Bill	24,000	10,223.93	2,533.74	7,130.92	13,776.07	0.00	100%
Signs and Lights Totals:	34,750	10,673.93	3,358.69	11,542.58	18,885.71	5,190.36	85%
37-701-010 Salary - Full Time	59,178	0.00	5,634.78	14,577.94	27,992.68	31,185.32	47%
37-701-014 Salary - Part Time	17,451	0.00	1,684.96	3,887.00	7,038.05	10,412.95	40%
37-701-019 Over-Time	1,338	0.00	0.00	122.91	122.91	1,215.09	9%
37-701-020 ER-FICA Taxes	5,964	0.00	558.76	1,418.37	2,681.45	3,282.55	45%
37-701-030 ER - Retirement - Orbit	15,360	0.00	1,303.00	3,496.07	6,681.72	8,678.28	44%
37-701-040 ER-Health Insurance	21,706	8,438.30	1,808.18	5,222.76	12,199.05	1,068.65	95%
37-701-050 ER-Life Insurance	388	75.84	47.20	146.72	312.00	0.16	100%

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-701-060 ER-Workman's Comp	1,837	0.00	0.00	0.00	1,699.49	137.51	93%
37-701-203 Supplies	3,000	203.94	561.95	1,106.96	2,782.28	13.78	100%
37-701-204 Uniforms	4,212	2,288.18	778.05	1,213.43	1,923.82	0.00	100%
37-701-251 Telephone & Postage	925	373.77	57.72	173.16	346.23	205.00	78%
37-701-252 Fuel	12,000	5,895.32	1,243.40	3,437.15	6,104.38	0.30	100%
37-701-312 Tree Removal	1,800	1,800.00	0.00	0.00	0.00	0.00	100%
37-701-351 Maint & Repair Equip	11,000	0.00	7,690.45	7,957.45	7,957.45	3,042.55	72%
37-701-352 Vehicle Maintenance	6,000	410.39	0.00	863.28	2,195.95	3,393.66	43%
37-701-400 Liability Insurance	5,020	0.00	0.00	0.00	1,008.63	4,011.37	20%
37-701-431 Street Debris Disposal	5,400	0.00	0.00	1,000.00	1,000.00	4,400.00	19%
37-701-895 Mowing	(16,000)	0.00	(1,333.00)	(3,999.00)	(7,998.00)	(8,002.00)	50%
Streets Totals:	156,579	19,485.74	20,035.45	40,624.20	74,048.09	63,045.17	60%
37-710-361 Maint & Repair POWELL BILL	15,913	0.00	0.00	0.00	0.00	15,913.00	
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	0.00	100.00	
Powell Bill Totals:	16,013	0.00	0.00	0.00	0.00	16,013.00	
37-801-010 Salary - Full Time Sanitation	50,988	0.00	4,664.58	12,508.74	24,274.98	26,713.02	48%
37-801-019 Salary - Over Time Sanitation	713	0.00	0.00	67.11	103.40	609.60	15%
37-801-020 ER - FICA Sanitation	3,955	0.00	350.25	942.26	1,822.06	2,132.94	46%
37-801-030 ER - Retirement - Orbit Sanitation	10,185	0.00	918.91	2,477.41	4,795.33	5,389.67	47%
37-801-040 ER - Health Insurance	17,048	6,654.12	1,371.49	4,013.53	9,350.69	1,043.19	94%
37-801-050 ER - Life Insurance	259	107.76	21.60	64.80	151.20	0.04	100%
37-801-060 Workman's Compensation	4,415	0.00	0.00	0.00	4,414.84	0.16	100%
37-801-203 Supplies	1,000	0.00	0.00	0.00	354.99	645.01	35%
37-801-204 Uniforms	2,808	1,537.94	545.99	846.78	1,270.06	0.00	100%
37-801-251 Telephone & Postage	720	199.59	30.75	92.25	184.41	336.00	53%
37-801-252 Fuel	3,645	1,820.06	159.56	687.60	1,379.94	445.00	88%
37-801-350 Landfull Fees	20,250	10,370.09	1,377.52	4,700.72	9,629.91	250.00	99%
37-801-352 Vehicle Maintenance	1,000	0.00	0.00	276.61	335.92	664.08	34%
37-801-400 Liability Insurance	4,035	0.00	0.00	0.00	811.03	3,223.97	20%

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Sanitation Totals:	121,021	20,689.56	9,440.65	26,677.81	58,878.76	41,452.68	66%	
37-901-032 Transfer out to Capital Project Parking Lot	55,324	0.00	0.00	798.00	55,324.00	0.00	100%	
37-901-034 Transfer Out to Frontier Warren	14,870	0.00	0.00	0.00	14,870.00	0.00	100%	
37-901-038 Transfer Out to WS for USDA Loan	7,281	0.00	0.00	0.00	7,281.00	0.00	100%	
37-901-077 Transfer Out to Golden Leaf Stormwater Grant	13,000	0.00	13,000.00	13,000.00	13,000.00	0.00	100%	
37-901-889 Transfer Out to USDA Loan Reserve	2,781	0.00	0.00	0.00	0.00	2,781.00		
Transfers Out Totals:	93,256	0.00	13,000.00	13,798.00	90,475.00	2,781.00	97%	
Expenses Totals:	1,583,639	143,616.69	131,810.64	362,746.52	783,741.13	656,281.18	59%	
37 GENERAL FUND Revenues Over/(Under) Expenses:			82,953.19	75,984.50	(184,040.55)			

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
38-351-401 Water Sales	837,532	0.00	60,130.34	189,760.33	350,704.94	(486,827.06)	42%
38-351-402 Debt Setoff WATER	224	0.00	0.00	0.00	163.70	(60.30)	73%
38-351-404 Sewer Services	632,186	0.00	45,656.67	141,259.78	260,659.22	(371,526.78)	41%
38-351-407 Debt Setoff SEWER	196	0.00	0.00	56.00	191.93	(4.07)	98%
38-351-408 Town Taps	18,000	0.00	0.00	1,110.95	1,110.95	(16,889.05)	6%
38-351-416 Dis/Reconnection Fee	9,122	0.00	164.80	1,868.04	3,489.02	(5,632.98)	38%
38-351-417 Fire Sprinkler	2,176	0.00	196.14	588.42	1,160.04	(1,015.96)	53%
38-351-418 Late Fees/Penalty/Cut Off	21,850	0.00	1,127.21	5,579.72	11,490.20	(10,359.80)	53%
38-351-419 Returned Check Fee	825	0.00	0.00	175.00	350.00	(475.00)	42%
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	91	0.00	0.00	55.00	154.52	63.52	170%
38-365-001 Interest Income	36	0.00	0.00	4.65	12.74	(23.26)	35%
38-365-014 Cash Over and Short (Daily Difference)	0	0.00	0.00	(11.00)	(11.00)	(11.00)	
38-365-410 Interest/investment Income NCCMT	8,184	0.00	0.00	2,402.04	5,932.20	(2,251.80)	72%
38-365-421 Account Activation Fee	2,813	0.00	125.00	600.00	1,250.00	(1,563.00)	44%
38-381-037 Transfer In From GF	7,281	0.00	0.00	0.00	7,281.00	0.00	100%
<b>Revenues Totals:</b>	<b>1,540,516</b>	<b>0.00</b>	<b>107,400.16</b>	<b>343,448.93</b>	<b>643,939.46</b>	<b>(896,576.54)</b>	<b>42%</b>
<b>Expenses</b>							
38-851-010 Salary Full Time	112,829	0.00	9,677.72	25,824.09	47,877.25	64,951.75	42%
38-851-014 Salary - Part Time	13,131	0.00	1,666.84	4,156.52	7,879.15	5,251.85	60%
38-851-019 Salary Over-Time	7,527	0.00	244.17	705.78	2,154.22	5,372.78	29%
38-851-020 ER-FICA Taxes	10,212	0.00	854.36	2,250.92	4,220.98	5,991.02	41%
38-851-030 ER - Retirement Orbit	21,599	0.00	1,351.00	3,831.86	7,351.17	14,247.83	34%
38-851-040 ER - Health Insurance WATER	29,178	7,609.01	2,112.39	5,882.08	12,473.45	9,095.54	69%
38-851-050 ER - Life Insurance	500	125.84	35.20	82.63	209.91	164.25	67%
38-851-060 ER - Workman's Comp	1,163	0.00	0.00	0.00	1,055.64	107.36	91%

## Budget vs Actual

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00	
38-851-203 Supplies	29,315	1,691.87	1,754.67	4,641.35	17,175.96	10,446.70	64%
38-851-204 Uniforms	2,496	1,285.12	493.70	790.56	1,210.88	0.00	100%
38-851-250 Light & Heat & Security	6,090	2,394.62	428.03	1,170.00	2,013.38	1,682.00	72%
38-851-251 Telephone & Postage	9,426	5,032.70	779.77	2,329.48	4,382.64	10.66	100%
38-851-252 Fuel	10,300	3,963.68	438.32	1,541.47	3,527.17	2,809.15	73%
38-851-255 Bldg. Maint/Clean Svs	3,117	2,224.36	0.00	254.19	744.20	148.44	95%
38-851-260 Electric Tank/Pumps	3,198	1,534.83	149.39	643.03	1,065.17	598.00	81%
38-851-296 Continuing Education	1,300	0.00	300.00	300.00	388.56	911.44	30%
38-851-301 Computer Maintenance	3,500	2,146.70	208.33	591.23	1,079.99	273.31	92%
38-851-302 Software Support	9,000	499.67	0.00	295.40	7,605.41	894.92	90%
38-851-305 Technology Upgrades	2,250	401.34	0.00	0.00	1,388.11	460.55	80%
38-851-309 Advertising	265	0.00	0.00	0.00	0.00	265.00	
38-851-310 Dues & Subscriptions	450	87.50	12.50	176.84	351.84	10.66	98%
38-851-313 State Permits	1,270	0.00	180.00	1,270.00	1,270.00	0.00	100%
38-851-345 Water Tank Contract	19,750	9,972.81	0.00	4,977.39	9,777.19	0.00	100%
38-851-347 Lab Analysis	1,500	215.00	70.00	755.00	1,285.00	0.00	100%
38-851-351 Maint. & Repair Equip	3,000	0.00	0.00	0.00	0.00	3,000.00	
38-851-352 Vehicle Maintenance	3,750	0.00	0.00	341.35	970.83	2,779.17	26%
38-851-400 Town Liability Insurance	9,234	0.00	0.00	0.00	1,795.28	7,438.72	19%
38-851-405 Audit Expense	5,750	0.00	0.00	1,750.00	5,750.00	0.00	100%
38-851-448 External Contract	7,500	0.00	2,875.00	5,272.60	6,522.60	977.40	87%
38-851-451 Water Purchase	200,000	86,036.73	21,262.54	56,065.03	74,290.94	39,672.33	80%
38-851-500 Capital Outlay \$5000 and Above	5,685	0.00	0.00	0.00	5,685.47	0.00	100%
38-851-801 Town Hall Roof Loan - Principal	695	0.00	0.00	0.00	694.35	0.61	100%
38-851-802 USDA Public Works Trucks - Princ Water	8,534	0.00	0.00	2,736.35	2,736.35	5,797.65	32%
38-851-803 USDA Town Hall/WS Loan Principal	29,272	0.00	2,271.50	2,271.50	2,271.50	27,000.50	8%

