



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

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**BOARD OF COMMISSIONERS REGULAR MEETING**

**7:00 PM December 9, 2024**

**AGENDA**

Regular Meeting

1. Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement, Proposed Agenda
3. Public Comments
4. Minutes Board Meeting of November 4, 2024
5. Consent Agenda
  - a. Mission and Goals
  - b. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
  - c. Monthly Checks Report
  - d. Public Works Monthly Report
  - e. WWTP Monthly Report
  - f. Police Activity Reports
  - g. Action Items from Prior BOC Meeting
  - h. Budget Amendments #3, #4, #5
6. Committee Reports
  - a. Finance and Administration (Ms. Hunter)
  - b. Public Works (Mr. Blalock)
  - c. Public Safety (Mr. Ayscue)
  - d. Human Resources/Information Technology (Mr. White)
  - e. Revitalization/Historic District Commission (Mr. Coffman)
  - f. Beautification/Facilities (Ms. Sourelis)
  - g. Planning/Zoning/Annexation (Mr. Young)
7. Old Business
  - a. Status of Grants – for information
  - b. All Saints Update – for information
  - c. Review of Water/Sewer Rates – for information or consideration
  - d. County Proposed Water Purchase Agreement – for discussion
8. New Business
  - a. Town Appointments – for consideration
  - b. Committee Term Extensions – for consideration
  - c. Waiving of Sewer Connection Fees for 712 N. Main Street
  - d. Dameron Building Handicapped Ramp Along Sidewalk (contingent on moving crape myrtle) – for discussion and consideration
  - e. Liability Insurance Annual Renewal – for consideration
  - f. FLOCK Police Cameras – for discussion and consideration
9. Announcements
  - a. Christmas Parade, December 14<sup>th</sup> at 5:00 PM.
  - b. Employee Appreciation Luncheon, December 17<sup>th</sup> at 12:00 noon at fire station.
10. Adjournment

## **Conflict of Interest Disclaimer**

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

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

## **Citizen Comments**

### **Rules for Citizen Comments**

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

**Town of Warrenton  
Board of Commissioners**



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

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**BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING**

**November 4, 2024**

**7:00 P.M.**

**Minutes**

Those in attendance were:

Mayor Walter Gardner	Commissioner Mary Hunter
Commissioner John Blalock	Commissioner Nat White
Commissioner Jason Young	Commissioner Michael Coffman
Robert Davie, Town Administrator	
Meredith Valentine, Finance Director	
Bill Perkinson, Public Works Director	
David Elliott, Chief of Police	
Tracy Stevenson, Minute Taker	

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

Mayor Walter Gardner called the regular monthly meeting of the Town of Warrenton Board of Commissioners to order Monday, November 4, 2024, at 7:00 p.m. A Moment of Silence was held for all who are sick, suffering, and in need. Mayor Gardner asked that everyone pray for the future of our country. The Pledge of Allegiance was led by Mayor Gardner.

**Conflict of Interest Statement and Proposed Agenda**

The Conflict-of-Interest statement was reviewed. The Proposed Agenda was presented. Commissioner Blalock made a motion to approve the proposed agenda as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.

**Public Comments**

There were no public comments.

**Minutes**

The minutes of the October 14, 2024, board meeting were presented. Commissioner Coffman made a motion to approve the minutes as presented, with a second by Commissioner White. The motion was approved by unanimous vote.

**Consent Agenda**

(a) Mission and Goals

- (b) Year-to-date Revenue and Expenditure Reports (Budget vs. Actual)
- (c) Monthly Check Report
- (d) Public Works Monthly Report
- (e) WWTP Monthly Report
- (f) Police Activity Report
- (g) Action Items from Prior BOC meeting

