



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

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**BOARD OF COMMISSIONERS REGULAR MEETING  
7:00 PM OCTOBER 9, 2023  
AGENDA**

Regular Meeting

1. Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement, Proposed Agenda
3. Public Comments
4. Minutes of Board Meeting on September 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 September BOC Meeting
6. Committee Reports
  - a. Finance and Administration (Ms. Hunter)
  - b. Public Works (Mr. Fleming)
  - c. Public Safety (Mr. Ayscue)
  - d. Human Resources/Information Technology (Mr. Blalock)
  - e. Revitalization/Historic District Commission (Mr. Coffman)
  - f. Beautification/Facilities (Ms. Britt)
  - g. Planning/Zoning/Annexation (Mr. Young)
7. Old Business
  - a. Status of Grants – for information
  - b. Timing of Cross Connection Ordinance – for information
  - c. Agreement with AquaResource – for consideration (reviewed by Mitch Styers)
  - d. Public Bathrooms – for discussion
  - e. HR Policy Update – for consideration
  - f. Budget Amendment #6, #7 – for consideration
8. New Business
  - a. Schedule Special Use Public Hearing prior to November BOC meeting – for Breweries
9. Announcements
10. Adjournment

## **Conflict of Interest Disclaimer**

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

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

## **Citizen Comments**

### **Rules for Citizen Comments**

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

**Town of Warrenton  
Board of Commissioners**



Walter M. Gardner, Jr. – Mayor  
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**BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING**

**September 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	
Town Administrator, Robert Davie	
Chief Goble Lane, Police Department	
Bill Perkinson, Public Works Director	
Tracy Stevenson, Minute Taker	
Jennifer Harris, 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, September 11, 2023 at 7:00 p.m. A Moment of Silence was held in remembrance for those who gave their lives during the 9/11 tragedy, on this the 22<sup>nd</sup> anniversary. The Pledge of Allegiance was led by Commissioner Blalock.

**Conflict of Interest Statement and Proposed Agenda**

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

**Old Business –**

**(c) Parking Lot – Additional Cost – for consideration**

He further requested that the following be removed from the agenda:

**New Business –**

**(f) Update zoning map with changes to Holland Bland Road from C-2 to R-20 – for consideration.**

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

### **Public Comments**

There were none.

### **Minutes**

The minutes of the August 14, 2023, meeting and August 28, 2023 Called Meeting were presented. Commissioner Jason Young requested that New Business, item b, Planning Board scheduled meeting be corrected to October 4, 2023. Commissioner Blalock made a motion to approve the minutes with the correction as presented, with a second by Commissioner Hunter. 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 April BOC meeting

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

### **Committee Reports**

- (a) Finance and Administration –Commissioner Hunter had no additional report other than agenda items. Town Administrator Robert Davie informed the board that the audit was on track to be submitted by the required date at the end of October.
- (b) Public Works – Commissioner Fleming had no additional report other than agenda items. Mr. Fleming praised the entire Public Works department for doing such a great job for the Town.
- (c) Public Safety – Commissioner Ayscue was not in attendance. Chief Lane informed the board that the new, stationary radar signs had some problems with reading the same vehicle several times, but Sgt. Oakley has been working to correct the problem. Commissioner Britt asked that the portable radar sign be placed on Bragg Street as there are numerous speeders through this area. Chief Lane stated that officers were giving verbal warnings to motorists who fail to stop at the new four way stop at Franklin and Market Streets. Mayor Gardner requested that stop bars be painted at the intersection to give drivers another heads up to the different traffic pattern.
- (d) Human Resources – Information Technology – Commissioner Blalock stated that we currently have vacancies for one full-time position and one part-time position with Public Works.
- (e) Revitalization/Historic District Commission – Commissioner Coffman stated that the Historic District Commission had one application for a Certificate of Appropriateness in August. A COA application for 117 W. Market Street was approved after the fact

for the demolition of the building owned by Chris Privette. He further stated that the Revitalization Committee cancelled Movie Night on the Courthouse Square on September 9, 2023 due to weather conditions. The Committee rescheduled the two prior, cancelled Movie Nights for October 7<sup>th</sup> and October 21<sup>st</sup> respectively. Commissioner Coffman informed the Board that Quilter's Lane would continue the crosswalk painting next Sunday and plan to finish up on October 3rd. He further stated that the Harvest Fest will be held on October 14, 2023 and they are in need of sponsors for the event.

- (f) Beautification/Facilities – Commissioner Britt requested that something be done about the pothole between the Post Office and First Citizens Bank. Mrs. Britt informed the board that a request has been made to use the Mary Hehl Beautification memorial donations to place a bench and plaque in memory of Mrs. Hehl, on the sidewalk in front of the Post Office. The Hehl family has agreed to pay the approximately \$700 dollars needed to cover costs over the \$2235 received in donations. Commissioner Britt made a motion to transfer the appropriated funds from the Mary Hehl Beautification donations into the budget to be used for the purchase of the bench and plaque, with a second by Commissioner Blalock. The motion was approved by unanimous vote.
- (g) Planning/Zoning/Annexation – Commissioner Young stated that the Zoning Board approved a variance for lot width for the property at 719 N. Main Street.

### **Old Business**

#### **(a) 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. Second house installed with finishing to go. Third house delivered to fairgrounds, awaiting septic system construction.

**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. Heather Slane, currently conducting the Town's Historic District update, will be conducting the Landmark application for All Saints. List of Phase 1s completed include: Old Jail, Peck Mill, Southern States, Working Landscapes, All Saints Church, etc. Phase 2s underway at Southern States and Peck. Asbestos analysis is underway at All Saints.

**Golden Leaf Storm Water Grant** – Golden Leaf Foundation – funding of stormwater issue along N. Main, N. Front and Brehon Street up to \$250,000. Representatives from Golden Leaf will visit Warrenton on September 21<sup>st</sup> to view the location, a positive step towards an unexpected award.

#### ***Outstanding/In Progress Grant Applications:***

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

- (b) **NCDEQ Grant Project Ordinance Accepting \$750,000 Grant - for consideration -** Town Administrator Robert Davie presented the Grant Project Ordinance for the NC Department of Environmental Quality. NCDEQ has offered the Town of Warrenton a State Grant in the amount of \$750,000 for Wastewater Treatment Plant Improvements. Commissioner Fleming made a motion to approve the project ordinance as presented, with a second by Commissioner Blalock. The motion was approved by unanimous vote.
- (c) **Parking Lot – Additional Cost – for consideration -** Town Administrator Robert Davie informed the Board that during excavation on the property for the municipal parking lot, the area under the old foundation of the demolished building will require seven to ten inches of crush and run at an extra cost of \$3500 to make sure the area is stable. Commissioner Blalock made a motion to appropriate the \$3500 additional cost from fund balance, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

### **New Business**

- (a) **Fall Round Grant Applications with NCDEQ – for information –** Town Administrator Robert Davie informed the board that the strategy for seeking grant funding from NCDEQ is now to break down the projects into smaller segments to capture limited grant dollars and improve the Town's chances for awards. For the Fall round of funding the Town will apply for the reduced-scope projects below:

#### **WWTP**

- Construction of a berm to surround the headworks and prevent future spillages during creek floods (\$500,000)
- Replacement of the influent pumps (\$750,000)
- Extend the building structure to allow for a meeting room, which is currently located in a high-voltage area (\$250,000)
- Engineering Fees (\$270,000)

Total: \$1,770,000

Expect to score 67 points where previously scored 53 points. This should put our application in the top 10 or top 5 of all applications.

#### **Water**

- Item 1 – Rodwell St., (Wilcox to Hazelwood) (\$121,500)
- No Item No. – Wilcox St., Replace 6-inch CIP with 6-inch PVC (from N. Main to Spring St. – 884 linear feet) (\$119,340)
- No Item No. – Wilcox St., Replace 2-inch PVC with 6-inch PVC (from Spring St. to Rodwell St. – 530 linear feet) (\$71,550)
- Item 5 – Fairview St. (N. Front St. to Brehon St.) (\$87,750)
- Item 6 – Fairview St. East end (Brehon St. to curve before creek) (\$81,000)
- Item 7 – Brehon St. (Graham St. to Dead End) (\$54,000)
- Item 9 – Church St. (Near eastern end to E. Macon St.) (\$67,500)
- Item 10 – Highway 158 Business East (From Highway 58 to Red Hill Loop Road) (\$229,500)

- Item 11 – Hwy 158 Business East (Red Hill Loop Rd. to end 1st lane on right) (\$202,500)
- Item 16 – King St. Complex to Hwy 401 South (\$183,760)
- Item 18 – Fairgrounds Tank Vault (\$75,000) • Engineering – (\$194,400)

Total: \$1,487,410

Expect to score 60 points where previously scored 50 points.

### **Sewer**

- Map 3 – Hight St. to Fairlane Dr. (\$191,250)
- Map 4 – N. Main St. (\$146,880)
- Map 5 – Cast Stone Outfall (\$182,070)
- Map 6 – Church St./E. Macon/Hwy 58 (\$821,865) • Engineering / Observation (\$201,310)

Total: \$1,543,375

Expect to score 60 points where previously scored 50 points.

- (b) **Resolution – NCDEQ Grants – for consideration** – Town Administrator Robert Davie presented the Resolution by the Town Board of Warrenton to request State loan and/or grant assistance. Commissioner Blalock made a motion to approve the resolution as presented, with a second by Commissioner Britt. The motion was approved by unanimous vote.
- (c) **AMP and CIP Water – for consideration** – Town Administrator Robert Davie presented the Resolution by the Town Council of Warrenton, North Carolina Adopting and Implementing the Updated Town of Warrenton’s Water System Asset Management Plan and the Water System 10-Year Capital Improvements Plan. Commissioner Blalock made a motion to approve the AMP and CIP for Water as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.
- (d) **AMP and CIP Waste Water – for consideration** – Town Administrator Robert Davie presented the Resolution by the Town Council of Warrenton, North Carolina Adopting and Implementing the Updated Town of Warrenton’s Waste Water Collection System Asset Management Plan and the Waste Water Collection System 10-Year Capital Improvements Plan. Commissioner Young made a motion to approve the AMP and CIP for Waste Water, with a second by Commissioner Hunter. The motion was approved by unanimous vote.
- (e) **AMP and CIP Waste Water Treatment – for consideration** – Town Administrator Robert Davie presented the Resolution by the Town Council of Warrenton, North Carolina Adopting and Implementing the Updated Town of Warrenton’s WWTP Asset Management Plan and the WWTP 10-year Capital Improvements Plan. Commissioner Hunter made a motion to approve the AMP and CIP for WWTP as presented, with a second by Commissioner Blalock. The motion was approved by unanimous vote.
- (f) **Update zoning map with changes to Holland Bland Road from C-2 to R-20 – for consideration - Removed from agenda.**
- (g) **Budget Amendments #3, #4, #5 – for consideration** – Town Administrator Robert Davie presented Budget Amendment #3 to move the parking lot purchase to Fund 32 as requested per the auditors. Commissioner Blalock made a motion to approve Budget Amendment #3 as presented, with a second by Commissioner Coffman. The motion

was approved by unanimous vote. Town Administrator, Robert Davie presented Budget Amendment #4 to reduce budget to match the actual cost in order to close the completed grant fund for Fund 55. Commissioner Coffman made a motion to approve Budget Amendment #4 as presented, with a second by Commissioner Young. The motion was approved by unanimous vote. Town Administrator, Robert Davie, presented Budget Amendment #5 to establish the budget for the Parking Lot project. Commissioner Hunter made a motion to approve the budget amendment as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.

**(h) Special Use Referral to Planning Board (Mill Hill) – for consideration - Town**

Administrator Robert Davie presented a Special Use Permit Application from Mill Hill requesting to provide other alcoholic beverages to enhance what they are able to offer to customers. Mr. Davie requested this application be referred to the Planning Board for their next scheduled meeting on October 4, 2023. Commissioner Coffman made a motion to approve referral of the Special Use Permit Application to the Planning Board, with a second by Commissioner Young. The motion was approved by unanimous vote.

**(i) Cross Connection Ordinance – for information – Town**

Administrator Robert Davie informed the board that the state's inspector of Warrenton's water distribution system has informed the Town that we must come into compliance with the State's Backflow Cross Connection rules. The Town is relying on NC Rural Water Association for guidance and recommendations to come into full compliance. A sample draft ordinance from Rural Water breaks down which users are required to have a device. Simply put, any type of commercial building, irrigation system, or fire suppression system must have a testable device. The Town is working on a comprehensive list of its water users and how they are impacted, most likely affecting 300 of the 900+ users on the Town's system, primarily non-residential users. Water users/customers are responsible for installation and related expenses, not the Town. Mr. Davie stated that the Ordinance would have to be adopted at some point. Approval of the ordinance was postponed until the September meeting of the Board.

**(j) Public Bathrooms – for discussion – Town**

Administrator Robert Davie informed the board that he, Mayor Gardner, and Bill Perkinson, Public Works Director, toured a mobile restroom offered for sale by Sunbrella. The unit was purchased new at \$80,000 and Sunbrella is asking \$35,000 but stated that the price is negotiable. The mobile unit consists of 4 women's stalls and 4 men's stalls. The unit is equipped with heat and A/C. Commissioner Britt expressed concern as to the location of the unit. Commissioner Blalock questioned where the funds would come from as we are currently working with a tight budget. Town Administrator, Robert Davie expressed concern for cleaning of the unit. The Board asked Mr. Davie to have a discussion with Todd Wemyss of Sunbrella concerning the price of the unit.