## Budget vs Actual

Town of Warrenton  
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38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-851-831 Town Hall Roof Loan - Interest Water	14	0.00	0.00	0.00	14.04	0.00	100%	
38-851-833 USDA Town Hall/WS Loan Interest	15,196	0.00	1,369.00	1,369.00	1,369.00	13,827.00	9%	
38-851-836 USDA Public Works Trucks - Int Water	1,349	0.00	0.00	180.64	180.64	1,168.36	13%	
38-851-895 Grass Cutting Expense	16,000	0.00	1,333.00	3,999.00	7,998.00	8,002.00	50%	
38-851-896 WS 25% of GF Expense	53,815	0.00	0.00	8,635.19	22,898.97	30,916.03	43%	
38-851-998 Contingency	3,640	0.00	0.00	0.00	0.00	3,640.00		
Water Totals:	663,015	125,221.78	49,867.43	145,090.48	269,665.24	268,127.98	60%	
38-852-010 Salary - Full Time	112,829	0.00	9,677.72	25,824.09	48,206.09	64,622.91	43%	
38-852-014 Salary - Part Time	13,131	0.00	1,666.83	4,156.51	7,878.83	5,252.17	60%	
38-852-019 Salary - Over Time Sewer	7,527	0.00	618.79	1,231.81	2,094.01	5,432.99	28%	
38-852-020 ER - FICA Sewer	10,212	0.00	912.19	2,378.72	4,431.13	5,780.87	43%	
38-852-030 ER-Retirement Orbit	21,599	0.00	1,431.88	3,896.03	7,360.43	14,238.57	34%	
38-852-040 ER-Health Insurance SEWER	29,178	7,626.27	2,107.45	5,867.63	12,460.39	9,091.34	69%	
38-852-050 ER-Life Insurance	500	154.32	27.20	59.27	189.11	156.57	69%	
38-852-060 ER-Workman's Comp	1,163	0.00	0.00	0.00	1,055.64	107.36	91%	
38-852-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00		
38-852-203 Supplies	19,917	2,465.16	1,962.89	3,979.85	9,759.05	7,692.32	61%	
38-852-204 Uniforms	2,496	1,285.27	493.64	790.47	1,210.73	0.00	100%	
38-852-250 Light & Heat & Security	6,025	2,802.18	465.32	1,334.35	2,368.30	854.52	86%	
38-852-251 Telephone & Postage	9,437	5,032.88	771.17	2,331.91	4,393.75	10.37	100%	
38-852-252 Fuel	10,300	3,919.39	482.62	1,585.75	3,571.45	2,809.16	73%	
38-852-255 Bldg. Maint/Clean Svs	3,117	2,224.37	0.00	254.18	744.20	148.43	95%	
38-852-260 Electric Tank/Pumps	9,000	4,603.71	707.44	2,236.05	4,396.29	0.00	100%	
38-852-296 Continuing Education	720	0.00	150.00	150.00	265.00	455.00	37%	
38-852-301 Computer Maint.	5,000	2,146.70	208.33	591.23	1,079.99	1,773.31	65%	
38-852-302 Software Support	9,000	499.67	0.00	295.40	7,605.38	894.95	90%	

## Budget vs Actual

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38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-305 Technology Upgrades	2,250	401.33	0.00	0.00	1,388.09	460.58	80%	
38-852-309 Advertising	683	0.00	0.00	326.63	326.63	356.37	48%	
38-852-310 Dues & Subscriptions	439	87.50	12.50	176.83	351.83	0.00	100%	
38-852-313 State Permits	1,500	0.00	200.00	200.00	200.00	1,300.00	13%	
38-852-351 Maint & Repair Equip	3,000	0.00	0.00	0.00	0.00	3,000.00		
38-852-352 Vehicle Maintenance	3,750	0.00	0.00	341.31	970.79	2,779.21	26%	
38-852-400 Liability Insurance	5,851	0.00	0.00	0.00	1,120.97	4,730.03	19%	
38-852-405 Audit Expense	5,750	0.00	0.00	1,750.00	5,750.00	0.00	100%	
38-852-435 Purchase of Sewer Services	387,485	0.00	0.00	32,154.39	135,873.27	251,611.73	35%	
38-852-448 External Contract	9,000	0.00	0.00	1,771.29	4,226.95	4,773.05	47%	
38-852-473 WWTP Rehab Annual Payment	23,918	0.00	0.00	0.00	0.00	23,918.00		
38-852-500 Capital Outlay \$5000 and Above	5,685	0.00	0.00	0.00	5,685.47	0.00	100%	
38-852-801 Town Hall Roof Loan - Principal	706	0.00	0.00	0.00	694.35	11.65	98%	
38-852-802 USDA Public Works Trucks - Princ Sewer	8,534	0.00	0.00	2,736.36	2,736.36	5,797.64	32%	
38-852-803 USDA Town Hall/WS Loan Principal	29,272	0.00	2,271.50	2,271.50	2,271.50	27,000.50	8%	
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,388	0.00	0.00	0.00	0.00	14,388.00		
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	0.00	0.00	14.04	42.96	25%	
38-852-833 USDA Town Hall/WS Loan Interest	15,196	0.00	1,369.00	1,369.00	1,369.00	13,827.00	9%	
38-852-836 USDA Public Works Trucks - Int Sewer	1,349	0.00	0.00	180.65	180.65	1,168.35	13%	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	2,750	0.00	0.00	1,375.00	1,375.00	1,375.00	50%	

## Budget vs Actual

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38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-896 WS 25% of GF Expense	53,815	0.00	0.00	8,635.19	22,898.99	30,916.01	43%	
38-852-998 Contingency	6,693	0.00	0.00	0.00	0.00	6,692.67		
Sewer Expenses Totals:	868,187	34,248.75	25,536.47	110,251.40	306,503.66	527,434.59	39%	
38-901-889 Transfer Out to USDA Loan Reserve	9,314	0.00	0.00	0.00	0.00	9,314.00		
Transfers Out Totals:	9,314	0.00	0.00	0.00	0.00	9,314.00		
Expenses Totals:	1,540,516	159,470.53	75,403.90	255,341.88	576,168.90	804,876.57	48%	
38 WATER / SEWER Revenues Over/(Under) Expenses:			31,996.26	88,107.05	67,770.56			



## Budget vs Actual

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39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
39-351-405 Septic Disposal Service	62,340	0.00	5,375.00	10,720.00	20,580.00	(41,760.00)	33%
39-351-470 Town Sewer Revenues	387,485	0.00	0.00	32,154.39	135,873.27	(251,611.73)	35%
39-351-471 Sewer Revenues - County	240,446	0.00	0.00	19,952.79	84,313.55	(156,132.45)	35%
39-351-472 Sewer Rev Norlina	222,003	0.00	0.00	18,422.30	77,846.24	(144,156.76)	35%
39-365-001 Interest Income	0	0.00	0.00	0.11	0.33	0.33	
Revenues Totals:	912,274	0.00	5,375.00	81,249.59	318,613.39	(593,660.61)	35%
Expenses							
39-861-010 Salary - Full Time	211,186	0.00	17,332.43	48,379.31	95,300.43	115,885.57	45%
39-861-014 Salary - Part Time	18,338	0.00	1,901.70	3,523.22	5,954.51	12,383.49	32%
39-861-019 Over-Time	16,345	0.00	1,433.42	3,216.64	5,776.88	10,568.12	35%
39-861-020 ER-FICA Taxes	18,809	0.00	1,386.42	3,632.61	6,975.23	11,833.77	37%
39-861-030 ER - Retirement Orbit	45,036	0.00	3,333.33	8,941.56	16,066.89	28,969.11	36%
39-861-040 ER- Health Insurance	47,451	17,491.70	3,409.01	10,225.21	23,352.75	6,606.55	86%
39-861-050 ER-Life Insurance	625	224.00	44.80	102.78	281.98	119.02	81%
39-861-060 ER-Workman's Comp	2,260	0.00	0.00	0.00	2,048.83	211.17	91%
39-861-200 Travel Expense	500	0.00	0.00	0.00	0.00	500.00	
39-861-203 Supplies	51,315	3,963.14	2,273.89	22,515.04	40,190.69	7,160.70	86%
39-861-204 Uniforms	3,432	1,026.85	1,039.19	1,632.02	2,405.15	0.00	100%
39-861-250 Light, Heat & Security	119,000	52,942.23	9,363.09	27,479.11	54,833.77	11,224.00	91%
39-861-251 Telephone & Postage	9,050	3,613.07	541.71	1,652.32	3,828.97	1,607.96	82%
39-861-252 Fuel	10,250	4,467.43	557.17	1,985.43	4,023.68	1,758.89	83%
39-861-296 Continuing Education	2,000	0.00	150.00	150.00	150.00	1,850.00	8%
39-861-301 Computer Maint.	5,609	3,511.38	428.45	1,085.93	2,097.35	0.27	100%
39-861-302 Software Support	4,208	1,185.92	800.00	1,112.12	2,726.19	295.89	93%
39-861-305 Technology Upgrades	2,000	401.33	0.00	0.00	1,096.72	501.95	75%
39-861-309 Advertising	1,000	0.00	0.00	670.00	670.00	330.00	67%
39-861-310 Dues & Subscriptions	139	0.00	0.00	139.33	139.33	0.00	100%
39-861-318 Freight Charges	2,250	1,084.97	92.59	733.85	1,107.36	57.67	97%