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

### **Committee Reports**

- (a) Finance and Administration – Town Administrator, Robert Davie introduced Shelton Ennis, CPA with Joyce & Company, to present the FY 2023-2024 audit. Mr. Ennis informed the board that the Town received an unmodified, clean audit opinion and reviewed several aspects of the audit including fund balances, taxes, and net positions. Commissioner Hunter presented a three-year contract for renewal with the auditing firm of Joyce & Company. Commissioner Young made a motion to approve the contract, with a second by Commissioner Hunter. The motion was approved by unanimous vote.
- (b) Public Works – Commissioner Blalock had no additional report other than agenda items. Public Works Director, Bill Perkinson informed the board that the repairs to the PRVs and the altitude valve at the Fairlane water tank had been completed. Commissioner White questioned the status of the fire hydrant repairs. Mr. Perkinson stated a comprehensive list has been prepared and they are in the process of working out a plan to repair a variety of problems with the fire hydrants. Town Administrator, Robert Davie informed the board that after researching revenue numbers for the last three months and comparing them with the same three months of the prior year, that the Town is receiving less revenue even after two increases in water rates. Commissioner Blalock asked Mr. Davie to prepare recommendations for possible water rate increases to present during next month's meeting.
- (c) Public Safety – Commissioner Ayscue was not in attendance. Chief of Police, David Elliott presented the incident summary for the month of October 2024.
- (d) Human Resources – Information Technology – Commissioner White had no additional report other than agenda items.
- (e) Revitalization/Historic District Commission – Commissioner Coffman stated that the Historic District Commission approved a Certificate of Appropriateness for 328 N. Main Street to replacing windows and removing a rear deck, and a Certificate of Appropriateness for 130 N. Main Street for property owner, Jason Young, to offer Revitalization a canvas to paint a mural on the side of the building. Commissioner Coffman presented a Statement of Interest to Serve for the Promotions Committee for the Warrenton Revitalization Committee from Steve Milligan. Commissioner Coffman made a motion to approve the appointment of Mr. Milligan, with a second by Commissioner White. The motion was approved by unanimous vote. Commissioner Coffman presented a contract with artist, Tom Lang, to create a mural at 144 S. Main Street depicting bluebirds, based upon a pre-approved draft. Commissioner Coffman stated that the time frame for completion of the mural should be no later than March 1, 2025. Commissioner Coffman made a motion to



approve the contract with the March 1, 2025, completion date, with a second by Commissioner Blalock. The motion was approved by unanimous vote.

- (f) Beautification/Facilities – Commissioner Sourelis was not in attendance.

Commissioner Hunter informed the board that the Christmas wreath bows were in very bad shape. She suggested we contact the vendor to receive a quote on new bows, and if we are unable to purchase the bows, that the old bows just be removed. Town Administrator, Robert Davie will contact the vendor for pricing.

- (g) Planning/Zoning/Annexation – Commissioner Young informed the board that the Zoning Board of Adjustments did not meet this month as no applications had been received.

## **Old Business**

### **(a) Status of Grants –for information**

***Parks and Recreation Trust Fund (PARTF)*** – PARTF Grant application awarded. Have declined grant award.

***NC DEQ Wastewater*** – Town awarded \$1,000,000 for improvements to the town's sewer lines.

***NC DEQ WWTP*** - \$2,000,000 awarded. Project to replace 44-year-old rotors and clean out oxidation ditch #1, which are currently the most critical issues at the WWTP and bring the oxidation ditch #2 online.

***NC DEQ Water Infrastructure Rehab*** – Town-wide Water System Improvements: \$1,564,600 (Received award notice.)

***NC DEQ Water AIA Stormwater Planning*** – Town awarded \$400,000 for stormwater planning. Town has adopted resolution accepting award.

***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 phase rehab of two homes on Bute and S. Bragg Streets is nearing completion. Third of the three replacement houses are now complete and Fairlane Drive resident moving in shortly.

***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. In process of closing out grant.

***Golden Leaf Storm Water Grant*** – Town awarded \$196,447.50 for stormwater repairs to Brehon Street. Survey of affected area is complete. Engineer soliciting informal bids.