**Announcements** - Mayor Gardner reminded the Board of the Kerr-Tar Banquet and Awards Ceremony to be held on September 28, 2023 at 6:30 PM at Carlee Farm in Oxford. He noted that board members wishing to attend should contact Robert Davie to pre-register.

Commissioner Blalock made a motion to proceed to Closed Session – Pursuant to NC General Statute § 143-318.11 (a)(6) and (5), with a second by Commissioner Coffman. The motion was approved by unanimous vote.

The Board returned to open session. With no further business or actions, the meeting was adjourned.



## Budget vs Actual

Town of Warrenton  
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Period Ending 9/30/2023

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	1,400.00	5,860.00	5,860.00	(25,140.00)	19%
34-381-037 Transfer in from GF		14,870	0.00	14,870.00	14,870.00	14,870.00	0.00	100%
Revenues Totals:		45,870	0.00	16,270.00	20,730.00	20,730.00	(25,140.00)	45%
Expenses								
34-405-203 Supplies		700	0.00	0.00	0.00	0.00	700.00	
34-405-250 Lights/Heat/Security		3,000	2,039.53	237.17	636.95	636.95	323.52	89%
34-405-251 Telephone/Internet		3,000	1,805.90	188.97	950.88	950.88	243.22	92%
34-405-255 Bldg Maint/Clean Srvs		2,500	1,342.00	720.00	770.00	770.00	388.00	84%
34-405-400 Liability Insurance		170	0.00	37.50	37.50	37.50	132.50	22%
34-405-422 Rent Paid by Town		36,000	24,000.00	3,000.00	12,000.00	12,000.00	0.00	100%
34-405-499 Miscellaneous		500	0.00	0.00	0.00	0.00	500.00	
Non-Departmental Totals:		45,870	29,187.43	4,183.64	14,395.33	14,395.33	2,287.24	95%
Expenses Totals:		45,870	29,187.43	4,183.64	14,395.33	14,395.33	2,287.24	95%
34 FRONTIER WARREN		Revenues Over/(Under) Expenses:		12,086.36	6,334.67	6,334.67		

## Budget vs Actual

Town of Warrenton  
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Period Ending 9/30/2023

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
37-302-301 Ad Valorem Taxes - Current	456,502	0.00	0.00	3,842.07	3,842.07	(452,659.93)	1%	
37-302-302 Ad Valorem Taxes - Prior Year	4,000	0.00	0.00	1,610.64	1,610.64	(2,389.36)	40%	
37-302-303 Ad Valorem Taxes - all other prior years	4,000	0.00	0.00	(473.29)	(473.29)	(4,473.29)	-12%	
37-302-304 Ad Valorem Taxes - Penalties & Interest	4,000	0.00	0.00	486.96	486.96	(3,513.04)	12%	
37-307-310 Motor Vehicles - Current	43,259	0.00	0.00	4,050.36	4,050.36	(39,208.64)	9%	
37-320-320 Local Option Sales Tax Monthly	385,000	0.00	34,697.51	6,375.79	6,375.79	(378,624.21)	2%	
37-320-321 Annual Refund of Sales Tax the Town paid	25,000	0.00	0.00	0.00	0.00	(25,000.00)		
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	19,163.71	(157.29)	(157.29)	(86,157.29)	0%	
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	103.28	103.28	(1,096.72)	9%	
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	171.42	171.42	(428.58)	29%	
37-335-335 Powell Bill	29,013	0.00	0.00	0.00	0.00	(29,013.00)		
37-345-344 Historic District Comm Fees	0	0.00	0.00	50.00	50.00	50.00		
37-345-345 Zone Board of Adj	1,800	0.00	0.00	900.00	900.00	(900.00)	50%	
37-345-346 Code Enforcement	2,750	0.00	150.00	700.00	700.00	(2,050.00)	25%	
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	17,221.04	47,774.20	47,774.20	(160,449.80)	23%	
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	0.00	15.00	15.00	(40.00)	27%	
37-351-357 Court Fees	200	0.00	14.33	60.16	60.16	(139.84)	30%	
37-351-360 Cell Tower Rent	32,340	0.00	0.00	5,390.00	5,390.00	(26,950.00)	17%	
37-351-361 Parking/Ordinance Collections PD	700	0.00	0.00	40.00	40.00	(660.00)	6%	
37-351-401 Debt Setoff Landfill	100	0.00	0.00	79.50	79.50	(20.50)	80%	
37-365-001 Interest Income	50	0.00	0.00	2.86	2.86	(47.14)	6%	

## Budget vs Actual

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Period Ending 9/30/2023

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-365-351 Revitalization Comm	9,500	0.00	175.00	375.00	375.00	(9,125.00)	4%
37-365-358 Branded Merchandise for Sale	0	0.00	0.00	200.00	200.00	200.00	
37-365-370 WWTP 25% of GF Exp	60,675	0.00	0.00	10,238.78	10,238.78	(50,436.22)	17%
37-365-371 WS 25% of GF Exp	107,630	0.00	0.00	18,786.74	18,786.74	(88,843.26)	17%
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	4,720.87	4,720.87	(15,279.13)	24%
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)	71,181	0.00	0.00	0.00	0.00	(71,181.00)	
<b>Revenues Totals:</b>	<b>1,563,033</b>	<b>0.00</b>	<b>71,421.59</b>	<b>105,343.05</b>	<b>105,343.05</b>	<b>(1,457,689.95)</b>	<b>7%</b>
<b>Expenses</b>							
37-401-010 Salary - Full Time	170,770	0.00	16,399.00	39,685.83	39,685.83	131,084.17	23%
37-401-012 Salary - Adm Assistant	52,868	0.00	6,036.00	12,072.00	12,072.00	40,796.00	23%
37-401-020 ER-FICA Taxes	13,064	0.00	1,253.63	2,879.96	2,879.96	10,184.04	22%
37-401-021 ER-FICA Taxes - Adm Assistant	4,045	0.00	460.86	1,075.34	1,075.34	2,969.66	27%
37-401-030 ER-Retirement - Orbit	44,057	0.00	4,419.69	10,196.28	10,196.28	33,860.72	23%
37-401-040 ER-Health Insurance	38,375	24,487.37	3,060.91	12,200.25	12,200.25	1,687.38	96%
37-401-050 ER-Life Insurance	576	384.00	48.00	192.00	192.00	0.00	100%
37-401-060 ER-Workman's Comp	275	0.00	0.00	263.85	263.85	11.15	96%
37-401-200 Travel Expense	1,200	0.00	0.00	166.36	166.36	1,033.64	14%
37-401-203 Supplies	5,000	1,001.53	301.35	717.68	717.68	3,280.79	34%
37-401-250 Light, Heat & Security	8,000	3,120.69	1,172.16	2,051.37	2,051.37	2,827.94	65%
37-401-251 Telephone & Postage	4,515	2,233.01	177.61	640.31	640.31	1,641.68	64%
37-401-255 Bldg. Maint/ Clean SVS	6,000	4,513.62	270.00	1,164.97	1,164.97	321.41	95%
37-401-256 Bank Fees/ Petty Cash	3,750	0.00	300.00	900.00	900.00	2,850.00	24%
37-401-295 Training	1,400	0.00	0.00	0.00	0.00	1,400.00	
37-401-301 Computer Maint	4,800	4,016.27	0.00	625.23	625.23	158.50	97%
37-401-302 Software Support	3,366	1,144.69	1,185.41	1,341.88	1,341.88	879.43	74%
37-401-304 Website	1,600	0.00	0.00	412.50	412.50	1,187.50	26%

## Budget vs Actual

Town of Warrenton  
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Period Ending 9/30/2023

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	0.00	500.00	
37-401-307 Special Events	1,250	0.00	0.00	240.00	240.00	1,010.00	19%
37-401-309 Advertising	2,270	0.00	0.00	157.60	157.60	2,112.40	7%
37-401-310 Dues & Subscriptions	2,950	656.00	0.00	1,980.00	1,980.00	314.00	89%
37-401-325 NC Sales/Use Tax Paid (No Tax)	700	0.00	0.00	66.49	66.49	633.51	9%
37-401-400 Liability Insurance	7,000	0.00	942.38	942.38	942.38	6,057.62	13%
37-401-401 County Tax Collection Svs	8,000	0.00	0.00	152.43	152.43	7,847.57	2%
37-401-405 Audit Expense	11,500	3,499.79	279.13	8,000.01	8,000.01	0.20	100%
37-401-410 Election Cost	5,000	0.00	0.00	0.00	0.00	5,000.00	
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	4,096.95	4,096.95	(4,096.95)	
37-401-499 Miscellaneous Expense	1,009	0.00	0.00	0.00	0.00	1,008.84	
37-401-801 Town Hall Roof Loan-Principal	1,411	0.00	0.00	925.78	925.78	485.22	66%
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	6	0.00	0.00	18.74	18.74	(12.74)	312%
37-401-832 Truist Parking Lot Loan Interest	100	0.00	0.00	0.00	0.00	100.00	
37-401-998 Contingency	2,317	0.00	0.00	0.00	0.00	2,316.54	
General Government Totals:	411,273	47,456.97	36,306.13	103,166.19	103,166.19	260,650.22	37%
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	375.00	375.00	1,125.00	25%
37-402-020 ER - FICA TAXES	115	0.00	9.56	28.68	28.68	86.32	25%
37-402-060 Workers Comp Mayor & Council	70	0.00	0.00	57.68	57.68	12.32	82%
37-402-295 Training	930	0.00	0.00	0.00	0.00	930.00	
37-402-402 Commission offsite meetings	200	30.00	120.00	158.00	158.00	12.00	94%
Governing Body Totals:	2,815	30.00	254.56	619.36	619.36	2,165.64	23%
37-405-345 Zoning/Ordinances	200	0.00	0.00	0.00	0.00	200.00	
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	160.57	313.39	313.39	89.43	96%
37-405-430 Historic District Comm	220	0.00	0.00	0.00	0.00	220.00	

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
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	120.00	120.00	120.00	8,535.40	1%
37-405-470 Small Town Maint St	2,500	0.00	0.00	0.00	0.00	2,500.00	
Non-Departmental Totals:	17,029	2,050.40	280.57	433.39	433.39	14,544.83	15%
37-501-010 SALARY FULL TIME	242,000	0.00	16,977.82	39,186.55	39,186.55	202,813.45	16%
37-501-014 Salary - Part Time	50,000	0.00	11,760.00	26,625.00	26,625.00	23,375.00	53%
37-501-016 Salary - Admin Assistant	37,100	0.00	4,216.80	8,433.60	8,433.60	28,666.40	23%
37-501-019 Salary - Over-Time	10,000	0.00	1,982.95	3,859.97	3,859.97	6,140.03	39%
37-501-020 ER-FICA Taxes	24,438	0.00	2,657.43	5,939.37	5,939.37	18,498.63	24%
37-501-030 ER - Retirement Orbit	63,903	0.00	4,791.60	10,419.35	10,419.35	53,483.65	16%
37-501-031 ER - 401K 5%	13,618	11,241.24	948.04	2,376.76	2,376.76	0.00	100%
37-501-040 ER - Health Insurance	49,620	15,271.60	1,990.26	7,879.78	7,879.78	26,468.62	47%
37-501-050 ER - Life Insurance	1,010	0.00	67.79	211.79	211.79	798.21	21%
37-501-060 ER - Workman's Comp	6,420	0.00	0.00	4,226.98	4,226.98	2,193.02	66%
37-501-200 Travel Expense	1,000	0.00	0.00	0.00	0.00	1,000.00	
37-501-203 Supplies	4,900	1,631.64	452.74	889.41	889.41	2,378.95	51%
37-501-204 Uniforms	2,000	(15.05)	528.82	779.83	779.83	1,235.22	38%
37-501-205 Equipment & Material	3,500	534.02	653.01	653.01	653.01	2,312.97	34%
37-501-250 Light, Heat & Security	9,000	3,706.34	772.22	1,465.72	1,465.72	3,827.94	57%
37-501-251 Telephone & Postage	10,150	7,422.92	516.88	1,337.00	1,337.00	1,390.08	86%
37-501-252 Fuel	20,000	13,961.72	2,236.09	6,038.28	6,038.28	0.00	100%
37-501-255 Bldg Maint/Clean Svs	6,110	4,513.62	270.00	980.00	980.00	616.38	90%
37-501-295 Training	2,000	0.00	0.00	0.00	0.00	2,000.00	
37-501-301 Computer Maint	5,990	3,637.28	0.00	1,274.72	1,274.72	1,078.00	82%
37-501-302 Software Support	6,640	1,528.51	4,915.75	5,078.74	5,078.74	32.75	100%
37-501-318 Freight Charges	500	0.00	22.15	36.14	36.14	463.86	7%
37-501-351 Maint & Repair Equip	6,680	0.00	1,376.56	6,133.06	6,133.06	546.94	92%
37-501-370 2019 Dodge Car 100	1,500	(76.40)	0.00	61.61	61.61	1,514.79	-1%
37-501-371 2017 Dodge Car 200	1,800	382.56	318.84	324.95	324.95	1,092.49	39%

