



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

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**BOARD OF COMMISSIONERS REGULAR MEETING**  
**7:00 PM September 11, 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 August 14, 2023 and Called Meeting on August 28, 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 August 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. NCDEQ Grant Project Ordinance Accepting \$750,000 Grant – for consideration
8. New Business
  - a. Fall Round Grant Applications with NCDEQ – for information
  - b. Resolution – NCDEQ Grants – for consideration
  - c. AMP and CIP Water – for consideration
  - d. AMP and CIP Waste Water – for consideration
  - e. AMP and CIP Waste Water Treatment – for consideration
  - f. Update zoning map with changes to Holland Bland Road from C-2 to R-20 (Michael Bernstein parcel) – for consideration
  - g. Budget Amendments #3, #4, #5 – for consideration
  - h. Special Use Referral to Planning Board (Mill Hill) – for consideration
  - i. Cross Connection Ordinance – for information
  - j. Public Bathrooms – for discussion
9. Announcements
10. Closed Session – Pursuant to NC General Statute § 143-318.11 (a)(6) and (5)
11. Adjournment

## **Conflict of Interest Disclaimer**

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

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

## **Citizen Comments**

### **Rules for Citizen Comments**

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

**Town of Warrenton  
Board of Commissioners**



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Robert F. Davie, Jr. – Town Administrator

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**BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING**

**August 14, 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 Aaron Ayscue
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, August 14, 2023 at 7:00 p.m. A Moment of Silence was held for those impacted by the tragic wildfires in Hawaii and for Commissioner Britt who is out sick and for Commissioner Young's father having surgery. The Pledge of Allegiance was led by Commissioner Ayscue.

**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:

**New Business –**  
**(f) Budget Amendment #2 – for consideration**

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

**Public Comments**

Cliff Jackson of 120 S. Main Street addressed the board with concerns of the loud noise from cars along Main Street. He stated a need for more police visibility downtown and the addition

of speed limit signs along Main Street. He further requested extending the 20-mph speed zone to include the area of Dollar General on Macon Street. Mr. Jackson asked the Board to make efforts to protect the corners of the streets along Main Street to possibly include signs warning drivers of wide turns.

### **Minutes**

The minutes of the July 10, 2023, meeting and July 10, 2023 Public Hearing were presented. Town Administrator, Robert Davie requested that Committee Reports, item E, "Revitalization Committee" be corrected to state "Quilter's Lane". 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 Coffman made a motion to approve the Consent Agenda, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

### **Committee Reports**

- (a) Finance and Administration –Commissioner Hunter had no additional report other than agenda items.
- (b) Public Works – Commissioner 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 had no additional report other than agenda items. Mr. Ayscue stated that the Public Safety Committee had met in reference to parades in the Town and would present their recommendations at the next meeting.
- (d) Human Resources – Information Technology – Commissioner Blalock had no additional report other than agenda items. Mr. Blalock questioned the status of the new server for Town Hall. Town Administrator, Robert Davie stated VC3 was in the process of switching everything over. He further questioned the status of the generator at Town Hall. Town Administrator, Robert Davie stated that it was working properly.
- (e) Revitalization/Historic District Commission – Commissioner Coffman stated that the Historic District Commission had six applications for Certificate of Appropriateness in July. A COA application for 117 W. Market Street was tabled for the property owner to be present, a COA application for Williams Court to repair/replace siding on five houses was approved, a COA application for 112 N. Hall Street to replace porch and repair sills and floors was approved, a COA application for 105 E. Franklin Street for replacing door and windows was approved, a COA application for 211 N. Main Street to install a driveway was approved, and a COA application for 305 Halifax Street to install a gazebo at the pool in the rear of the property was approved. He further stated that the Revitalization Committee had Movie Night on the Courthouse Square



on August 12, 2023, with 50 to 60 people in attendance. Commissioner Coffman informed the Board that Quilter's Lane would continue the crosswalk painting on Labor Day weekend. He further stated that the new banners have arrived and will be installed shortly.

- (f) Beautification/Facilities – Commissioner Britt was not in attendance. There was no additional report other than agenda items.
- (g) Planning/Zoning/Annexation – Commissioner Young was not in attendance. There was no additional report other than agenda items.

## **Old Business**

### **(a) Status of Grants**

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

**Fund 72 NC Main Street Solutions Warrenton Brewery Grant** – \$100,000 grant with 2 to 1 match. This grant is to help renovate 120 S. Main Street for a Brewery and Meadery. Final annual report submitted on July 14, 2023 for closeout.

**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 footings in place, awaiting delivery of house. 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. Awaiting legal paperwork from Mitch Styers to provide to veterinary clinic.

**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 1's completed include: Old Jail, Peck Mill, Southern States, Working Landscapes, All Saints Church, etc. Phase 2's underway at Southern States and Peck. Asbestos analysis is underway at All Saints.

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

- FEMA Hazard Mitigation grant – for berm to prevent flooding at WWTP.
- NCDEQ Stormwater AIA – not awarded, will apply in Fall 2023 round of funding.
- NCDEQ Water Line Replacement - not awarded, will apply in Fall 2023 round.
- NCDEQ Sewer Line Replacement – not awarded, will apply in Fall 2023 round.
- Golden Leaf Foundation – funding of stormwater issue along N. Main, N. Front and Brehon Street up to \$250,000.

- (b) Parking Lot Update – for information** - Town Administrator, Robert Davie informed the Board that the LGC approved the Town and its borrowing of \$125,000 to finance the parking lot. Two bids have been received in the amounts of \$125,000 and \$212,807 from KPH Paving and Harris Equipment respectively. A quit claim has been filed on the alley between the proposed lot and other properties in order to begin construction and in order not to infringe on the property to the south during construction. Awaiting quit claim paperwork from Mitch Styers.

- (c) **Town Hall Repairs to Eaves Complete** - Town Administrator, Robert Davie informed the Board that the repairs to the eaves at Town Hall have been completed and they found no leaks around the gutters. There was a window broken due to a falling board, but repairs were made quickly and without further incident.
- (d) **Approval of Low Bid for Parking Lot – for consideration** Town Administrator, Robert Davie presented the proposal from KPH Paving, the low bidder for the parking lot project in the amount of \$125,000. Commissioner Blalock made a motion to approve the proposal, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

### **New Business**

- (a) **Resolution – Frank Newell and Eastern Bluebird Rescue Group** – Town Administrator, Robert Davie presented a resolution acknowledging the achievements of Mr. Frank Newell and the Eastern Bluebird Rescue Group by designating Warrenton, North Carolina the national and worldwide capital of the Eastern Bluebird. Mr. Davie further stated that the Revitalization Committee was re-branding the fall festival as the Bluebird Festival. Commissioner Blalock made a motion to approve the resolution as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.
- (b) **Special Use Permit Application – for referral to Planning Board** – Town Administrator, Robert Davie presented a Special Use Permit Application from Bragging Rooster Brewery 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 September 6, 2023. Commissioner Ayscue made a motion to approve referral of the Special Use Permit Application to the Planning Board, with a second by Commissioner Blalock. The motion was approved by unanimous vote.
- (c) **Amplified Noise from Automobiles – for discussion** – Town Administrator, Robert Davie presented the Town Ordinance Chapter 94: Nuisances – Noises for discussion by the Board. Chief of Police, Goble Lane informed the Board that his department is aware of the issue and has been issuing ordinance tickets for the violations.
- (d) **Additional Two Stop Signs at E. Franklin and S. Bragg – for discussion and consideration** – Town Administrator, Robert Davie informed the Board of multiple requests for speed bumps on S. Bragg Street. He proposed an easy alternative to speed bumps would be for the Town to install a four-way stop at S. Bragg and E. Franklin Street. The Town has ordered and received the signs already, that would include flags on the new stop signs, demonstrating a clear change at the intersection. Chief Lane requested new traffic pattern signs be placed before the intersection to warn drivers before they reach the stop signs. Commissioner Blalock made a motion to approve the four-way stop at E. Franklin and S. Bragg with the effective date to be as soon as possible to allow time for the Warren Record to publish the intended change, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.
- (e) **Sewer Collection System CIP and Adopting Resolution – for consideration** – Town Administrator, Robert Davie presented a Resolution by the Town Council of Warrenton, North Carolina – Adopting the Updated Town of Warrenton's 10-Year Wastewater Capital Improvements Plan. Bill Perkinson, Public Works Director, informed the Board that an updated resolution was required to renew the WWTP permit. Commissioner Blalock made a motion to approve the resolution as presented, with a second by Commissioner Coffman. The motion was approved by unanimous vote.

- (f) **Budget Amendment #2 – Replacement of 7 broken body cameras – for consideration -**  
Town Administrator, Robert Davie presented Budget Amendment #2 for replacement of seven broken body cameras for the Police Department. Chief Lane briefly discussed the need and justification. Commissioner Blalock made a motion to approve the Budget Amendment as presented, with a second by Commissioner Fleming. The motion was approved by unanimous vote.

**Announcements** - Mayor Gardner informed 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 further stated to let the Town Administration, Robert Davie, know if you would like to pre-register.

With no further business, the meeting was adjourned.



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**BOARD OF COMMISSIONERS SPECIAL CALLED MEETING  
CONSIDERATION OF AN APPROPRIATION OF FUNDS FOR THE MUNICIPAL PARKING LOT  
August 28, 2023  
3:00 P.M.  
Minutes**

Those in attendance were:

Mayor Walter Gardner	Commissioner Mary Hunter
Commissioner John Blalock	Commissioner Al Fleming (via phone)
Commissioner Michael Coffman	Commissioner Aaron Ayscue
Town Administrator, Robert Davie	
Chief Goble Lane, Police Department	
Tracy Stevenson, Minute Taker	
Lucy Weldon, Media	

Mayor Gardner called the special meeting of the Town of Warrenton Board of Commissioners to order on Monday, August 28, 2023 at 3:00 p.m. for consideration of an appropriation of funds for the municipal parking lot. Mayor Gardner informed the Board that during a pre-construction meeting, it was determined that several items had not been included which resulted in an increase of \$11,125 in funding required. Town Administrator, Robert Davie, stated that the needed funds could be taken from the remaining ARP funds of \$11,827 or from the fund balance. Mayor Gardner and Mr. Davie's recommendation was to use the remaining ARP funds. Commissioner Young made a motion to use ARP funds for the increase in the cost of the municipal parking lot, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

With no further business, the meeting was adjourned.

## Budget vs Actual

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Period Ending 8/31/2023

34 FRONTIER WARREN								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>								
34-351-422 Rent Paid to Town Frontier Warren	31,000	0.00	3,200.00	4,460.00	4,460.00	(26,540.00)	14%	
34-381-037 Transfer in from GF	14,870	0.00	0.00	0.00	0.00	(14,870.00)		
Revenues Totals:	45,870	0.00	3,200.00	4,460.00	4,460.00	(41,410.00)	10%	
<b>Expenses</b>								
34-405-203 Supplies	700	0.00	0.00	0.00	0.00	700.00		
34-405-250 Lights/Heat/Security	3,000	2,264.28	214.29	399.78	399.78	335.94	89%	
34-405-251 Telephone/Internet	3,000	1,994.87	460.97	761.91	761.91	243.22	92%	
34-405-255 Bldg Maint/Clean Srvs	2,500	2,062.00	0.00	50.00	50.00	388.00	84%	
34-405-400 Liability Insurance	170	0.00	0.00	0.00	0.00	170.00		
34-405-422 Rent Paid by Town	36,000	27,000.00	3,000.00	9,000.00	9,000.00	0.00	100%	
34-405-499 Miscellaneous	500	0.00	0.00	0.00	0.00	500.00		
Non-Departmental Totals:	45,870	33,321.15	3,675.26	10,211.69	10,211.69	2,337.16	95%	
Expenses Totals:	45,870	33,321.15	3,675.26	10,211.69	10,211.69	2,337.16	95%	
34 FRONTIER WARREN Revenues Over/(Under) Expenses:			(475.26)	(5,751.69)	(5,751.69)			

## Budget vs Actual

Town of Warrenton  
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Period Ending 8/31/2023

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
37-302-301 Ad Valorem Taxes - Current	456,502	0.00	3,842.07	3,842.07	3,842.07	(452,659.93)	1%
37-302-302 Ad Valorem Taxes - Prior Year	4,000	0.00	1,059.02	1,610.64	1,610.64	(2,389.36)	40%
37-302-303 Ad Valorem Taxes - all other prior years	4,000	0.00	78.33	(473.29)	(473.29)	(4,473.29)	-12%
37-302-304 Ad Valorem Taxes - Penalties & Interest	4,000	0.00	90.51	486.96	486.96	(3,513.04)	12%
37-307-310 Motor Vehicles - Current	43,259	0.00	4,050.36	4,050.36	4,050.36	(39,208.64)	9%
37-320-320 Local Option Sales Tax Monthly	385,000	0.00	32,180.28	(28,321.72)	(28,321.72)	(413,321.72)	-7%
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	0.00	(19,321.00)	(19,321.00)	(105,321.00)	-22%
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	191.17	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	171.42	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	850.00	900.00	900.00	(900.00)	50%
37-345-346 Code Enforcement	2,750	0.00	500.00	550.00	550.00	(2,200.00)	20%
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	15,346.30	30,553.16	30,553.16	(177,670.84)	15%
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	36.83	45.83	45.83	(154.17)	23%
37-351-360 Cell Tower Rent	32,340	0.00	0.00	2,695.00	2,695.00	(29,645.00)	8%
37-351-361 Parking/Ordinance Collections PD	700	0.00	40.00	40.00	40.00	(660.00)	6%
37-351-401 Debt Setoff Landfill	100	0.00	79.50	79.50	79.50	(20.50)	80%
37-365-001 Interest Income	50	0.00	1.33	2.86	2.86	(47.14)	6%

## Budget vs Actual

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Period Ending 8/31/2023

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-365-351 Revitalization Comm	9,500	0.00	200.00	200.00	200.00	(9,300.00)	2%	
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	5,383.18	5,383.18	(55,291.82)	9%	
37-365-371 WS 25% of GF Exp	107,630	0.00	0.00	9,799.07	9,799.07	(97,830.93)	9%	
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	2,313.50	2,313.50	(17,686.50)	12%	
37-365-501 Misc Revenue POLICE	500	0.00	0.00	0.00	0.00	(500.00)		
37-395-396 Apropriated Fund Balance (Budget Only)	14,420	0.00	0.00	0.00	0.00	(14,420.00)		
<b>Revenues Totals:</b>	<b>1,506,272</b>	<b>0.00</b>	<b>58,717.12</b>	<b>14,975.82</b>	<b>14,975.82</b>	<b>(1,491,296.18)</b>	<b>1%</b>	
<b>Expenses</b>								
37-401-010 Salary - Full Time	170,770	0.00	13,687.80	23,286.83	23,286.83	147,483.17	14%	
37-401-012 Salary - Adm Assistant	52,868	0.00	4,024.00	6,036.00	6,036.00	46,832.00	11%	
37-401-020 ER-FICA Taxes	13,064	0.00	1,046.52	1,626.33	1,626.33	11,437.67	12%	
37-401-021 ER-FICA Taxes - Adm Assistant	4,045	0.00	307.24	614.48	614.48	3,430.52	15%	
37-401-030 ER-Retirement - Orbit	44,057	0.00	3,489.22	5,776.59	5,776.59	38,280.41	13%	
37-401-040 ER-Health Insurance	38,375	27,548.28	3,060.92	9,139.34	9,139.34	1,687.38	96%	
37-401-050 ER-Life Insurance	576	432.00	48.00	144.00	144.00	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	1,086.96	360.81	416.33	416.33	3,496.71	30%	
37-401-250 Light, Heat & Security	8,000	4,292.85	472.90	879.21	879.21	2,827.94	65%	
37-401-251 Telephone & Postage	4,515	2,410.62	285.10	462.70	462.70	1,641.68	64%	
37-401-255 Bldg. Maint/ Clean SVS	6,000	4,783.62	296.66	894.97	894.97	321.41	95%	
37-401-256 Bank Fees/ Petty Cash	3,750	0.00	300.00	600.00	600.00	3,150.00	16%	
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	446.23	625.23	625.23	158.50	97%	
37-401-302 Software Support	3,366	2,300.78	115.22	156.47	156.47	908.75	73%	
37-401-304 Website	1,600	0.00	0.00	412.50	412.50	1,187.50	26%	

## Budget vs Actual

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Period Ending 8/31/2023

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	215.00	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	0.00	0.00	0.00	7,000.00	
37-401-401 County Tax Collection Svs	8,000	0.00	76.06	152.43	152.43	7,847.57	2%
37-401-405 Audit Expense	11,500	3,778.92	4,258.08	7,720.88	7,720.88	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	2,663.30	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	462.89	462.89	948.11	33%
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	9.37	9.37	(3.37)	156%
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	53,706.30	35,153.06	66,387.80	66,387.80	291,179.28	29%
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	250.00	250.00	1,250.00	17%
37-402-020 ER - FICA TAXES	115	0.00	9.56	19.12	19.12	95.88	17%
37-402-060 Workers Comp Mayor & Council	70	0.00	0.00	57.68	57.68	12.32	82%
37-402-295 Training	1,080	0.00	0.00	0.00	0.00	1,080.00	
37-402-402 Commission offsite meetings	50	0.00	38.00	38.00	38.00	12.00	76%
Governing Body Totals:	2,815	0.00	172.56	364.80	364.80	2,450.20	13%
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	152.82	152.82	152.82	250.00	90%
37-405-430 Historic District Comm	220	0.00	0.00	0.00	0.00	220.00	