### ***Southern Crescent Regional Commission***

The Town has been invited to submit a full application for the State Economic and Infrastructure Development (SEID) Grant Program. This grant is designed to “Foster Entrepreneurial and Business Development Activities.” Application budget will be \$100,000 of which \$20,000 is in-kind match provided by Research Triangle Foundation, Kerr-Tar COG, Lake Gaston Chamber of Commerce, and Town of Warrenton. Town has executed an agreement.

### ***NCLM Assistance Grant***

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

- Compliance of zoning code with any updated requirements from state
- Review of sign ordinances
- Review of Special Use permit process
- Recommendations for driveway sizes
- Creation of basic subdivision ordinance

***In Progress Grant Applications:***

- State and Local Cybersecurity Grant: (award date postponed until August 31, 2024)

**New Business**

- (a) **Recombination Deed of Cemetery – for consideration -** Town Administrator, Robert Davie presented a deed for the Warrenton Cemetery that outlined a recombination of land, previously swapped with the owner of a neighboring parcel. Commissioner Blalock made a motion to approve the corrected deed as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.

**Announcements** – Mayor Gardner announced that the Employee Appreciation Luncheon will be held on December 17, 2024, at 12:00 noon at the Warrenton Rural Fire Department.

With no further business, the meeting was adjourned.

## Mission

### ***"Historically Great – Progressively Strong"***

Five key tenets of the Town's mission are: maintaining small town charm, keeping the business district active, keeping young people excited about living in Warrenton, increasing prosperity and vibrancy, and understanding and capitalizing on a variety of histories while engaging the future.

In the most recent goal setting workshop, the Board identified top priorities for the Town:

#### **GOAL 1: To improve water and sewer Infrastructure.**

##### **Key Strategic Actions**

Work on the \$15 million of improvements already identified

- 1.5M already completed
- Apply for grants every 6 months

Ongoing

#### **GOAL 2: To generate activity in downtown.**

##### **Key Strategic Actions**

Revisualize SpringFest

Short term

Encourage pop-ups, like Lake Gaston coffee

Short term

Explore intern possibilities

Short term

Clean up Storefronts

Short term;

Seek compliance on existing violations.

Ongoing

Develop (options for) job description and salary range for position

Medium term

Fund Start Streetscape Plan (only as oppty presents)

Ongoing

#### **GOAL 3: To add or enhance recreational opportunities.**

##### **Key Strategic Actions**

Secure Parks & Rec Trust Fund grant for appraisal of Church Street 11 acres

Short term

CORE

Ongoing

Eye out for grants for existing park improvements that could include...

Ongoing

#### **GOAL 4: To improve relationships with key partners.**

##### **Key Strategic Actions**

Staff and Elected officials to reach out to Warren County Schools to express Town's interest in supporting schools and solicit their needs that Town can help with

- Explore plans for abandoned elementary school
- Gauge developer interest in redeveloping into teacher housing

Short term

Staff and Elected officials to reply to invitation from Warren County Government to attend joint board meetings and shared interests.

- Possible suggest rotating meetings.
- Develop relationships with other area municipalities

Short term and  
Ongoing

**GOAL 5: To increase the availability and variety of housing options.**

**Key Strategic Actions**

Identify derelict properties. Consider fines or takeover and demolition.	Short term
Explore Main street options. Pay for acquisition or renovation?	Short term
Explore if abandoned elementary school can be converted to teacher housing	Medium Term
Connect with builders to determine their interest in available parcels	Ongoing
Eye out for opptys to add 'above retail' housing in downtown	Ongoing

**GOAL 6: To sustain the work of the organization.**

**Key Strategic Actions**

**Plan for Key Staff Retirements**

Network with area universities for interns (UNC MPA; SOG's Lead for NC; NC State for design) (short term)	Short term
Undertake informal salary study (on behalf of Police Department) by reaching out to NCLM or HRCentral or Warren County	Short term
Consider contracting for certification needs, when/where possible	Medium term
Encourage Kenny to keep getting certifications (ongoing)	Ongoing