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37 GENERAL FUND							
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37-501-372 2016 Dodge Car 300	1,500	(341.94)	0.00	306.21	306.21	1,535.73	-2%
37-501-373 2017 Dodge Car 400	1,500	341.68	0.00	164.17	164.17	994.15	34%
37-501-374 2010 Ford Car 500	1,000	259.67	0.00	6.11	6.11	734.22	27%
37-501-375 2008 Ford Car 600	1,000	500.00	0.00	6.11	6.11	493.89	51%
37-501-376 2019 Dodge Car 700	1,500	227.06	71.28	77.39	77.39	1,195.55	20%
37-501-377 2023 Dodge Car 125	1,500	500.00	0.00	6.11	6.11	993.89	34%
37-501-378 2023 Dodge Car 225	1,500	588.88	0.00	6.11	6.11	905.01	40%
37-501-400 Liability Insurance	18,000	0.00	2,723.24	2,723.24	2,723.24	15,276.76	15%
37-501-415 Police Shots Medical	1,000	0.00	0.00	0.00	0.00	1,000.00	
37-501-433 COP Program	500	300.00	0.00	0.00	0.00	200.00	60%
37-501-436 PD Narcotics Tax/Proceeds	154	0.00	0.00	0.00	0.00	154.00	
37-501-499 Miscellaneous	3,800	240.00	30.00	141.47	141.47	3,418.53	10%
37-501-801 Town Hall Roof Loan Principal	1,407	0.00	0.00	925.78	925.78	481.22	66%
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,484	0.00	0.00	4,483.83	4,483.83	0.17	100%
37-501-803 Police Security Camera Loan Principal (USDA)	1,303	0.00	0.00	0.00	0.00	1,303.00	
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,822	0.00	0.00	0.00	0.00	4,822.00	
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	10	0.00	0.00	18.74	18.74	(8.74)	187%
37-501-832 Police 2017 Cars Loan Interest (USDA)	297	0.00	0.00	296.17	296.17	0.83	100%
37-501-833 Police Security Camera Loan Interest (USDA)	31	0.00	0.00	0.00	0.00	31.00	
37-501-834 Police 2019 Cars Loan Interest (USDA)	605	0.00	0.00	0.00	0.00	605.00	
37-501-835 Police 2023 Cars Loan Interest (USDA)	1,801	0.00	0.00	0.00	0.00	1,801.00	

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Police Department Totals:	634,770	66,355.35	60,280.27	143,373.06	143,373.06	425,041.59	33%
37-601-014 Salary - Part Time Code Enforcement	2,682	0.00	306.00	489.60	489.60	2,192.40	18%
37-601-020 ER-FICA Taxes	230	0.00	23.40	37.44	37.44	192.56	16%
37-601-060 Workers Comp	660	0.00	0.00	620.56	620.56	39.44	94%
37-601-252 Fuel/Truck Expense/Insurance	456	0.00	0.00	456.00	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	0.00	17,499.99	17,499.99	52,500.01	25%
37-601-475 Donation to Town Fire	1,547	0.00	0.00	1,546.30	1,546.30	0.35	100%
37-601-476 Code Enforcement Exp	550	0.00	0.00	544.00	544.00	6.35	99%
Fire Totals:	76,325	0.00	329.40	21,193.89	21,193.89	55,131.11	28%
37-651-330 Christmas Lights/Santa House	1,730	0.00	0.00	0.00	0.00	1,730.00	
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	0.00	0.00	2,000.00	
37-651-333 Street Beautification - Below \$5,000	6,235	3,668.69	182.82	697.98	697.98	1,868.33	70%
37-651-335 Street Lighting Electric Bill	24,000	17,354.85	2,215.35	6,645.15	6,645.15	0.00	100%
Signs and Lights Totals:	34,750	21,023.54	2,398.17	7,343.13	7,343.13	6,383.33	82%
37-701-010 Salary - Full Time	59,178	0.00	6,707.37	13,414.74	13,414.74	45,763.26	23%
37-701-014 Salary - Part Time	17,451	0.00	1,478.15	3,151.05	3,151.05	14,299.95	18%
37-701-019 Over-Time	1,338	0.00	0.00	0.00	0.00	1,338.00	
37-701-020 ER-FICA Taxes	5,964	0.00	624.39	1,263.08	1,263.08	4,700.92	21%
37-701-030 ER - Retirement - Orbit	15,360	0.00	1,612.55	3,185.65	3,185.65	12,174.35	21%
37-701-040 ER-Health Insurance	21,706	13,661.06	1,773.37	6,976.29	6,976.29	1,068.65	95%
37-701-050 ER-Life Insurance	388	222.56	44.32	165.28	165.28	0.16	100%
37-701-060 ER-Workman's Comp	1,837	0.00	0.00	1,699.49	1,699.49	137.51	93%
37-701-203 Supplies	3,000	267.40	777.53	1,460.09	1,460.09	1,272.51	58%
37-701-204 Uniforms	4,212	3,501.61	400.84	710.39	710.39	0.00	100%
37-701-251 Telephone & Postage	925	546.93	57.69	173.07	173.07	205.00	78%
37-701-252 Fuel	12,000	9,332.47	668.99	2,667.23	2,667.23	0.30	100%
37-701-312 Tree Removal	1,200	0.00	0.00	0.00	0.00	1,200.00	

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-701-351 Maint & Repair Equip	11,000	0.00	0.00	0.00	0.00	11,000.00	
37-701-352 Vehicle Maintenance	6,000	423.87	899.65	1,332.67	1,332.67	4,243.46	29%
37-701-400 Liability Insurance	5,020	0.00	1,008.63	1,008.63	1,008.63	4,011.37	20%
37-701-431 Street Debris Disposal	6,000	1,000.00	0.00	0.00	0.00	5,000.00	17%
37-701-895 Mowing	(16,000)	0.00	(1,333.00)	(3,999.00)	(3,999.00)	(12,001.00)	25%
Streets Totals:	156,579	28,955.90	14,720.48	33,208.66	33,208.66	94,414.44	40%
37-710-361 Maint & Repair POWELL BILL	28,913	0.00	0.00	0.00	0.00	28,913.00	
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	0.00	100.00	
Powell Bill Totals:	29,013	0.00	0.00	0.00	0.00	29,013.00	
37-801-010 Salary - Full Time Sanitation	50,988	0.00	5,883.12	11,766.24	11,766.24	39,221.76	23%
37-801-019 Salary - Over Time Sanitation	713	0.00	0.00	36.29	36.29	676.71	5%
37-801-020 ER - FICA Sanitation	3,955	0.00	440.16	879.80	879.80	3,075.20	22%
37-801-030 ER - Retirement - Orbit Sanitation	10,185	0.00	1,158.96	2,317.92	2,317.92	7,867.08	23%
37-801-040 ER - Health Insurance	17,048	10,530.40	1,362.05	5,337.16	5,337.16	1,180.44	93%
37-801-050 ER - Life Insurance	259	172.56	21.60	86.40	86.40	0.04	100%
37-801-060 Workman's Compensation	4,415	0.00	0.00	4,414.84	4,414.84	0.16	100%
37-801-203 Supplies	1,000	0.00	108.99	354.99	354.99	645.01	35%
37-801-204 Uniforms	2,808	2,384.72	234.84	423.28	423.28	0.00	100%
37-801-251 Telephone & Postage	720	291.84	30.72	92.16	92.16	336.00	53%
37-801-252 Fuel	3,645	2,507.66	213.83	692.34	692.34	445.00	88%
37-801-350 Landfull Fees	20,250	15,070.81	1,631.45	4,929.19	4,929.19	250.00	99%
37-801-352 Vehicle Maintenance	1,000	0.00	0.00	59.31	59.31	940.69	6%
37-801-400 Liability Insurance	4,035	0.00	811.03	811.03	811.03	3,223.97	20%
Sanitation Totals:	121,021	30,957.99	11,896.75	32,200.95	32,200.95	57,862.06	52%
37-901-032 Transfer out to Capital Project Parking Lot	54,526	0.00	54,526.00	54,526.00	54,526.00	0.00	100%
37-901-034 Transfer Out to Frontier Warren	14,870	0.00	14,870.00	14,870.00	14,870.00	0.00	100%
37-901-038 Transfer Out to WS for USDA Loan	7,281	0.00	7,281.00	7,281.00	7,281.00	0.00	100%



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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
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:	79,458	0.00	76,677.00	76,677.00	76,677.00	2,781.00	97%	
Expenses Totals:	1,563,033	196,830.15	203,143.33	418,215.63	418,215.63	947,987.22	39%	
37 GENERAL FUND Revenues Over/(Under) Expenses:			(131,721.74)	(312,872.58)	(312,872.58)			

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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	63,913.73	160,964.61	160,964.61	(676,567.39)	19%
38-351-402 Debt Setoff WATER	224	0.00	0.00	96.15	96.15	(127.85)	43%
38-351-404 Sewer Services	632,186	0.00	46,763.31	119,399.44	119,399.44	(512,786.56)	19%
38-351-407 Debt Setoff SEWER	196	0.00	0.00	135.93	135.93	(60.07)	69%
38-351-408 Town Taps	18,000	0.00	0.00	0.00	0.00	(18,000.00)	
38-351-416 Dis/Reconnection Fee	9,122	0.00	602.04	1,620.98	1,620.98	(7,501.02)	18%
38-351-417 Fire Sprinkler	2,176	0.00	196.14	571.62	571.62	(1,604.38)	26%
38-351-418 Late Fees/Penalty/Cut Off	21,850	0.00	1,750.39	5,910.48	5,910.48	(15,939.52)	27%
38-351-419 Returned Check Fee	825	0.00	0.00	175.00	175.00	(650.00)	21%
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	91	0.00	0.00	80.00	80.00	(11.00)	88%
38-365-001 Interest Income	36	0.00	0.00	6.05	6.05	(29.95)	17%
38-365-410 Interest/investment Income NCCMT	8,184	0.00	0.00	2,358.53	2,358.53	(5,825.47)	29%
38-365-421 Account Activation Fee	2,813	0.00	225.00	650.00	650.00	(2,163.00)	23%
38-381-037 Transfer In From GF	7,281	0.00	7,281.00	7,281.00	7,281.00	0.00	100%
<b>Revenues Totals:</b>	<b>1,540,516</b>	<b>0.00</b>	<b>120,731.61</b>	<b>299,249.79</b>	<b>299,249.79</b>	<b>(1,241,266.21)</b>	<b>19%</b>
<b>Expenses</b>							
38-851-010 Salary Full Time	112,829	0.00	9,938.40	22,053.16	22,053.16	90,775.84	20%
38-851-014 Salary - Part Time	13,131	0.00	1,822.16	3,722.63	3,722.63	9,408.37	28%
38-851-019 Salary Over-Time	7,527	0.00	566.28	1,448.44	1,448.44	6,078.56	19%
38-851-020 ER-FICA Taxes	10,212	0.00	894.71	1,970.06	1,970.06	8,241.94	19%
38-851-030 ER - Retirement Orbit	21,599	0.00	1,623.61	3,519.31	3,519.31	18,079.69	16%
38-851-040 ER - Health Insurance WATER	29,178	13,502.59	1,679.53	6,591.37	6,591.37	9,084.04	69%
38-851-050 ER - Life Insurance	500	236.56	32.32	127.28	127.28	136.16	73%
38-851-060 ER - Workman's Comp	1,163	0.00	0.00	1,055.64	1,055.64	107.36	91%
38-851-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00	
38-851-203 Supplies	29,315	5,647.61	10,509.23	12,477.95	12,477.95	11,188.97	62%

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-204 Uniforms	2,496	2,075.68	255.99	420.32	420.32	0.00	100%
38-851-250 Light & Heat & Security	6,090	2,522.65	424.20	843.38	843.38	2,723.97	55%
38-851-251 Telephone & Postage	8,551	6,340.12	741.58	2,053.16	2,053.16	157.72	98%
38-851-252 Fuel	10,300	5,438.23	713.70	1,985.70	1,985.70	2,876.07	72%
38-851-255 Bldg. Maint/Clean Svs	3,117	2,256.88	135.00	490.01	490.01	370.11	88%
38-851-260 Electric Tank/Pumps	3,198	1,501.69	101.22	422.14	422.14	1,274.17	60%
38-851-296 Continuing Education	1,300	0.00	0.00	88.56	88.56	1,211.44	7%
38-851-301 Computer Maintenance	3,500	2,698.68	53.28	488.76	488.76	312.56	91%
38-851-302 Software Support	9,000	704.67	585.38	7,310.01	7,310.01	985.32	89%
38-851-305 Technology Upgrades	2,250	405.07	90.92	1,388.11	1,388.11	456.82	80%
38-851-309 Advertising	265	0.00	0.00	0.00	0.00	265.00	
38-851-310 Dues & Subscriptions	450	125.00	162.50	175.00	175.00	150.00	67%
38-851-313 State Permits	1,250	0.00	0.00	0.00	0.00	1,250.00	
38-851-345 Water Tank Contract	19,750	14,950.20	0.00	4,799.80	4,799.80	0.00	100%
38-851-347 Lab Analysis	1,500	970.00	70.00	530.00	530.00	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	160.58	629.48	629.48	3,120.52	17%
38-851-400 Town Liability Insurance	9,234	0.00	1,795.28	1,795.28	1,795.28	7,438.72	19%
38-851-405 Audit Expense	5,750	1,749.90	139.57	4,000.00	4,000.00	0.10	100%
38-851-448 External Contract	5,000	0.00	1,250.00	1,250.00	1,250.00	3,750.00	25%
38-851-451 Water Purchase	200,000	142,101.76	0.00	18,225.91	18,225.91	39,672.33	80%
38-851-500 Capital Outlay \$5000 and Above	5,685	0.00	0.00	5,685.47	5,685.47	0.00	100%
38-851-801 Town Hall Roof Loan - Principal	706	0.00	0.00	462.90	462.90	243.10	66%
38-851-802 USDA Public Works Trucks - Princ Water	8,534	0.00	0.00	0.00	0.00	8,534.00	
38-851-803 USDA Town Hall/WS Loan Principal	29,272	0.00	0.00	0.00	0.00	29,272.00	
38-851-831 Town Hall Roof Loan - Interest Water	3	0.00	0.00	9.36	9.36	(6.36)	312%