## Budget vs Actual

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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	0.00	0.00	0.00	8,655.40	
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	152.82	152.82	152.82	14,825.40	13%
37-501-010 SALARY FULL TIME	242,000	0.00	13,052.68	22,208.73	22,208.73	219,791.27	9%
37-501-014 Salary - Part Time	50,000	0.00	10,740.00	14,865.00	14,865.00	35,135.00	30%
37-501-016 Salary - Admin Assistant	37,100	0.00	2,811.20	4,216.80	4,216.80	32,883.20	11%
37-501-019 Salary - Over-Time	10,000	0.00	664.01	1,877.02	1,877.02	8,122.98	19%
37-501-020 ER-FICA Taxes	24,438	0.00	2,075.81	3,281.94	3,281.94	21,156.06	13%
37-501-030 ER - Retirement Orbit	64,203	0.00	3,748.82	5,627.75	5,627.75	58,575.25	9%
37-501-031 ER - 401K 5%	13,618	12,189.28	685.83	1,428.72	1,428.72	0.00	100%
37-501-040 ER - Health Insurance	49,620	17,245.86	1,994.05	5,889.52	5,889.52	26,484.62	47%
37-501-050 ER - Life Insurance	1,010	48.00	64.00	144.00	144.00	818.00	19%
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	1,783.46	348.96	436.67	436.67	2,679.87	45%
37-501-204 Uniforms	2,000	406.85	17.81	251.01	251.01	1,342.14	33%
37-501-205 Equipment & Material	3,500	1,105.95	0.00	0.00	0.00	2,394.05	32%
37-501-250 Light, Heat & Security	9,000	4,478.56	472.90	693.50	693.50	3,827.94	57%
37-501-251 Telephone & Postage	10,150	7,939.80	276.66	820.12	820.12	1,390.08	86%
37-501-252 Fuel	20,000	16,197.81	2,019.45	3,802.19	3,802.19	0.00	100%
37-501-255 Bldg Maint/Clean Svs	6,110	4,783.62	296.66	710.00	710.00	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	529.22	1,274.72	1,274.72	1,078.00	82%
37-501-302 Software Support	6,640	6,444.26	91.49	162.99	162.99	32.75	100%
37-501-318 Freight Charges	500	22.15	0.00	13.99	13.99	463.86	7%
37-501-351 Maint & Repair Equip	6,680	1,376.56	4,756.50	4,756.50	4,756.50	546.94	92%
37-501-370 2019 Dodge Car 100	1,500	(76.40)	61.61	61.61	61.61	1,514.79	-1%
37-501-371 2017 Dodge Car 200	1,500	500.00	6.11	6.11	6.11	993.89	34%

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-501-372 2016 Dodge Car 300	1,500	(341.94)	306.21	306.21	306.21	1,535.73	-2%
37-501-373 2017 Dodge Car 400	1,500	341.68	164.17	164.17	164.17	994.15	34%
37-501-374 2010 Ford Car 500	1,000	259.67	6.11	6.11	6.11	734.22	27%
37-501-375 2008 Ford Car 600	1,000	500.00	6.11	6.11	6.11	493.89	51%
37-501-376 2019 Dodge Car 700	1,500	298.34	6.11	6.11	6.11	1,195.55	20%
37-501-377 2023 Dodge Car 125	1,500	500.00	6.11	6.11	6.11	993.89	34%
37-501-378 2023 Dodge Car 225	1,500	500.00	6.11	6.11	6.11	993.89	34%
37-501-400 Liability Insurance	18,000	0.00	0.00	0.00	0.00	18,000.00	
37-501-415 Police Shots Medical	1,000	0.00	0.00	0.00	0.00	1,000.00	
37-501-433 COP Program	500	0.00	0.00	0.00	0.00	500.00	
37-501-436 PD Narcotics Tax/Proceeds	154	0.00	0.00	0.00	0.00	154.00	
37-501-499 Miscellaneous	3,800	270.00	30.00	111.47	111.47	3,418.53	10%
37-501-801 Town Hall Roof Loan Principal	1,407	0.00	0.00	462.89	462.89	944.11	33%
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	9.37	9.37	0.63	94%
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	80,410.79	45,244.70	82,620.53	82,620.53	471,738.68	26%
37-601-014 Salary - Part Time Code Enforcement	2,682	0.00	183.60	183.60	183.60	2,498.40	7%
37-601-020 ER-FICA Taxes	230	0.00	14.04	14.04	14.04	215.96	6%
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	456.00	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	5,833.33	11,666.66	11,666.66	58,333.34	17%
37-601-475 Donation to Town Fire	1,547	0.00	1,546.30	1,546.30	1,546.30	0.35	100%
37-601-476 Code Enforcement Exp	550	0.00	94.00	544.00	544.00	6.35	99%
Fire Totals:	76,325	0.00	8,127.27	15,031.16	15,031.16	61,293.84	20%
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	4,000	31.98	515.16	515.16	515.16	3,452.86	14%
37-651-335 Street Lighting Electric Bill	24,000	19,570.20	2,215.35	4,429.80	4,429.80	0.00	100%
Signs and Lights Totals:	32,515	19,602.18	2,730.51	4,944.96	4,944.96	7,967.86	75%
37-701-010 Salary - Full Time	59,178	0.00	4,471.58	6,707.37	6,707.37	52,470.63	11%
37-701-014 Salary - Part Time	17,451	0.00	1,063.54	1,672.90	1,672.90	15,778.10	10%
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	422.24	638.69	638.69	5,325.31	11%
37-701-030 ER - Retirement - Orbit	15,360	0.00	1,079.46	1,573.10	1,573.10	13,786.90	10%
37-701-040 ER-Health Insurance	21,706	15,434.43	1,773.37	5,202.92	5,202.92	1,068.65	95%
37-701-050 ER-Life Insurance	388	266.88	44.32	120.96	120.96	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	881.84	422.64	682.56	682.56	1,435.60	52%
37-701-204 Uniforms	4,212	3,902.45	309.55	309.55	309.55	0.00	100%
37-701-251 Telephone & Postage	925	604.62	57.69	115.38	115.38	205.00	78%
37-701-252 Fuel	12,000	9,983.50	685.52	1,998.24	1,998.24	18.26	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	695.97	433.02	433.02	433.02	4,871.01	19%
37-701-400 Liability Insurance	5,020	0.00	0.00	0.00	0.00	5,020.00	
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)	(2,666.00)	(2,666.00)	(13,334.00)	17%
Streets Totals:	156,579	32,769.69	9,429.93	18,488.18	18,488.18	105,321.13	33%
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	3,922.08	5,883.12	5,883.12	45,104.88	12%
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	293.44	439.64	439.64	3,515.36	11%
37-801-030 ER - Retirement - Orbit Sanitation	10,185	0.00	772.64	1,158.96	1,158.96	9,026.04	11%
37-801-040 ER - Health Insurance	17,048	11,846.70	1,362.05	3,975.11	3,975.11	1,226.19	93%
37-801-050 ER - Life Insurance	259	194.16	21.60	64.80	64.80	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	187.96	246.00	246.00	754.00	25%
37-801-204 Uniforms	2,808	2,619.56	188.44	188.44	188.44	0.00	100%
37-801-251 Telephone & Postage	720	322.56	30.72	61.44	61.44	336.00	53%
37-801-252 Fuel	3,645	2,721.49	291.46	478.51	478.51	445.00	88%
37-801-350 Landfull Fees	20,250	16,702.26	1,740.66	3,297.74	3,297.74	250.00	99%
37-801-352 Vehicle Maintenance	1,000	0.00	59.31	59.31	59.31	940.69	6%
37-801-400 Liability Insurance	4,035	0.00	0.00	0.00	0.00	4,035.00	
Sanitation Totals:	121,021	34,406.73	8,870.36	20,304.20	20,304.20	66,310.07	45%
37-901-034 Transfer Out to Frontier Warren	14,870	0.00	0.00	0.00	0.00	14,870.00	
37-901-038 Transfer Out to WS for USDA Loan	7,281	0.00	0.00	0.00	0.00	7,281.00	
37-901-889 Transfer Out to USDA Loan Reserve	2,781	0.00	0.00	0.00	0.00	2,781.00	

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Transfers Out Totals:	24,932	0.00	0.00	0.00	0.00	24,932.00	
Expenses Totals:	1,506,272	222,946.09	109,881.21	208,294.45	208,294.45	1,075,031.46	29%
37 GENERAL FUND	Revenues Over/(Under) Expenses:	(51,879.74)	(193,318.63)	(193,318.63)			

## Budget vs Actual

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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	69,942.32	97,050.88	97,050.88	(740,481.12)	12%
38-351-402 Debt Setoff WATER	224	0.00	96.15	96.15	96.15	(127.85)	43%
38-351-404 Sewer Services	632,186	0.00	53,598.15	72,636.13	72,636.13	(559,549.87)	11%
38-351-407 Debt Setoff SEWER	196	0.00	135.93	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	808.40	1,018.94	1,018.94	(8,103.06)	11%
38-351-417 Fire Sprinkler	2,176	0.00	187.74	375.48	375.48	(1,800.52)	17%
38-351-418 Late Fees/Penalty/Cut Off	21,850	0.00	1,986.05	4,160.09	4,160.09	(17,689.91)	19%
38-351-419 Returned Check Fee	825	0.00	75.00	175.00	175.00	(650.00)	21%
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	91	0.00	80.00	80.00	80.00	(11.00)	88%
38-365-001 Interest Income	36	0.00	2.92	6.05	6.05	(29.95)	17%
38-365-410 Interest/investment Income NCCMT	8,184	0.00	0.00	1,155.99	1,155.99	(7,028.01)	14%
38-365-421 Account Activation Fee	2,813	0.00	250.00	425.00	425.00	(2,388.00)	15%
38-381-037 Transfer In From GF	7,281	0.00	0.00	0.00	0.00	(7,281.00)	
<b>Revenues Totals:</b>	<b>1,540,516</b>	<b>0.00</b>	<b>127,162.66</b>	<b>177,315.64</b>	<b>177,315.64</b>	<b>(1,363,200.36)</b>	<b>12%</b>
<b>Expenses</b>							
38-851-010 Salary Full Time	112,829	0.00	7,914.72	12,114.76	12,114.76	100,714.24	11%
38-851-014 Salary - Part Time	13,131	0.00	1,219.25	1,900.47	1,900.47	11,230.53	14%
38-851-019 Salary Over-Time	7,527	0.00	412.84	882.16	882.16	6,644.84	12%
38-851-020 ER-FICA Taxes	10,212	0.00	698.12	1,075.35	1,075.35	9,136.65	11%
38-851-030 ER - Retirement Orbit	21,599	0.00	1,351.56	1,895.70	1,895.70	19,703.30	9%
38-851-040 ER - Health Insurance WATER	29,178	15,182.12	1,679.53	4,911.84	4,911.84	9,084.04	69%
38-851-050 ER - Life Insurance	500	268.88	32.32	94.96	94.96	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	11,180.12	1,648.39	1,968.72	1,968.72	16,165.69	45%

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-204 Uniforms	2,496	2,331.67	164.33	164.33	164.33	0.00	100%
38-851-250 Light & Heat & Security	6,090	2,946.85	270.81	419.18	419.18	2,723.97	55%
38-851-251 Telephone & Postage	8,551	6,998.36	711.35	1,311.58	1,311.58	241.06	97%
38-851-252 Fuel	10,300	6,133.96	565.72	1,272.00	1,272.00	2,894.04	72%
38-851-255 Bldg. Maint/Clean Svs	3,117	2,391.88	148.34	355.01	355.01	370.11	88%
38-851-260 Electric Tank/Pumps	3,198	1,602.91	253.64	320.92	320.92	1,274.17	60%
38-851-296 Continuing Education	1,300	0.00	38.56	88.56	88.56	1,211.44	7%
38-851-301 Computer Maintenance	3,500	1,948.68	288.00	435.48	435.48	1,115.84	68%
38-851-302 Software Support	9,000	1,278.88	32.09	6,724.63	6,724.63	996.49	89%
38-851-305 Technology Upgrades	2,250	495.99	1,297.19	1,297.19	1,297.19	456.82	80%
38-851-309 Advertising	265	0.00	0.00	0.00	0.00	265.00	
38-851-310 Dues & Subscriptions	450	137.50	12.50	12.50	12.50	300.00	33%
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	1,040.00	460.00	460.00	460.00	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	468.90	468.90	468.90	3,281.10	13%
38-851-400 Town Liability Insurance	9,234	0.00	0.00	0.00	0.00	9,234.00	
38-851-405 Audit Expense	5,750	1,889.47	2,129.03	3,860.43	3,860.43	0.10	100%
38-851-448 External Contract	5,000	1,250.00	0.00	0.00	0.00	3,750.00	25%
38-851-451 Water Purchase	200,000	142,101.76	18,225.91	18,225.91	18,225.91	39,672.33	80%
38-851-500 Capital Outlay \$5000 and Above	5,685	0.00	5,685.47	5,685.47	5,685.47	0.00	100%
38-851-801 Town Hall Roof Loan - Principal	706	0.00	0.00	231.45	231.45	474.55	33%
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	4.68	4.68	(1.68)	156%

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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	
38-851-889 Reserve for USDA Loans	4,657	0.00	0.00	0.00	0.00	4,657.00	
38-851-895 Grass Cutting Expense	16,000	0.00	1,333.00	2,666.00	2,666.00	13,334.00	17%
38-851-896 WS 25% of GF Expense	53,815	0.00	0.00	4,899.53	4,899.53	48,915.47	9%
38-851-998 Contingency	7,035	0.00	0.00	0.00	0.00	7,035.00	
Water Totals:	667,672	214,129.23	47,041.57	79,603.15	79,603.15	373,939.62	44%
38-852-010 Salary - Full Time	112,829	0.00	7,914.72	12,443.60	12,443.60	100,385.40	11%
38-852-014 Salary - Part Time	13,131	0.00	1,219.09	1,900.31	1,900.31	11,230.69	14%
38-852-019 Salary - Over Time Sewer	7,527	0.00	569.41	663.50	663.50	6,863.50	9%
38-852-020 ER - FICA Sewer	10,212	0.00	739.31	1,142.05	1,142.05	9,069.95	11%
38-852-030 ER-Retirement Orbit	21,599	0.00	1,381.79	1,913.22	1,913.22	19,685.78	9%
38-852-040 ER-Health Insurance SEWER	29,178	15,185.28	1,679.88	4,912.88	4,912.88	9,079.84	69%
38-852-050 ER-Life Insurance	500	274.64	32.96	96.88	96.88	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	4,572.93	2,901.08	3,644.62	3,644.62	11,698.98	41%
38-852-204 Uniforms	2,496	2,331.70	164.30	164.30	164.30	0.00	100%
38-852-250 Light & Heat & Security	6,025	3,582.28	334.34	546.22	546.22	1,896.50	69%
38-852-251 Telephone & Postage	8,551	6,998.42	720.11	1,320.31	1,320.31	232.27	97%
38-852-252 Fuel	10,300	6,133.95	565.73	1,272.00	1,272.00	2,894.05	72%
38-852-255 Bldg. Maint/Clean Svs	3,117	2,391.88	148.34	355.02	355.02	370.10	88%
38-852-260 Electric Tank/Pumps	9,000	7,534.31	747.56	1,465.69	1,465.69	0.00	100%
38-852-296 Continuing Education	720	0.00	30.00	115.00	115.00	605.00	16%
38-852-301 Computer Maint.	5,000	1,948.68	288.01	435.49	435.49	2,615.83	48%
38-852-302 Software Support	9,000	1,278.87	32.08	6,724.61	6,724.61	996.52	89%
38-852-305 Technology Upgrades	2,250	495.97	1,297.17	1,297.17	1,297.17	456.86	80%



## Budget vs Actual

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38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-309 Advertising	683	0.00	0.00	0.00	0.00	683.00		
38-852-310 Dues & Subscriptions	426	137.50	12.50	12.50	12.50	276.00	35%	
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	468.90	468.90	468.90	3,281.10	13%	
38-852-400 Liability Insurance	5,851	0.00	0.00	0.00	0.00	5,851.00		
38-852-405 Audit Expense	5,750	1,889.47	2,129.03	3,860.43	3,860.43	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	1,250.00	1,105.66	1,105.66	1,105.66	6,644.34	26%	
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	5,685.47	5,685.47	5,685.47	0.00	100%	
38-852-801 Town Hall Roof Loan - Principal	706	0.00	0.00	231.45	231.45	474.55	33%	
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	4.68	4.68	52.32	8%	
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		
38-852-889 Reserve for USDA Loans	4,657	0.00	0.00	0.00	0.00	4,657.00		

## Budget vs Actual

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38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-896 WS 25% of GF Expense	53,815	0.00	0.00	4,899.54	4,899.54	48,915.46	9%	
38-852-998 Contingency	7,592	0.00	0.00	0.00	0.00	7,592.00		
Sewer Expenses Totals:	872,844	57,005.88	30,167.44	82,397.59	82,397.59	733,440.53	16%	
Expenses Totals:	1,540,516	271,135.11	77,209.01	162,000.74	162,000.74	1,107,380.15	28%	
38 WATER / SEWER Revenues Over/(Under) Expenses:			49,953.65	15,314.90	15,314.90			

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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	2,760.00	6,205.00	6,205.00	(56,135.00)	10%
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	0.06	0.16	0.16	0.16	
<b>Revenues Totals:</b>	<b>912,274</b>	<b>0.00</b>	<b>2,760.06</b>	<b>60,296.96</b>	<b>60,296.96</b>	<b>(851,977.04)</b>	<b>7%</b>
<b>Expenses</b>							
39-861-010 Salary - Full Time	211,186	0.00	16,413.84	25,133.74	25,133.74	186,052.26	12%
39-861-014 Salary - Part Time	18,338	0.00	754.51	1,480.91	1,480.91	16,857.09	8%
39-861-019 Over-Time	16,345	0.00	462.92	1,618.99	1,618.99	14,726.01	10%
39-861-020 ER-FICA Taxes	18,809	0.00	1,154.11	1,773.51	1,773.51	17,035.49	9%
39-861-030 ER - Retirement Orbit	45,036	0.00	2,544.09	3,847.34	3,847.34	41,188.66	9%
39-861-040 ER- Health Insurance	47,451	31,123.44	3,483.81	9,643.73	9,643.73	6,683.83	86%
39-861-050 ER-Life Insurance	625	403.20	44.80	134.40	134.40	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	11,976.96	4,932.33	9,344.27	9,344.27	29,993.30	42%
39-861-204 Uniforms	3,432	3,201.22	230.78	230.78	230.78	0.00	100%
39-861-250 Light, Heat & Security	119,000	89,371.90	9,007.42	18,018.10	18,018.10	11,610.00	90%
39-861-251 Telephone & Postage	9,050	7,558.75	735.73	1,386.74	1,386.74	104.51	99%
39-861-252 Fuel	10,250	7,316.68	709.51	1,089.56	1,089.56	1,843.76	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	3,847.31	571.16	886.20	886.20	812.49	85%
39-861-302 Software Support	4,208	2,506.00	32.08	476.66	476.66	1,225.34	71%
39-861-305 Technology Upgrades	2,000	495.97	1,005.80	1,005.80	1,005.80	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	1,531.50	188.50	218.50	218.50	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	9,745.75	20,216.75	20,396.75	20,396.75	49,857.50	38%
39-861-344 Sludge Removal	70,000	59,959.50	9,040.50	9,040.50	9,040.50	1,000.00	99%
39-861-345 Beaver Control	750	0.00	575.00	575.00	575.00	175.00	77%
39-861-346 Lab Material & Supplies	9,000	1,143.61	1,676.84	4,058.93	4,058.93	3,797.46	58%
39-861-347 Lab Analysis	21,662	15,895.00	5,767.00	5,767.00	5,767.00	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	0.00	0.00	0.00	4,750.00	
39-861-400 Liability Insurance	17,174	0.00	298.29	298.29	298.29	16,875.71	2%
39-861-405 Audit Expense	11,500	3,778.94	4,258.06	7,720.86	7,720.86	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	8,250.00	4,265.00	5,090.00	5,090.00	2,395.00	85%
39-861-446 Influent Debris Removal	5,999	4,949.73	504.33	1,008.66	1,008.66	40.61	99%
39-861-500 Capital Outlay \$5000 and Over	5,685	0.00	5,685.47	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	5,383.18	5,383.18	55,291.82	9%
39-861-998 Contingency	10,000	0.00	0.00	0.00	0.00	10,000.00	
WWTP - Expenses Totals:	912,274	263,055.46	94,558.63	143,362.70	143,362.70	505,855.84	45%
Expenses Totals:	912,274	263,055.46	94,558.63	143,362.70	143,362.70	505,855.84	45%
39 WWTP Revenues Over/(Under) Expenses:			(91,798.57)	(83,065.74)	(83,065.74)		