## Budget vs Actual

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39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
39-861-342 Maint & Repair Plant	87,880	2,985.88	9,124.12	64,768.37	87,641.65	(2,747.53)	103%
39-861-344 Sludge Removal	70,000	43,600.50	0.00	7,318.50	25,399.50	1,000.00	99%
39-861-345 Beaver Control	750	0.00	0.00	0.00	575.00	175.00	77%
39-861-346 Lab Material & Supplies	9,354	1,389.22	0.00	2,745.87	7,964.15	0.63	100%
39-861-347 Lab Analysis	21,662	8,963.00	1,745.00	3,608.00	12,699.00	0.00	100%
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	1,500	145.00	0.00	0.00	0.00	1,355.00	10%
39-861-352 Vehicle Maintenance	4,750	0.00	0.00	415.52	522.58	4,227.42	11%
39-861-400 Liability Insurance	17,174	0.00	0.00	0.00	3,602.86	13,571.14	21%
39-861-405 Audit Expense	11,500	0.00	0.00	3,500.01	11,500.00	0.00	100%
39-861-441 Certify Lab Services	1,000	0.00	0.00	175.00	175.00	825.00	18%
39-861-444 Permits & Fees	15,735	4,950.00	925.00	2,825.00	8,890.00	1,895.00	88%
39-861-446 Influent Debris Removal	5,999	2,906.95	522.34	1,568.23	3,092.05	0.00	100%
39-861-500 Capital Outlay \$5000 and Over	5,685	0.00	0.00	0.00	5,685.47	0.00	100%
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	60,675	0.00	0.00	9,698.75	25,656.73	35,018.27	42%
39-861-998 Contingency	1,200	0.00	0.00	0.00	0.00	1,199.67	
WWTP - Expenses Totals:	912,274	154,852.57	56,403.66	233,799.73	462,430.70	294,990.73	68%
Expenses Totals:	912,274	154,852.57	56,403.66	233,799.73	462,430.70	294,990.73	68%
39 WWTP Revenues Over/(Under) Expenses:			(51,028.66)	(152,550.14)	(143,817.31)		

## Check Listing

Date From: 12/1/2023 Date To: 12/31/2023  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
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Check Number	Bank	Vendor	Date	Amount
66925	30	DUKE ENERGY PROGRESS	12/01/2023	<u>\$113.32</u>
66926	30	KING'S FITNESS & NUTRITION CENTER	12/01/2023	<u>\$300.00</u>
66927	30	KTM PARTS SUPPLY INC	12/01/2023	<u>\$2,625.00</u>
66928	30	SMARTSIGHTS TECHNOLOGIES, LLC	12/01/2023	<u>\$800.00</u>
66929	30	UNIFIRST CORPORATION	12/01/2023	<u>\$1,059.99</u>
66930	30	WARREN AUTO PARTS, INC.	12/01/2023	<u>\$50.45</u>
66931	30	WARREN COUNTY PUBLIC UTILITIES	12/01/2023	<u>\$21,262.54</u>
66932	30	AMAZON CAPTIAL SERVICES, INC.	12/05/2023	<u>\$85.54</u>
66933	30	DOCUMENT SYSTEMS, INC	12/05/2023	<u>\$214.01</u>
66934	30	Purchase Power (Pitney Bowes)	12/05/2023	<u>\$150.00</u>
66935	30	Spectrum Business	12/05/2023	<u>\$169.98</u>
66936	30	TRI-COUNTY POWER EQUIPMENT INC	12/05/2023	<u>\$125.54</u>
66937	30	ULINE	12/05/2023	<u>\$526.29</u>
66938	30	UNIFIRST CORPORATION	12/05/2023	<u>\$862.64</u>
66939	30	Always N Bloom	12/07/2023	<u>\$12.78</u>
66940	30	AMAZON CAPTIAL SERVICES, INC.	12/07/2023	<u>\$323.72</u>
66941	30	CAROLINA DIGITAL PHONE INC	12/07/2023	<u>\$316.00</u>
66942	30	DOCUMENT SYSTEMS, INC	12/07/2023	<u>\$234.55</u>
66943	30	MERITECH INC	12/07/2023	<u>\$1,815.00</u>
66944	30	NORTH CAROLINA 811, INC	12/07/2023	<u>\$25.00</u>
66945	30	PITNEY BOWES GLOBAL	12/07/2023	<u>\$97.45</u>
66946	30	RICK EDWARDS ELECTRIC	12/07/2023	<u>\$720.00</u>
66947	30	SONITROL INTEGRATED SECURITY	12/07/2023	<u>\$1,353.00</u>
66948	30	TecNXS LLC	12/07/2023	<u>\$250.00</u>
66949	30	UNITED PARCEL SERVICE	12/07/2023	<u>\$62.59</u>
66950	30	WALKER AUTO STORES	12/07/2023	<u>\$19.22</u>
66951	30	WRIGHT EXPRESS FSC	12/07/2023	<u>\$3,626.91</u>
66952	30	AMAZON CAPTIAL SERVICES, INC.	12/11/2023	<u>\$130.58</u>
66953	30	Community Eye Care	12/11/2023	<u>\$135.20</u>
66954	30	DUKE ENERGY PROGRESS	12/11/2023	<u>\$148.41</u>
66955	30	LAWMENS	12/11/2023	<u>\$35.16</u>
66956	30	Meredith Valentine	12/11/2023	<u>\$50.28</u>

## Check Listing

Date From: 12/1/2023 Date To: 12/31/2023  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
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Check Number	Bank	Vendor	Date	Amount
66957	30	PLATTERIFIC CATERING, LLC	12/11/2023	<u>\$318.00</u>
66958	30	AMAZON CAPTIAL SERVICES, INC.	12/13/2023	<u>\$234.83</u>
66959	30	GFL ENVIRONMENTAL	12/13/2023	<u>\$522.34</u>
66960	30	PETE SMITH TIRE & QUICK LUBE, INC	12/13/2023	<u>\$873.30</u>
66961	30	SCOTT ERIC LILES	12/13/2023	<u>\$3,000.00</u>
66962	30	UNIFIRST CORPORATION	12/13/2023	<u>\$2,318.07</u>
66963	30	UNITED PARCEL SERVICE	12/13/2023	<u>\$30.00</u>
66964	30	WARREN AUTO PARTS, INC.	12/13/2023	<u>\$20.16</u>
66965	30	AMAZON CAPTIAL SERVICES, INC.	12/14/2023	<u>\$128.59</u>
66966	30	BLUE CROSS BLUE SHIELD	12/14/2023	<u>\$17,552.38</u>
66967	30	BLUE RIDGE SPRINGS, INC	12/14/2023	<u>\$25.00</u>
66968	30	DUKE ENERGY PROGRESS	12/14/2023	<u>\$13,122.51</u>
66969	30	GUPTON SERVICES, INC	12/14/2023	<u>\$130.00</u>
66970	30	HOLLAND INDUSTRIAL	12/14/2023	<u>\$24.19</u>
66971	30	PROFESSIONAL MAIL SERVICES, INC	12/14/2023	<u>\$0.91</u>
66972	30	PROFESSIONAL MAIL SERVICES, INC	12/14/2023	<u>\$3.09</u>
66973	30	VC3, Inc.	12/14/2023	<u>\$1,250.79</u>
66974	30	WARREN AUTO PARTS, INC.	12/14/2023	<u>\$187.02</u>
66975	30	WARREN COUNTY PUBLIC WORKS	12/14/2023	<u>\$1,377.52</u>
66976	30	FIRST CITIZENS BANK	12/15/2023	<u>\$3,569.59</u>
66977	30	AMAZON CAPTIAL SERVICES, INC.	12/19/2023	<u>\$208.72</u>
66978	30	ClearWater, Inc	12/19/2023	<u>\$6,537.50</u>
66979	30	Core & Main	12/19/2023	<u>\$1,680.55</u>
66980	30	DUKE ENERGY PROGRESS	12/19/2023	<u>\$186.28</u>
66981	30	FRONTIER NATURAL GAS	12/19/2023	<u>\$50.38</u>
66982	30	NCWTFO CERTIFICATION BOARD	12/19/2023	<u>\$180.00</u>
66983	30	OLD DOMINION BRUSH CO.	12/19/2023	<u>\$8,036.66</u>
66984	30	TIME WARNER CABLE	12/19/2023	<u>\$182.97</u>
66985	30	TODD SMITH	12/19/2023	<u>\$58.16</u>
66986	30	UNIFIRST CORPORATION	12/19/2023	<u>\$357.60</u>
66987	30	VC3, Inc.	12/19/2023	<u>\$350.14</u>
66988	30	WATER GUARD, INC.	<b>VOIDED</b> 12/19/2023	<u>\$2,513.52</u>

## Check Listing

Date From: 12/1/2023 Date To: 12/31/2023  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
01/02/2024 08:39 AM