## Budget vs Actual

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Period Ending 11/30/2024

34 FRONTIER WARREN								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
34-351-422 Rent Paid to Town Frontier Warren	48,540	0.00	3,840.00	9,440.00	17,870.00	(30,670.00)	37%	
Revenues Totals:	48,540	0.00	3,840.00	9,440.00	17,870.00	(30,670.00)	37%	
Expenses								
34-405-203 Supplies	500	0.00	0.00	0.00	44.99	455.01	9%	
34-405-250 Lights/Heat/Security	3,000	675.62	145.36	300.61	999.38	1,325.00	56%	
34-405-251 Telephone/Internet	3,000	1,387.46	197.18	394.36	1,250.70	361.84	88%	
34-405-255 Bldg Maint/Clean Srvs	3,000	1,725.00	0.00	50.00	865.00	410.00	86%	
34-405-400 Liability Insurance	170	0.00	0.00	37.50	37.50	132.50	22%	
34-405-422 Rent Paid by Town	36,000	7,500.00	0.00	3,000.00	15,000.00	13,500.00	63%	
34-405-499 Miscellaneous	2,870	0.00	0.00	0.00	0.00	2,870.00		
Non-Departmental Totals:	48,540	11,288.08	342.54	3,782.47	18,197.57	19,054.35	61%	
Expenses Totals:	48,540	11,288.08	342.54	3,782.47	18,197.57	19,054.35	61%	
34 FRONTIER WARREN Revenues Over/(Under) Expenses:			3,497.46	5,657.53	(327.57)			

## Budget vs Actual

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Period Ending 11/30/2024

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
37-302-301 Ad Valorem Taxes - Current	482,907	0.00	28,656.80	60,259.91	91,672.24	(391,234.76)	19%
37-302-302 Ad Valorem Taxes - Prior Year	5,000	0.00	0.00	932.48	3,403.59	(1,596.41)	68%
37-302-303 Ad Valorem Taxes - all other prior years	2,000	0.00	0.00	87.24	89.42	(1,910.58)	4%
37-302-304 Ad Valorem Taxes - Penalties & Interest	2,200	0.00	3.99	126.36	615.62	(1,584.38)	28%
37-307-310 Motor Vehicles - Current	54,180	0.00	3,764.08	6,582.42	15,365.59	(38,814.41)	28%
37-320-320 Local Option Sales Tax Monthly	377,000	0.00	30,029.76	62,153.25	68,568.86	(308,431.14)	18%
37-320-321 Annual Refund of Sales Tax the Town paid	0	0.00	0.00	0.00	21,034.93	21,034.93	
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	0.00	0.00	519.48	(85,480.52)	1%
37-325-328 Refund of Gas Tax paid monthly	1,000	0.00	0.00	350.67	350.67	(649.33)	35%
37-325-330 Solid Waste Disposal Tax Qrly	600	0.00	164.35	164.35	324.02	(275.98)	54%
37-335-335 Powell Bill	31,826	0.00	0.00	0.00	16,958.10	(14,867.90)	53%
37-345-344 Historic District Comm Fees	0	0.00	25.00	25.00	25.00	25.00	
37-345-345 Zone Board of Adj	3,000	0.00	0.00	0.00	250.00	(2,750.00)	8%
37-345-346 Code Enforcement	3,000	0.00	150.00	525.00	2,050.00	(950.00)	68%
37-351-353 Landfill Fees Residential	208,224	0.00	17,143.53	34,731.27	85,672.68	(122,551.32)	41%
37-351-356 Police Rpt Fees	50	0.00	0.00	0.00	10.00	(40.00)	20%
37-351-357 Court Fees	250	0.00	4.50	27.00	38.29	(211.71)	15%
37-351-360 Cell Tower Rent	32,340	0.00	2,695.00	5,390.00	13,475.00	(18,865.00)	42%
37-351-361 Parking/Ordinance Collections PD	500	0.00	0.00	0.00	0.00	(500.00)	
37-351-401 Debt Setoff Landfill	100	0.00	0.00	0.00	20.03	(79.97)	20%
37-365-001 Interest Income	50	0.00	1.91	4.22	24.33	(25.67)	49%
37-365-351 Revitalization Comm	8,080	0.00	2,000.00	2,605.00	8,176.00	96.00	101%
37-365-366 Surplus Property	4,000	0.00	0.00	0.00	0.00	(4,000.00)	
37-365-370 WWTP 25% of GF Exp	61,428	0.00	4,901.71	9,816.73	25,957.64	(35,470.36)	42%
37-365-371 WS 25% of GF Exp	110,354	0.00	10,290.67	20,057.14	52,275.59	(58,078.41)	47%