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66435	30	AMAZON CAPTIAL SERVICES, INC.	08/02/2023	\$665.78
66436	30	DOCUMENT SYSTEMS, INC	08/02/2023	\$75.79
66437	30	EDWARD P BAILEY	08/02/2023	\$24.84
66438	30	ERNEST FIELDS	08/02/2023	\$200.00
66439	30	HACH COMPANY	08/02/2023	\$794.22
66440	30	PITNEY BOWES GLOBAL	08/02/2023	\$223.16
66441	30	SOUTHERN SOFTWARE, INC.	08/02/2023	\$250.22
66442	30	TAR HEEL TIRE SALES/SERVICE	08/02/2023	\$230.38
66443	30	TERRY TALLEY	08/02/2023	\$136.64
66444	30	THE ROGERS GROUP, INC.	08/02/2023	\$200.00
66445	30	UNITED PARCEL SERVICE	08/02/2023	\$95.89
66446	30	USA Bluebook	08/02/2023	\$639.78
66447	30	CARDNO USA, INC.	08/04/2023	\$6,618.00
66448	30	CAROLINA DIGITAL PHONE INC	08/04/2023	\$316.00
66449	30	DOCUMENT SYSTEMS, INC	08/04/2023	\$470.17
66450	30	DUKE ENERGY PROGRESS	08/04/2023	\$110.89
66451	30	NEWCOMB TECH	08/04/2023	\$1,182.79
66452	30	Spectrum Business	08/04/2023	\$169.98
66453	30	WARREN AUTO PARTS, INC.	08/04/2023	\$17.03
66454	30	WILLIAMS FIRE SPRINKLER	08/04/2023	\$540.00
66455	30	WILSON'S WATER SERVICES	08/04/2023	\$825.00
66456	30	AMAZON CAPTIAL SERVICES, INC.	08/04/2023	\$856.88
66457	30	PICTURESQUE HOMES LLC	08/04/2023	\$9,251.50
66458	30	AMAZON CAPTIAL SERVICES, INC.	08/08/2023	\$298.89
66459	30	CAVANAUGH MACDONALD CONSULTING, LLC	08/08/2023	\$329.60
66460	30	Community Eye Care	08/08/2023	\$126.64
66461	30	DUKE ENERGY PROGRESS	08/08/2023	\$2,271.70
66462	30	INVOICE CLOUD, INC.	08/08/2023	\$138.50
66463	30	JET-VAC SEWER EQUIPMENT	08/08/2023	\$18,207.72
66464	30	PROFESSIONAL MAIL SERVICES, INC	08/08/2023	\$3.06
66465	30	PROFESSIONAL MAIL SERVICES, INC	08/08/2023	\$0.87
66466	30	UNITED PARCEL SERVICE	08/08/2023	\$30.00

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66467	30	WRIGHT EXPRESS FSC	08/08/2023	<u>\$2,019.45</u>
66468	30	AMAZON CAPTIAL SERVICES, INC.	08/09/2023	<u>\$674.02</u>
66469	30	GFL ENVIRONMENTAL	08/09/2023	<u>\$504.33</u>
66470	30	MERITECH INC	08/09/2023	<u>\$4,469.00</u>
66471	30	PETE SMITH TIRE & QUICK LUBE, INC	08/09/2023	<u>\$1,091.70</u>
66472	30	TAR HEEL TIRE SALES/SERVICE	08/09/2023	<u>\$6.41</u>
66473	30	Teresa Harris	08/09/2023	<u>\$13.75</u>
66474	30	UNIFIRST CORPORATION	08/09/2023	<u>\$1,498.15</u>
66475	30	USDA, APHIS-WILDLIFE SERVICES	08/09/2023	<u>\$575.00</u>
66476	30	Viola Long <b>VOIDED</b>	08/10/2023	<u>\$800.00</u>
66477	30	Viola Long	08/10/2023	<u>\$800.00</u>
66478	30	CITIZENS INSURANCE & BONDING,	08/10/2023	<u>\$298.29</u>
66479	30	DOCUMENT SYSTEMS, INC	08/10/2023	<u>\$44.84</u>
66480	30	DUKE ENERGY PROGRESS	08/10/2023	<u>\$1,575.22</u>
66481	30	GUPTON SERVICES, INC	08/10/2023	<u>\$130.00</u>
66482	30	NC GRAPHIC PROS, LLC	08/10/2023	<u>\$1,682.92</u>
66483	30	PETE SMITH TIRE & QUICK LUBE, INC	08/10/2023	<u>\$227.79</u>
66484	30	QUILL CORPORATION	08/10/2023	<u>\$262.54</u>
66485	30	WARREN AUTO PARTS, INC.	08/10/2023	<u>\$52.16</u>
66486	30	AMAZON CAPTIAL SERVICES, INC.	08/17/2023	<u>\$483.50</u>
66487	30	BANZET,THOMPSON, STYERS & MAY, PLLC	08/17/2023	<u>\$464.00</u>
66488	30	BANZET,THOMPSON, STYERS & MAY, PL <b>VOIDED</b>	08/17/2023	<u>\$226.00</u>
66489	30	DUKE ENERGY PROGRESS	08/17/2023	<u>\$8,974.92</u>
66490	30	FIRST CITIZENS BANK	08/17/2023	<u>\$4,375.29</u>
66491	30	FRONTIER NATURAL GAS	08/17/2023	<u>\$12.42</u>
66492	30	GRANVILLE FARMS, INC.	08/17/2023	<u>\$9,040.50</u>
66493	30	HARRIS EQUIPMENT COMPANY	08/17/2023	<u>\$12,540.00</u>
66494	30	HOLLAND INDUSTRIAL	08/17/2023	<u>\$1,460.15</u>
66495	30	JOYCE AND COMPANY, CPA	08/17/2023	<u>\$12,774.20</u>
66496	30	KONECRANES INC	08/17/2023	<u>\$2,360.59</u>
66497	30	NORTH CAROLINA 811, INC	08/17/2023	<u>\$25.00</u>
66498	30	ROSS VALVE MANUFACTURING CO., INC.	08/17/2023	<u>\$309.18</u>

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66499	30	VAUGHAN & SON AUTOBODY	08/17/2023	<u>\$306.21</u>
66500	30	Victoria Lehman	08/17/2023	<u>\$402.82</u>
66501	30	WALKER AUTO STORES	08/17/2023	<u>\$102.35</u>
66502	30	WARREN COUNTY PUBLIC WORKS	08/17/2023	<u>\$1,740.66</u>
66503	30	BANZET,THOMPSON, STYERS & MAY, PLLC	08/17/2023	<u>\$226.00</u>
66504	30	AMAZON CAPTIAL SERVICES, INC.	08/18/2023	<u>\$81.06</u>
66505	30	BRIGHTSPEED COMMUNICATIONS	08/18/2023	<u>\$290.16</u>
66506	30	PETE SMITH TIRE & QUICK LUBE, INC	08/18/2023	<u>\$191.86</u>
66507	30	PROFESSIONAL MAIL SERVICES, INC	08/18/2023	<u>\$154.35</u>
66508	30	PROFESSIONAL MAIL SERVICES, INC	08/18/2023	<u>\$476.45</u>
66509	30	TAR HEEL TIRE SALES/SERVICE	08/18/2023	<u>\$17.99</u>
66510	30	TIME WARNER CABLE	08/18/2023	<u>\$182.97</u>
66511	30	WARREN AUTO PARTS, INC.	08/18/2023	<u>\$74.67</u>
66512	30	BLUE CROSS BLUE SHIELD	08/18/2023	<u>\$17,027.97</u>
66513	30	DUKE ENERGY PROGRESS	08/18/2023	<u>\$177.51</u>
66514	30	FRONTIER NATURAL GAS	08/18/2023	<u>\$25.28</u>
66515	30	MUNICIPAL INSURANCE TRUST	08/18/2023	<u>\$762.49</u>
66516	30	HUMANA SPECIALTY BENEFITS	08/22/2023	<u>\$29.38</u>
66517	30	MERITECH INC	08/22/2023	<u>\$1,758.00</u>
66518	30	UNITED PARCEL SERVICE	08/22/2023	<u>\$62.61</u>
66519	30	UNUM LIFE INSURANCE COMPANY OF AMERICA	08/22/2023	<u>\$551.61</u>
66520	30	VC3, Inc.	08/22/2023	<u>\$784.90</u>
66521	30	AMAZON CAPTIAL SERVICES, INC.	08/24/2023	<u>\$112.08</u>
66522	30	JAMES T. ALSTON	08/24/2023	<u>\$156.99</u>
66523	30	QUICK PRINT	08/24/2023	<u>\$100.35</u>
66524	30	USA Bluebook	08/24/2023	<u>\$411.93</u>
66525	30	VERIZON WIRELESS	08/24/2023	<u>\$320.08</u>
66526	30	COLUMBIAN MUTUAL LIFE INS CO	08/28/2023	<u>\$37.20</u>
66527	30	FLEMING INVESTMENT COMPANY	08/28/2023	<u>\$3,000.00</u>
66528	30	PRUDENTIAL RETIREMENT	08/28/2023	<u>\$1,074.83</u>
66529	30	WARRENTON RURAL FIRE DEPT.	08/28/2023	<u>\$2,002.30</u>
66530	30	AHNER SECURITY INC.	08/30/2023	<u>\$180.41</u>

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Check Number	Bank	Vendor	Date	Amount
66531	30	AMAZON CAPTIAL SERVICES, INC.	08/30/2023	<u>\$1,048.10</u>
66532	30	AT&T MOBILITY II LLC	08/30/2023	<u>\$772.32</u>
66533	30	DUKE ENERGY PROGRESS	08/30/2023	<u>\$107.73</u>
66534	30	HACH COMPANY	08/30/2023	<u>\$76.40</u>
66535	30	INFORMATION TECHNOLOGY SERVICE	08/30/2023	<u>\$164.05</u>
66536	30	JALEKA ALSTON	08/30/2023	<u>\$200.00</u>
66537	30	JUST FLOWERS LLC	08/30/2023	<u>\$229.52</u>
66538	30	KING'S FITNESS & NUTRITION CENTER	08/30/2023	<u>\$330.00</u>
66539	30	NCDEQ-DIVISION OF	08/30/2023	<u>\$3,440.00</u>
66540	30	PETE DUTY AND ASSOCIATES, INC	08/30/2023	<u>\$374.28</u>
66541	30	PREMIER 38 INVESTMENT GROUP LLC	08/30/2023	<u>\$200.00</u>
66542	30	TRAVIS LYLES	08/30/2023	<u>\$200.00</u>
66543	30	WARREN AUTO PARTS, INC.	08/30/2023	<u>\$444.19</u>
66544	30	WRIGHT EXPRESS FSC	08/30/2023	<u>\$1,726.24</u>
66545	30	ZACHARY WATSON & COURTNEY HERNDON	08/30/2023	<u>\$200.00</u>
66546	30	BLUE RIDGE SPRINGS, INC	08/31/2023	<u>\$50.00</u>
66547	30	KPH PAVING & LANDSCAPING, INC.	08/31/2023	<u>\$30,000.00</u>
66548	30	MOTOROLA SOLUTIONS INC	08/31/2023	<u>\$3,418.28</u>
66549	30	NATIONAL POWER	08/31/2023	<u>\$950.08</u>
66550	30	Purchase Power (Pitney Bowes)	08/31/2023	<u>\$150.00</u>
66551	30	WARREN COUNTY PUBLIC UTILITIES	08/31/2023	<u>\$18,225.91</u>
66552	30	CARDNO USA, INC.	08/31/2023	<u>\$4,093.00</u>
66553	30	PETE SMITH TIRE & QUICK LUBE, INC	08/31/2023	<u>\$1,315.85</u>
119	Checks Totaling -			<b>\$215,612.66</b>

### Totals By Fund

	Checks	Voids	Total
32	\$30,452.00	\$226.00	\$30,226.00
34	\$3,675.26		\$3,675.26
36	\$2,663.30		\$2,663.30
37	\$35,633.07		\$35,633.07
38	\$54,481.73		\$54,481.73
39	\$75,932.30		\$75,932.30
67	\$2,064.00	\$800.00	\$1,264.00
71	\$10,711.00		\$10,711.00



Check Listing

Date From: 8/1/2023 Date To: 8/31/2023  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
09/05/2023 12:45 PM

Check Number	Bank	Vendor		Date	Amount
			Checks	Voids	Total
		Totals:	\$215,612.66	\$1,026.00	\$214,586.66

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator  
**Date:** September 7, 2023  
**Re:** August 2023 Monthly Activity Report for Public Works

---

## Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) West Ridgeway St. sewer main (general location is in area between Ridgeway Street and Fairlane Drive) – Determine exact location of sewer main and right of way. (2) Install magnetic flow meter in 14-inch sewer force main where Town of Norlina's and Warren County's Sewer enters Town of Warrenton's sewer system (meter would give us precise measurement of volume of sewer in route to the wastewater treatment plant from our partners thus helping to ensure accurate portioning of monthly wastewater treatment expense between the three partners). (3) Purchase water main valve exercising equipment.
- **Completed Water and Sewer System Maintenance/Repair Related Information:** (1) Repair – John Riggan Sewer Lift Station. Replaced chain hoist and trolley. Contractor: Konecranes, Inc. (Labor - \$1,105.66).

**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) - \$1,105.66.00**

## 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:** September 7, 2023  
**Re:** August 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)** Repair – WWTP main sewer line right of way area. Grade and create proper drainage for approximately 1,000 linear feet. Includes some land clearing. Contractor: Harris Equipment Company (Labor and Materials - \$12,540.00). **(2)** Emergency Repair – WWTP Administration Building. Replaced smoke detector and battery. Contractor: Ahner Security. (Labor and Materials - \$169.00). **(3)** Repair – WWTP Administration Building - Replace 2 interior metal door frames, doors, and related hardware. Needed to bring building up to code after replacing main electrical switch in electrical room. Deposit on materials ordered. Contractor: Picturesque Homes, LLC. (\$7,507.75).

**Total cost for Repairs (Account No. 39-861-342) - \$20,216.75**

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month. 8.86 million gallons were treated.



## Warrenton Police Department

### ***September 2023 Summary***



### **COP STOPS**

**August has proved itself a busy month, here are a few of the reported incidents.**

**August 2, 2023 – Officer Welborn** responded to George's Restaurant for an assault. One subject was struck about the face multiple times, and according to video footage, the fight was broken up by customers; no one was seriously injured, and no arrests were made.

**August 7, 2023 – Sgt. Oakley** was running RADAR on N. Main Street when he observed a semi-truck (log truck) coming North from E. Macon. He locked the truck in at 34mph. Upon stepping up on the side of the cab to speak with the driver, Sgt. Oakley noted yellow eyes and then asked the driver to step out of the vehicle. The driver gave a roadside sample on the PBT with a result of .03%. Sgt. Oakley had the driver perform SFST, and of the three tests, ten clues were presented. The driver was charged with Speeding 34/20 and Operating a Commercial Motor Vehicle on the highway while alcohol was still in the operator's system.

**August 13, 2023 – Officer Richardson** responded to a domestic assault, which resulted in one subject being jailed for the customary 48 hours.

**August 18, 2023 – Sgt. Oakley** responded to a suspicious vehicle call; when he arrived, he found two subjects sleeping in the vehicle. Upon investigation, a .44 Magnum Revolver was found under the passenger's seat. Ultimately, the passenger was arrested for RDO (Resist, Delay, and Obstruct) and taken before Magistrate Kearney, who gave the subject a \$1500 bond.

**August 15, 2023 – Chief Lane** met with individuals at the police department for a report of an assault on a child under the age of 12. Chief Lane escorted the individuals to Child Protective Services, where they met with a worker to file a report. NCDPS will file charges.

## New 4-Way Stop at Bragg and Franklin Streets



This week, after installing the new stop signs, Officer Tharrington and Sgt. Oakley has been stopping drivers not following the new traffic rule at the intersection. As part of our public education effort, and indeed for the public's safety, they have been observing the area and stopping those vehicles, giving verbal warnings instead of citations due to the newness of the intersection change.