Page: 3 of 3

Check Number	Bank	Vendor	Date	Amount
66989	30	WOMACK PUBLISHING CO. INC.	12/19/2023	<u>\$165.10</u>
66990	30	WPCSOCC	12/19/2023	<u>\$300.00</u>
66991	30	WATER GUARD, INC.	12/19/2023	<u>\$2,513.52</u>
66992	30	AT&T MOBILITY II LLC	12/21/2023	<u>\$399.14</u>
66993	30	DUKE ENERGY PROGRESS	12/21/2023	<u>\$187.29</u>
66994	30	FLEMING INVESTMENT COMPANY	12/21/2023	<u>\$3,000.00</u>
66995	30	FRONTIER NATURAL GAS	12/21/2023	<u>\$44.76</u>
66996	30	INFORMATION TECHNOLOGY SERVICE	12/21/2023	<u>\$110.40</u>
66997	30	KING'S FITNESS & NUTRITION CENTER	12/21/2023	<u>\$300.00</u>
66998	30	MUNICIPAL INSURANCE TRUST	12/21/2023	<u>\$737.19</u>
66999	30	PROFESSIONAL MAIL SERVICES, INC	12/21/2023	<u>\$476.80</u>
67000	30	PROFESSIONAL MAIL SERVICES, INC	12/21/2023	<u>\$155.50</u>
67001	30	QUILL CORPORATION	12/21/2023	<u>\$256.14</u>
67002	30	AT&T MOBILITY II LLC	12/28/2023	<u>\$773.08</u>
67003	30	CARDNO USA, INC.	12/28/2023	<u>\$5,145.00</u>
67004	30	COLUMBIAN MUTUAL LIFE INS CO	12/28/2023	<u>\$37.20</u>
67005	30	HUMANA SPECIALTY BENEFITS	12/28/2023	<u>\$29.38</u>
67006	30	INVOICE CLOUD, INC.	12/28/2023	<u>\$150.45</u>
67007	30	PRUDENTIAL RETIREMENT	12/28/2023	<u>\$1,277.65</u>
67008	30	UNUM LIFE INSURANCE COMPANY OF AMERICA	12/28/2023	<u>\$594.06</u>
67009	30	VERIZON WIRELESS	12/28/2023	<u>\$320.08</u>
67010	30	WILSON'S WATER SERVICES	12/28/2023	<u>\$825.00</u>
67011	30	WRIGHT EXPRESS FSC	12/28/2023	<u>\$2,007.77</u>
87	Checks Totaling -			<b>\$122,537.43</b>

### Totals By Fund

	Checks	Voids	Total
34	\$3,387.76		\$3,387.76
36	\$1,989.86	\$158.94	\$1,830.92
37	\$35,806.71		\$35,806.71
38	\$39,301.89		\$39,301.89
39	\$36,906.21	\$2,354.58	\$34,551.63
71	\$5,145.00		\$5,145.00
Totals:	\$122,537.43	\$2,513.52	\$120,023.91

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator  
**Date:** January 4, 2024  
**Re:** December 2023 Monthly Activity Report for Public Works

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## Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) 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). (2) Purchase water main valve exercising equipment.
- **Completed Water and Sewer System Maintenance/Repair Related Information:** (1) Preventative Maintenance – Town Water System Territory Fire Hydrants. Serviced and tested all hydrants. Contractor: KTM Parts Supply, Inc. (Labor - \$2,625.00). (2) Service – Aquaresource Set-up Fee. Cross-connection software program and support. Service Provider: TecNXS LLC. (Labor - \$250.00).

**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) - \$2,875.00**

- **Water and Sewer Adjustment Request:** For consideration at the January 8, 2024, meeting of the Board of Commissioners. **Davita C. Steed** – 115 Deer Run DR, Apt. 103, Account #004-0002030-1. Billing Period: November 15, 2023 – December 15, 2023. Leak occurred between meter box and house. Normal usage 2,000. Request is for sewer adjustment of 19,000 gallons at \$14.65/1000. Total \$278.35. Adjustment recommended by staff. **Water and Sewer Adjustment Request:** For consideration at the January 8, 2024, meeting of the Board of Commissioners. **Davita C. Steed** – 115 Deer Run DR, Apt. 103, Account #004-0002030-1. Billing Period: October 16, 2023 – November 15, 2023. Leak occurred between meter box and house. Normal usage 2,000. Request is for sewer adjustment of 14,000 gallons at \$14.65/1000. Total \$205.10. Adjustment recommended by staff. **Water and Sewer Adjustment Request:** For consideration at the January 8, 2024, meeting of the Board of Commissioners. **Mutualwin Freedom Camp (Michael Bernstein)** – 165 Holland Bland

Road, Account #006-0001441-1. Billing Period: November 15, 2023 – December 15, 2023. Leak occurred between meter box and site outlets. Normal usage 2,000. Request is for sewer adjustment of 693,000 gallons at \$14.65/1000. Total \$10,152.45. 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. Water and sewer line right of ways trimming and cutting.

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator, Warren County Director of Public Works, Norlina Director of Public Works  
**Date:** January 4, 2023  
**Re:** December 2023 Monthly Activity Report for WWTP

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- **Pending Equipment Repairs:** **(1)** Effluent filter controls – Safety issue - Replace cylinders and control mechanism for valves located in pit area of filter building. **(2)** Sand blast and refinish site metal structures. **(Estimated Cost – Refinishing remaining structures - \$58,000)** **(3)** Rebuild Sludge Recirculation Pump 2. **(Estimated Labor Cost –\$8,000)**
- **Completed Plant Maintenance/Repair Related Information:** **(1)** Repair – Influent Pump 1. Replaced double mechanical seal. Contractor: Liles Pump Repair. (Labor - \$3,000.00, Parts provided from Plant spare parts inventory). **(2)** Repair Parts Inventory – Sludge Recirculation Pump. Replacement Impeller. Parts Vendor: Clearwater. (Parts - \$6,124.12).

**Total cost for Repairs (Account No. 39-861-342) - \$9,124.12**

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month. 18.57 million gallons were treated.





## Warrenton Police Department

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### Monthly Summary/ January 2024

#### Incident Briefs:

**12/4/2023**                      **Vehicle Vandalized**                      **Under Investigation**  
Subject repeatedly struck vehicle with a baseball bat.

**12/9/2023**                      **Assault by Strangulation**                      **Under Investigation**  
Subject found to have been locked out of house/ bruising on neck- Case has special circumstances.

**12/9/2023**                      **Unauthorized Use of Motor Vehicle**                      **Referred to Dept. of Juvenile Justice**  
The officer found the driver to be under the age of 16.

**12/14/2023**                      **Littering**                      **Under Investigation**

**12/17/2023**                      **Simple Assault**                      **Citation Issued**  
Speedway PVA: The Subject refused to exit the vehicle at the request of another passenger. The subject had called for someone to pick her up but still refused to exit after her ride arrived. After she finally exited the initial vehicle and while that vehicle was preparing to leave, the female subject opened the passenger's door and struck a male in the face.

**12/19/2023**                      **Communicating Threats**                      **Closed by Arrest**  
   **Resist, Delay, or Obstruct**  
   **Possession of Marijuana**

The suspect and his sister were arguing when the Officer arrived on the scene. The suspect attempted to get onto the porch where his sister was standing and, in front of Law Enforcement, stated to the victim, "I don't care if the cops are here or not, I will beat you." At that time, the officer attempted to take him into custody, but the suspect pulled away and then squared off with the officer. The officer dispersed two one-second bursts of OC Spray, and the suspect went to the ground. He was then taken into custody, driven to the magistrate's office, and finally handed over to jail staff. Bond set at \$1500.

**12/20/2023**

**Larceny**

**Closed**

**First Degree Trespass**

Speedway Manager reported that the subject has more than once prepared his coffee and then opened a gallon milk container, poured milk into his coffee, and then replaced the opened milk back in the cooler. The manager attempted several times to explain to the male subject that he could not do that, but the male seemed not to understand. The male was then told by the manager not to return to the store. The officer made it clear to the male subject that returning to Speedway would result in criminal charges against him.

**Governor's Highway Safety – "Booze it & Lose it" Holiday Campaign 2023  
December 11, 2023, through January 1, 2024**

<b>Assault</b>	<b>1</b>
<b>DWLR (Driving While License Revoked)</b>	<b>6</b>
<b>Expired Registration Plate</b>	<b>5</b>
<b>Financial Responsibility (No Insurance)</b>	<b>1</b>
<b>No Rear Lamps</b>	<b>1</b>
<b>NOL (No Operator's License)</b>	<b>2</b>
<b>Speeding</b>	<b>8</b>
<b>Total Citations</b>	<b>24</b>

# Activity Log Event Summary (Cumulative Totals)

## Warrenton Police Department

(12/01/2023 - 12/31/2023)

911 Hang-up	2	Accident	3
Alarm Activation	13	Assault-Physical	1
Assist Fire Dept	5	Assist Motorist	3
Assist NPD	3	Assist Other Department	4
Assist WC EMS	12	Assist WCSO	9
Check Station/ Checkpoint	1	Communicating Threats	2
Complaint	4	Disabled Vehicle	3
Disturbance	3	Domestic	4
Downed Tree / Power Line	1	Escort	3
Foot Patrol	3	Found Property/Item	2
Funeral Escort	1	Injury to Personal Property	1
Injury to Real Property	1	Investigation and/or Interview	1
Littering	1	Loitering	1
Lost property	2	Medical / Person Hurt or Sick	9
Open Door (Residence)	1	Ordinance Violation	1
Other	2	Parking Violation	7
Patrol	21	Property Check – Business	41
Property Check – Residential	6	Shots fired	1
Suspicious Person / Vehicle	6	Talk with Officer	6
Traffic Control	6	Traffic Stop	40
Training	1	Trespassing	1
Vehicle Lockout	1	Welfare Check	2

**Total Number Of Events: 241**

# Traffic Stop Summary

Warrenton Police Department

(12/01/2023 - 12/31/2023)