## Budget vs Actual

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-833 USDA Town Hall/WS Loan Interest	15,196	0.00	0.00	0.00	0.00	15,196.00	
38-851-836 USDA Public Works Trucks - Int Water	1,349	0.00	0.00	0.00	0.00	1,349.00	
38-851-895 Grass Cutting Expense	16,000	0.00	1,333.00	3,999.00	3,999.00	12,001.00	25%
38-851-896 WS 25% of GF Expense	53,815	0.00	0.00	9,393.36	9,393.36	44,421.64	17%
38-851-998 Contingency	7,035	0.00	0.00	0.00	0.00	7,035.00	
Water Totals:	663,015	203,227.29	35,078.44	119,411.55	119,411.55	340,376.16	49%
38-852-010 Salary - Full Time	112,829	0.00	9,938.40	22,382.00	22,382.00	90,447.00	20%
38-852-014 Salary - Part Time	13,131	0.00	1,822.01	3,722.32	3,722.32	9,408.68	28%
38-852-019 Salary - Over Time Sewer	7,527	0.00	198.70	862.20	862.20	6,664.80	11%
38-852-020 ER - FICA Sewer	10,212	0.00	910.36	2,052.41	2,052.41	8,159.59	20%
38-852-030 ER-Retirement Orbit	21,599	0.00	1,551.18	3,464.40	3,464.40	18,134.60	16%
38-852-040 ER-Health Insurance SEWER	29,178	13,505.40	1,679.88	6,592.76	6,592.76	9,079.84	69%
38-852-050 ER-Life Insurance	500	241.68	32.96	129.84	129.84	128.48	74%
38-852-060 ER-Workman's Comp	1,163	0.00	0.00	1,055.64	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	4,182.45	2,077.92	5,722.54	5,722.54	10,011.54	50%
38-852-204 Uniforms	2,496	2,075.74	255.96	420.26	420.26	0.00	100%
38-852-250 Light & Heat & Security	6,025	3,094.55	487.73	1,033.95	1,033.95	1,896.50	69%
38-852-251 Telephone & Postage	8,551	6,340.22	741.53	2,061.84	2,061.84	148.94	98%
38-852-252 Fuel	10,300	5,438.22	713.70	1,985.70	1,985.70	2,876.08	72%
38-852-255 Bldg. Maint/Clean Svs	3,117	2,256.88	135.00	490.02	490.02	370.10	88%
38-852-260 Electric Tank/Pumps	9,000	6,839.76	694.55	2,160.24	2,160.24	0.00	100%
38-852-296 Continuing Education	720	0.00	0.00	115.00	115.00	605.00	16%
38-852-301 Computer Maint.	5,000	2,698.68	53.27	488.76	488.76	1,812.56	64%
38-852-302 Software Support	9,000	704.67	585.37	7,309.98	7,309.98	985.35	89%
38-852-305 Technology Upgrades	2,250	405.05	90.92	1,388.09	1,388.09	456.86	80%
38-852-309 Advertising	683	0.00	0.00	0.00	0.00	683.00	

## Budget vs Actual

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-852-310 Dues & Subscriptions	426	125.00	162.50	175.00	175.00	126.00	70%
38-852-313 State Permits	1,500	0.00	0.00	0.00	0.00	1,500.00	
38-852-351 Maint & Repair Equip	3,000	0.00	0.00	0.00	0.00	3,000.00	
38-852-352 Vehicle Maintenance	3,750	0.00	160.58	629.48	629.48	3,120.52	17%
38-852-400 Liability Insurance	5,851	0.00	1,120.97	1,120.97	1,120.97	4,730.03	19%
38-852-405 Audit Expense	5,750	1,749.90	139.57	4,000.00	4,000.00	0.10	100%
38-852-435 Purchase of Sewer Services	387,485	0.00	0.00	24,660.45	24,660.45	362,824.55	6%
38-852-448 External Contract	9,000	375.00	1,350.00	2,455.66	2,455.66	6,169.34	31%
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	5,685.47	5,685.47	0.00	100%
38-852-801 Town Hall Roof Loan - Principal	706	0.00	0.00	462.90	462.90	243.10	66%
38-852-802 USDA Public Works Trucks - Princ Sewer	8,534	0.00	0.00	0.00	0.00	8,534.00	
38-852-803 USDA Town Hall/WS Loan Principal	29,272	0.00	0.00	0.00	0.00	29,272.00	
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	9.36	9.36	47.64	16%
38-852-833 USDA Town Hall/WS Loan Interest	15,196	0.00	0.00	0.00	0.00	15,196.00	
38-852-836 USDA Public Works Trucks - Int Sewer	1,349	0.00	0.00	0.00	0.00	1,349.00	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	2,750	0.00	0.00	0.00	0.00	2,750.00	
38-852-896 WS 25% of GF Expense	53,815	0.00	0.00	9,393.38	9,393.38	44,421.62	17%
38-852-998 Contingency	7,592	0.00	0.00	0.00	0.00	7,592.00	

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Sewer Expenses Totals:	868,187	51,033.20	24,903.06	112,030.62	112,030.62	705,123.18	19%
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	254,260.49	59,981.50	231,442.17	231,442.17	1,054,813.34	32%
38 WATER / SEWER Revenues Over/(Under) Expenses:			60,750.11	67,807.62	67,807.62		

## Budget vs Actual

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39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
39-351-405 Septic Disposal Service	62,340	0.00	3,655.00	9,860.00	9,860.00	(52,480.00)	16%
39-351-470 Town Sewer Revenues	387,485	0.00	0.00	24,660.45	24,660.45	(362,824.55)	6%
39-351-471 Sewer Revenues - County	240,446	0.00	0.00	15,302.57	15,302.57	(225,143.43)	6%
39-351-472 Sewer Rev Norlina	222,003	0.00	0.00	14,128.78	14,128.78	(207,874.22)	6%
39-365-001 Interest Income	0	0.00	0.00	0.16	0.16	0.16	
<b>Revenues Totals:</b>	<b>912,274</b>	<b>0.00</b>	<b>3,655.00</b>	<b>63,951.96</b>	<b>63,951.96</b>	<b>(848,322.04)</b>	<b>7%</b>
<b>Expenses</b>							
39-861-010 Salary - Full Time	211,186	0.00	21,787.38	46,921.12	46,921.12	164,264.88	22%
39-861-014 Salary - Part Time	18,338	0.00	950.38	2,431.29	2,431.29	15,906.71	13%
39-861-019 Over-Time	16,345	0.00	941.25	2,560.24	2,560.24	13,784.76	16%
39-861-020 ER-FICA Taxes	18,809	0.00	1,569.11	3,342.62	3,342.62	15,466.38	18%
39-861-030 ER - Retirement Orbit	45,036	0.00	3,277.99	7,125.33	7,125.33	37,910.67	16%
39-861-040 ER- Health Insurance	47,451	27,665.28	3,483.81	13,127.54	13,127.54	6,658.18	86%
39-861-050 ER-Life Insurance	625	358.40	44.80	179.20	179.20	87.40	86%
39-861-060 ER-Workman's Comp	2,260	0.00	0.00	2,048.83	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	10,154.32	8,414.38	17,758.65	17,758.65	23,401.56	54%
39-861-204 Uniforms	3,432	2,658.87	542.35	773.13	773.13	0.00	100%
39-861-250 Light, Heat & Security	119,000	80,035.34	9,336.56	27,354.66	27,354.66	11,610.00	90%
39-861-251 Telephone & Postage	9,050	6,860.73	789.91	2,176.65	2,176.65	12.62	100%
39-861-252 Fuel	10,250	6,385.95	948.69	2,038.25	2,038.25	1,825.80	82%
39-861-296 Continuing Education	2,000	0.00	0.00	0.00	0.00	2,000.00	
39-861-301 Computer Maint.	5,546	4,597.31	125.22	1,011.42	1,011.42	(62.73)	101%
39-861-302 Software Support	4,208	1,390.92	1,137.41	1,614.07	1,614.07	1,203.01	71%
39-861-305 Technology Upgrades	2,000	405.05	90.92	1,096.72	1,096.72	498.23	75%
39-861-309 Advertising	1,000	0.00	0.00	0.00	0.00	1,000.00	
39-861-310 Dues & Subscriptions	136	0.00	0.00	0.00	0.00	136.00	
39-861-318 Freight Charges	1,750	1,376.49	155.01	373.51	373.51	0.00	100%

## Budget vs Actual

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39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
39-861-342 Maint & Repair Plant	80,000	8,807.75	2,393.53	22,790.28	22,790.28	48,401.97	39%
39-861-344 Sludge Removal	70,000	50,919.00	9,040.50	18,081.00	18,081.00	1,000.00	99%
39-861-345 Beaver Control	750	0.00	0.00	575.00	575.00	175.00	77%
39-861-346 Lab Material & Supplies	9,000	583.00	1,159.35	5,218.28	5,218.28	3,198.72	64%
39-861-347 Lab Analysis	21,662	14,200.00	1,695.00	7,462.00	7,462.00	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	0.00	0.00	0.00	0.00	1,500.00	
39-861-352 Vehicle Maintenance	4,750	0.00	107.06	107.06	107.06	4,642.94	2%
39-861-400 Liability Insurance	17,174	0.00	3,304.57	3,602.86	3,602.86	13,571.14	21%
39-861-405 Audit Expense	11,500	3,499.81	279.13	7,999.99	7,999.99	0.20	100%
39-861-441 Certify Lab Services	1,000	0.00	0.00	0.00	0.00	1,000.00	
39-861-444 Permits & Fees	15,735	7,425.00	975.00	6,065.00	6,065.00	2,245.00	86%
39-861-446 Influent Debris Removal	5,999	4,434.57	515.16	1,523.82	1,523.82	40.61	99%
39-861-500 Capital Outlay \$5000 and Over	5,685	0.00	0.00	5,685.47	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	10,238.78	10,238.78	50,436.22	17%
39-861-998 Contingency	10,000	0.00	0.00	0.00	0.00	10,000.00	
WWTP - Expenses Totals:	912,274	231,757.79	73,064.47	221,282.77	221,282.77	459,233.44	50%
Expenses Totals:	912,274	231,757.79	73,064.47	221,282.77	221,282.77	459,233.44	50%
39 WWTP Revenues Over/(Under) Expenses:			(69,409.47)	(157,330.81)	(157,330.81)		



## Check Listing

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Check Number	Bank	Vendor	Date	Amount
66554	30	AMAZON CAPTIAL SERVICES, INC.	09/06/2023	<u>\$291.16</u>
66555	30	CHADWICK INSTRUMENT SERVICE	09/06/2023	<u>\$3,830.20</u>
66556	30	Dian Sourelis	09/06/2023	<u>\$342.99</u>
66557	30	SOUTHERN SOFTWARE, INC.	09/06/2023	<u>\$3,690.00</u>
66558	30	WARREN AUTO PARTS, INC.	09/06/2023	<u>\$25.08</u>
66559	30	Community Eye Care	09/07/2023	<u>\$126.64</u>
66560	30	DOCUMENT SYSTEMS, INC	09/07/2023	<u>\$40.17</u>
66561	30	MOBILE COMMUNICATIONS AMERICA	09/07/2023	<u>\$1,469.48</u>
66562	30	VC3, Inc.	09/07/2023	<u>\$67.00</u>
66563	30	WILSON'S WATER SERVICES	09/07/2023	<u>\$825.00</u>
66564	30	WRIGHT EXPRESS FSC	09/07/2023	<u>\$2,236.09</u>
66565	30	Pete Smith Garage, Inc.	09/07/2023	<u>\$742.95</u>
66566	30	ROSS VALVE MANUFACTURING CO., INC.	09/07/2023	<u>\$100.03</u>
66567	30	TRI-COUNTY POWER EQUIPMENT INC	09/07/2023	<u>\$2,934.40</u>
66568	30	UNITED PARCEL SERVICE	09/07/2023	<u>\$62.61</u>
66569	30	AMAZON CAPTIAL SERVICES, INC.	09/12/2023	<u>\$1,645.77</u>
66570	30	CAROLINA DIGITAL PHONE INC	09/12/2023	<u>\$316.00</u>
66571	30	DOCUMENT SYSTEMS, INC	09/12/2023	<u>\$426.63</u>
66572	30	DUKE ENERGY PROGRESS	09/12/2023	<u>\$2,294.58</u>
66573	30	EASTERN BLUEBIRD RESCUE INC.	09/12/2023	<u>\$120.00</u>
66574	30	NCL OF WISCONSIN, INC.	09/12/2023	<u>\$455.66</u>
66575	30	SONITROL INTEGRATED SECURITY	09/12/2023	<u>\$1,395.00</u>
66576	30	SOUTHERN SOFTWARE, INC.	09/12/2023	<u>\$4,327.00</u>
66577	30	Spectrum Business	09/12/2023	<u>\$169.98</u>
66578	30	TAR HEEL TIRE SALES/SERVICE	09/12/2023	<u>\$12.81</u>
66579	30	TRI-COUNTY POWER EQUIPMENT INC	09/12/2023	<u>\$102.10</u>
66580	30	Viola Long	09/12/2023	<u>\$800.00</u>
66581	30	WATER GUARD, INC.	09/12/2023	<u>\$3,439.32</u>
66582	30	KERR-TAR REG COUNCIL OF GOV	09/13/2023	<u>\$120.00</u>
66583	30	AMAZON CAPTIAL SERVICES, INC.	09/13/2023	<u>\$43.56</u>
66584	30	DUKE ENERGY PROGRESS	09/13/2023	<u>\$1,581.68</u>
66585	30	GFL ENVIRONMENTAL	09/13/2023	<u>\$515.16</u>