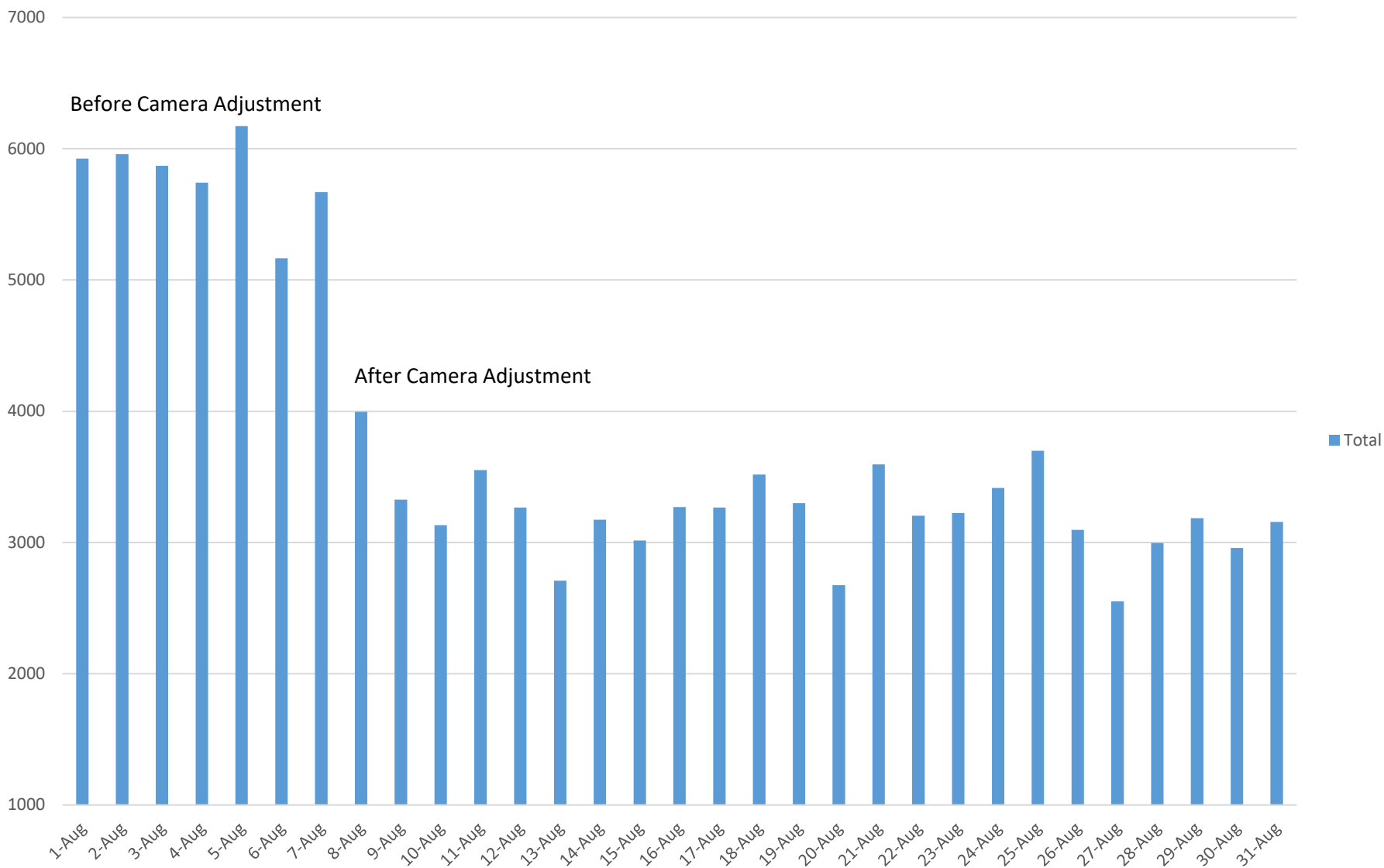
Our endeavors to monitor the adherence to the new stop signs have been appreciated by most. Unfortunately, the officers have been met with verbal hostility by some drivers, resulting in verbal assaults toward our officers. This is common with traffic stops, but these particular stops are meant only to inform and warn drivers. As we continue our efforts, we hope that awareness will spread and drivers will become accustomed to the 4-way intersection.

**Speed Sign Update:** After analyzing the number of vehicles, we discovered that the radar signs read the same vehicle multiple times on the E. Macon and N. Main signs. This was due to the position of the sign's radar in correlation to the curvature of the roadway. Sgt. Oakley adjusted the sign on E. Macon, correcting the count. The N. Main camera will require additional research to get the appropriate radar aim, which is a work in progress.

Please view the enclosed graphs for August 2023.

Sum of Vehicle no

## E. Macon Vehicle Totals/ August 2023

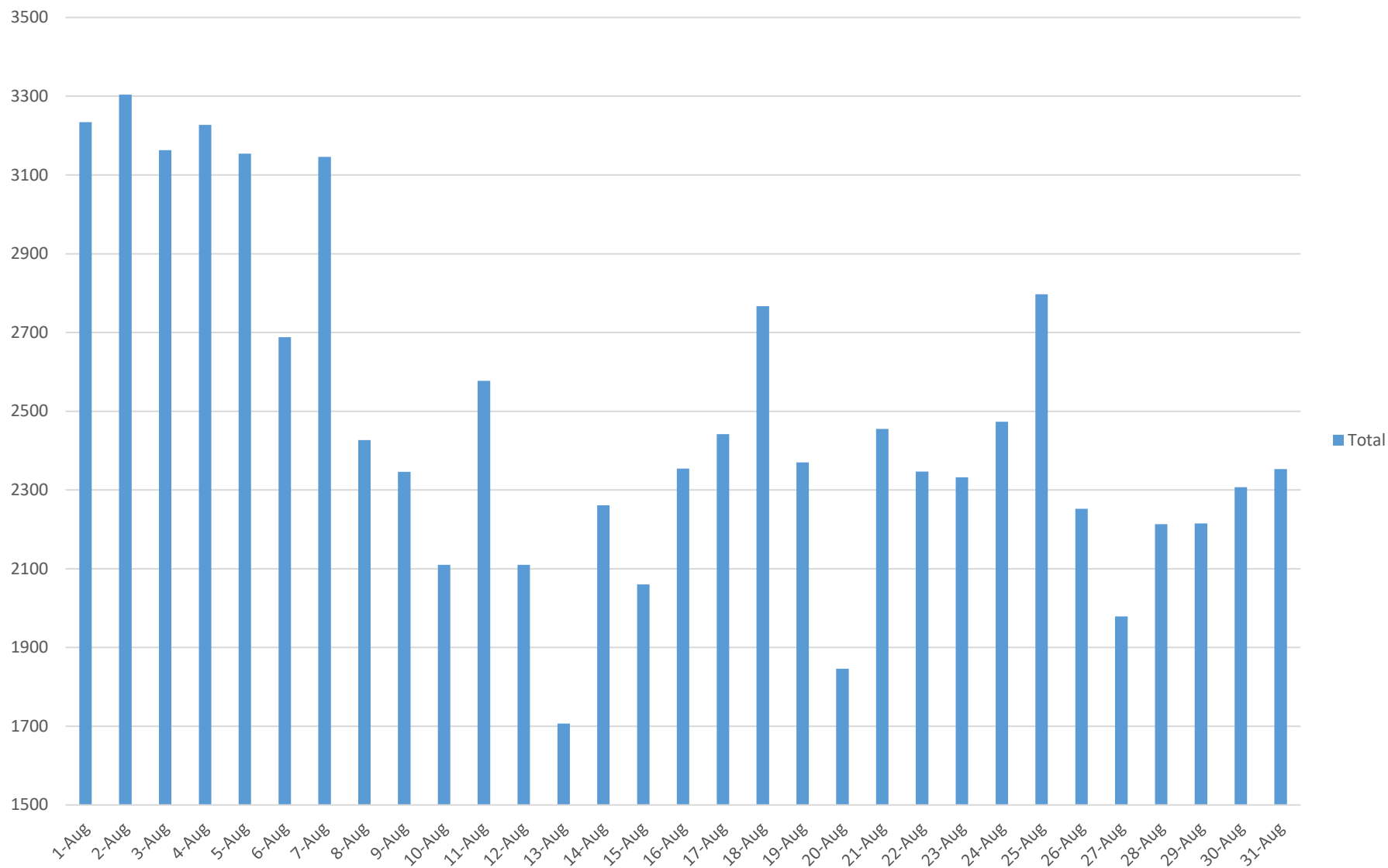


Days (Log time)

Log time

Sum of Vehicle no

## N. Main Daily Vehicle Totals

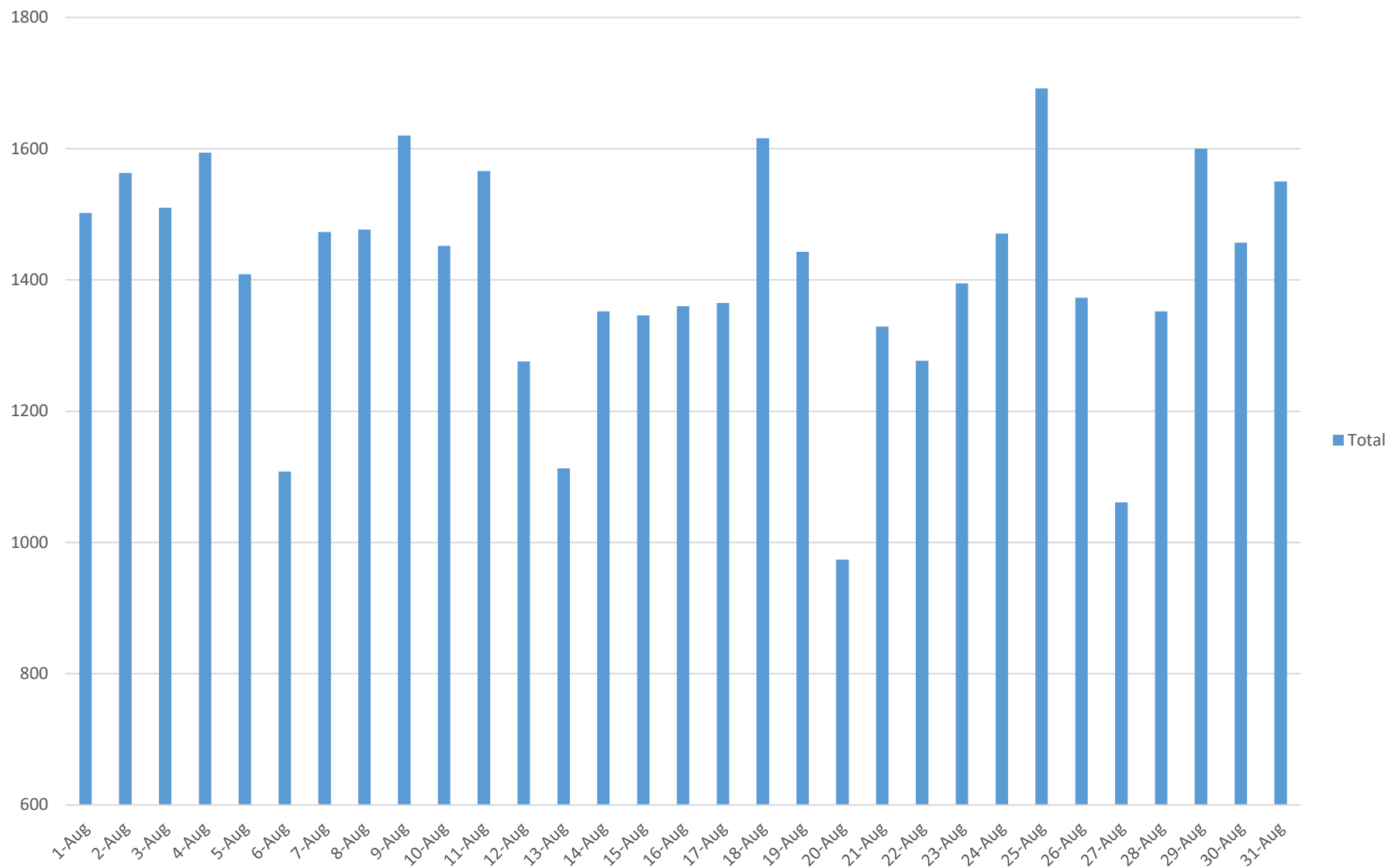


Days (Log time)

Log time

Sum of Vehicle no

## S. Main Vehicle Totals/ August 2023



Days (Log time)

Log time



# Activity Log Event Summary (Cumulative Totals)

## Warrenton Police Department

(08/01/2023 - 08/31/2023)

911 Hang-up	1	Abandoned Vehicle	1
Accident	4	Alarm Activation	14
Alarm-Hold Up	1	Animal Complaint	2
Arrest	1	Assault-Physical	3
Assault-Sexual	1	Assist Fire Dept	1
Assist Highway Patrol	1	Assist NPD	3
Assist Other Department	3	Assist WC EMS	7
Assist WCSO	29	C.O.P.S	1
Careless and Reckless Driving	2	Communicating Threats	1
Complaint	3	Disabled Vehicle	2
Dispute	1	Disturbance	5
Domestic	2	Escort	2
Fight	1	Follow up Investigation	8
Foot Patrol	5	Fraud	2
Funeral Escort	4	Investigation and/or Interview	2
Larceny	2	Medical / Person Hurt or Sick	3
Non Law Enforcement Issue	3	Open Door (Business)	1
Ordinance Violation	1	Other	3
Parking Violation	1	Patrol	25
Property Check – Business	41	Property Check – Residential	3
School Security Walk	1	Suspicious Person / Vehicle	8
Talk with Officer	10	Traffic Control	4
Traffic Light / Street Safety Issue	1	Traffic Stop	70
Training	1	Trespassing	3
Vandalism	1	Warrant	1
Welfare Check	1		

**Total Number Of Events: 297**

# Traffic Stop Summary

Warrenton Police Department

(08/01/2023 - 08/31/2023)

<b>Total Number of Traffic Stops</b>	68	<b>Driver Arrested?</b>		<b>Basis for Search</b>	
		Yes	0	Erratic/Suspicious Behavior	0
		No	68	Informant's Tip	0
<b>Initial Purpose of Traffic Stop</b>		<b>Passenger(s) Arrested?</b>		Observation of Suspected Contraband	0
Checkpoint	0	Yes	0	Other Official Information	0
Driving While Impaired	0	No	68	Suspicious Movement	0
Investigation	2	<b>Officer(s) Encountered Physical Resistance From Driver/Passenger(s)?</b>		Witness Observation	0
Other Motor Vehicle Violation	2	Yes	0	<b>Vehicle Searched?</b>	
Safe Movement Violation	2	No	68	Yes	0
Seat Belt Violation	0	<b>Officer(s) Engaged in Use of Force Against Driver/Passenger(s)?</b>		No	0
Speed Limit Violation	35	Yes	0	<b>Driver Searched?</b>	
Stop Light/Sign Violation	20	No	68	Yes	0
Vehicle Equipment Violation	3	<b>Officer(s) Injured as a Result of the Stop?</b>		No	0
Vehicle Regulatory Violation	3	Yes	0	<b>Passenger Searched?</b>	
<b>Driver's Age</b>		No	68	Yes	0
Under 18	1	<b>Driver Injured as a Result of the Stop?</b>		No	0
18 to 29	12	Yes	0	<b>Personal Effects of the Driver/Passenger(s) Searched?</b>	
30 to 39	15	No	68	Yes	0
40 and Older	40	<b>Passenger(s) Injured as a Result of the Stop?</b>		No	0
<b>Driver's Race</b>		Yes	0	<b>Contraband Found as Result of Search?</b>	
White	26	No	68	Yes	0
Black	39	<b>Vehicle/Driver/Passenger(s) Search Initiated Subsequent to the Traffic Stop?</b>		No	0
Native American	2	Yes	0	<b>Contraband Found</b>	
Asian	1	No	68	Drugs	0
Other	0	<b>Type of Search</b>		Alcohol	0
<b>Driver's Sex</b>		Consent	0	Money	0
Male	38	Search Warrant	0	Weapons	0
Female	30	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	0	Yes	0
Hispanic	4	<b>Property Seized</b>		No	0
<b>Enforcement Action Taken as a Result of the Traffic Stop</b>		Motor Vehicle	0	<b>Property Seized</b>	
Citation Issued	14	Personal Property	0	Other Property	0
No Action Taken	0				
On-View Arrest	0				
Verbal Warning	53				
Written Warning	1				

# Traffic Stop Summary

Warrenton Police Department

(08/01/2023 - 08/31/2023)

## Searched Passenger's Age

Under 18

18 to 29

30 to 39

40 and Older

## Searched Passenger's Race

White

Black

Native American

Asian

Other

## Searched Passenger's Sex

Male

Female

## Searched Passengers's Ethnicity

Non-Hispanic

Hispanic



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

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

1. Execute annexation resolution, file copy of resolution with Register of Deeds, update Ordinance Book as addition to Table 1. (cont.)
  - ✓ Done for Hayley Haywood property. Mayor reviewing other annexed properties.
2. Update zoning map with changes to Holland Bland Road from C-2 to R-20 (Michael Bernstein parcel). Prepare zoning map for update with BOC. Awaiting filing at courthouse and GIS map update. (cont.)
  - ✓ Included in September BOC Packet for consideration.
3. Edit minutes, changing Revitalization Committee to Quilter's Lane Committee
  - ✓ Done
4. Execute Blue Bird resolution. Worth with Commissioner Coffman to send to Loria Williams at the State.
  - ✓ Done, underway.
5. Schedule Special Use Application with Planning Board. Work with Planning Board on any necessary changes to town ordinances to be compliant with newly adopted state statutes.
  - ✓ Underway
6. Work with Public Works director on trimming bushes at Plummer and S. Bragg.
  - ✓ Done
7. Execute resolution for 10-year waste-water CIP.
  - ✓ Done
8. Register Mayor and any others for Awards Ceremony
  - ✓ Underway



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.
- List of Phase 1's completed include: Old Jail, Peck Mill, Southern States, Working Landscapes, All Saints Church, etc.
- 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 – 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 21st to view location, a positive step towards an expected award.

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

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



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

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September 11, 2023

GRANT PROJECT ORDINANCE  
NC DEPARTMENT OF ENVIRONMENTAL QUALITY

**WHEREAS,** the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and

**WHEREAS,** the North Carolina Department of Environmental Quality has offered a State Grant in the amount of \$750,000 for Wastewater Treatment Plant Improvements, Project No. SRP-W-0220, and

**WHEREAS** The Town of Warrenton intends to construct said project in accordance with the approved plans and specifications,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF WARRENTON:**

That the Town of Warrenton does hereby accept the State Grant offer of \$750,000.

That the Town of Warrenton does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the grant offer, Section II – Assurances will be adhered to.

That Robert Davie, the Town Administrator, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the grant.

That the Town of Warrenton has substantially complied or will substantially comply with all Federal, State and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 11<sup>th</sup> day of November 2023 at Warrenton, North Carolina

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Walter M. Gardner, Jr. – Mayor

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Date

---

Robert Davie -- Town Administrator

---

Date



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

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## Strategy for Fall Round of NCDEQ Grant Applications

Having applied for the maximum amount of Water, Sewer and Waste-Water funding available when the State was flush with ARP dollars, the strategy now is 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)

**Total: \$1,500,000**

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.

When the spring funding rolls around, we will be applying again, with additional reduced-scope projects, in hopes of receiving full grant funding.



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

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---

## **RESOLUTION BY THE TOWN BOARD OF THE TOWN OF WARRENTON**

WHEREAS, The Town of Warrenton has need for and intends to construct, plan for, or conduct a study in a project described as:

- **WWTP Improvements**
- **Sanitary Sewer Rehabilitation**
- **Town-Wide Water System Improvements**
- **Stormwater Planning, and**

WHEREAS, The Town of Warrenton intends to request State loan and/or grant assistance for the project,

## **NOW THEREFORE BE IT RESOLVED, BY THE TOWN BOARD OF THE TOWN OF WARRENTON:**

That Town of Warrenton, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Warrenton to make a scheduled repayment of the loan, to withhold from the Town of Warrenton any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Robert Davie, Town Administrator, the **Authorized Representative** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 11<sup>th</sup> day of September, 2023 at Warrenton, North Carolina.