<b>Total Number of Traffic Stops</b>	37	<b>Driver Arrested?</b>		<b>Basis for Search</b>	
		Yes	0	Erratic/Suspicious Behavior	0
		No	37	Informant's Tip	0
<b>Initial Purpose of Traffic Stop</b>		<b>Passenger(s) Arrested?</b>		Observation of Suspected Contraband	0
Checkpoint	0	Yes	0	Other Official Information	0
Driving While Impaired	0	No	37	Suspicious Movement	0
Investigation	1			Witness Observation	0
Other Motor Vehicle Violation	0	<b>Officer(s) Encountered Physical Resistance From Driver/Passenger(s)?</b>		<b>Vehicle Searched?</b>	
Safe Movement Violation	2	Yes	0	Yes	0
Seat Belt Violation	0	No	37	No	0
Speed Limit Violation	19	<b>Officer(s) Engaged in Use of Force Against Driver/Passenger(s)?</b>		<b>Driver Searched?</b>	
Stop Light/Sign Violation	2	Yes	0	Yes	0
Vehicle Equipment Violation	10	No	37	No	0
Vehicle Regulatory Violation	3	<b>Officer(s) Injured as a Result of the Stop?</b>		<b>Passenger Searched?</b>	
<b>Driver's Age</b>		Yes	0	Yes	0
Under 18	2	No	37	No	0
18 to 29	9	<b>Driver Injured as a Result of the Stop?</b>		<b>Personal Effects of the Driver/Passenger(s) Searched?</b>	
30 to 39	6	Yes	0	Yes	0
40 and Older	20	No	37	No	0
<b>Driver's Race</b>		<b>Passenger(s) Injured as a Result of the Stop?</b>		<b>Contraband Found as Result of Search?</b>	
White	13	Yes	0	Yes	0
Black	23	No	37	No	0
Native American	1	<b>Vehicle/Driver/Passenger(s) Search Initiated Subsequent to the Traffic Stop?</b>		<b>Contraband Found</b>	
Asian	0	Yes	0	Drugs	0
Other	0	No	37	Alcohol	0
<b>Driver's Sex</b>				Money	0
Male	20			Weapons	0
Female	17			Other	0
<b>Driver's Ethnicity</b>		<b>Type of Search</b>		<b>Property Seized as Result of Search?</b>	
Non-Hispanic	23	Consent	0	Yes	0
Hispanic	1	Search Warrant	0	No	0
<b>Enforcement Action Taken as a Result of the Traffic Stop</b>		Probable Cause	0	<b>Property Seized</b>	
Citation Issued	10	Search Incident to Arrest	0	Motor Vehicle	0
No Action Taken	1	Protective Frisk	0	Personal Property	0
On-View Arrest	0			Other Property	0
Verbal Warning	26				
Written Warning	0				

# Traffic Stop Summary

Warrenton Police Department

(12/01/2023 - 12/31/2023)

## Searched Passenger's Age

Under 18

18 to 29

30 to 39

40 and Older

## Searched Passenger's Race

White

Black

Native American

Asian

Other

## Searched Passenger's Sex

Male

Female

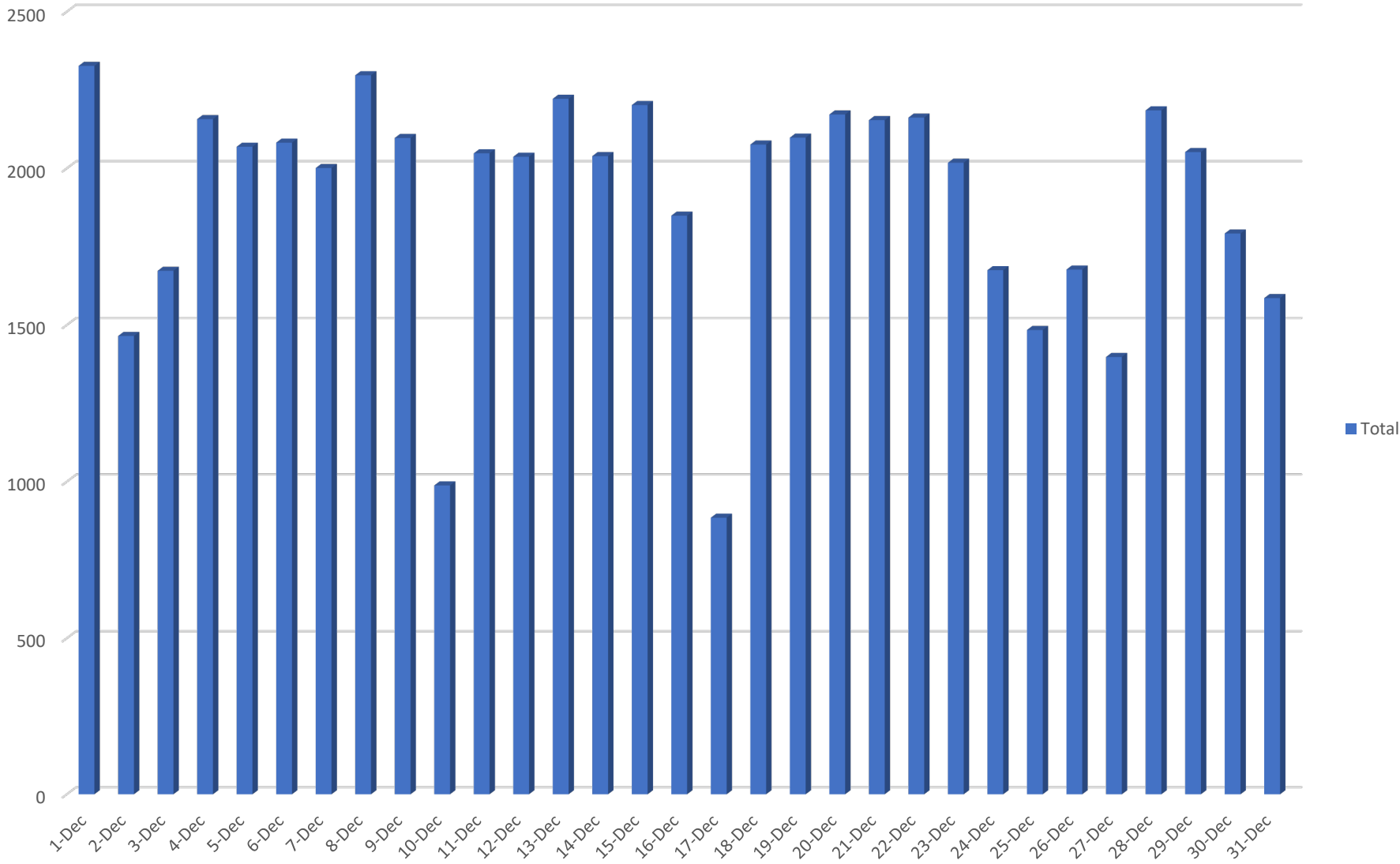
## Searched Passengers's Ethnicity

Non-Hispanic

Hispanic

Sum of Vehicle no

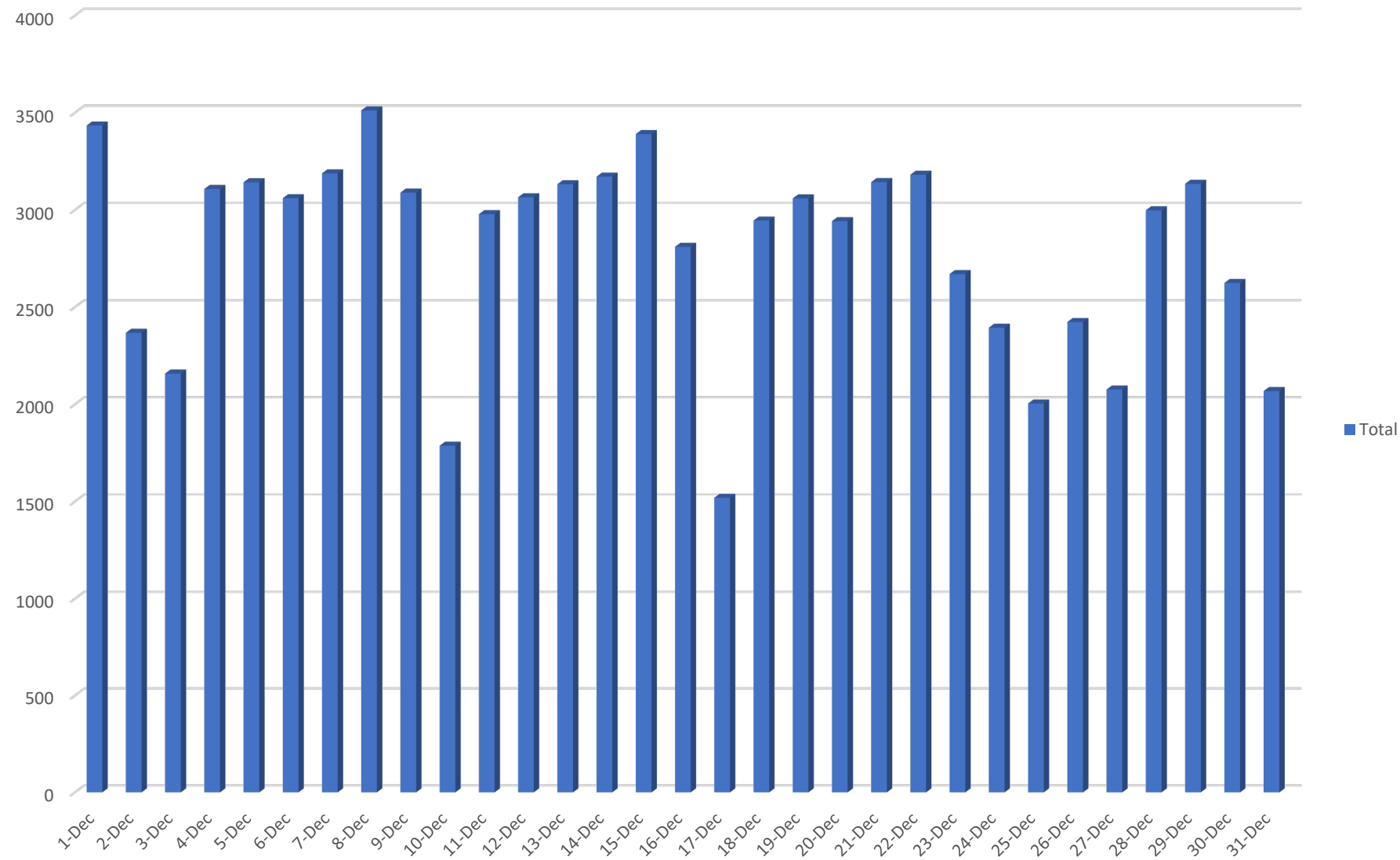
S. Main Street/ Daily Vehicle Totals/ December 2023