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Check Number	Bank	Vendor	Date	Amount
66586	30	GUPTON SERVICES, INC	09/13/2023	<u>\$130.00</u>
66587	30	HACH COMPANY	09/13/2023	<u>\$257.75</u>
66588	30	JOYCE AND COMPANY, CPA	<b>VOIDED</b> 09/13/2023	<u>\$837.40</u>
66589	30	NORTH CAROLINA 811, INC	09/13/2023	<u>\$25.00</u>
66590	30	PROFESSIONAL MAIL SERVICES, INC	09/13/2023	<u>\$4.07</u>
66591	30	PROFESSIONAL MAIL SERVICES, INC	09/13/2023	<u>\$1.16</u>
66592	30	UNIFIRST CORPORATION	09/13/2023	<u>\$791.77</u>
66593	30	UNITED PARCEL SERVICE	09/13/2023	<u>\$30.00</u>
66594	30	USA Bluebook	09/13/2023	<u>\$263.83</u>
66595	30	WARREN COUNTY PUBLIC WORKS	09/13/2023	<u>\$1,631.45</u>
66596	30	JOYCE AND COMPANY, CPA	09/13/2023	<u>\$837.40</u>
66597	30	A FULL CLEANING SERVICES LLC	09/15/2023	<u>\$720.00</u>
66598	30	AMAZON CAPTIAL SERVICES, INC.	09/15/2023	<u>\$465.38</u>
66599	30	Core & Main	09/15/2023	<u>\$117.05</u>
66600	30	FRONTIER NATURAL GAS	09/15/2023	<u>\$12.42</u>
66601	30	HOLLAND INDUSTRIAL	09/15/2023	<u>\$568.04</u>
66602	30	PETE SMITH TIRE & QUICK LUBE, INC	09/15/2023	<u>\$674.17</u>
66603	30	PROFESSIONAL MAIL SERVICES, INC	09/15/2023	<u>\$149.19</u>
66604	30	PROFESSIONAL MAIL SERVICES, INC	09/15/2023	<u>\$476.71</u>
66605	30	RAYMOND H. JONES	09/15/2023	<u>\$2,500.00</u>
66606	30	TIME WARNER CABLE	09/15/2023	<u>\$182.97</u>
66607	30	TRAVIS LYLES	09/15/2023	<u>\$24.21</u>
66608	30	USA Bluebook	09/15/2023	<u>\$198.41</u>
66609	30	DUKE ENERGY PROGRESS	09/18/2023	<u>\$399.94</u>
66610	30	FIRST CITIZENS BANK	09/18/2023	<u>\$2,171.28</u>
66611	30	GALLS QUARTERMASTER	09/18/2023	<u>\$603.92</u>
66612	30	UNIFIRST CORPORATION	09/18/2023	<u>\$122.13</u>
66613	30	A FULL CLEANING SERVICES LLC	09/20/2023	<u>\$810.00</u>
66614	30	AMAZON CAPTIAL SERVICES, INC.	09/20/2023	<u>\$248.87</u>
66615	30	CITIZENS INSURANCE & BONDING,	09/20/2023	<u>\$11,743.60</u>
66616	30	DUKE ENERGY PROGRESS	09/20/2023	<u>\$9,449.58</u>
66617	30	FRONTIER NATURAL GAS	09/20/2023	<u>\$16.78</u>

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Check Number	Bank	Vendor	Date	Amount
66618	30	PETE SMITH TIRE & QUICK LUBE, INC	09/20/2023	<u>\$201.46</u>
66619	30	RAY V SPAIN	09/20/2023	<u>\$143.99</u>
66620	30	RAY V. SPAIN	09/20/2023	<u>\$50.00</u>
66621	30	UNITED PARCEL SERVICE	09/20/2023	<u>\$32.40</u>
66622	30	UNUM LIFE INSURANCE COMPANY OF AMERICA	09/20/2023	<u>\$551.61</u>
66623	30	WARREN AUTO PARTS, INC.	09/20/2023	<u>\$27.14</u>
66624	30	AMAZON CAPTIAL SERVICES, INC.	09/20/2023	<u>\$192.88</u>
66625	30	BLUE CROSS BLUE SHIELD	09/20/2023	<u>\$17,027.97</u>
66626	30	BRIGHTSPEED COMMUNICATIONS	09/20/2023	<u>\$289.95</u>
66627	30	Core & Main	09/20/2023	<u>\$208.12</u>
66628	30	DUKE ENERGY PROGRESS	09/20/2023	<u>\$97.64</u>
66629	30	GRANVILLE FARMS, INC.	09/20/2023	<u>\$9,040.50</u>
66630	30	MUNICIPAL INSURANCE TRUST	09/20/2023	<u>\$762.49</u>
66631	30	ROSS VALVE MANUFACTURING CO., INC.	09/20/2023	<u>\$2,876.81</u>
66632	30	TRI-COUNTY POWER EQUIPMENT INC	09/20/2023	<u>\$238.99</u>
66633	30	AMAZON CAPTIAL SERVICES, INC.	09/26/2023	<u>\$362.36</u>
66634	30	AT&T MOBILITY II LLC	09/26/2023	<u>\$772.32</u>
66635	30	AT&T MOBILITY II LLC	09/26/2023	<u>\$347.72</u>
66636	30	BLUE RIDGE SPRINGS, INC	09/26/2023	<u>\$251.55</u>
66637	30	BREEDLOVE ELECTRIC, INC	09/26/2023	<u>\$106.75</u>
66638	30	Core & Main	09/26/2023	<u>\$5,626.33</u>
66639	30	ELECTRO-CHEMICAL DEVICES	09/26/2023	<u>\$216.40</u>
66640	30	FLEMING INVESTMENT COMPANY	09/26/2023	<u>\$3,000.00</u>
66641	30	GALLS QUARTERMASTER	09/26/2023	<u>\$13.06</u>
66642	30	HUMANA SPECIALTY BENEFITS	09/26/2023	<u>\$29.38</u>
66643	30	INFORMATION TECHNOLOGY SERVICE	09/26/2023	<u>\$164.07</u>
66644	30	MERITECH INC	09/26/2023	<u>\$1,765.00</u>
66645	30	NC RURAL WATER ASSOCIATION	09/26/2023	<u>\$450.00</u>
66646	30	PETE SMITH TIRE & QUICK LUBE, INC	09/26/2023	<u>\$1,404.50</u>
66647	30	TAR HEEL TIRE SALES/SERVICE	09/26/2023	<u>\$6.41</u>
66648	30	ULINE	09/26/2023	<u>\$464.55</u>
66649	30	UNIFIRST CORPORATION	09/26/2023	<u>\$1,470.08</u>

## Check Listing

Date From: 9/1/2023 Date To: 9/30/2023  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
10/02/2023 01:17 PM

Page: 4 of 4

Check Number	Bank	Vendor	Date	Amount
66650	30	VAUGHAN & SON AUTOBODY	09/26/2023	<u>\$201.40</u>
66651	30	AARON DEVON CANADY	09/27/2023	<u>\$200.00</u>
66652	30	DOMINIQUE K TROTMAN	09/27/2023	<u>\$95.55</u>
66653	30	EMMA M DAVIS	09/27/2023	<u>\$150.00</u>
66654	30	KPH PAVING & LANDSCAPING, INC.	09/27/2023	<u>\$30,000.00</u>
66655	30	L R WEST PLUMB & HEATING, INC	09/27/2023	<u>\$46.00</u>
66656	30	LITTLE ENVIRONMENTS, PLLC	09/27/2023	<u>\$3,780.00</u>
66657	30	TAKISHA L COOKE	09/27/2023	<u>\$85.39</u>
66658	30	THE ROGERS GROUP INC	09/27/2023	<u>\$68.79</u>
66659	30	TIARA RIGGS	09/27/2023	<u>\$95.55</u>
66660	30	TONETTE CHERISE BOYD	09/27/2023	<u>\$95.55</u>
66661	30	AMAZON CAPTIAL SERVICES, INC.	09/28/2023	<u>\$204.24</u>
66662	30	GUPTON SERVICES, INC	09/28/2023	<u>\$687.93</u>
66663	30	KING'S FITNESS & NUTRITION CENTER	09/28/2023	<u>\$330.00</u>
66664	30	PRUDENTIAL RETIREMENT	09/28/2023	<u>\$1,337.04</u>
66665	30	UNITED PARCEL SERVICE	09/28/2023	<u>\$30.00</u>
66666	30	VERIZON WIRELESS	09/28/2023	<u>\$320.08</u>
66667	30	WRIGHT EXPRESS FSC	09/28/2023	<u>\$1,782.55</u>
66668	30	BLUE CROSS BLUE SHIELD	09/29/2023	<u>\$17,027.98</u>
66669	30	Victoria Lehman	09/29/2023	<u>\$67.58</u>
116	Checks Totaling -			<b>\$175,811.59</b>

### Totals By Fund

	Checks	Voids	Total
32	\$33,808.75		\$33,808.75
34	\$4,183.64		\$4,183.64
36	\$1,888.56		\$1,888.56
37	\$47,063.66	\$279.13	\$46,784.53
38	\$34,870.44	\$279.14	\$34,591.30
39	\$53,196.54	\$279.13	\$52,917.41
67	\$800.00		\$800.00
Totals:	\$175,811.59	\$837.40	\$174,974.19

# Memo

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

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## Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) West Ridgeway St. sewer main (general location is in area between Ridgeway Street and Fairlane Drive) – Determine exact location of sewer main and right of way. (2) Install magnetic flow meter in 14-inch sewer force main where Town of Norlina's and Warren County's Sewer enters Town of Warrenton's sewer system (meter would give us precise measurement of volume of sewer in route to the wastewater treatment plant from our partners thus helping to ensure accurate portioning of monthly wastewater treatment expense between the three partners). (3) Purchase water main valve exercising equipment.
- **Completed Water and Sewer System Maintenance/Repair Related Information:** (1) Repair – John Riggan Sewer Lift Station. Replaced motor control float switch. Contractor: Breedlove Electric. (Labor - \$100.00, Parts supplied by Town). (2) Preventative Maintenance – King Street Complex. Trimmed back tree growth from entire southern fence line and disposed of tree debris. Contractor: Raymond H. Jones Tree Service. (Labor - \$2,500.00).

**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) - \$2,600.00**

- **Water and Sewer Adjustment Request:** For consideration at the October 9, 2023, meeting of the Board of Commissioners. **Margaret J. Cheek** – 129 Ridgecrest DR, Account #002-0002060-1. Billing Period: July 17, 2023 – August 15, 2023. Leak occurred between meter box and house. Normal usage 1,000. Request is for sewer adjustment of 42,000 gallons at \$10.00/1000. Total \$420.00. Adjustment recommended by staff. For consideration at the October 9, 2023, meeting of the Board of Commissioners. **Michael Coffman** – 417 N. Main St., Account #003-0001320-1. Billing Period: July 17, 2023 – August 15, 2023. Leak occurred between meter box and house. Normal usage 3,000. Request is for sewer adjustment of 24,000 gallons at \$10.00/1000. Total \$240.00. Adjustment recommended by staff.

For consideration at the October 9, 2023, meeting of the Board of Commissioners. **Michael Coffman** – 417 N. Main St., Account #003-0001320-1. Billing Period: August 15, 2023 – September 15, 2023. Leak occurred between meter box and house. Normal usage 3,000. Request is for sewer adjustment of 53,000 gallons at \$10.00/1000. Total \$530.00. Adjustment recommended by staff.

## Streets and Sanitation

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

# Memo

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

---

- **Pending Equipment Repairs:** **(1)** Effluent filter controls – Safety issue - Replace cylinders and control mechanism for valves located in pit area of filter building. **(2)** Sand blast and refinish site metal structures. **(Estimated Cost – Refinishing remaining structures - \$58,000)** **(3)** WWTP Administration Building - Replace 4 commercial rated interior door closures (originals are 42 years old and no longer functioning properly). **(Estimated Cost – \$3,488)**
- **Completed Plant Maintenance/Repair Related Information:** **(1)** Emergency Repair – WWTP Administration Building. Repaired one of the two HVAC Units. Contractor: Gupton Services. (Labor - \$480.00, Materials - \$175.53). **(2)** Preventative Maintenance – Effluent flow meter and chlorine and sulfur dioxide gas dispensing system. Calibrated flow meter and serviced gas system. Contractor: Chadwick Instrument Service. (Labor - \$1,300.00, Materials - \$521.00).