\_\_\_\_\_  
(Signature of Chief Executive Officer)

\_\_\_\_\_  
Mayor  
(Title)

---

**FORM FOR CERTIFICATION BY THE RECORDING OFFICER**

The undersigned duly qualified and acting Town Clerk of the Town of Warrenton does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town Council of the Town of Warrenton duly held on the 11<sup>th</sup> day of September, 2023; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 11<sup>th</sup> day of September, 2023.

---

(Signature of Recording Officer)

Town Administrator

---

(Title of Recording Officer)



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

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## RESOLUTION BY THE TOWN COUNCIL OF WARRENTON, NORTH CAROLINA

### Adopting and Implementing the Updated Town of Warrenton's Water System Asset Management Plan

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#### RESOLUTION BY GOVERNING BODY OF APPLICANT

- WHEREAS, The Town of Warrenton has made a comprehensive effort to compile available information into a single document that presents an inventory and condition assessment of the water system infrastructure; and includes a 10-year Capital Improvements Plan with cost estimates; and includes an Operations and Maintenance Plan to ensure the proper management of the water system assets; and
- WHEREAS, The plan, as designed, will be updated regularly and will serve the Town well as a management tool for the planning and operation and maintenance of the water system; and
- WHEREAS, The plan, originally adopted and implemented on September 9, 2019, was updated and presented to the Town Council of Warrenton during the regular Council meeting held on September 11, 2023 for Council members' review, comment and adoption.

#### NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF WARRENTON

that the updated Town of Warrenton's Water System Asset Management Plan is hereby adopted this date by the Town Council of the Town of Warrenton.

**ADOPTED**, this the 11<sup>th</sup> day of September, 2023 at Warrenton, North Carolina.

---

Walter Gardner, Mayor

(Seal)

---

Robert Davie, Town Administrator



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

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## RESOLUTION BY THE TOWN COUNCIL OF WARRENTON, NORTH CAROLINA

### Adopting the Updated Town of Warrenton's Water System 10-Year Capital Improvements Plan

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#### RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The Town of Warrenton operates and maintains a public water system under Public Water Supply ID No. 02-93-010 issued by the State of North Carolina, and

WHEREAS, WHEREAS, the Town of Warrenton has developed a Water System 10-Year Capital Improvements Plan to identify needed capital improvements and their costs,

#### NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF WARRENTON

That, the Town of Warrenton Town Council hereby adopts the updated Water System 10-Year Capital Improvements Plan as a guidance document for pursuing capital improvement funds to keep the water system in good operating order, and

That town staff, under the direction of the Mayor and Town Council, shall regularly review and update the Water System 10-Year Capital Improvements Plan to ensure compliance with all federal, state and local regulations.

**ADOPTED**, this the 11<sup>th</sup> day of September, 2023 at Warrenton, North Carolina.

---

Walter Gardner, Mayor

(Seal)

---

Robert Davie, Town Administrator



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)

---

## **RESOLUTION BY THE TOWN COUNCIL OF WARRENTON, NORTH CAROLINA**

### **Adopting and Implementing the Updated Town of Warrenton's Wastewater Collection System Asset Management Plan**

---

#### **RESOLUTION BY GOVERNING BODY OF APPLICANT**

- WHEREAS, The Town of Warrenton has made a comprehensive effort to compile available information into a single document that presents an inventory and condition assessment of the wastewater collection system infrastructure; and includes a 10-year Capital Improvements Plan with cost estimates; and includes an Operations and Maintenance Plan to ensure the proper management of the sanitary sewer collection system assets; and
- WHEREAS, The plan, as designed, will be updated regularly and will serve the Town well as a management tool for the planning and operation and maintenance of the wastewater collection system; and
- WHEREAS, The plan, originally adopted and implemented on August 8, 2016, was updated and presented to the Town Council of Warrenton during the regular Council meeting held on September 11, 2023 for Council members' review, comment and adoption.

#### **NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF WARRENTON**

that the updated Town of Warrenton's Wastewater Collection System Asset Management Plan is hereby adopted this date by the Town Council of the Town of Warrenton.

**ADOPTED**, this the 11<sup>th</sup> day of September, 2023 at Warrenton, North Carolina.

---

Walter Gardner, Mayor

(Seal)

---

Robert Davie, Town Administrator



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

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---

## **RESOLUTION BY THE TOWN COUNCIL OF WARRENTON, NORTH CAROLINA**

### **Adopting the Updated Town of Warrenton's Wastewater Collection System 10-Year Capital Improvements Plan**

---

#### **RESOLUTION BY GOVERNING BODY OF APPLICANT**

WHEREAS, The Town of Warrenton operates and maintains a Wastewater Collection System under Permit No. WQCS00092 issued by the State of North Carolina, and

WHEREAS, WHEREAS, the Town of Warrenton has developed a Wastewater Collection System 10-Year Capital Improvements Plan to identify needed capital improvements and their costs,

#### **NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF WARRENTON**

That, the Town of Warrenton Town Council hereby adopts the updated Wastewater Collection System 10-Year Capital Improvements Plan as a guidance document for pursuing capital improvement funds to keep the wastewater collection system in good operating order, and

That town staff, under the direction of the Mayor and Town Council, shall regularly review and update the Wastewater Collection System 10-Year Capital Improvements Plan to ensure compliance with all federal, state and local regulations.

**ADOPTED**, this the 11<sup>th</sup> day of September, 2023 at Warrenton, North Carolina.

---

Walter Gardner, Mayor

(Seal)

---

Robert Davie, Town Administrator





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

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---

## **RESOLUTION BY THE TOWN COUNCIL OF WARRENTON, NORTH CAROLINA**

### **Adopting and Implementing the Updated Town of Warrenton's WWTP Asset Management Plan**

---

#### **RESOLUTION BY GOVERNING BODY OF APPLICANT**

- WHEREAS, The Town of Warrenton has made a comprehensive effort to compile available information into a single document that presents an inventory and conditional assessment of the Warren County Regional Wastewater Treatment Plant (WWTP); and includes a 10-year Capital Improvements Plan with cost estimates; and includes an Operations and Maintenance Plan to ensure the proper management of the WWTP assets; and
- WHEREAS, The plan, as designed, will be updated regularly and will serve the Town well as a management tool for the planning and operation and maintenance of the WWTP; and
- WHEREAS, The plan, originally adopted and implemented on January 9, 2012, was updated and presented to the Town Council of Warrenton during the regular Council meeting held on September 11, 2023 for Council members' review, comment and adoption.

#### **NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF WARRENTON**

that the updated Town of Warrenton's Asset Management Plan for the WWTP is hereby adopted this date by the Town Council of the Town of Warrenton.

**ADOPTED**, this the 11<sup>th</sup> day of September, 2023 at Warrenton, North Carolina.

---

Walter Gardner, Mayor

(Seal)

---

Robert Davie, Town Administrator



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

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---

## **RESOLUTION BY THE TOWN COUNCIL OF WARRENTON, NORTH CAROLINA**

### **Adopting the Updated Town of Warrenton's WWTP 10-Year Capital Improvements Plan**

---

#### **RESOLUTION BY GOVERNING BODY OF APPLICANT**

WHEREAS, The Town of Warrenton operates and maintains a 2.0 MGD Wastewater Treatment Plant under NPDES Permit No. NC0020834 issued by the State of North Carolina, and

WHEREAS, WHEREAS, the Town of Warrenton has developed a Wastewater Treatment Plant 10-Year Capital Improvements Plan to identify needed capital improvements and their costs,

#### **NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF WARRENTON**

That, the Town of Warrenton Town Council hereby adopts the updated Wastewater Treatment Plant 10-Year Capital Improvements Plan as a guidance document for pursuing capital improvement funds to keep the wastewater treatment plant in good operating order, and

That town staff, under the direction of the Mayor and Town Council, shall regularly review and update the Wastewater Treatment Plant 10-Year Capital Improvements Plan to ensure compliance with all federal, state and local regulations.

**ADOPTED**, this the 11<sup>th</sup> day of September, 2023 at Warrenton, North Carolina.

---

Walter Gardner, Mayor

(Seal)

---

Robert Davie, Town Administrator




Town of Warrenton, NC  
Zoning Districts and  
Extraterritorial Jurisdiction  
8/18/23





Data Sources: Warren County GIS (Planning/Zoning and Code Enforcement) and Town of Warrenton.  
Map and scale reflect best available data as of 8/18/23.





**Legend**


 Incorporated Limits


 Special Flood Hazard Areas


 County Parcels (2021 Data)


 Streets-Roads (2019 Data)


 C-1 District

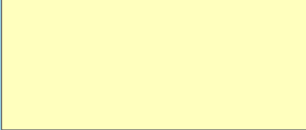
 O-I District

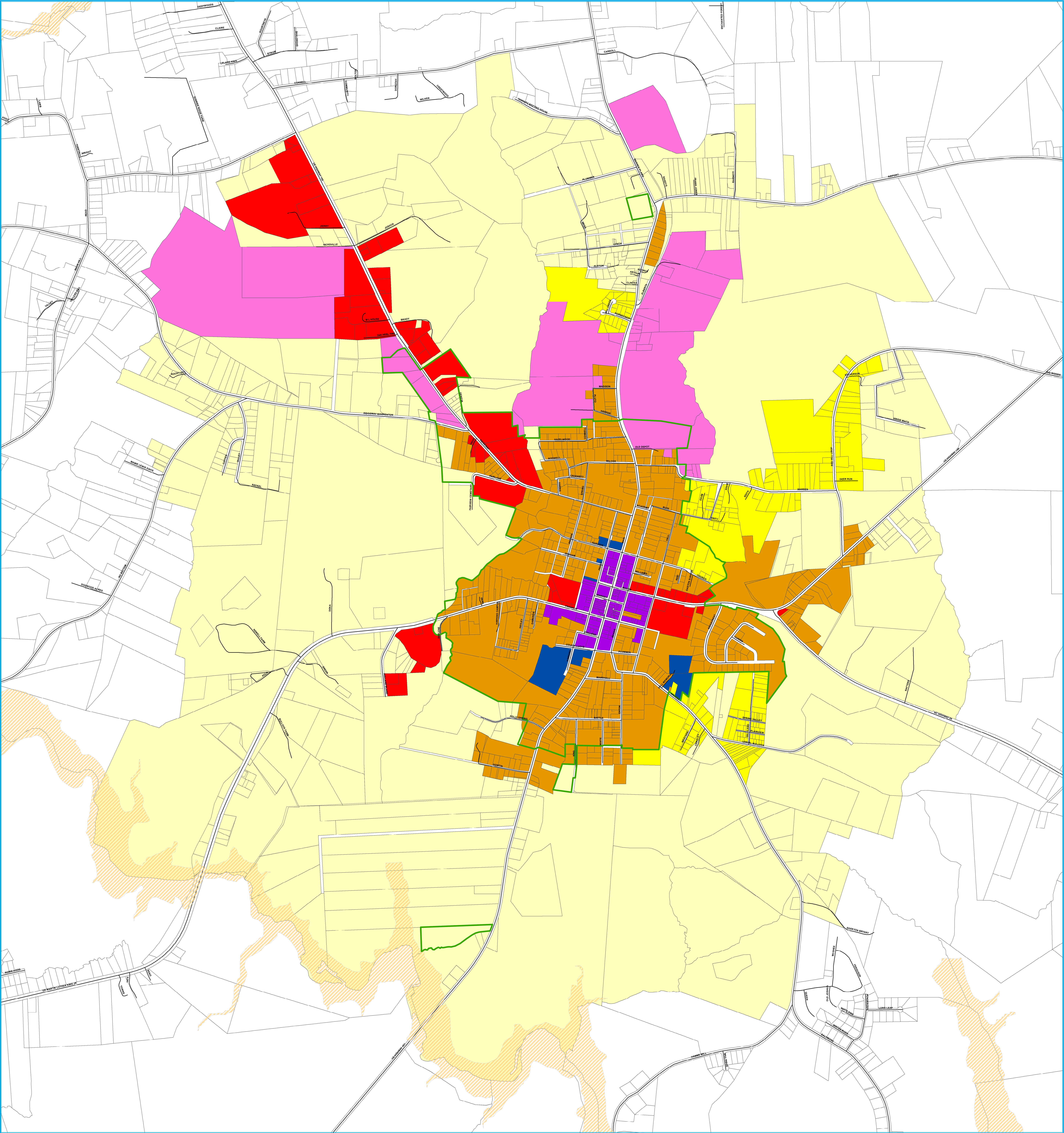
 C-2 District

 R-8 District

 R-12 District

 Industrial

 R-20 District - ETJ Parcels







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

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---

### **Budget Amendment Summaries:**

- #3 to move purchase of parking lot from fund 37 to fund 32.  
The parking lot purchase was charged to Capital Outlay Over 5K/37-401-500. The auditors want to move it to the Parking Lot fund 32. Moving the budgeted amount from 37 to 32 requires a budget amendment. We cannot do a budget amendment to a budget past June 30<sup>th</sup>. The auditors gave me an adjusting entry that moves the expense from fund 37 to 32. If you look at the budget after that adjusting entry it shows that there is now 54,000 in unspent funds on line 37-401-500, which goes in to fund balance. We have to have a budget amendment to take it out of fund balance and put it in the budget on line 32-430-601.
- #4 is to reduce the budget to what was actually spent in the WWTP grant in order to close the grant out.
- #5 is to create a budget for the Parking Lot project.

## Warrenton Budget Amendments

Date:

9/11/2023

Number:

### #3

**Purpose of Amendment:**

The purpose of this BA is to move the parking lot purchase to Fund 32

Fund Name:

**GF/Parking Lot**

Revenue

## **Expenditure**

[illegible][illegible]**Subtotal**

109,052

1

109,052

1

Total

**109,052**

109,052

Grand Total

t

# Budget vs Actual

Town of Warrenton  
8/30/2023 8:44:50 AM

Page 1 Of 1

Period Ending 1/31/2025

Re-appropriating Fund Balance

32 (CIP-G) Parking Lot		Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Description								
Revenues								
32-381-037 (CIP-G) Parking Lot Transfer In from GF		25,000	0.00	0.00	0.00	25,000.00	0.00	100%
	Revenues Totals:	25,000	0.00	0.00	0.00	25,000.00	0.00	100%
Expenses								
32-430-600 (CIP-G) Parking Lot Expense		25,000	0.00	0.00	0.00	14,742.05	10,257.95	59%
32-430-601 (CIP-G) Parking Lot Purchase of Land		0	0.00	0.00	0.00	54,526.00	(54,526.00)	
	Totals:	25,000	0.00	0.00	0.00	69,268.05	(44,268.05)	277%
	Expenses Totals:	25,000	0.00	0.00	0.00	69,268.05	(44,268.05)	277%
32 (CIP-G) Parking Lot	Revenues Over/(Under) Expenses:			0.00	0.00	(44,268.05)		

Reimbursed Line 37-401-500 Capital Outlay \$5000 and above to move expense to the Parking Lot fund. Now have to move the budget from 37-401-500 G-F to 32-430-601 Parking Lot Purchase.

# Budget vs Actual

Town of Warrenton  
8/18/2023 11:56:42 AM

Page 2 Of 13

Period Ending 6/29/2023

*Original Expense*

37 GENERAL FUND									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
37-401-499 Miscellaneous Expense	1,617	0.00	0.00	0.00	1,587.28	29.71	98%		
37-401-500 Capital Outlay \$5000 and Above	66,241	12,240.94	54,000.00	54,000.00	54,000.00	0.06	100%		
37-401-801 Town Hall Roof Loan-Principal	5,554	0.00	462.89	1,388.67	5,485.02	68.98	99%		
37-401-831 Town Hall Roof Loan - Interest Admin	338	0.00	9.37	28.11	182.10	155.90	54%		
37-401-998 Contingency	1,272	0.00	0.00	0.00	0.00	1,272.28			
General Government Totals:	463,599	13,837.02	25,577.40	84,631.37	452,864.91	(3,102.93)	101%		

# Budget vs Actual

Town of Warrenton  
8/18/2023 11:57:25 AM

Page 2 Of 13

Period Ending 6/30/2023

*Refunded to Fund Balance*

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-401-500 Capital Outlay \$5000 and Above	66,241	0.00	12,240.94	12,240.94	12,240.94	54,000.06	18%	
37-401-801 Town Hall Roof Loan-Principal	5,554	0.00	532.44	1,458.22	5,554.57	(0.57)	100%	
37-401-831 Town Hall Roof Loan - Interest Admin	338	0.00	(60.18)	(41.44)	112.55	225.45	33%	
37-401-998 Contingency	1,272	0.00	0.00	0.00	0.00	1,272.28		
General Government Totals:	463,599	270.33	(9,734.13)	44,058.58	392,221.02	71,107.65	85%	



## Warrenton Budget Amendments

Date:

9/11/2023

Number:

## #4

**Purpose of Amendment:**

The purpose of this BA is to reduce the budget to match the actual cost in order to close the completed grant fund.

Fund Name:

**WWTP DEQ Grant**

Revenue

## Expenditure

[illegible][illegible]

Subtotal

1

10,834

Total

(10,834)

Grand Total

1

(10,834)

10,834

# Budget vs Actual

Town of Warrenton  
8/25/2023 11:37:05 AM

Page 1 Of 2

Period Ending 7/31/2023

## 55 WWTP GRANT, DIV OF WATER INFRASTRUCTURE

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
55-320-000 GRANT REVENUE WWTP GRANT	1,600,000	0.00	0.00	0.00	1,600,000.00	0.00	100%
55-320-001 LOAN PROCEEDS	472,132	0.00	0.00	0.00	472,132.00	0.00	100%
55-320-002 CLOSING COSTS LOAN/GRANT PAID BY TOWN	33,443	0.00	0.00	0.00	33,443.00	0.00	100%
55-381-039 Transfer In from WWTP Fund 39	78,826	0.00	0.00	0.00	78,826.00	0.00	100%
Revenues Totals:	2,184,401	0.00	0.00	0.00	2,184,401.00	0.00	100%
<b>Expenses</b>							
55-400-000 CONSTRUCTION COSTS WWTP GRANT	1,822,117	0.00	0.00	0.00	1,822,116.79	0.00	100%
55-400-008 CONTINGENCY EXPENSE WWTP GRANT	10,471	0.00	0.00	0.00	0.00	10,471.21	99%
ADMINISTRATION Totals:	1,832,588	0.00	0.00	0.00	1,822,116.79	10,471.21	99%
55-410-000 ENGINEERING DESIGN WWTP GRANT	100,650	0.00	0.00	0.00	100,650.00	0.00	100%
55-410-001 CONSTRUCTION ADMIN. WWTP GRANT	64,000	0.00	0.00	0.00	64,000.00	0.00	100%
55-410-002 CONSTRUCTION INSPECTION WWTP GRANT	100,000	0.00	(1,000.00)	(1,000.00)	99,638.00	362.00	100%
55-420-000 GRANT/LOAN ADMIN, PLANNING, EASMENT PREP	20,000	0.00	1,000.00	1,000.00	20,000.00	0.00	100%
55-420-001 E/E Report PREP EXPENSE WWTP GRANT	30,000	0.00	0.00	0.00	30,000.00	0.00	100%
55-420-003 LEGAL, FISCAL, ADMIN, PERMITTING	3,720	0.00	0.00	0.00	3,719.60	0.40	100%
55-420-004 CLOSING COST PAID BY TOWN	33,443	0.00	0.00	0.00	33,443.00	0.00	100%
Totals:	351,813	0.00	0.00	0.00	351,450.60	362.40	100%
Expenses Totals:	2,184,401	0.00	0.00	0.00	2,173,567.39	10,833.61	100%

# Warrenton Budget Amendments

Date:9/11/2023

Number:#5

Purpose of Amendment:

The purpose of this BA is to establish the budget for completing the parking lot project.