Days (Log time) Log time

Sum of Vehicle no

## E. Macon Street/ Daily Vehicle Totals/ December 2023

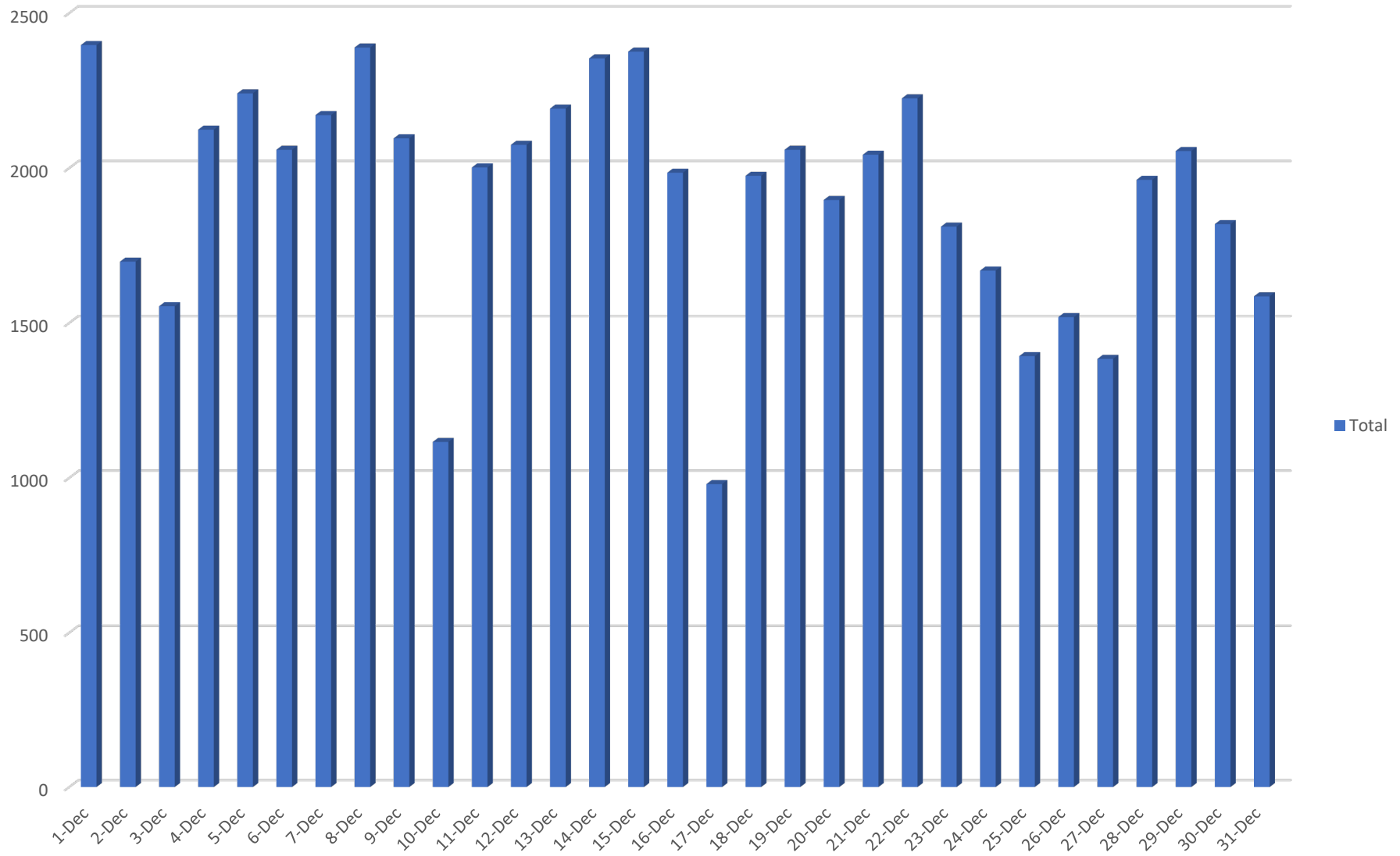


Days (Log time)

Log time

Sum of Vehicle no

## N. Main Street/ Daily Vehicle Totals/ December 2023



Days (Log time) Log time





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

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### **BOC Meeting December 2023 – Action Items Checklist**

1. Execute annexation resolution, file copy of resolution with Register of Deeds, update Ordinance Book as addition to Table 1. (cont.)
  - ✓ Done for Hayley Haywood property. Mayor reviewing other annexed properties.
2. Investigate details of concerns of Mr. Hicks and Mr. Alston as expressed in public comments.
  - ✓ Chief provide factual information for closed session in January BOC.
3. Work with Mayor and Commissioners to schedule a tour of town facilities.
  - ✓ Done
4. Make updates to noise ordinance.
  - ✓ Done
5. Change Quilters Lane Committee to indicate slot for representative from Friends Two.
  - ✓ Done
6. Update Historic District Guidelines on invasive trees.
  - ✓ Done
7. Execute Duke Energy agreement for two decorative light fixtures in new parking area.
  - ✓ Done. Sent to Duke for final execution.
8. Implement water rate change effective in January billing.
  - ✓ Done. Sent to Greg
9. Execute Water Shortage Response Plan.
  - ✓ Done
10. Advertise Public Hearing for two AirBnB Special Use Applications.
  - ✓ Draft sent to Womack Publishing
11. Execute quitclaim for Woody King.
  - ✓ Done
12. Remind Commissioners of coat and tie prior to next BOC meeting.
  - ✓ Done



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## **STATUS OF GRANTS**

**NC DEQ Water Infrastructure WWTP** -- \$750,000 awarded. Received award letter.

- To replace 44-year-old rotors and clean out oxidation ditch #1, which are currently the most critical issues at the WWTP.

### **(Fund 67) NC Neighborhood Revitalization Program**

- CDBG funds to assist in repairing houses owned by citizens of low or moderate incomes.
- NC Commerce has granted an additional \$200,000 in funding due to inflation.
- Moving into second phase of grant, soliciting bids to rehab 2 additional houses.

### **(Fund 68) Building Reuse Grant**

- Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic.
- NC Commerce sent paperwork for claw back of approximately \$20,000. Paperwork submitted to NC Commerce. Two repayments due six months apart.

### **(Fund 71) Brownfield Grant**

- This \$300,000 grant to analyze environmental issues on properties in Warrenton.
- EPA approved funding for a Landmark status application to the National Parks Service for All Saints Episcopal Church.
- Asbestos analysis is underway at All Saints.
- Two additional properties, along W. Franklin Street, will undergo Phase 1s.

### **Golden Leaf Storm Water Grant**

- Town awarded \$196,447.50 for stormwater repairs to Brehon Street.
- Awaiting a survey of affected area to be followed by easements prepared by town attorney.

### **Southeast Crescent Regional Commission**

- The Town has been invited to submit a full application for the *State Economic and Infrastructure Development* (SEID) Grant Program. This grant is designed to “Foster Entrepreneurial and Business Development Activities”. Application budget will be \$120,000 of which \$20,000 is in-kind match provided by Research Triangle Foundation, Kerr-Tar COG, Lake Gaston Chamber of Commerce and Town of Warrenton. There will be no financial cost to the Town.

### **NCLM Assistance Grant**

- Town awarded an in-kind grant from the NC League of Municipalities to evaluate and recommend changes to Town's zoning ordinances. Funded by ARP, the League will engage the legal firm of Parker Poe to assist the Town in making changes at no cost to the Town.

### **In Progress Grant Applications:**

- Town-Wide Water System Improvements: \$1,564,600
- Sanitary Sewer Rehabilitation: \$1,576,040
- WWTP Improvements: \$1,755,000
- Stormwater Planning Grant: \$400,000
- Award notices for above four grants are anticipated in late February 2024.



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**Planning Board  
December 13, 2023  
Minutes**

Chairman Cynthia Jenkins called to order a meeting of the Planning Board at 5:30 PM at the Warrenton Town Hall. Attending were board members George Humphries, Dian Sourelis, Carlos Verdaguer, George Weddington, Kristye Steed via Zoom, Commissioner Jason Young and Town Administrator Robert Davie. A quorum was present. Guests present included Korita Steverson, Robert Steverson and Dr. Isaac Horton via Zoom.

Carlos Verdaguer made a motion to approve the October minutes with a second by George Humphries. The motion was approved by unanimous vote.

**Commercial Hydroponics and Aquaponics**

Robert Steverson described a proposed plan for commercial hydroponics and aquaponics in 20,000 square feet of the building that formerly housed the Just Save grocery store. This business will be contained inside, provide memberships to individuals and organizations who wish to purchase products and intends to be up and running within one year.

Questions from the Planning Board centered around required permits, health department approvals, funding for the project, education of the local community, and viability of the business model. Dr. Horton addressed questions. It was noted that the aquaponics portion may not utilize town water but instead source water elsewhere, if after testing the Town water is deemed unsuitable. It was also noted that this is the first instance of this size for the hydroponic implementation and of any size for the aquaponics implementation, for the company. Experiences with smaller hydroponic projects in Raleigh and Wake County were outlined.