## Budget vs Actual

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Period Ending 11/30/2024

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-365-401 Mis/Revenue/License Tags	0	0.00	0.00	100.00	290.00	290.00		
37-365-410 Interest Investment NCCMT	28,000	0.00	0.00	2,329.22	9,767.00	(18,233.00)	35%	
37-365-501 Misc Revenue POLICE	0	0.00	0.00	0.00	4.50	4.50		
37-395-396 Appropriated Fund Balance (Budget Only)	47,712	0.00	0.00	0.00	0.00	(47,712.00)		
Revenues Totals:	1,549,801	0.00	99,831.30	206,267.26	416,938.58	(1,132,862.42)	27%	
Expenses								
37-401-010 Salary - Full Time	175,867	0.00	14,098.96	28,197.92	73,287.60	102,579.40	42%	
37-401-012 Salary - Adm Assistant	54,432	0.00	4,144.00	8,288.00	22,792.00	31,640.00	42%	
37-401-020 ER-FICA Taxes	13,454	0.00	1,077.96	2,155.92	5,603.15	7,850.85	42%	
37-401-021 ER-FICA Taxes - Adm Assistant	4,164	0.00	316.42	632.84	1,740.31	2,423.69	42%	
37-401-030 ER-Retirement - Orbit	47,096	0.00	3,730.68	7,461.36	19,648.25	27,447.75	42%	
37-401-040 ER-Health Insurance	22,730	4,863.45	2,271.33	4,767.66	15,312.42	2,554.13	89%	
37-401-050 ER-Life Insurance	576	288.00	48.00	96.00	288.00	0.00	100%	
37-401-060 ER-Workman's Comp	302	0.00	0.00	0.00	298.62	3.45	99%	
37-401-200 Travel Expense	681	0.00	0.00	0.00	680.24	0.76	100%	
37-401-203 Supplies	4,975	773.37	186.47	538.01	1,275.46	2,926.17	41%	
37-401-250 Light, Heat & Security	6,246	2,374.06	738.04	1,071.79	3,845.28	26.66	100%	
37-401-251 Telephone & Postage	4,000	1,652.83	168.61	512.43	1,189.40	1,157.77	71%	
37-401-255 Bldg. Maint/ Clean SVS	9,000	3,471.34	391.50	478.98	1,710.27	3,818.39	58%	
37-401-256 Bank Fees/ Petty Cash	3,750	0.00	300.00	600.00	1,500.00	2,250.00	40%	
37-401-295 Training	2,000	0.00	0.00	0.00	215.00	1,785.00	11%	
37-401-301 Computer Maint	4,800	2,559.23	126.00	415.03	1,778.99	461.78	90%	
37-401-302 Software Support	2,500	538.67	1,069.52	1,325.20	1,680.66	280.67	89%	
37-401-304 Website	800	0.00	412.50	412.50	412.50	387.50	52%	
37-401-305 Technology Upgrades	1,000	0.00	0.00	0.00	0.00	1,000.00		
37-401-306 Awning 25% Fund	500	0.00	500.00	500.00	500.00	0.00	100%	
37-401-307 Special Events	2,225	300.00	370.00	525.00	575.00	1,350.00	39%	
37-401-309 Advertising	2,270	0.00	0.00	0.00	0.00	2,270.00		