Fund Name:

Revenue

Account Title/Number:	Increase Amount	Decrease Amount
Parking Lot Loan Proceeds/32-389-370	\$ 125,000	
Transfer in from ARP Grant/32-381-070	\$ 11,125	

Subtotal\$ 136,125-

Total\$ 136,125

Grand Total-

Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
Parking Lot Exp/32-430-600	\$ 136,125	

\$ 136,125-

\$ 136,125

Town of  
**Warrenton**  
NORTH CAROLINA

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

P.O. Box 281  
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(252) 257-1122 Fax (252) 257-9219  
www.warrenton.nc.gov

**APPLICATION FOR ZONING SPECIAL USE PERMIT**

\* \$300 processing fee is required \* Hillmon Paythress Date: 8/17/2023  
Name of Applicant: ~~DAVID~~ GRAIN HOSTLE Telephone No. (252) 213-4398  
Address: 112 MADISON ST., WARRENTON, NC 27589  
Owner: HILLMON PAYTHRESS Telephone No. 252-213-4398  
Address: 308 W. RIDGEMAN ST., WARRENTON, NC 27589  
Current Zoning: Industrial/Commercial Tax Number of Parcel: E5D62  
Location of Land for which the Special Use is being requested:  
112 MADISON ST., WARRENTON

Specific Zoning ordinance for which the variance is being requested:

Special Use Request: MIXED BEVERAGE PERMIT - BAR

Use of each adjacent property: RESIDENTIAL and INDUSTRIAL

\* Attach additional pages as necessary \*

All applicable specific conditions pertaining to the proposed use have been or will be satisfied;

YES

Access roads or entrance and exit drives are or will be sufficient in size and properly located to ensure automotive and pedestrian safety and convenience, traffic flow, and control and access in case of fire or other emergency;

YES Meet DOT standards

Off-street parking, loading, refuse, and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties and properties in the general neighborhood;

YES 20 parking spaces on lot  
contiguous

Utilities, schools, fire, police, and other necessary public and private facilities and services will be adequate to handle the proposed use;

YES No impact on schools, fire

The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impacts;

YES in harmony w/ adjacent properties

The type, size, and intensity of the proposed use, including such considerations as the hours of operation and number of people who are likely to utilize or be attracted to the use, will not have significant adverse impacts on adjoining properties or the neighborhood.

YES No change in hours of operation  
current W 4-8 Th 4-9 Fr. 4-10 Sat 1-10 Sun 1-6

The use or development is located, designed, and proposed to be operated so as to maintain or enhance the value of contiguous property, or that the use or development is a public necessity; and

YES

\* Attach additional pages as necessary \*

The use will not be a detriment or deterrent to economic development;

YES - IT WILL NOT BE A DETERRENT

It will encourage economic development through tourism.

The use will be in harmony with the existing development and uses within the area in which it is to be located.

YES

The use or development conforms to the general plans for the physical development of the Town and is consistent with any Town Comprehensive Plan.

YES

  
Signature of Applicant

**For Town Staff Use Only**

Fee Paid: \$ 300.00 (\$300.00)

Public Hearing Held on \_\_\_\_\_ At: \_\_\_\_\_

Board of Commissioners meeting held on \_\_\_\_\_ At \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Robert F. Davie, Jr.  
Town Administrator



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

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## **Cross Connection Ordinance Summary**

### Definition of a Cross Connection:

15A NCAC 18C .0102

Any physical connection between a potable water supply system and any other piping system, sewer fixture, container, or device, whereby water or other liquids, mixtures, or substances may flow into or enter the potable water supply system.

### Who Must Comply

A community public water system with five or more testable backflow prevention assemblies protecting the distribution system.

### NC State Rules

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.

### Who is Responsible for Installation and Related Expenses

Water users/customers are responsible for installation and related expenses, not the Town. Early estimates of costs, including installation, range from \$500 to \$1500.

The backflow rules from North Carolina's Department of Water Quality (DWQ) require that a cross connection control device be testable and appropriate for the end user and degree of potential backflow for the connection, thus a check valve located in the meter setter is not adequate to meet DWQ's requirements.

Once the Town's Cross Connection ordinance is adopted, the State requires all water users to implement "testable" Cross Connection devices within six months. These devices will have to

be checked on an annual basis. Each water user must contract with a certified tester for annual inspections and report that information to the Town, who is then responsible for maintaining records for all customer devices.

#### The Town's Program Requirements

- (A) records of the location, type, installation date, size, and the associated degree of hazard of backflow prevention devices whose failure would create a high-health hazard;
- (B) a description of specific ongoing plans, actions, or schedules to inventory existing backflow prevention devices under Part (b)(5)(A) of this Rule and to identify and address all uncontrolled cross-connection hazards.
- (C) final results of all backflow prevention assembly field testing and air gap inspections;
- (D) review of new service connections and existing service connections during a change of the account owner to ensure all required backflow prevention devices are properly installed and tested.
- (E) program records shall be maintained for a minimum of four years.



Search for "System Name" and change it appropriately. Note: you will have add an ('s) to some for correct grammar. Delete this text when done.

# Town of **System Name** North Carolina Connection Control Ordinance

- (a) The purpose of this cross connection control article is to define the authority of the *Town of **System Name*** as the water purveyor in the elimination of all cross connections within its public potable water supply.
- (b) This article shall apply to all users connected to the *Town of **System Name*** public potable water supply regardless of whether the user is located within the town limits or outside of the town limits.
- (c) This article will comply with the Federal Safe Drinking Water Act (PL 93-523), the North Carolina State Administrative Code (15A NCAC 18C), and the North Carolina State Building Code (Volume II) as they pertain to cross connections with the public water supply.

## **Sec. 15-392. Objectives of article**

The specific objectives of this cross connection control article for the *Town of **System Name*** are as follows:

- (1) To protect the public potable water supply of the *Town of **System Name*** against actual or potential contamination by isolating within the consumer's water system contaminants or pollutants which could, under adverse conditions, backflow through uncontrolled cross connections into the public water system.
- (2) To eliminate or control existing cross connections, actual or potential, between the consumer's potable water system and nonpotable or industrial piping system.
- (3) To provide a continuing inspection program of cross connection control which will systematically and effectively control all actual or potential cross connections which may be installed in the future.

## **Ordinance Amendment**

Pursuant to an affirmative vote of \_\_\_\_\_ yeas to \_\_\_\_\_ nays the Board of Commissioners of the *Town of **System Name*** at its regular meeting on the **16<sup>th</sup> day of April, 2022** and an affirmative vote of \_\_\_\_\_ yeas to \_\_\_\_\_ nays by the Board of Commissioners at its regular meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ if required, the following ordinances are hereby AMENDED:

(Proposed Amendments in Italics, Showing additions)

## **Sec. 15-393. Responsibilities**

### **(a) *Health agency***

The state department of environment and natural resources has the responsibility for promulgating and enforcing laws, rules, regulations, and policies to be followed in carrying out an effective cross connection control program. The state department of environment and natural resources also has the primary responsibility of insuring that the water purveyor operates the public potable water system free of actual or potential sanitary hazards, including unprotected cross connections. The state department of environment and natural resources has the further responsibility of insuring that the water purveyor provides an approved water supply at the service connection to the consumer's water system and, further, that he requires the installation, testing, and maintenance of an approved backflow prevention assembly on the service connection when required.

### **(b) *Water purveyor***

Except as otherwise provided in this article, the water purveyor which is the *Town of System Name's* responsibility to ensure a safe water supply begins at the source and includes all of the public water distribution system, including the service connection, and ends at the point of delivery to the consumer's water system. In addition, the water purveyor shall exercise reasonable vigilance to insure that the consumer has taken the proper steps to protect the public potable water system. To insure that the proper precautions are taken, the v is required to determine the degree of hazard or potential hazard to the public potable water system; to determine the degree of protection required; and to ensure proper containment protection through an on-going inspection program. When it is determined that a backflow prevention assembly is required for the protection of the public system, the v shall require the consumer, at the consumer's expense, to install an approved backflow prevention assembly at each service connection, to test immediately upon installation and thereafter at a frequency as determined by the v, to properly repair and maintain such assembly or assemblies and to keep adequate records of each test and subsequent maintenance and repair, including materials and/or replacement parts.

### **(c) *Plumbing inspection***

The plumbing inspection departments have the responsibility to not only review building plans and inspect plumbing as it is installed; but, they have the explicit responsibility of preventing cross connections from being designed and built into the plumbing system within its jurisdiction. Where the review of building plans suggests or detects the potential for cross connections being made an integral part of the plumbing system, the plumbing inspector has the responsibility, under the state building code, for requiring that such cross connections be either eliminated or provided with backflow prevention equipment approved by the state building code. The plumbing inspector's responsibility begins at the point of delivery, downstream of the first installed backflow prevention assembly, and continues throughout the entire length of the consumer's water system. The plan inspector should inquire about the intended use of water at any point where it is suspected that a cross connection might be made or where one is actually called for by the plans. When such is discovered it shall be mandatory that a suitable, approved backflow prevention assembly approved by the state building code be required by the plans and be properly installed. The primary protection assembly for containment purposes only shall have approval from the v, the state building code, and the state department of environment and natural resources.

(d) *Consumer*

The consumer has the primary responsibility of preventing pollutants and contaminants from entering his potable water system or the public potable water system. The consumer's responsibility starts at the point of delivery from the public potable water system and includes all of his water system. The consumer, at his own expense, shall install, operate, test, and maintain approved backflow prevention assemblies as directed by the *Town of System Name*. The consumer shall maintain accurate records of tests and repairs made to backflow prevention assemblies and shall maintain such records for a minimum period of three years. The records shall be on forms approved by the *Town of System Name* and shall include the list of materials or replacement parts used. Following any repair, overhaul, repiping or relocation of an assembly, the consumer shall have it tested to insure that it is in good operating condition and will prevent backflow. Tests, maintenance and repairs of backflow prevention assemblies shall be made by a certified backflow prevention assembly tester.

(e) *Certified backflow prevention assembly testers*

When employed by the consumer to test, repair, overhaul, or maintain backflow prevention assemblies, a backflow prevention assembly tester will have the following responsibilities: The tester will be responsible for making competent inspections and for repairing or overhauling backflow prevention assemblies and making reports of such repair to the consumer and responsible authorities on forms approved by the *Town of System Name*. The tester shall include the list of materials or replacement parts used. The tester shall be equipped with and be competent to use all the necessary tools, gauges, manometers and other equipment necessary to properly test, repair, and maintain backflow prevention assemblies. It will be the tester's responsibility to insure that original manufactured parts are used in the repair of or replacement of parts in a backflow prevention assembly. It will be the tester's further responsibility not to change the design, material or operational characteristics of an assembly during repair or maintenance without prior approval of the *Town of System Name*. A certified tester shall perform the work and be responsible for the competency and accuracy of all tests and reports. A certified tester shall provide a copy of all test and repair reports to the consumer and to the *Town of System Name* cross connection control department within ten business days of any completed test or repair work. A certified tester shall maintain such records for a minimum period of three years. All certified backflow prevention assembly testers must obtain and employ backflow prevention assembly test equipment which has been evaluated and/or approved by the *Town of System Name*. All test equipment shall be registered with the *Town of System Name* cross connection control department. All test equipment shall be checked for accuracy annually, at a minimum, calibrated, if necessary, and certified to the *Town of System Name* as to such calibration, employing an accuracy/calibration method acceptable to the *Town of System Name*. All certified backflow prevention assembly testers must become re-certified every two years through an approved backflow prevention certification program.

**Sec.15-394. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Air-gap separation* means a physical separation between the free flowing discharge end of a potable water supply pipeline and an open or nonpressure receiving vessel. An approved air-gap separation shall be at least double the diameter of the supply pipe measured vertically above the overflow rim of the receiving vessel, in no case less than one inch (2.54 cm).

*Approved* means, as used in reference to a water supply, a water supply that has been approved by the state department of environment and natural resources; or, as used in reference to air-gap separation, a pressure vacuum breaker, a double check valve assembly, a double check detector assembly, a reduced pressure principle backflow prevention assembly, a reduced pressure principle detector assembly, or other backflow prevention assemblies or methods means an approval by the *Town of System Name*.

*Backflow* means the undesirable reversal of flow of water or mixtures of water and other liquids, gases, or other substances into the distribution pipes of the consumer or public potable water system from any source or sources.

*Backflow prevention assembly--Approved.* The term "approved backflow prevention assembly" means an assembly used for containment and/or isolation purposes that has been investigated and approved by the Town of **System Name** and has been shown to meet the design and performance standards of the American Society of Sanitary Engineers (ASSE), the American Water Works Association (AWWA), or the Foundation for Cross-Connection Control and Hydraulic Research of the University of Southern California. The approval of backflow prevention assemblies by the Town of **System Name** is based on a favorable report by the Foundation for Cross-Connection Control and Hydraulic Research of the University of Southern California, recommending such an approval. To be approved, an assembly must be readily accessible for in-line testing and maintenance. The Town of **System Name** reserves the right to evaluate any backflow prevention assembly through a field evaluation process for approval if necessary for a period of time established by the town.

*Backflow prevention assembly--Unapproved.* The term "unapproved backflow prevention assembly" means an assembly that has been investigated by the Town of **System Name** and has been determined to be unacceptable for installation within the Town of **System Name** water system. Consideration for disapproval and removal from the "approved list" shall be based upon, but not limited to, the following criteria: (i) Due to poor performance standards (i.e., significant failure rate); (ii) lack of or unavailability of repair parts; and/or, (iii) poor service or response from assembly's factory representative.

*Backflow prevention assembly--Type* means an assembly used to prevent backflow into a consumer or public potable water system. The type of assembly used should be based on the degree of hazard either existing or potential. The types are:

- (1) Double check valve assembly (DCVA).
- (2) Double check detector assembly (fire system) (DCDA).
- (3) Pressure vacuum breaker (PVB).
- (4) Atmospheric vacuum breaker (AVB)
- (5) Reduced pressure principle assembly (RP).
- (6) Reduced pressure principle detector assembly (fire system). (RPDA).

*Backflow prevention assembly tester--Certified.* The term "certified backflow prevention assembly tester" means a person who has proven his competency to the satisfaction of the Town of **System Name**. Each person who is certified to make competent tests, or to repair, overhaul, and make reports on backflow prevention assemblies shall be knowledgeable of applicable laws, rules, and regulations, shall be a licensed plumber or have at least two years' experience under and be employed by a state licensed plumber or plumbing contractor, or have equivalent qualifications acceptable to the Town of **System Name**, and must hold a certificate of completion from an approved training program in the testing and repair of backflow prevention assemblies. Backflow assembly testers who hold a certificate of completion from an approved training program shall be required to successfully complete a practical examination administered by the Town of **System Name** prior to conducting test and repair work on backflow prevention assemblies in the Town of **System Name** water system. Backflow assembly testers who hold a certificate of completion from a nonapproved training program shall be required to successfully complete a written and practical examination administered by the Town of **System Name** prior to conducting test and repair work on backflow prevention assemblies in the Town of **System Name** water system.

*Backflow prevention device--Approved.* The term "approved backflow prevention device" means a device used for isolation purposes that has been shown to meet the design and performance standards of the American Society of Sanitary Engineers (ASSE) and the American Water Works Association (AWWA)

*Back-pressure backflow* means any elevation in the consumer water system, by pump, elevation of piping, or steam and/or air pressure, above the supply pressure at the point of delivery which would cause, or tend to cause, a reversal of the normal direction of flow.

*Back-siphonage backflow* means a reversal of the normal direction of flow in the pipeline due to a negative pressure (vacuum) being created in the supply line with the backflow source subject to atmospheric pressure.

*Check valve--Approved.* The term "approved check valve" means a check valve that is drip-tight in the normal direction of flow when the inlet pressure is at least one psi and the outlet pressure is zero. The check valve shall permit no leakage in a direction reverse to the normal flow. The closure element (e.g. clapper, poppet, or other design) shall be internally loaded to promote rapid and positive closure. An approved check valve is only one component of an approved backflow prevention assembly, i.e., pressure vacuum breaker, double check valve assembly, double check detector assembly, reduced pressure principle assembly, or reduced pressure detector assembly.

*Consumer* means any person, firm, or corporation using or receiving water from the Town of **System Name** water system.

*Consumer's potable water system* means that portion of the privately owned potable water system lying between the point of delivery and point of use and/or isolation protection. This system will include all pipes, conduits, tanks, receptacles, fixtures, equipment, and appurtenances used to produce, convey, store, or use potable water.

*Consumer's water system* means any water system commencing at the point of delivery and continuing throughout the consumer's plumbing system, located on the consumer's premises, whether supplied by public potable water or an auxiliary water supply. The system or systems may be either a potable water system or an industrial piping system.

*Containment* means preventing the impairment of the public potable water supply by installing an approved backflow prevention assembly at the service connection.

*Contamination* means an impairment of the quality of the water which creates a potential or actual hazard to the public health through the introduction of hazardous or toxic substances or through the spread of disease by sewage, industrial fluids, or waste.

*Cross connection* means any unprotected actual or potential connection or structural arrangement between a public or a consumer's water system and any other source or system through which it is possible to introduce any contamination or pollution, other than the intended potable water with which the system is supplied. Bypass arrangements, jumper connections, removable sections, swivel or change-over devices, and other temporary or permanent devices through which or because of which "backflow" can or may occur are considered to be cross connections.