The board discussed an appropriate definition for zoning ordinances, adopting the below language:

*Aquaponics/Hydroponics: The growing of plants and/or aquatic animals inside a building or facility using a mechanical system designed to circulate water or mineral nutrient solutions, with limited use of growing media. Often these systems are designed to use the plants to filter water and convert waste materials into plant nutrients.*

A motion to approve and recommend to the Town Board the above definition was made by Georgianna Weddington and seconded by George Humphries. The motion was approved by unanimous vote.

A motion was made by George Humphries to approve and recommend to the board that Aquaponics and Hydroponics be added to the table of permitted uses as a special use permit in areas zoned C-2 Commercial and I – Industrial. The motion was approved by unanimous vote.

With no further business, the meeting was adjourned.



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#### Changes Needed to Parade Ordinances

##### 71.47 (A)

- Change “45 days” to “90 days”
- Update (A) (1) with requirements added to the new Applications (both sponsor and participant applications)



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### Warrenton Parade Application (Sponsor)

Sponsoring Organization \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Description of parade: \_\_\_\_\_

**Prohibitions** The following are strictly prohibited in any parade:

- All unregistered off-road vehicles, except for tractors or farm equipment
- 4-wheelers
- Dirt bikes
- Burnouts
- Alcohol
- No distributing/throwing of candy from vehicles
- Firearms
- Dogs
- Rain dates

### Requirements

- Safety plan/map showing parade route
- Vehicle registration for each vehicle in parade
- Driver information for each vehicle
- Proof of insurance by each driver
- Proof of insurance by sponsor (NCDOT \$1 million per incident)
- Children under 15 must be accompanied by an adult
- Tow vehicles must not exceed towing capacity
- A minimum of 12 volunteers to assist the Town in blocking streets and managing traffic
- For livestock entries, volunteers with appropriate equipment are required to follow behind for proper excrement clean-up/removal

The Town recommends holding parades during daylight hours for safety purposes.

## Warrenton Parade Application (Participant)

Type of Entry (car, float) \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

If group:

Number of Adults (age 16+) \_\_\_\_\_ Number of Children under the age of 15 \_\_\_\_\_

### Vehicle/Driver Information

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

License Plate # \_\_\_\_\_ Driver Name: \_\_\_\_\_

Driver's License # \_\_\_\_\_

Playing Music: Y\_\_\_\_ N\_\_\_\_ (Must be appropriate to parade theme)

### Livestock

Type: \_\_\_\_\_ Color: \_\_\_\_\_

Name of person cleaning up after livestock \_\_\_\_\_





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## **Water Rate Analysis**

### **Water Addressed in December 2023**

The below recommendation was approved in the December 2023 Board meeting. It was designed to cover the cost of water increase passed along from Warren County of \$.48 per thousand gallons. It adjusts the water rate only and equally to both In-Town and Out-of-Town customers at \$.50 per thousand.

1. Super user rate (over 100,000 Gallons Per Month)
  - a. In-Town will go from \$5.36 to \$5.86
  - b. Out-of-Town will go from \$5.93 to \$6.43
2. Regular user rate
  - a. In-Town will go from \$8.36 to \$8.86
  - b. Out-of-Town will go from \$12.11 to \$12.61

### **Water Not Yet Addressed**

Two areas not addressed in December 2023 are Unaccounted-For Water and Fixed-Rate Water. These areas were not addressed because we had a runaway leak, which has been discovered and repaired, and did not know how to accurately project. We have accumulated data for 22 days and would like another couple of weeks before calculating and providing the full Board. Potential could be another 50 cents.

1. Unaccounted-For Water (water that is not directly billed to customers, but water that the Town uses and pays for. This water accounts for approximately 27% of all water purchased from Warren County. Unaccounted-For Water stems from:
  - a. Unknown system leaks
  - b. Fixed leaks
  - c. Testing of fire hydrants, flushing through fire hydrants, fire suppression
  - d. Use of water at Town Hall
  - e. Any credits to users
2. Fixed-Rate Contractual Rate (the difference between the actual number of gallons per day of water used by the town and the minimum amount specified in the agreement, if there is any difference. Reduced from 300,000 gpd to 250,000 gpd in 2014.)
  - a. This rate is lower than the usage rate at \$1.49 per thousand gallons. Current use rate is \$2.32 and before the county's 48 cent increase.



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### UNC SOG Next Steps for Goal-Setting Workshop

1. The model we follow at SOG includes a pre-retreat planning meeting/conversation with a subset of retreat attendees [this may be in addition to the initial phone call] to learn more about the objectives for your retreat, definitions of success, and what advance work may be appropriate for your group. This is an investment in planning time that our own SOG consultants and clients agree pays off in a tighter, more comprehensive retreat agenda and outcomes. We could arrange a virtual meeting of about 60 minutes to get this done.
2. The SOG retreat consulting rate for a local government of your size is normally \$2,000 in personnel expenses (plus travel expenses) for each day of effort. This daily rate is applied to pre-retreat planning, agenda preparation, on-site facilitation, and follow-up documentation. In the absence of a planning meeting, it's difficult to predict how much work would be required but a one-day retreat generally includes two days of effort. Since you are a very small town, we are willing to discount our rate to \$1,925 per day, or \$3,850 for a one day event if the work can be accommodated by one of our full-time faculty members, mostly likely me. (We would need to recover costs if we used an adjunct faculty member.)
3. Once we're agreed that we want to work together, the School requires a simple signed Letter of Agreement before proceeding with the work. That should be in place shortly after the planning meeting but at least two weeks in advance of your retreat. This electronic document is generated by Traci Forchette in the School's Business Office.



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## VALUES

### **Core Values** (which describe our way of doing things)

- Fairness
- Progressiveness
- Proactiveness

### **Aspirational Values** (which describe where we want to be)

- Diversity
- Inclusiveness

## GOALS

### **Maintain Small Town Charm**

1. Continue implementing streetscape plan, incorporating main street ideas and incorporating underground utilities
2. Engage a part-time marketing and promotional person to coordinate a merchants association, create and schedule coordinated events and take on events at Frontier Warren. Incorporating an investigation into wayfinding and coordination of colors of paint for the central business district.

### **Keep Business District Active**

1. Continue revitalization of downtown business district
2. Discourage building neglect and encourage property improvements
3. Develop S. Main Parking lot – behind Nationwide Insurance
4. Continue grocery store recruitment

### **Keep Young People Excited about Living in Warrenton**

1. Downtown activities at night (events person)
2. Trails and parks, continue implementing bi/ped plan inside ETJ
3. Events tailored to younger population (events person)

### **Increase Prosperity and Vibrancy**

1. Recruit and secure downtown housing, urgent care and grocery store
2. Market Frontier Warren

**Understand and Capitalize on a Variety of Histories While Engaging in the Future**

1. Improve level of engagement in community heritage projects, such as Plummer Hook and Ladder Fire Museum, All Saints Episcopal Church
2. Investigate equity training with an eye toward reviewing town policies. Begin on positive note with all town is doing at present to support minorities.

**Staff Goals**

1. Part-time marketing/events coordinator handling also Frontier Warren and launching of merchants association
2. Keep current the vehicle rotations, both W/S trucks and police cars
3. As grant funding and budget allows, purchase new leaf machine (\$80,000), backhoe and stand on skid
4. As budget allows consider making Willie Davis position a full-time position

<b>What is the "Big Picture?"</b> (3-year timeline posting exercise)	
<b>Events or trends happening inside Warrenton, with a local impact</b>	<b>Events or trends happening outside Warrenton, but with a local impact</b>
<b>November 2014</b> Elections for Senate, County Commissioners, school board, judges, sheriff	
<ul style="list-style-type: none"> <li>✓ Building reuse grants; private individuals. The Town sponsors the work but does not spend \$\$\$ <i>Main St Solutions Grant</i></li> <li>✓ Town Hall renovation: what to do; how to fund it <i>USDA grant/loan</i></li> <li>✓ Public Works (water/sewer) improvements through grants or debt. <i>USDA grant loan</i></li> <li>✓ Water/sewer Rehab Phase 2. Study completed by Spring, 2015. \$450K debt <i>USDA grant loan</i></li> </ul>	<ul style="list-style-type: none"> <li>• Will NC Main Street funding become available?</li> </ul>
<b>November 2015</b> Elections for four Town Council positions	
<ul style="list-style-type: none"> <li>✓ Training for newly elected officials</li> <li>✓ Water meter replacement <i>USDA grant loan</i></li> <li>✓ Map the water system. \$50K; grant for \$25K <i>NC Grant</i></li> <li>✓ The continued deterioration of Cannon House. <i>Removed</i></li> </ul>	<ul style="list-style-type: none"> <li>• County will begin to receive money from ABC Board again</li> </ul>
<b>November 2016</b> Elections for President, County Commissioners	
<ul style="list-style-type: none"> <li>✓ New flatbed truck for Public Works <i>USDA grant loan</i></li> <li>Public information campaign</li> <li>✓ Phase II WWTP Rehab. Our portion is \$450K <i>100% NC Grant</i></li> <li>✓ Town park with matching grant (we hope) <i>PART F</i></li> </ul>	<ul style="list-style-type: none"> <li>• \$10 million+ in 5 year plan for county buildings. Some might be in Warrenton.</li> </ul>
<b>November 2017</b> Elections for Mayor and Three town Council members	
<ul style="list-style-type: none"> <li>• Need for significant street resurfacing that will require debt.</li> <li>• Battle Avenue sewer debt retired.</li> <li>✓ Need two new police cars <i>USDA grant loan</i></li> <li>• New garbage truck</li> </ul>	<ul style="list-style-type: none"> <li>• Business district utility lines underground (we wish)</li> </ul>

# Warrenton Budget Amendments

Date:1/8/2024

Number:#11

Purpose of Amendment:

The purpose of this BA is to pay the first installment on the parking lot loan. The loan was taken out after the new fiscal period began, so not included in the budget. We will use a combination of FB and unspent Parking Lot financing funds.