## Budget vs Actual

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Period Ending 11/30/2024

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-401-310 Dues & Subscriptions	3,500	560.00	445.00	585.00	2,711.00	229.00	93%
37-401-325 NC Sales/Use Tax Paid (No Tax)	728	0.00	0.00	728.00	728.00	0.00	100%
37-401-400 Liability Insurance	7,500	1,410.05	0.00	973.23	973.23	5,116.72	32%
37-401-401 County Tax Collection Svs	8,000	0.00	429.89	921.22	1,474.20	6,525.80	18%
37-401-405 Audit Expense	12,084	0.00	2,875.00	2,875.00	11,500.00	584.00	95%
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	3,335.01	8,716.46	20,341.12	(20,341.12)	
37-401-499 Miscellaneous Expense	4,724	0.00	387.39	387.39	997.39	3,726.54	21%
37-401-802 Truist Parking Lot Loan Principal	10,035	0.00	0.00	0.00	4,954.46	5,080.54	49%
37-401-832 Truist Parking Lot Loan Interest	6,203	0.00	0.00	0.00	3,166.55	3,036.45	51%
37-401-998 Contingency	16,306	0.00	0.00	0.00	0.00	16,306.00	
General Government Totals:	435,948	21,191.00	37,422.28	73,164.94	201,179.10	213,577.90	51%
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	250.00	625.00	875.00	42%
37-402-020 ER - FICA TAXES	115	0.00	9.56	19.12	47.80	67.20	42%
37-402-060 Workers Comp Mayor & Council	70	0.00	0.00	0.00	0.00	70.00	
37-402-200 Travel Expense	300	0.00	0.00	0.00	0.00	300.00	
37-402-295 Training	100	0.00	0.00	0.00	0.00	100.00	
37-402-402 Commission offsite meetings	200	0.00	0.00	0.00	0.00	200.00	
Governing Body Totals:	2,285	0.00	134.56	269.12	672.80	1,612.20	29%
37-405-345 Zoning/Ordinances	20,200	9,000.00	1,000.00	1,000.00	1,000.00	10,200.00	50%
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	0.00	500.00	
37-405-423 Quilters Lane	500	0.00	0.00	0.00	0.00	500.00	
37-405-430 Historic District Comm	220	0.00	0.00	0.00	0.00	220.00	
37-405-450 Revitalization Comm	8,080	6.27	2,605.84	5,794.48	6,250.44	1,823.29	77%
37-405-470 Small Town Maint St	2,500	0.00	0.00	0.00	0.00	2,500.00	
Non-Departmental Totals:	32,000	9,006.27	3,605.84	6,794.48	7,250.44	15,743.29	51%
37-501-010 SALARY FULL TIME	225,749	0.00	9,787.62	19,395.32	49,214.92	176,534.08	22%
37-501-014 Salary - Part Time	29,400	0.00	4,140.00	6,945.00	20,415.00	8,985.00	69%
37-501-015 Salary-LEO Separation Allowance	14,396	0.00	1,085.94	2,171.88	5,429.70	8,966.30	38%