**Total cost for Repairs (Account No. 39-861-342) - \$2,476.53**

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month. 9.88 million gallons were treated.



# Warrenton Police Department

## *October 2023 Monthly Summary*

### **Cop Stops**

**On 09/20/23 Sgt. Oakley** was setting up to run RADAR on N Main St.; as he was observing traffic, he noted a dark in color SUV approaching the Main/Fairview light. He recognized it as belonging to Mr. Dwayne Hicks of S Hall Street. Mr. Hicks has a history of harassing officers; he is irrational and paranoid. He began photographing Sgt. Oakley while sitting at the light. When the light changed, Mr. Hicks turned and drove as if to pass Sgt. Oakley but stopped beside him, taunting him, and continued photographing. Sgt. Oakley warned him to continue driving as traffic began to back up behind him. Mr. Hicks failed to comply initially with the commands but finally drove away very slowly. Sgt. Oakley then noted that the vehicle had no rear taillights, so he moved to get behind Mr. Hicks and initiate a traffic stop. That stop yielded a third violation, including a pick-up order for the license plates. The plates were seized while Mr. Hicks continued with constant taunting and inflammatory statements toward Sgt. Oakley. Mr. Hicks was issued a citation and instructed not to drive the vehicle. Sgt. Oakley then cleared the stop and left Mr. Hicks and his vehicle parked in the area of N Bragg St. Sgt. Oakley then moved to a separate location to complete the paperwork associated with the traffic stop and was joined shortly by Hicks, driving the same vehicle without the license plate. Sgt. Oakley activated his blue lights and stepped from his patrol car to speak with Hicks. He questioned Hicks about why he was driving it after being told not to. Hicks then drove away, and Sgt. Oakley followed with his lights active. Hicks drove to his 107 S Hall St. residence and began stepping out of his vehicle. Hicks was ordered at gunpoint to remain inside his vehicle. Hicks failed to comply, calling Sgt. Oakley names and refusing to follow commands. Sgt. Oakley attempted to detain Hicks physically for safety reasons, but Mr. Hicks became defensive and pushed Sgt. Oakley's hands away. A physical altercation ensued, and Sgt. Oakley used his Taser in stun mode to gain pain compliance from Hicks. After another brief struggle, Hicks complied with Sgt. Oakley's orders and was taken into custody for Resisting a Public Officer. He was given a \$500 secured bond, which he paid at the magistrate's office, and was released.

### **Hit and Run Update:**

**On 9/7/2023**, an unknown vehicle struck the power pole and the fire hydrate on N. Main in front of the Town Administrator, Robert Davie's house, at around 0100 hours. Mr. Davie was awakened from sleep because his house trembled about the impact. We had no witnesses to come forward and no camera footage of that portion of Main Street, so the report was simply inactive. Fortunately, due to unknown reasons, the vehicle driver reported the "property damage" to her insurance company. Through the diligence of the insurance representative, he was able to establish where she was when she hit utilities, and he reached out to me on 9/20/2023. Since then, Bill has put together an estimate for the fire hydrant repair, and I have submitted pictures of the damage. I feel confident that the Town of Warrenton will receive funds to make repairs, and our department is waiting for that to be completed before moving forward with a decision to charge the driver.





**WCSO invited our officers to participate  
with them at this forum held at the Armory on  
Thursday, October 26<sup>th</sup>, from  
5:30 to 7:30 p.m.**

**Excellent agency relations and public awareness  
opportunity.**

# Activity Log Event Summary (Cumulative Totals)

## Warrenton Police Department

(09/01/2023 - 09/30/2023)

911 Hang-up	8	Accident	1
Alarm Activation	18	Animal Complaint	2
Assist Fire Dept	3	Assist Highway Patrol	1
Assist Motorist	2	Assist Other Department	1
Assist WC EMS	13	Assist WCSO	16
B & E	1	C.O.P.S	1
Civil Dispute	2	Complaint	2
Court	2	Disabled Vehicle	1
Dispute	1	Disturbance	3
Domestic	2	Downed Tree / Power Line	2
DWI	1	Escort	1
Follow up Investigation	4	Foot Patrol	2
Investigation and/or Interview	1	Juvenile Issues	1
Larceny	3	Larceny - Gas Drive off	1
Medical / Person Hurt or Sick	2	Mental Patient	1
Non Law Enforcement Issue	2	Ordinance Violation	3
Other	3	Parking Violation	3
Patrol	25	Property Check – Business	28
Suspected Drunk Driver	4	Suspicious Person / Vehicle	4
Talk with Officer	15	Traffic Light / Street Safety Issue	3
Traffic Stop	38	Vandalism	1
Welfare Check	1		

**Total Number Of Events: 229**

# Traffic Stop Summary

## Warrenton Police Department

(09/01/2023 - 09/30/2023)

<b>Total Number of Traffic Stops</b>	38	<b>Driver Arrested?</b>		<b>Basis for Search</b>	
		Yes	2	Erratic/Suspicious Behavior	2
		No	36	Informant's Tip	0
<b>Initial Purpose of Traffic Stop</b>		<b>Passenger(s) Arrested?</b>		Observation of Suspected Contraband	1
Checkpoint	0	Yes	0	Other Official Information	0
Driving While Impaired	0	No	38	Suspicious Movement	0
Investigation	1	<b>Officer(s) Encountered Physical Resistance From Driver/Passenger(s)?</b>		Witness Observation	0
Other Motor Vehicle Violation	3	Yes	1	<b>Vehicle Searched?</b>	
Safe Movement Violation	4	No	37	Yes	1
Seat Belt Violation	0	<b>Officer(s) Engaged in Use of Force Against Driver/Passenger(s)?</b>		No	1
Speed Limit Violation	15	Yes	1	<b>Driver Searched?</b>	
Stop Light/Sign Violation	10	No	37	Yes	2
Vehicle Equipment Violation	3	<b>Officer(s) Injured as a Result of the Stop?</b>		No	0
Vehicle Regulatory Violation	2	Yes	0	<b>Passenger Searched?</b>	
<b>Driver's Age</b>		No	38	Yes	0
Under 18	0	<b>Driver Injured as a Result of the Stop?</b>		No	2
18 to 29	9	Yes	0	<b>Personal Effects of the Driver/Passenger(s) Searched?</b>	
30 to 39	9	No	38	Yes	1
40 and Older	20	<b>Passenger(s) Injured as a Result of the Stop?</b>		No	1
<b>Driver's Race</b>		Yes	0	<b>Contraband Found as Result of Search?</b>	
White	12	No	38	Yes	1
Black	23	<b>Vehicle/Driver/Passenger(s) Search Initiated Subsequent to the Traffic Stop?</b>		No	2
Native American	3	Yes	2	<b>Contraband Found</b>	
Asian	0	No	36	Drugs	0
Other	0	<b>Type of Search</b>		Alcohol	1
<b>Driver's Sex</b>		Consent	1	Money	0
Male	16	Search Warrant	0	Weapons	0
Female	22	Probable Cause	0	Other	0
<b>Driver's Ethnicity</b>		Search Incident to Arrest	0	<b>Property Seized as Result of Search?</b>	
Non-Hispanic	6	Protective Frisk	1	Yes	1
Hispanic	3	<b>Enforcement Action Taken as a Result of the Traffic Stop</b>		No	0
Citation Issued	5	<b>Property Seized</b>		Motor Vehicle	0
No Action Taken	0	Motor Vehicle	0	Personal Property	1
On-View Arrest	2	Personal Property	1	Other Property	0
Verbal Warning	30	<b>Date: 10/03/2023 -- Time: 14:52</b>			
Written Warning	1	<b>Page 1</b>			

# Traffic Stop Summary

Warrenton Police Department

(09/01/2023 - 09/30/2023)