Fund Name:

General Fund

## Revenue

Account Title/Number:	Increase Amount	Decrease Amount
Trans In from PL/37-381-032	\$4,369.20	
Approp FB/37-395-396	\$3,551.80	

Subtotal7,921-

Total7,921

Grand Total-

## Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
Parking Lot Loan Princ/37-401-802	\$4,727.25	
Parking Lot Loan Int/37-401-832	\$3,193.75	

7,921-

7,921

<b>Date:</b>	1/8/2024
<b>Number:</b>	#12

<b>Purpose of Amendment:</b>	The purpose of this BA is to transfer from expense lines in various funds into a single line. Goal-setting session is use of funds.
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[illegible]

Expenditure		
Account Title/Number:	Increase Amount	Decrease Amount
PD Misc/37-501-499		\$1,125.00
Water contingency/38-851-998		\$562.50
Sewer contingency/38-852-998		\$562.50
WWTP contingency/39-861-998		\$1,125.00
Admin Training/37-401-295		\$895.00
Gov Body Training/37-402-295	\$4,270.00	

\$	4,270.00	\$	4,270.00
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# TOWN OF WARRENTON

*'Historically Great - Progressively Strong'*

P. O. Box 281

Warrenton, NC 27589-0281

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

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## STATEMENT OF INTEREST TO SERVE

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

Warrenton Board of Commissioners

c/o Town Administrator

P O Box 281

Warrenton, NC 27589

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

1. Planning Board
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name: Stephen Jarvis White

Date of Birth: July 27, 1952 Sex male Race Caucasian

Mailing Street Address: 208 Brehon Street

City and Zip Code Warrenton, N.C 27589

Home Phone 252-257-5245 Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Job Title Retired

Company or Agency \_\_\_\_\_

Email Address stvwht10@gmail.com

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

### Educational Background

Name of High School Attended See attached

Name of College Attended \_\_\_\_\_

Degree Received \_\_\_\_\_

Please list any military experience and rank when discharged \_\_\_\_\_

\_\_\_\_\_



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

No

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

Work Experience See attached

Volunteer Experience See attached

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

Newspaper

Current Town of Warrenton Volunteer

Web Site

Staff

Other

If other, please explain \_\_\_\_\_

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

Signature [Signature]

Date 12/29/22

## Stephen J White

### Education

Warrenton High School	1967-1969
Asheboro High School	1969-1970
East Carolina University	
BA Psychology/Sociology	1970-1974
MS Rehabilitation Counseling	1974-1976
Wake Technical Community College	
AAS Surveying Technology	2001-2003

### Work History

Department of Human Resources-Division of Vocational Rehabilitation  
Caswell Center-Kinston NC

3/1/76-8/30/77	Rehabilitation Counselor
9/1/77-7/30/79	Workshop Supervisor II
8/1/79-1/30/81	Adjustment Services Supervisor

While at Caswell Center I worked with community clients and minors from Dobbs Correctional Unit to provide training and job skills.

Department of Human Resources-Division of Vocational Rehabilitation  
Raleigh NC

2/1/81-7/31/84	Personnel Analyst
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Served as Assistant Personnel Manager for Division of Facility Services. Primary duties were in classification.

## Department of Human Resources-Division of Facility Services

Raleigh, NC

8/1/84-6/2/86                      Personnel Manager

Served as Personnel Manager for the Division of Facility Services. Duties included managing a wide array of personnel services including hiring, classification as well as many more.

6/2/86-6/1/91                      Facility Survey Consultant II

6/1/91-1/1/92                      Facility Survey Branch Head

1/1/92-7/1/02                      Chief Licensure and Survey Section

The Licensure and Survey Section with the Division of Facility Services is a multifaceted regulatory agency with about 150 to 175 employees that regulated most health care programs in North Carolina; the best known include nursing homes, hospitals, rural health clinics, ambulatory surgery centers, home health as well as many others. Both Medicare and Medicaid , and state licensure requirements were enforced. I served as state agency Director from January of 1992 till I retired in July of 2002.

### After Retirement

After I retired, I moved to Warrenton and worked for about four years for Bob Kelly a surveyor in Warren County to get experience required to sit for the surveyor licensure exam. I was licensed as a Professional Land Surveyor on December 28,2007. For about five years I surveyed family land in Warren and Vance County. After I completed that task I started buying houses such as the Peck Manufacturing homes and three houses on Battle Avenue for renovation. I continue to renovate houses to his date.



## Volunteer Experience

Co-Coordinator for the Department of Human Resources camp for disadvantaged children 1983 and 1984

This was a week long camp held at boy scout camps for social services kids once a year in the summer sponsored by the Governor and Secretary of Health and Human Services

Board of Directors for Food Bank of North Carolina 1985-1986

Treasurer of Association of Health Facilities State Agencies 1996-1997

Vice President of Association of Health Facilities State Agencies 1997-1998

President of Association of Health Facilities State Agencies 1998-1999

The Association of Health Facilities State Agencies is a national organization that advocates for state regulatory agencies regulating health care facilities with national advocacy groups, the Health Care Financing Administration and other interested groups.

As president of the Association I was asked to testify before the United States Senate, Special Committee on Aging concerning HCFA regional offices and did so on November 4, 1999.

## Awards

Association of Health Facilities State Agencies Presidents award 1996

Division of Facility Services Employee of the Year 1997

Nominated for 1997 Governor's Award for Excellence



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**USDA RDBG Grant**

**\$25,000**

**No Town Match Required**

**Application Deadline: February 28, 2024**

**Two Partners: Downtown Redevelopment Services and Locable.com**

Applying on behalf of the town is Downtown Redevelopment Services, out of Ravenna, OH. DTRedevelopment is an experienced municipal planning consulting firm that specializes in revitalizing downtown or commercial corridors, Main Streets, and small and rural communities.

For Warrenton, DTRedevelopment will focus on Property Activation, a community-driven process to evaluate, plan and implement a sustainable future for underutilized Main Street properties. They will help guide the Town and owners in developing an individualized plan to reach a property's highest potential use and maximum return on investment.

50% of \$25,000 of a potential award will be applied to DTRedevelopment and 50% will be applied to Locable.com.

Locable.com will most likely work with the Revitalization Committee to provide software solutions to automate our community calendar and business directory, offer an Express Email Newsletter solution, or just assist in things like events registration, donations in a simple solution. They will host a Marketing 3-4-5™ Workshop outlining ways small businesses in rural areas can better market themselves in a modern, digital marketplace.

There is no required match from the Town. Although a local match improves the scoring and changes of an award, the Town would not be offering a match.

Together, these two organizations applied on behalf of a number of municipalities last year and were awarded multiple grants from USDA.



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**FEMA State and Local Cybersecurity Grant Program (SLCGP)**

**Up to \$200,000 award**

**3-year implementation**

**No Town match required**

**Applying for \$85,000**

**Project Narrative:**

The Town of Warrenton will migrate from its existing cloud email services from Godaddy to Microsoft 365. The Microsoft 365 platform will provide a significant increase in protection with modern security tools, enterprise reliability, Service Level Agreements, and compliance resources that Warrenton needs to ensure secure operations going forward. Warrenton will take advantage of the Microsoft Defender security product for both Office 365 and endpoints.

In addition to the above project, which aids in the prevention of a cybersecurity incident, the Town of Warrenton will also implement detection and response measures to ensure the continuity of operations. Detection measures include managed detection of and response to anomalous or malicious activities on endpoints and in Microsoft 365, and annual penetration testing or vulnerability assessments performed by a cybersecurity partner. These services will minimize the impact and duration of any cyber security breach or event.

**Benefit beyond Cybersecurity:**

The town was unable to pay for conversion to Microsoft 365 from Godaddy email when switching to our new support contractor VC3, as its cost was greater than \$10,000 and this grant will cover that expense.



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**NCLM Assistance Grant**  
**No Town Match Required**

- The town has been approved for an assistance grant through NCLM to update zoning ordinances.
- The law firm of Parker Poe will be working with the Town to identify areas in need of updating.
- At some point the Town will need a major overhaul of zoning ordinances, possibly creating a Unified Development Ordinance, but this assistance from Parker Poe should be sufficient in the short term.

**From:** Michael Bernstein <kmichael.bernstein@gmail.com>  
**Sent:** Wednesday, January 3, 2024 3:21 PM  
**To:** townadministrator warrenton.nc.gov  
**Subject:** Letter to Board

Good Afternoon Robert,

Hope that you had a great New Year's Eve.

I believe that the resolution that you presented last week for a total payment for the entire leak of \$1690.87 is fair and I would like to move forward with it. My only additional request is that I would have 12 months to pay in full the \$1690.87

Sincerely,

Michael

-----

Letter to the Board,

Dear Board Members,

I am requesting to pay \$1690.87 over a 12 month period (\$140.90 per month) for a water leak that occurred in November, 2023 at 165 Holland Bland Rd in Warrenton.

The payment of \$1690.87 is the exact total cost that the town incurred and would not subsidize my payment. I believe that this is a fair compromise for this specific incident due to the fact that I purchased and paid for a smart meter and was never informed that there were connectivity issues. If the smart meter had functioned as intended, the water leak (120+ gallons per minute) would have been resolved nearly immediately, reducing the excess water usage to an immaterial level.

I appreciate the Board taking the time to consider my request and I am looking forward to having this incident resolved in a fair manner.

Sincerely,

Michael Bernstein





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The figures for the bill estimate for [165 Holland Bland Rd](#) are below.

Usage: 694,000 gallons – current reading 772 – previous reading 78  
Average Sewer Usage – 2k gallons

Water : Availability Rate - \$39.15  
First 100k gallons @ 12.11 - \$1211.00  
594k gallons @ 5.93 - \$3522.42  
\$4772.57

Sewer: Availability Rate - \$38.56  
2k gallons @ 14.65 - \$29.30  
692k gallons @ 14.65 - \$10,137.80  
\$10,469.66

Approximate Total Bill: \$14,978.23  
Sewer Adj – Pending Approval: \$10,137.80  
Estimated Total Due by Customer: **\$4840.443**