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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-501-016 Salary - Admin Assistant	42,566	0.00	3,232.00	6,464.00	17,776.00	24,790.00	42%
37-501-018 Salary PD Weekend	5,000	0.00	0.00	540.00	6,435.00	(1,435.00)	129%
37-501-019 Salary - Over-Time	10,000	0.00	421.75	1,278.68	4,425.06	5,574.94	44%
37-501-020 ER-FICA Taxes	24,200	0.00	1,411.26	2,781.22	7,865.53	16,334.47	33%
37-501-030 ER - Retirement Orbit	68,792	0.00	1,634.49	3,324.42	11,606.96	57,185.04	17%
37-501-031 ER - 401K 5%	13,688	0.00	510.47	1,032.19	2,680.49	11,007.51	20%
37-501-040 ER - Health Insurance	50,712	13,733.69	1,544.89	3,134.78	7,295.19	29,683.12	41%
37-501-050 ER - Life Insurance	1,010	336.00	48.00	96.00	240.00	434.00	57%
37-501-060 ER - Workman's Comp	5,500	0.00	0.00	0.00	5,472.83	27.17	100%
37-501-200 Travel Expense	1,000	0.00	0.00	0.00	0.00	1,000.00	
37-501-203 Supplies	5,000	1,396.58	349.51	878.00	1,821.48	1,781.94	64%
37-501-204 Uniforms	5,000	1,972.78	114.19	551.35	1,188.82	1,838.40	63%
37-501-205 Equipment & Material	4,000	200.00	207.34	475.34	570.77	3,229.23	19%
37-501-250 Light, Heat & Security	6,600	2,462.45	738.04	1,071.79	3,916.89	220.66	97%
37-501-251 Telephone & Postage	8,110	4,252.10	604.60	1,383.44	2,905.49	952.41	88%
37-501-252 Fuel	20,000	11,524.07	829.47	1,677.15	3,475.93	5,000.00	75%
37-501-255 Bldg Maint/Clean Svs	6,344	3,471.34	391.50	478.98	1,710.27	1,162.39	82%
37-501-295 Training	2,000	0.00	101.88	207.10	207.10	1,792.90	10%
37-501-301 Computer Maint	5,951	2,288.23	0.00	506.03	2,098.99	1,563.78	74%
37-501-302 Software Support	6,655	120.00	1,188.12	1,366.74	5,722.95	812.05	88%
37-501-305 Technology Upgrades	1,000	0.00	0.00	0.00	0.00	1,000.00	
37-501-318 Freight Charges	250	0.00	0.00	0.00	0.00	250.00	
37-501-351 Maint & Repair Equip	4,000	0.00	0.00	0.00	0.00	4,000.00	
37-501-370 2019 Dodge Car 100	1,500	0.00	0.00	0.00	0.00	1,500.00	
37-501-371 2017 Dodge Car 200	1,500	0.00	0.00	0.00	729.69	770.31	49%
37-501-372 2016 Dodge Car 300	1,500	486.40	13.60	19.60	19.60	994.00	34%
37-501-373 2017 Dodge Car 400	1,500	500.00	0.00	0.00	0.00	1,000.00	33%
37-501-376 2019 Dodge Car 700	1,500	0.00	0.00	0.00	0.00	1,500.00	
37-501-377 2023 Dodge Car 125	1,500	0.00	0.00	0.00	0.00	1,500.00	

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-501-378 2023 Dodge Car 225	1,500	0.00	0.00	13.60	13.60	1,486.40	1%	
37-501-400 Liability Insurance	16,500	72.45	0.00	2,047.71	2,047.71	14,379.84	13%	
37-501-415 Medical	3,000	140.00	0.00	885.00	995.00	1,865.00	38%	
37-501-420 Attorney Fees	15,000	11,565.00	0.00	0.00	3,435.00	0.00	100%	
37-501-433 COP Program	2,100	0.00	209.76	373.84	873.84	1,226.16	42%	
37-501-499 Miscellaneous	1,000	302.23	0.00	20.50	466.02	231.75	77%	
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,630	0.00	0.00	0.00	4,629.14	0.86	100%	
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,965	0.00	4,964.39	4,964.39	4,964.39	0.61	100%	
37-501-805 Police 2023 Cars Loan Principle (USDA)	7,410	0.00	0.00	0.00	0.00	7,410.00		
37-501-832 Police 2017 Cars Loan Interest (USDA)	151	0.00	0.00	0.00	150.86	0.14	100%	
37-501-834 Police 2019 Cars Loan Interest (UDSA)	462	0.00	461.61	461.61	461.61	0.39	100%	
37-501-835 Police 2023 Cars Loan Interest (USDA)	1,568	0.00	0.00	0.00	0.00	1,568.00		
Police Department Totals:	634,209	54,823.32	33,990.43	64,545.66	181,261.83	398,123.85	37%	
37-601-014 Salary - Part Time Code Enforcement	2,682	0.00	157.60	378.24	1,276.56	1,405.44	48%	
37-601-020 ER-FICA Taxes	230	0.00	12.06	28.94	97.67	132.33	42%	
37-601-060 Workers Comp	660	0.00	0.00	0.00	610.62	49.38	93%	
37-601-252 Fuel/Truck Expense/Insurance	456	0.00	0.00	0.00	0.00	456.00		
37-601-352 Vehicle Maintenance	200	0.00	0.00	0.00	0.00	200.00		
37-601-437 Contract Srvs Fire Protection	87,600	0.00	7,300.00	14,600.00	36,500.00	51,100.00	42%	
37-601-475 Donation to Town Fire	1,550	0.00	0.00	0.00	0.00	1,550.00		
37-601-476 Code Enforcement Exp	550	0.00	0.00	0.00	0.00	550.00		
Fire Totals:	93,928	0.00	7,469.66	15,007.18	38,484.85	55,443.15	41%	
37-651-330 Christmas Lights/Santa House	1,730	1,440.00	185.47	185.47	185.47	104.53	94%	