## 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

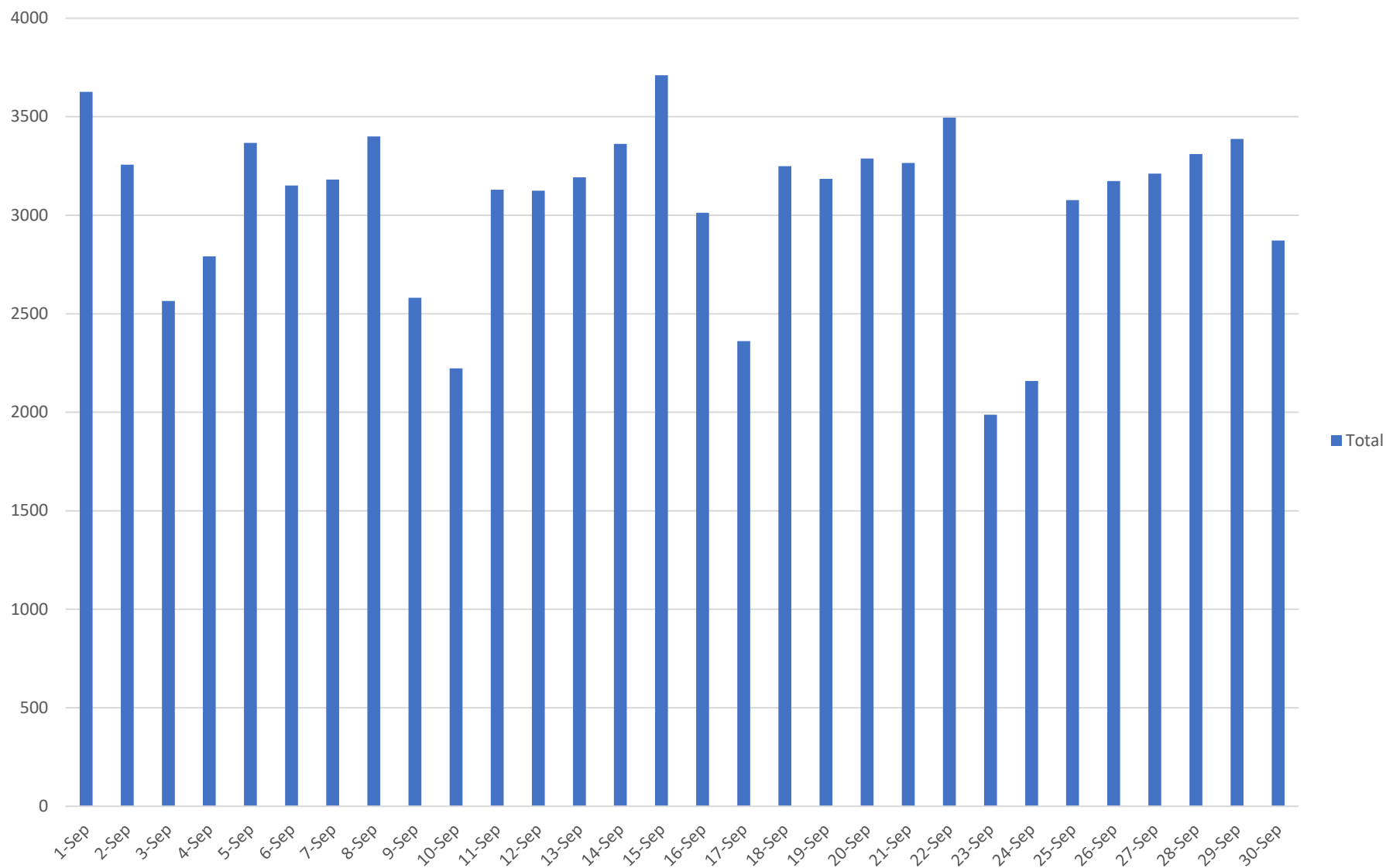
## Searched Passengers's Ethnicity

Non-Hispanic

Hispanic

Sum of Vehicle no

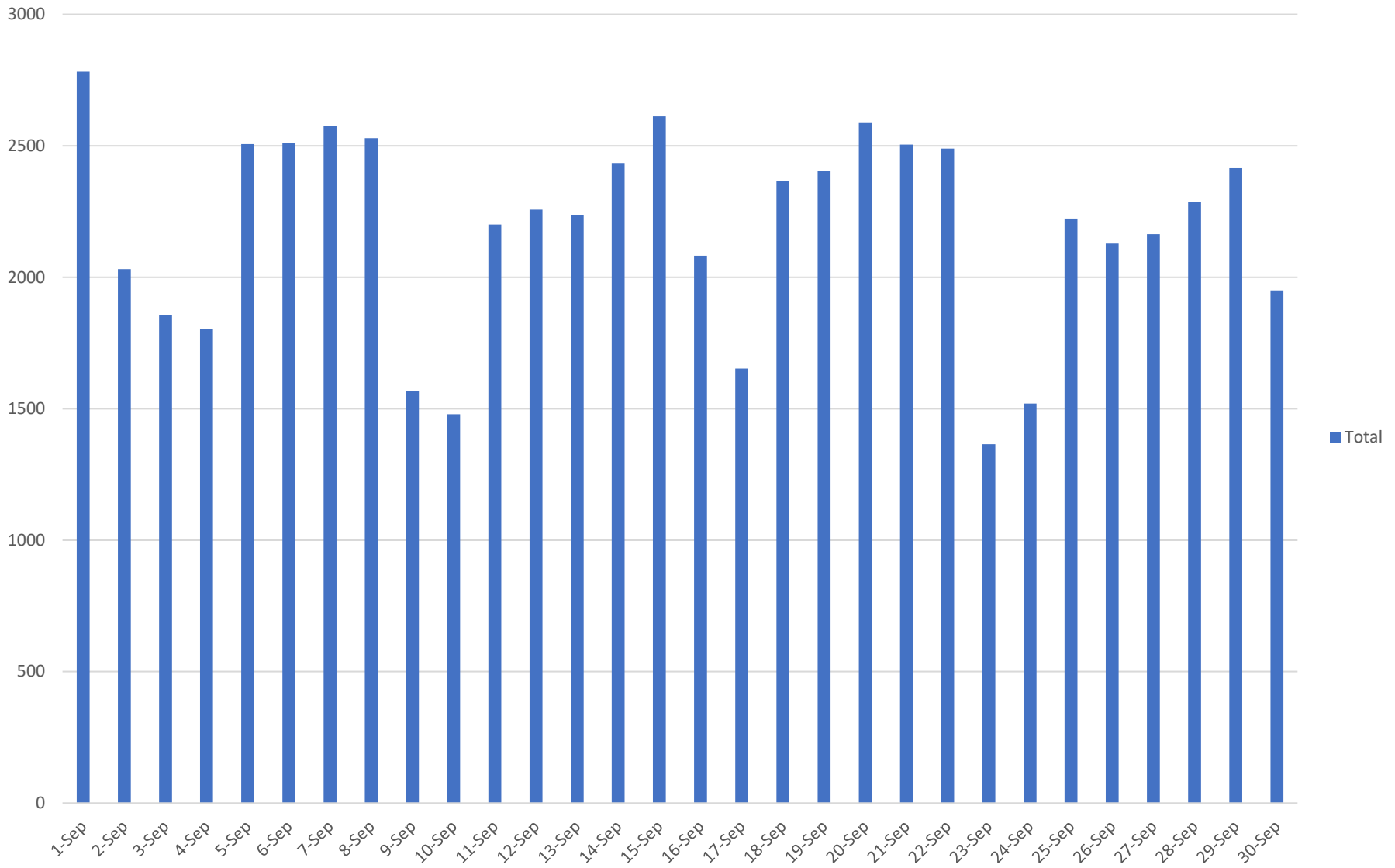
## E. Macon/Vehicle Count/September 2023



Days (Log time)

Sum of Vehicle no

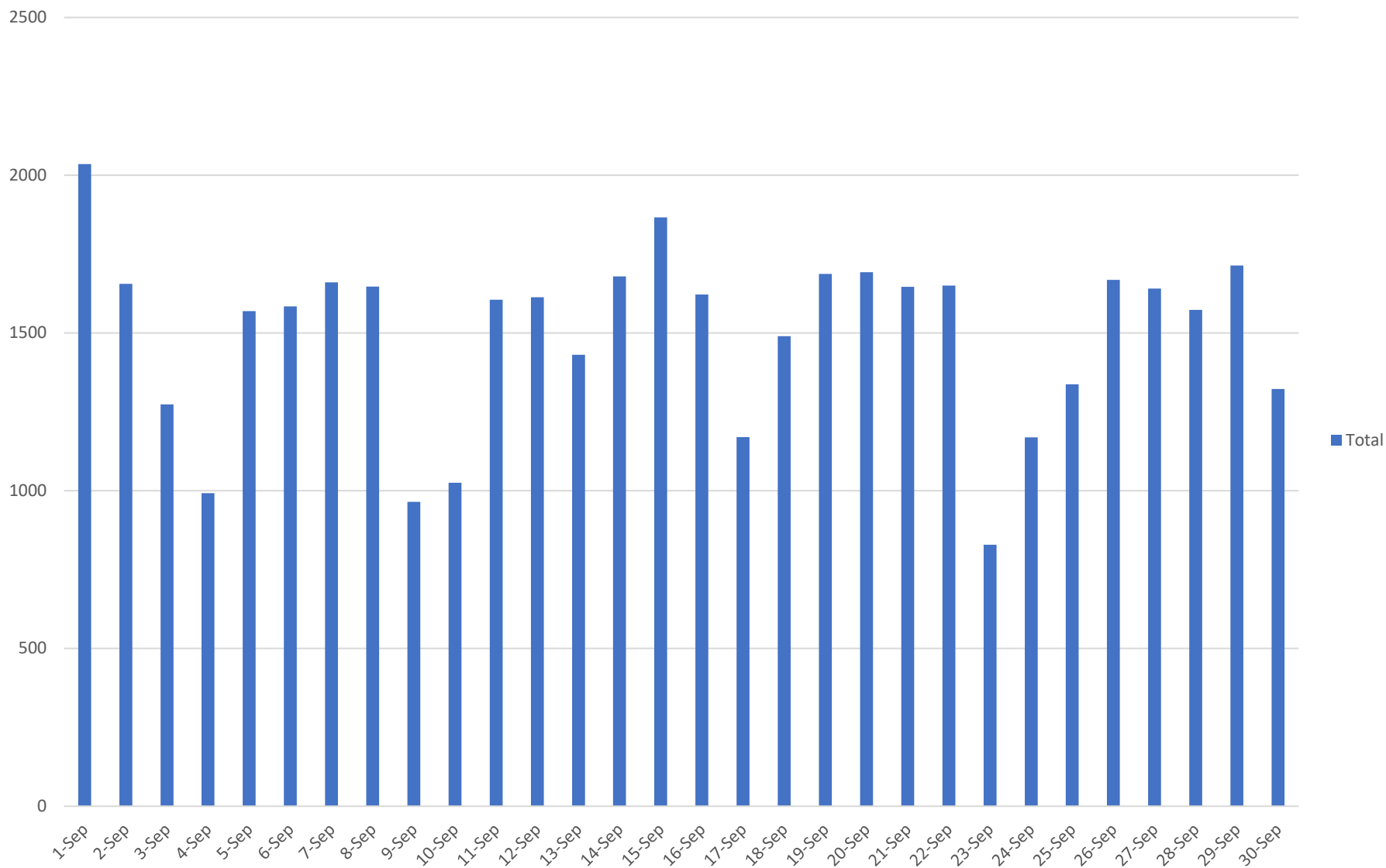
## E. Macon/Vehicle Count/September 2023



Days (Log time)

Sum of Vehicle no

## S. Main/Vehicle Count/September 2023



Days (Log time)



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

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

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### **BOC Meeting September 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. Edit minutes, changing Planning Board date to October 4
  - ✓ Done
3. Execute NCDOT resolution for fall grant applications.
  - ✓ Done
4. Contact parking lot stripers about stop bars at Franklin and Bragg Streets
  - ✓ Done
5. Patch pothole at First Citizens
  - ✓ Done
6. Place order for bench and plaque from Carolina Parks & Play
  - ✓ On order
7. Execute Grant Project Ordinance for WWTP grant
  - ✓ Done
8. Execute AMPs and CIPS
  - ✓ Done
9. Refer Mill Hill Special Use request to Planning Board
  - ✓ Done
10. Fill in blanks in Cross Connection ordinance, verify forms needed
  - ✓ Investigating software systems to handle installation and reporting processes
11. Contact Todd Weymss regarding bathrooms
  - ✓ Awaiting figure from corporate/Todd
12. Compose wording to insert into Personnel Manual regarding health insurance
  - ✓ Recommendation from HR Consultants to be present to BOC





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

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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.
- Second house installed with finishing to go. Third house delivered to fairgrounds, awaiting septic system construction.

### **(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. Heather Slane, currently conducting the Town's Historic District update will be conducting the Landmark application for All Saints.
- Phase 2's still underway at Southern States, Peck and old cotton gin. Asbestos analysis is underway at All Saints.

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

- Golden Leaf Foundation – has awarded the Town \$196,447.50 for stormwater repairs to Brehon Street.

### **Outstanding/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



Walter M. Gardner, Jr. – Mayor  
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**Cross Connection Implementation Timeline:**

1. Identification of locations needing cross connections
2. Selection of software vendor – October BOC meeting
3. Identification of locations that already have cross connections already installed
4. Identification of inspectors/installers in the area
5. First day of training for replacement for Annette – October 16
6. Training of staff on software system
7. Inputting of cross connection locations and installers into software system
8. Editing of Rural Water’s sample ordinances for Warrenton in light of software process and fees
9. Submitting Cross Connection Ordinances to Board of Commissioners for Approval
10. Six-month window begins for users to become compliant with installations and inspections
11. Initial letters sent to water users



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### **Municipal Options for Cross Connection Management**

Having checked with several municipalities including Hillsborough and Apex, Bill and I have contacted three software providers and demoed two of their products/solutions. Our preference would be to utilize the solution from Tecnx.

#### **Tecnx:**

- No cost to the Town of Warrenton
- Inspectors/installers pay a \$12.95 fee directly to Tecnx for each device they install/inspect
- Tecnx handles and pays for all mailings and reminder notices
- Their software is used by Apex, Asheville, Spruce Pine, Marion

#### **BSI Online:**

- \$495 annual cost to the Town of Warrenton
- Inspectors/installers pay a \$15.95 fee directly to Tecnx for each device they install/inspect
- BSI Online handles all mailings and reminder notices
- Used by Hillsborough, NC

#### **IworQ:**

- Cost to Town between \$2,000 and \$3,000 annually after discount
- Town must send all mailers and pay for postage
- Warrenton currently uses an application for zoning and compliance with this company



## AquaResource Software as a Service Agreement (SaaS)

<b>Customer:</b> Warrenton, NC	<b>Contact:</b> Robert Davie
<b>Address:</b> 113 S. Bragg Street PO Box 281 Warrenton, NC 27589	<b>Phone:</b> Cell: Work: 252-257-1122 Fax:
<b>E-Mail:</b>	
<b>Service:</b> AquaResource, online backflow registration and maintenance tracking solution for water purveyors (the "Service(s)").	
<b>Service Term:</b> ____3____ year(s)	
<b>Estimated or Known Number of Backflow Devices in the System as of contract date:</b> _N/A_____	
<b>Select Fee Type</b>  <input type="checkbox"/> Customer agrees to be invoiced by Company for the service at the <b>Agreed Amount</b> \$ _____ based on the estimated or known number of backflow devices in the system. In the case of a multiple year contract or automatic contract renewal, Customer agrees to allow the Company to adjust the <b>Agreed Amount</b> by \$ _____ per added backflow device to reflect the actual number of backflow devices in the system on the contract anniversary date. Company agrees to absorb the system growth between anniversary dates.  <input checked="" type="checkbox"/> Customer agrees to allow Company to invoice participating Testers directly per passing test report, paid on submission, subject to the terms in Section 4.3 herein \$ ____12.50_____	
<b>Select Additional Service(s)</b>  <input checked="" type="checkbox"/> Customer grants permission for the Company to process, print and mail compliance notices on their behalf.	
<b>Number of Compliance Notices per Backflow Device:</b> ____3____	
<b>Compliance Notice(s)</b>  Number of 4x6 postcard compliance notice(s) to be mailed on behalf of Customer __2__ ** Number of 8.5x11 letter paper size notice(s) to be mailed on behalf of the Customer __1__ **  <input type="checkbox"/> Customer agrees to be invoiced by Company based on the number and type of notice mailed  <input checked="" type="checkbox"/> Customer agrees to allow Company to combine the notice fee and the testing fee, then invoice participating Testers directly per test report, paid on submission subject to the terms in Section 4.3 herein  ** Unless otherwise specified the Contract Price is based on black and white printing, single page and envelope or postcard. The information placed on the postcard must fit on the dimensions required for a First-Class Mail Postcard. Specially pricing available with known requirements.	

**Hosting Implementation Services:** Company will use commercially reasonable efforts to provide Customer the services described in the Statement of Work ("SOW") attached as Exhibit A hereto ("Implementation Services"), and Customer shall pay Company the Implementation Fee in accordance with the terms herein.

**Hosting Implementation Fee (one-time, non-refundable):** \$ \_\_\_\_\$250.00\_\_\_\_

#### SAAS SERVICES AGREEMENT

This SaaS Services Agreement ("Agreement") is entered into on this XX day of Month, 202X (the "Effective Date") between TecNXS LLC with a place of business at 2721 N Wilderness Ct, Wichita, KS 67226 ("Company"), and the Customer listed above ("Customer"). This Agreement includes and incorporates the above Hosting Form, as well as the attached Terms and Conditions and contains, among other things, warranty disclaimers, liability limitations and use limitations. There shall be no force or effect to any different terms of any related purchase order or similar form even if signed by the parties after the date hereof.

**Company TecNXS LLC:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

**Customer:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

PO # if Available and Needed: \_\_\_\_\_

## **TERMS AND CONDITIONS**

### **1. SAAS SERVICES AND SUPPORT**

- 1.1. Subject to the terms of this Agreement, Company will use commercially reasonable efforts to provide Customer the Services. As part of the registration process, Customer will identify an administrative user name and password for Customer's Company account. Company reserves the right to refuse registration of, or cancel passwords it deems inappropriate.
- 1.2. Subject to the terms hereof, Company will provide Customer with reasonable technical support services in accordance with the terms set forth in Exhibit B.