*Double check detector assembly* means a specially designed assembly composed of a line-size approved double check valve assembly with a specific bypass water meter and a meter-sized approved double check valve assembly. The meter shall register (in U.S. gallons or cubic feet) accurately for only very low rates of flow and shall show a registration for all rates of flow. This assembly shall only be used to protect against a nonhealth hazard (i.e., pollutant).

*Double check valve assembly* means an assembly composed of two independently acting, approved check valves, including tightly closing shutoff valves attached at each end of the assembly and fitted with properly located test cocks. This assembly shall only be used to protect against a nonhealth hazard (i.e., pollutant).

*Hazard--Degree of.* The term "degree of hazard" is derived from the evaluation of conditions within a system which can be classified as either a "pollutional" (nonhealth) or a "contamination" (health) hazard.

*Hazard--Health.* The term "health hazard" means an actual or potential threat of contamination of a physical, hazardous or toxic nature to the public or consumer's potable water system to such a degree or intensity that there would be a danger to health.

*Hazard--Nonhealth.* The term "nonhealth hazard" means an actual or potential threat to the quality of the public or the consumer's potable water system. A nonhealth hazard is one that, if introduced into the public water supply system, could be a nuisance to water customers, but would not adversely affect human health.



*Hazard--Pollutional.* The term "pollutional hazard" means an actual or potential threat to the quality or the potability of the public or the consumer's potable water system but which would not constitute a health or a system hazard, as defined. The maximum degree or intensity of pollution to which the potable water system could be degraded under this definition would cause a nuisance or be aesthetically objectionable or could cause minor damage to the system or its appurtenances.

*Health agency* means the state department of environment and natural resources.

*Industrial fluids* means any fluid or solution which may be chemically, biologically, or otherwise contaminated or polluted in a form or concentration such as would constitute a health or nonhealth hazard if introduced into a public or consumer potable water system. Such fluids may include, but are not limited to: process waters; chemicals in fluid form; acids and alkalis; oils, gases; etc.

*Industrial piping system--Consumer's.* The term "consumer's industrial piping system" means any system used by the consumer for transmission of or to confine or store any fluid, solid or gaseous substance other than an approved water supply. Such a system would include all pipes, conduits, tanks, receptacles, fixtures, equipment, and appurtenances used to produce, convey, or store substances which are or may be polluted or contaminated

*Isolation* means the act of confining a localized hazard within a consumer's water system by installing approved backflow prevention assemblies. Disclaimer: *Town of System Name* may make recommendations, upon facility inspection, as to the usages of isolation devices/assemblies, but does not assume or have responsibility whatsoever for such installations.

*Point of delivery* means generally at the property line of the customer, adjacent to the public street where the *Town of System Name* mains are located, or at a point on the customer's property where the meter is located. The customer shall be responsible for all water piping and control devices located on the customer's side of the point of delivery.

*Pollution* means an impairment of the quality of the water to a degree which does not create an actual hazard to the public health but which does adversely and unreasonably affect the aesthetic qualities of such waters for domestic use.

*Potable water* means water from any source which has been investigated by the state department of environment and natural resources and which has been approved for human consumption.

*Public potable water system* means any publicly or privately owned water system operated as a public utility, under a current state department of environment and natural resources permit, to supply water for public consumption or use. This system will include all sources, facilities, and appurtenances between the source and the point of delivery such as valves, pumps, pipes, conduits, tanks, receptacles, fixtures, equipment, and appurtenances used to produce, convey, treat, or store potable water for public consumption or use.

*Reduced pressure principle backflow prevention assembly* means an assembly containing within its structure a minimum of two independently acting, approved check valves, together with a hydraulically operating, mechanically independent, pressure differential relief valve located between the check valves and at the same time below the first check valve. The first check valve reduces the supply pressure a predetermined amount so that during normal flow and at cessation of normal flow, the pressure between the checks is less than the supply pressure. In case of leakage of either check valve, the pressure differential relief valve, by discharge to atmosphere, shall operate to maintain the pressure between the checks less than the supply pressure. The unit shall include tightly closing shutoff valves located at each end of the assembly and each assembly shall be fitted with properly located test cocks. The assembly is designed to protect against a health hazard (i.e., contaminant).

*Reduced pressure principle detector assembly* means a specially designed assembly composed of a line-size approved reduced pressure principle backflow prevention assembly with a specific bypass water meter and a meter-sized approved reduced pressure principle backflow prevention assembly. The meter shall register, in

U.S. gallons or cubic feet, accurately for only very low rates of flow and shall show a registration for all rates of flow. This assembly shall be used to protect against a health hazard (i.e., contaminant).

*Service connections* means the terminal end of a service connection from the public potable water system, i.e., where the Town of **System Name** loses jurisdiction and sanitary control over the water at its point of delivery to the consumer's water system.

*Vacuum breaker--Atmospheric type.* The term "atmospheric vacuum breaker," also known as the "nonpressure type vacuum breaker," means a device containing a float-check, a check seat, and an air inlet port. The flow of water into the body causes the float to close the air inlet port. When the flow of water stops, the float falls and forms a check valve against back-siphonage and at the same time opens the air inlet port to allow air to enter and satisfy the vacuum. Shutoff valves downstream of AVBs are not allowed. AVB's must always be installed at a minimum of 6" above the highest outlet. An atmospheric vacuum breaker is designed to protect against health hazards, isolation protection only, under a backsiphonage condition only.

*Vacuum breaker--Pressure type.* The term "pressure vacuum breaker" means an assembly containing an independently operating internally loaded check valve and an independently operating loaded air inlet valve located on the discharge side of the check valve. The assembly is to be equipped with properly located test cocks and tightly closing shutoff valves attached at each end of the assembly. PVB's must always be installed at a minimum of 12" above the highest outlet. This assembly is designed to protect against a health hazard (i.e., contaminant) under a backsiphonage condition only.

*Water purveyor* means the owner or operator of a public potable water system, providing an approved water supply to the public.

*Water supply--Approved.* The term "approved water supply" means any public potable water supply which has been investigated and approved by the permit. In determining what constitutes an approved water supply, the state department of environment and natural resources has reserved the final judgment as to its safety and potability.

*Water supply--Auxiliary.* The term "auxiliary water supply" means any water supply on or available to the premises other than the purveyor's approved public potable water supply. These auxiliary waters may include water from another purveyor's public potable water supply or any natural source such as a well, spring, river, stream, etc., "used water", or industrial fluids. These waters may be polluted, contaminated, or objectionable and constitute an unacceptable water source over which the water purveyor does not have sanitary control.

*Water supply--Unapproved.* The term "unapproved water supply" means a water supply which has not been approved for human consumption by the state department of environment and natural resources.

*Water--Used.* The term "used water" means any water supplied by a water purveyor from a public water system to a consumer's water system after it has passed through the point of delivery and is no longer under the control of the water purveyor.

## **Sec. 15-395. Right of entry**

- (a) Authorized representatives from the Town of **System Name** shall have the right to enter, upon presentation of proper credentials and identification, any building, structure, or premises during normal business hours, or at any time during the event of an emergency, to perform any duty imposed by this article. Those duties may include sampling and testing of water, or inspections and observations of all piping systems connected to the public water supply. Where a user has security measures in force which would require proper identification and clearance before entry into their premises, the user shall make necessary arrangements with the security guards so that upon presentation of suitable identification, Town of **System Name** personnel will be permitted to enter, without delay, for the purposes of performing their specific responsibilities. Refusal to allow entry for these purposes may result in discontinuance of water service.

- (b) On request, the consumer shall furnish to the commission any pertinent information regarding the water supply system on such property where cross connections and backflow are deemed possible.

**Sec. 15-396. Elimination of cross connections; degree of hazard**

- (a) When cross connections are found to exist, the owner, his agent, occupant, or tenant will be notified in writing to disconnect the cross connection within the time limit established by the *Town of System Name*. Degree of protection required and maximum time allowed for compliance will be based upon the potential degree of hazard to the public water supply system. The maximum time limits are as follows:
- (1) Cross connections with private wells or other auxiliary water supplies--immediate disconnection.
  - (2) All facilities which pose a health hazard to the potable water system must have a containment assembly in the form of a reduced pressure principle backflow prevention assembly within 60 days.
  - (3) All industrial and commercial facilities not identified as a health hazard shall be considered nonhealth hazard facilities. All nonhealth hazard facilities must install, as a minimum containment assembly, a double check valve assembly within 90 days
  - (4) If, in the judgment of the *Town of System Name*, an imminent health hazard exists, water service to the building or premises where a cross connection exists may be terminated unless an air gap is immediately provided, or the cross connection is immediately eliminated.
  - (5) Based upon recommendation from the *Town of System Name*, the consumer is responsible for installing sufficient internal isolation backflow prevention assemblies and/or methods (i.e., air gap, pressure vacuum breakers, reduced pressure principle backflow prevention assembly, double check valve assembly).
  - (6) Water mains served by the *Town of System Name* but not maintained by the *Town of System Name* should be considered cross connections, with degree of hazard to be determined by the *Town of System Name*. Degree of protection shall be based upon the degree of hazard, as determined by the *Town of System Name*.
  - (7) In the event that a *Town of System Name* cross connection control inspector does not have sufficient access to every portion of a private water system (e.g., classified research and development facilities; federal government property) to allow a complete evaluation of the degree of hazard associated with such private water systems, an approved reduced pressure principle assembly shall be required as a minimum of protection.
- (b) No person shall fill special use tanks or tankers containing pesticides, fertilizers, other toxic chemicals or their residues from the public water system except at a location equipped with an air gap or an approved reduced pressure principle backflow prevention assembly properly installed on the public water supply.



**Sec. 15-397. Installation of assemblies.**

- (a) All backflow prevention assemblies shall be installed in accordance with the specifications furnished by The *Town of System Name* and/or the manufacturer's installation instructions and/or in the latest edition of the state building code, whichever is most restrictive. All assemblies installed above ground outside must be protected from freezing with an above ground enclosure that meets the ASSE 1060 standard. If the assembly is installed outside and intended for commercial domestic water use, a heat source must be ready available at the assembly.
- (b) All new construction plans and specifications, when required by the state building code and the state department of environment and natural resources, shall be made available to the *Town of System Name* for review and approval, and to determine the degree of hazard.
- (c) Ownership, testing, and maintenance of the assembly shall be the responsibility of the customer.
- (d) All double check valve assemblies must be installed in accordance with detailed specifications provided by the *Town of System Name*. Double check valve assemblies may be installed in a vertical position provided they have been specifically approved by the manufacture and with prior approval from the *Town of System Name* Cross Connection Control Department provided the flow of water is in an upward direction. All double check valve assemblies 2 1/2" and larger must be installed above ground covered by an above ground enclosure that meets the ASSE 1060 standard if they are installed outside. Inside installations must meet North Carolina Plumbing Code.
- (e) Reduced pressure principle assemblies must be installed in a horizontal position and in a location in which no portion of the assembly can become submerged in any substance under any circumstances. The further most bottom portion of the body must be at a minimum of 12" above grade, no more than 4'. Pit and/or below grade installations are prohibited.
- (f) The installation of a backflow prevention assembly which is not approved must be replaced with an approved backflow prevention assembly.
- (g) The installer is responsible to make sure a backflow prevention assembly is working properly upon installation and is required to furnish the following information to the *Town of System Name* Cross Connection Control Department within 15 days after a reduced pressure principle backflow preventer (RP), double check valve assembly (DCVA), pressure vacuum breaker (PVB), double check detector assembly (DCDA), or reduced pressure principle detector assembly (RPDA) is installed:
  - (1) Service address where assembly is located.
  - (2) Owner and address, if different from service address.
  - (3) Description of assembly's location.
  - (4) Date of installation.
  - (5) Installer, include name, plumbing company represented, plumber's license number, and project permit number.
  - (6) Type of assembly, size of assembly.
  - (7) Manufacturer, model number, serial number.
  - (8) Test results/report.
- (h) When it is not possible to interrupt water service, provisions shall be made for a parallel installation of backflow prevention assemblies. The *Town of System Name* will not accept an unprotected bypass around a backflow preventer when the assembly is in need of testing, repair, or replacement.

- (i) The consumer shall, upon notification, install the appropriate containment assembly not to exceed the following time frame:  
  
Health hazard . . . 60 days  
Nonhealth hazard . . . 90 days
- (j) Following installation, all reduced pressure principle backflow preventers (RP), double check valve assemblies (DCVA), pressure vacuum breakers (PVB), double check detector assemblies (DCDA), or reduced pressure principle detector assemblies (RPDA) are required to be tested by a certified backflow prevention assembly tester within ten days.

**Sec. 15-398. Testing and repair of assemblies**

- (a) Testing of backflow prevention assemblies shall be made by a certified backflow prevention assembly tester or may be contracted out to the *Town of System Name* cross connection control department at the customer's expense. Such tests are to be conducted upon installation and annually thereafter or at a frequency established by the *Town of System Name* regulations. A record of all testing and repairs is to be retained by the customer. Copies of the records must be provided to the *Town of System Name* cross connection control department within ten business days after the completion of any testing and/or repair work.
- (b) Any time that repairs to backflow prevention assemblies are deemed necessary, whether through annual or required testing or routine inspection by the owner or by the *Town of System Name*, these repairs must be completed within a specified time in accordance with the degree of hazard. In no case shall this time period exceed:
  - (1) Health hazard facilities . . . 14 days
  - (2) Non-health hazard facilities . . . 21 days
- (c) All backflow prevention assemblies with test cocks are required to be tested annually or at frequency established by the *Town of System Name* regulations. Testing requires a water shutdown usually lasting five to 20 minutes. For facilities that require an uninterrupted supply of water, and when it is not possible to provide water service from two separate meters, provisions shall be made for a parallel installation of backflow prevention assemblies.
- (d) All certified backflow prevention assembly testers must obtain and employ backflow prevention assembly test equipment which has been evaluated and/or approved by the *Town of System Name*. All test equipment shall be registered with the *Town of System Name* cross connection control department. All test equipment shall be checked for accuracy annually, at a minimum, calibrated, if necessary, and certified to the *Town of System Name* as to such accuracy/calibration, employing a calibration method acceptable to the *Town of System Name*. Ref. Sec. 15-393 (e)
- (e) It shall be unlawful for any customer or certified tester to submit any record to the *Town of System Name* which is false or incomplete in any material respect. It shall be unlawful for any customer or certified tester to fail to submit to the *Town of System Name* any record which is required by this article. Such violations may result in any of the enforcement actions outlined in section. 15-402.  
Enforcement

## **Sec. 15-399. Facilities requiring protection**

- (a) Approved backflow prevention assemblies shall be installed on the service line to any premises that the *Town of System Name* has identified as having a potential for backflow.
- (b) The following types of facilities or services have been identified by the *Town of System Name* as having a potential for backflow of nonpotable water into the public water supply system. Therefore, an approved backflow prevention assembly will be required on all such services according to the degree of hazard present. Other types of facilities or services not listed below may also be required to install approved backflow prevention assemblies if determined necessary by the *Town of System Name*. As a minimum requirement, all commercial services will be required to install a double check valve assembly, unless otherwise listed in this subsection.

DCVA = Double check valve assembly

RP = Reduced pressure principle assembly

DCDA = Double check detector assembly

RPDA = Reduced pressure detector assembly

AG = Air gap

PVB = Pressure vacuum breaker

- (1) Aircraft and missile plants: RP
- (2) Automotive services stations, dealerships, etc.
  - a. No health hazard: DCVA
  - b. Health hazard: RP
- (3) Automotive plants: RP
- (4) Auxiliary water systems:
  - a. Approved public/private water supply: DCVA
  - b. Unapproved public/private water supply: AG
  - c. Used water and industrial fluids: RP
- (5) Bakeries:
  - a. No health hazard: DCVA
  - b. Health hazard: RP
- (6) Beauty shops/barber shops:
  - a. No health hazard: DCVA
  - b. Health hazard: RP
- (7) Beverage bottling plants: RP
- (8) Breweries: RP
- (9) Buildings--Hotels, apartment houses, public and private buildings, or other structures having unprotected cross connections.
  - a. (Under five stories) no health hazard: DCVA
  - b. (Under five stories) health hazard: RP
  - c. (Over five stories) all: RP
- (10) Canneries, packing houses, and rendering plants: RP
- (11) Chemical plants--Manufacturing, processing, compounding or treatment: RP
- (12) Chemically contaminated water systems: RP

- (13) Commercial car-wash facilities: RP
- (14) Commercial greenhouses: RP
- (15) Commercial sales establishments (department stores, malls, etc.)
  - a. No health hazard: DCVA
  - b. Health hazard: RP
- (16) Concrete/asphalt plants: RP
- (17) Dairies and cold storage plants: RP
- (18) Dye works: RP
- (19) Film laboratories: RP
- (20) Fire systems:
  - a. Systems three-fourths inch to two inches:
    - 1. No health hazard: DCVA
    - 2. Health hazard: (booster pumps, foam, antifreeze solution, etc.): RP
  - b. Systems 2 1/2 inches to ten inches or larger:
    - 1. No health hazard: DCDA
    - 2. Health hazard (booster pumps, foam, antifreeze solution, etc.): RPDA
- (21) Hospitals, medical buildings, sanitariums, morgues, mortuaries, autopsy facilities, nursing and convalescent homes, medical clinics, and veterinary hospitals: RP
- (22) Industrial facilities:
  - a. No health hazard: DCVA
  - b. Health hazard: RP
- (23) Laundries:
  - a. No health hazard: DCVA
  - b. Health hazard: (i.e., dry cleaners): RP
- (24) Lawn irrigation systems (split taps): RP
- (25) Metal manufacturing, cleaning, processing, and fabricating plants: RP
- (26) Mobile home parks:
  - a. No health hazard: DCVA
  - b. Health hazard: RP
- (27) Oil and gas production, storage or transmission properties: RP
- (28) Paper and paper products plants: RP
- (29) Pest control (exterminating and fumigating): RP
- (30) Plating plants: RP
- (31) Power plants: RP
- (32) Radioactive materials or substances plants or facilities handling: RP

- (33) Restaurants:
  - a. No health hazard: DCVA
  - b. Health hazard: RP
- (34) Restricted, classified, or other closed facilities: RP
- (35) Rubber plants (natural or synthetic): RP
- (36) Sand and gravel plants: RP
- (37) Schools and colleges: RP
- (38) Sewage and storm drain facilities: RP
- (39) Swimming pools: RP
- (40) Waterfront facilities and industries: RP
- (c) All assemblies and installations shall be subject to inspection and approval by the *Town of System Name*.