### **2. RESTRICTIONS AND RESPONSIBILITIES**

- 2.1. Customer will not, directly or indirectly: reverse engineer, decompile, disassemble or otherwise attempt to discover the source code, object code or underlying structure, ideas, know-how or algorithms relevant to the Services or any software, documentation or data related to the Services ("Software"); modify, translate, or create derivative works based on the Services or any Software (except to the extent expressly permitted by Company or authorized within the Services); use the Services or any Software for time sharing or service bureau purposes or otherwise for the benefit of a third; or remove any proprietary notices or labels. Customer agrees to abide by the backflow assembly testing tolerances, and other tolerances, established by the Company and used by the software to determine or calculate outcomes.
- 2.2. Further, Customer may not remove or export from the United States or allow the export or re-export of the Services, Software or anything related thereto, or any direct product thereof in violation of any restrictions, laws or regulations of the United States Department of Commerce, the United States Department of Treasury Office of Foreign Assets Control, or any other United States or foreign agency or authority. As defined in FAR section 2.101, the Software and documentation are "commercial items" and according to DFAR section 252.2277014(a)(1) and (5) are deemed to be "commercial computer software" and "commercial computer software documentation." Consistent with DFAR section 227.7202 and FAR section 12.212, any use modification, reproduction, release, performance, display, or disclosure of such commercial software or commercial software documentation by the U.S. Government will be governed solely by the terms of this Agreement and will be prohibited except to the extent expressly permitted by the terms of this Agreement.
- 2.3. Customer represents, covenants, and warrants that Customer will use the Services only in compliance with

Company's standard published policies then in effect (the "Policy") and all applicable laws and regulations. Customer hereby agrees to indemnify and hold harmless Company against any damages, losses, liabilities, settlements and expenses (including without limitation costs and attorneys' fees) in connection with any claim or action that arises from an alleged violation of the foregoing or otherwise from Customer's use of Services. Although Company has no obligation to monitor Customer's use of the Services, Company may do so and may prohibit any use of the Services it believes may be (or alleged to be) in violation of the foregoing. Customer is responsible for all administrative systems settings within the customer dashboard.

- 2.4. Customer shall be responsible for obtaining and maintaining any equipment and ancillary services needed to connect to, access or otherwise use the Services, including, without limitation, modems, hardware, servers, software, operating systems, networking, web servers and the like (collectively, "Equipment"). Customer shall also be responsible for maintaining the security of the Equipment, Customer account, passwords (including but not limited to administrative and user passwords) and files, and for all uses of Customer account or the Equipment with or without Customer's knowledge or consent.

### **3. CONFIDENTIALITY; PROPRIETARY RIGHTS**

- 3.1. Each party (the "Receiving Party") understands that the other party (the "Disclosing Party") has disclosed or may disclose business, technical or financial information relating to the Disclosing Party's business (hereinafter referred to as "Proprietary Information" of the Disclosing Party). Proprietary Information of Company includes non-public information regarding features, functionality and performance of the Service. Proprietary Information of Customer includes non-public data provided by Customer to Company to enable the provision of the Services ("Customer Data"). The Receiving Party agrees: (i) to take reasonable precautions to protect such Proprietary Information, and (ii) not to use (except in performance of the Services or as otherwise permitted herein) or divulge to any third person any such Proprietary Information. The Disclosing Party agrees that the foregoing shall not apply with respect to any information after five (5) years following the disclosure thereof or any information that the Receiving Party can document (a) is or becomes generally available to the public, or (b) was in its possession or known by it prior to receipt from the Disclosing Party, or (c) was rightfully disclosed to it without restriction by a third party, or (d) was independently developed without use of any

Proprietary Information of the Disclosing Party or (e) is public record or otherwise required to be disclosed by law.

3.2. Customer shall own all right, title and interest in and to the Customer Data. Company shall own and retain all right, title and interest in and to (a) the Services and Software, all improvements, enhancements or modifications thereto, (b) any software, applications, inventions or other technology developed in connection with Implementation Services or support, and (c) all intellectual property rights related to any of the foregoing. If Customer requests access to their raw data, Company will provide a CSV data dump in the form Company stores the Customer's data.

3.3. Notwithstanding anything to the contrary, Company shall have the right collect and analyze data and other information relating to the provision, use and performance of various aspects of the Services and related systems and technologies (including, without limitation, information concerning Customer Data and data derived therefrom), and Company will be free (during and after the term hereof) to (i) use such information and data to improve and enhance the Services and for other development, diagnostic and corrective purposes in connection with the Services and other Company offerings, and (ii) disclose such data solely in aggregate or other de-identified form in connection with its business. No rights or licenses are granted except as expressly set forth herein.

#### 4. PAYMENT OF FEES

4.1. Customer will pay Company the then applicable fees described in the Hosting Form for the Services and Implementation Services in accordance with the terms therein (the "Fees"). If Customer's use of the Services exceeds the Service Capacity set forth on the Hosting Form or otherwise requires the payment of additional fees (per the terms of this Agreement), Customer shall be billed for such usage and Customer agrees to pay the additional fees in the manner provided herein. Company reserves the right to change the Fees or applicable charges and to institute new charges and Fees at the end of the Initial Service Term or then current renewal term, upon sixty (60) days prior notice to Customer (which may be sent by email). If Customer believes that Company has billed Customer incorrectly, Customer must contact Company no later than 60 days after the closing date on the first billing statement in which the error or problem appeared, in order to receive an adjustment or credit. Inquiries should be directed to the Company's customer support department.

1.1. Company will bill through an invoice, in which case, full payment for invoices issued in any given month must be received by Company thirty (30) days after the mailing date of the invoice. Unpaid amounts are subject to a finance charge of 1.5% per month on any outstanding balance, or the maximum permitted by law, whichever is lower, plus all expenses of collection and may result in immediate termination of Service. Customer shall be responsible for all taxes associated with Services other than U.S. taxes based on Company's net income.

1.2. Customer allows Company to directly charge Backflow Preventer Technicians ("Testers") per passing test report upon submission at the agreed upon price defined in the agreement above. "Failing" or "Removed and Replaced Device" or "Removed Device and Capped Lines" submissions will not be charged. Company reserves the right to delete test reports upon a chargeback from a Tester. Company also reserves the right to terminate the account of a Tester with more than one chargeback.

4.4. Customer allows Company, if Company is retained to mail compliance notices on the Customers behalf, to increase the direct charge to Backflow Preventer Technicians ("Testers") per passing test report upon submission the amount equal to the increase put forth by the United States Postal Service for processing First Class letters and postcards. This shall apply to Customers who self-pay for compliance notices.

Customer allows Company, if Company is retained to mail compliance notices on the Customers behalf, to increase the direct charge to Backflow Preventer Technicians ("Testers") per passing test report upon submission in the event of a price increase of material or labor necessary to perform the processing of compliance notices. This shall apply to Customers who self-pay for compliance notices.

#### 2. TERM AND TERMINATION

2.1. Subject to earlier termination as provided below, this Agreement is for the Initial Service Term as specified in the Hosting Form, and shall be automatically renewed for additional periods of the same duration as the Initial Service Term (collectively, the "Term"), unless either party requests termination at least thirty (30) days prior to the end of the then-current term in writing. Email notification is acceptable.

2.2. In addition to any other remedies it may have, either party may also terminate this Agreement upon thirty (30) days' notice (or without notice in the case of nonpayment), if the other party materially breaches any of the terms or conditions of this Agreement.

Customer will pay in full for the Services up to and including the last day on which the Services are provided. Upon any termination, Company will make all Customer Data available to Customer for electronic retrieval for a period of thirty (30) days, but thereafter Company may, but is not obligated to, delete stored Customer Data. All sections of this Agreement which by their nature should survive termination will survive termination, including, without limitation, accrued rights to payment, confidentiality obligations, warranty disclaimers, and limitations of liability.

### **3. WARRANTY AND DISCLAIMER**

Company shall use reasonable efforts consistent with prevailing industry standards to maintain the Services in a manner which minimizes errors and interruptions in the Services and shall perform the Implementation Services in a professional and workmanlike manner. Services may be temporarily unavailable for scheduled maintenance or for unscheduled emergency maintenance, either by Company or by third-party providers, or because of other causes beyond Company's reasonable control, but Company shall use reasonable efforts to provide advance notice in writing or by e-mail of any scheduled service disruption. HOWEVER, COMPANY DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SERVICES. EXCEPT AS EXPRESSLY SET FORTH IN THIS SECTION, THE SERVICES AND IMPLEMENTATION SERVICES ARE PROVIDED "AS IS" AND COMPANY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT.

### **4. LIMITATION OF LIABILITY**

Notwithstanding anything to the contrary, except for bodily injury of a person, Company and its suppliers (including but not limited to all equipment and technology suppliers), officers, affiliates, representatives, contractors, and employees shall not be responsible or liable with respect to any subject matter of this agreement or terms and conditions related thereto under any contract, negligence, strict liability or other theory: (A) For error or interruption of use or for loss or inaccuracy or corruption of data or cost of procurement of substitute goods, services or technology or loss of business; (B) For any indirect, exemplary, incidental, special or consequential damages; (C) For any matter beyond Company's reasonable control; or (D) For any amounts that, together with amounts associated with all other claims,

exceed the fees paid by Customer to Company for the services under this agreement in the 12 months prior to the act that gave rise to the liability, in each case.

### **5. MISCELLANEOUS**

If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. This Agreement is not assignable, transferable or sub-licensable by Customer except with Company's prior written consent. Company may transfer and assign any of its rights and obligations under this Agreement without consent. This Agreement is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications and other understandings relating to the subject matter of this Agreement, and that all waivers and modifications must be in a writing signed by both parties, except as otherwise provided herein. No agency, partnership, joint venture, or employment is created as a result of this Agreement and the Customer does not have any authority of any kind to bind the Company in any respect whatsoever. All notices under this Agreement will be in writing and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by facsimile or e-mail; the day after it is sent, if sent for next day delivery by recognized overnight delivery service; and upon receipt, if sent by certified or registered mail, return receipt requested. Customer agrees to reasonably cooperate with Company to serve as a reference upon request.



# **EXHIBIT A**

## **Statement of Work**

As a purveyor administering your own cross connection control program via AquaResource the Software as a Service includes full use of the program, all features and upgrades. Technical support for both the purveyor and testers is included as it relates to the operation and function of AquaResource. Questions regarding the operation of your cross-connection control program and the governing rules are the responsibility of the purveyor.

### **AquaResource Includes:**

- Administrator dashboard displaying the most used categories of information
- Backflow reports can be submitted from the field by testers/installers
- Instant recording of backflow installation and registration
- Maintenance and rebuild tracking with a complete history
- GPS location of on-site backflow(s) via a mobile device or computer
- Field pictures of backflow devices
- Tester/installer certification and license tracking
- Test Gauge certification tracking
- System-generated notices including pre and post expiration notices concerning annual testing or mandatory rebuilds delivered to the device owner via email or a mailable paper copy
- Customer portal allowing customers to independently review the status of all their backflow preventer devices and find a certified tester

### **Hosting Implementation Services**

TecNXS is ready to help reduce disruptions and make a smooth transition from the client's current system. Our team is prepared to address technical issues during this critical period, and can co-develop an implementation plan to ensure success. The data supplied to TecNXS will be analyzed, parsed and imported into AquaResource as fully as possible. Importation success is based upon the accuracy and completeness of the data.

### **A smooth Implementation from or into AquaResource**

TecNXS will assist with data transfer from the old system, if possible, and will assist with the initial set up and training for the office staff.

### **Notices**

TecNXS can process, print and mail as many pre and post notices as required by your cross-connection program. Pricing varies based on the purveyor's individual notice requirements such as black and white or color and the mix of postcard and letters.

## Questionnaire

What is the official purveyor's name?

What is the street address, state, zip?

Where is the geographical center of your water system or water district using latitude and longitude?

What is your Public Water System ID, PWSID?

What is the name, phone number and email of the person in charge of the cross-connection program?

## **EXHIBIT B**

### **Support Terms**

Company will provide Technical Support to Customer via both telephone and electronic mail on weekdays during the hours of 9:00 am through 5:00 pm Central time, with the exclusion of Federal Holidays ("**Support Hours**").

Company will use commercially reasonable efforts to respond to all support requests within one (1) business day.



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

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

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### **Wording for Personnel Policy**

Suggested language from HR Essentials. HR Essentials is the firm that conducted a major overhaul of the HR Policy and conducts salary studies for the Town.

Recommended addition:

“Each Town of Warrenton benefit eligible employee is automatically enrolled in the Town's group health insurance plan, subject to applicable waiting period, at the time of employment. An employee may voluntarily reject enrollment and coverage under the Town's group health plan only if the employee provides documentation that they are enrolled, or will be enrolled, and covered under another health insurance plan. If the employee voluntarily rejects enrollment and coverage under the Town's group health insurance plan there shall be no financial compensation to the employee for that rejection.”

# Warrenton Budget Amendments

Date:

9/15/2023

**Number:**

#6

**Purpose of Amendment:**

The purpose of this BA is to move the funds donated in honor of Mary Hehl from FB to beautification to purchase the bench and plaque. A motion was approved for this transfer in the 9-11-23 BOC meeting.

**Fund Name:**

## Signs and Light

## Revenue

[illegible]

Subtotal

**2,235**

—

**Total**

**2,235**

**Grand Total**

—

## Expenditure

[illegible]

**2,235**

**2,235**

<b>Date:</b>	10/9/2023
<b>Number:</b>	#7

10/9/2023

#7

The purpose of this BA is to appropriate funds for the additional cost of gravel for the parking lot construction.

## Parking Lot

[illegible]

<b>Total</b>	<b>\$</b>	<b>3,500</b>
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<b>Grand Total</b>	-
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[illegible]

**\$ 3,500**