**Sec. 15-400. Connections with unapproved sources of supply**

- (a) No person shall connect or cause to be connected any supply of water not approved by the state department of environment and natural resources to the water system supplied by the *Town of System Name*. Any such connections allowed by the *Town of System Name* must be in conformance with the backflow prevention requirements of this article.
- (b) In the event of contamination or pollution of a public or consumer potable water system, the consumer shall notify the *Town of System Name* immediately in order that appropriate measures may be taken to overcome and eliminate the contamination or pollution.

**Sec. 15-401. Fire protection systems**

- (a) All connections for fire protection systems connected with the public water system, two inches and smaller, shall be protected with an approved double check valve assembly as a minimum requirement. All fire systems using toxic additives or booster pumps shall be protected by an approved reduced pressure principle assembly at the main service connection.
- (b) All connections for fire protection systems connected with the public water system greater than two inches shall be protected with an approved double check detector assembly as a minimum requirement. All fire protection systems using toxic or hazardous additives or booster pumps shall be protected by an approved reduced pressure principle detector assembly at the main service connection.
- (c) All existing backflow prevention assemblies 2 1/2 inches and larger installed on fire protection systems that were initially approved by the *Town of System Name* shall be allowed to remain on the premises, as long as they are being properly maintained, tested and repaired as required by this article. If, however, the existing assembly must be replaced once it can no longer be repaired, or in the event of proven water theft through an unmetered source, the consumer shall be required to install an approved double check detector assembly or reduced pressure principle detector assembly as required by Sec. 15-399. Facilities requiring protection

## Sec. 15-402. Enforcement.

- (a) The owner, manager, supervisor, or person in charge of any installation found not to be in compliance with the provisions of this article shall be notified in writing with regard to the corrective action to be taken. The time for compliance shall be in accordance with sections Sec. 15-402 (g) (1-4)
- (b) The owner, manager, supervisor, or person in charge of any installation which remains in noncompliance after the time prescribed in the initial notification, as outlined in section Sec. 15-402 (g) (1-4), shall be considered in violation of this article, and may be issued a civil citation by the *Town of System Name*. The citation shall specify the nature of the violation and the provision of this article violated, and further notify the offender that the civil penalty for such violation is as set forth in subsection (c) of this section and is to be paid to the *Town of System Name* within 30 days. If the penalty prescribed in this subsection is not paid within the time allowed, the *Town of System Name* may initiate a civil action in the nature of a debt and recover the sums set forth in subsection (c) of this section plus the cost of the action.
- (c) Any offender who shall continue any violation beyond the time limit provided for in the aforementioned notification shall be subject to a civil penalty of up to \$1,000.00 per violation. Each day in which a violation of any provision of this article shall occur or continue shall constitute a separate and distinct offense.
- (d) If, in the judgment of the *Town of System Name*, any owner, manager, supervisor, or person in charge of any installation found to be in noncompliance with the provisions of this article neglects his or her responsibility to correct any violation, such neglect may result in discontinuance of water service until compliance is achieved.
- (e) Failure of a customer or certified tester to submit any record required by this article, or the submission of falsified reports/records may result in a civil penalty of up to \$1,000.00 per violation. If a certified backflow prevention assembly tester submits falsified records to the *Town of System Name*, the *Town of System Name* shall take the necessary actions to revoke certification to test backflow prevention assemblies within the potable water system for a time period not to exceed one year. The tester will then be required to complete an approved certification course to acquire a new certification. Falsification made to records/reports after becoming recertified shall result in the permanent revocation of backflow testing certification, in addition to a civil penalty as provided for in this subsection.
- (f) Enforcement of this program shall be administered by the Public Works Director of the *Town of System Name* or its authorized representative.
- (g) Requests for extension of time shall be made in writing to the Public Works Director of the *Town of System Name* or its authorized representative. All other appeals shall be made in accordance with the following procedures:
  - (1) Adjudicatory hearings. A customer assessed a civil penalty under this section shall have the right to an adjudicatory hearing before a hearing officer designated by the Public Works Director of the *Town of System Name* upon making written demand, identifying the specific issues to be contended, to the Public Works Director of the *Town of System Name* within 30 days following notice of final decision to assess a civil penalty. Unless such demand is made within the time specified in this subsection, the decision on the civil penalty assessment shall be final and binding.
  - (2) Appeal hearings. Any decision of the *Town of System Name* hearing officer made as a result of an adjudicatory hearing held under subsection (g)(1) of this section may be appealed by any party to the *Town of System Name* board of **Commissioners** upon filing a written demand within ten days of receipt of notice of the decision. Hearings held under this section shall be conducted in accordance with the *Town of System Name* hearing procedures. Failure to make written demand within the time specified in this subsection shall bar further appeal. The *Town of System Name* shall make a decision on the appeal within 90 days of the date the appeal was filed and shall transmit a written copy of its decision by registered or certified mail.

- (3) Official record. When a final decision is issued under Sec. 15-402 (g)(2) of this section, the *Town of System Name* shall prepare an official record of the case that includes:
- All notices, motions, and other like pleadings;
  - A copy of all documentary evidence introduced;
  - A certified transcript of all testimony taken, if testimony is transcribed. If testimony is taken and not transcribed, then a narrative summary of any testimony taken;
  - A copy of the final decision of the *Town of System Name*.
- (4) Judicial review. Any customer against whom a final decision of the *Town of System Name* is entered, pursuant to the hearing procedure under subsection Sec. 15-402 (g)(2) of this section, may appeal the order or decision by filing a written petition for judicial review within 30 days after receipt of notice by certified mail of the order or decision to the general court of justice of the county or of the county where the order or decision is effective, along with a copy to the *Town of System Name*. Within 30 days after receipt of the copy of the petition of judicial review, the *Town of System Name* shall transmit to the reviewing court the original or a certified copy of the official record, as outlined in subsection (g)(3) of this section.

### **Sec. 15-403. Severability**

If any section, subsection, sentence, or clause of this article is adjudged to be unconstitutional or otherwise invalid, such adjudication shall not affect the validity of the remaining portion of this article. It is hereby declared that this article would have been passed, and each section, sentence, or clause thereof, irrespective of the fact that any one or more sections, subsections, sentences, or clauses might be adjudged to be unconstitutional, for any other reason invalid.

Adopted this the 16<sup>th</sup> day of April, 2021

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Mayor

Attest:

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Town Clerk

Approved as to form:

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Town Attorney



# Map 1

## MH 13 to MH 58A CCTV and MH Inspection

### Legend

- Feature 1
- Path Measure
- Untitled Path





## Map 2

### MH 20 to MH 63 CCTV and MH Inspection

#### Legend

- Feature 1
- Path Measure
- Untitled Path

1,400 LF of 10" CCTV & Smoke Test  
5 Manhole Inspections

20

60

61

62

63

Park Dr

1001

Dameron St

W Franklin St

College

Google Earth

© 2018 Google

800 ft





# Map 3 Ridgeway Area

Legend

 Feature 1

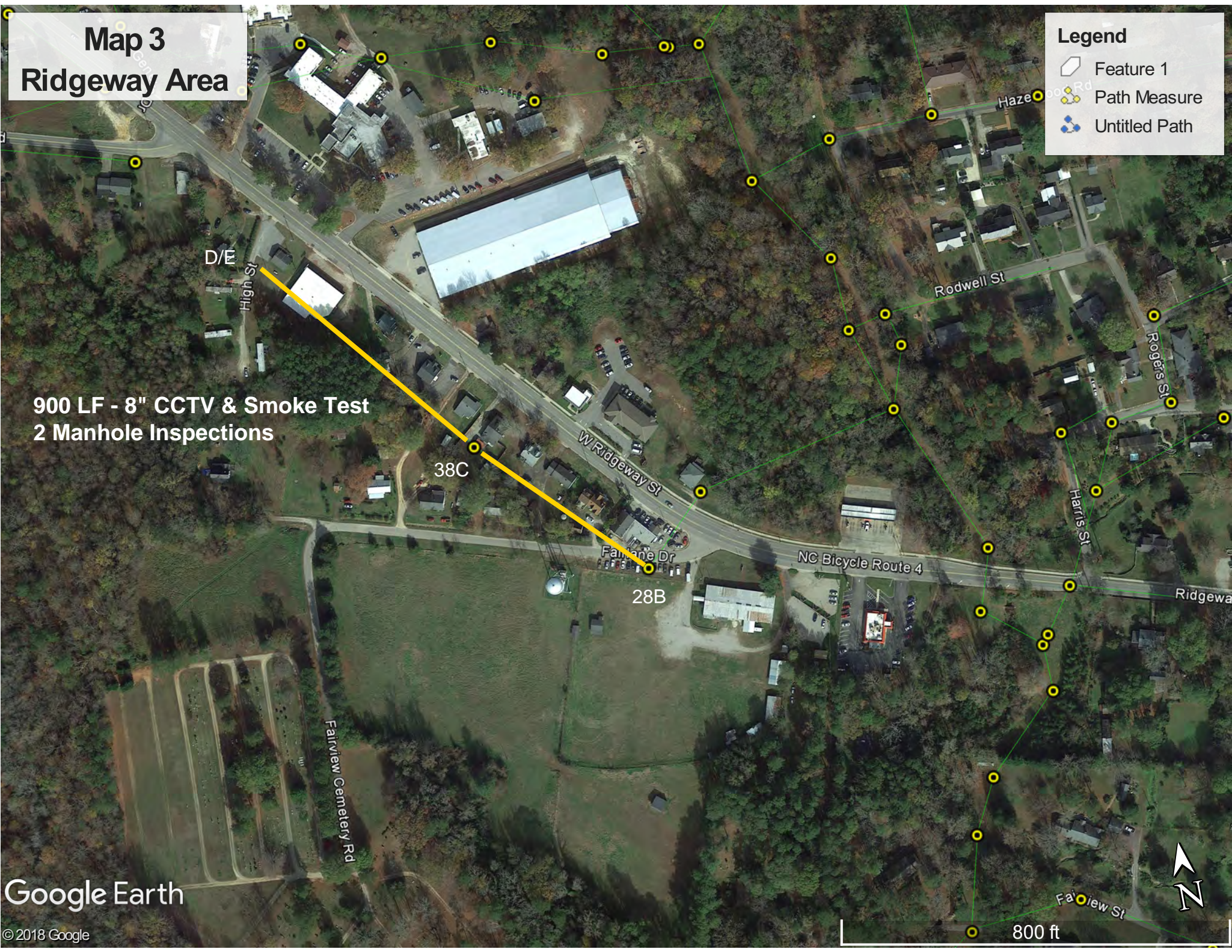
 Path Measure

 Untitled Path

900 LF - 8" CCTV & Smoke Test  
2 Manhole Inspections

Google Earth

© 2018 Google





# Map 4

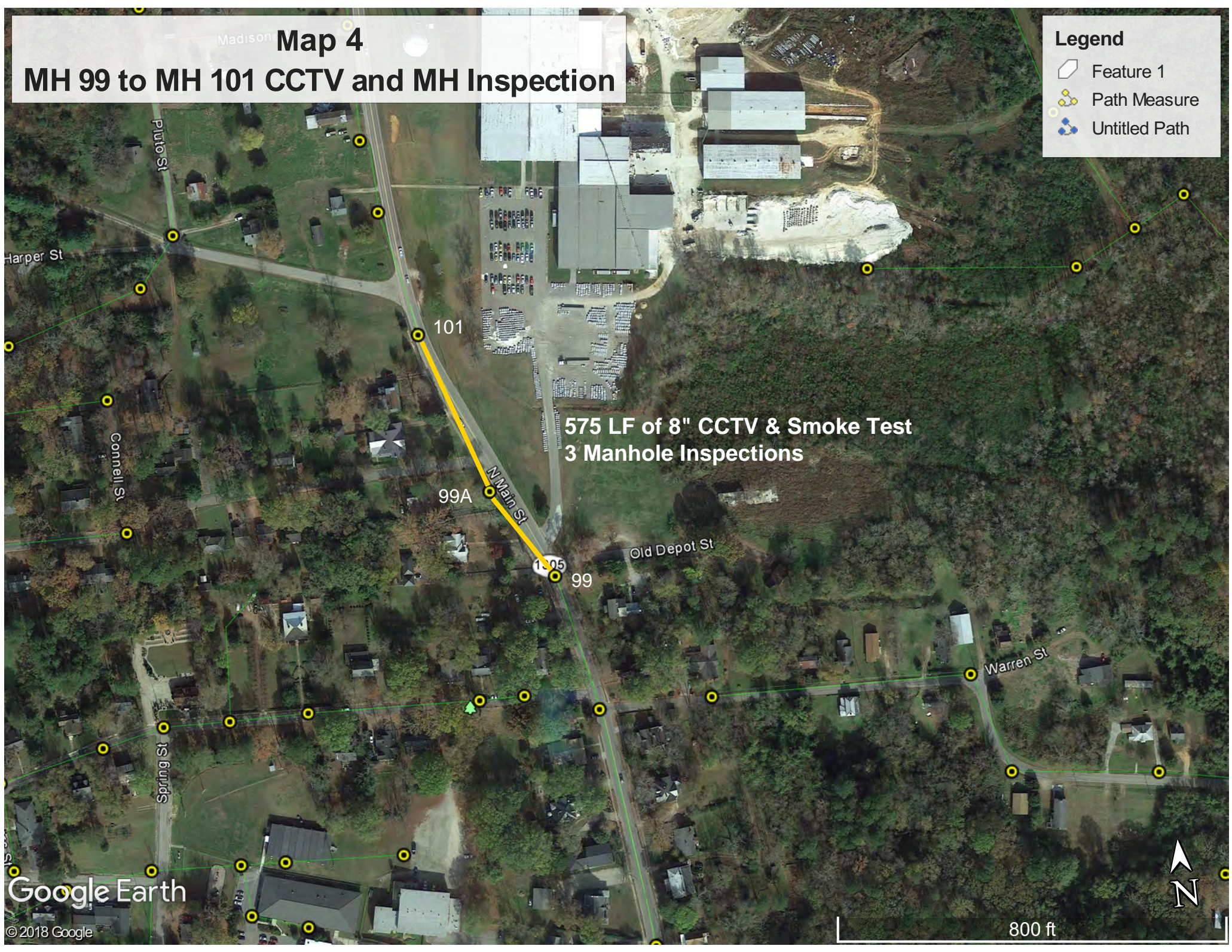
## MH 99 to MH 101 CCTV and MH Inspection

Legend

 Feature 1

 Path Measure

 Untitled Path





## Map 5

### MH 105 to MH 110 CCTV and MH Inspection

#### Legend

- Feature 1
- Path Measure
- Untitled Path



2,135 LF of 6" - 8" CCTV & Smoke Test  
9 Manhole Inspections

Google Earth

© 2018 Google



# Map 6

## Macon Street - NC 58 Area

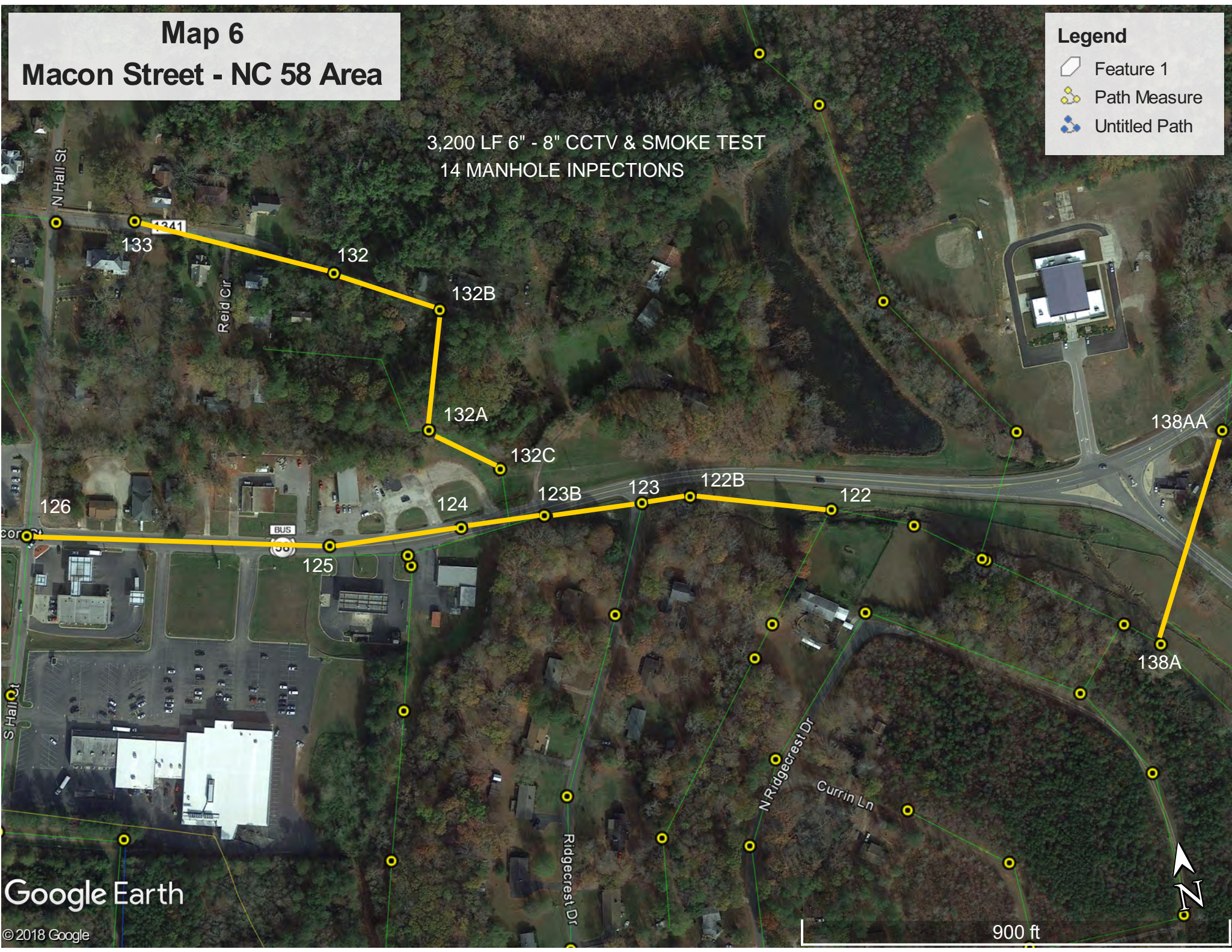
Legend

 Feature 1

 Path Measure

 Untitled Path

3,200 LF 6" - 8" CCTV & SMOKE TEST  
14 MANHOLE INSPECTIONS





Map 7  
NC 58 Area

**Legend**

- Feature 1
- Path Measure
- Untitled Path

2,100 LF of 6" CCTV & Smoke Tests  
8 Manhole Inspections





