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
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	202.78	202.78	1,797.22	10%
37-651-333 Street Beautification - Below \$5,000	4,000	0.00	0.00	917.70	1,754.21	2,245.79	44%
37-651-335 Street Lighting Electric Bill	30,500	17,632.96	2,629.51	5,182.26	12,867.04	0.00	100%
Signs and Lights Totals:	39,015	19,072.96	2,814.98	6,488.21	15,009.50	4,932.54	87%
37-701-010 Salary - Full Time	61,826	0.00	5,086.29	9,579.85	25,603.24	36,222.76	41%
37-701-014 Salary - Part Time	19,140	0.00	1,386.62	3,251.62	8,211.54	10,928.46	43%
37-701-019 Over-Time	1,379	0.00	400.90	400.90	400.90	978.10	29%
37-701-020 ER-FICA Taxes	6,299	0.00	524.67	1,009.91	2,611.04	3,687.96	41%
37-701-030 ER - Retirement - Orbit	16,840	0.00	964.08	1,758.92	5,330.58	11,509.42	32%
37-701-040 ER-Health Insurance	17,626	7,178.87	1,197.48	2,455.10	7,404.25	3,042.88	83%
37-701-050 ER-Life Insurance	468	165.44	31.20	62.40	160.96	141.60	70%
37-701-060 ER-Workman's Comp	1,762	0.00	0.00	0.00	1,381.14	380.86	78%
37-701-203 Supplies	4,325	479.91	699.50	1,479.77	3,968.60	(123.51)	103%
37-701-204 Uniforms	3,900	1,897.51	219.30	1,537.53	2,002.49	0.00	100%
37-701-251 Telephone & Postage	925	636.38	57.73	115.46	288.62	0.00	100%
37-701-252 Fuel	13,000	2,463.65	939.28	1,566.74	3,458.01	7,078.34	46%
37-701-312 Tree Removal	1,200	0.00	0.00	0.00	0.00	1,200.00	
37-701-351 Maint & Repair Equip	11,750	475.19	4,904.41	10,166.05	10,326.05	948.76	92%
37-701-352 Vehicle Maintenance	7,406	0.00	0.00	1,089.20	1,589.60	5,816.40	21%
37-701-400 Liability Insurance	7,416	0.00	0.00	1,525.70	1,525.70	5,890.30	21%
37-701-431 Street Debris Disposal	4,894	0.00	3,894.00	4,894.00	4,894.00	0.00	100%
37-701-895 Mowing	(16,000)	0.00	(1,333.00)	(2,666.00)	(6,665.00)	(9,335.00)	42%
Streets Totals:	164,156	13,296.95	18,972.46	38,227.15	72,491.72	78,367.33	52%
37-710-361 Maint & Repair POWELL BILL	15,000	0.00	0.00	0.00	4,425.00	10,575.00	30%
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	0.00	100.00	
Powell Bill Totals:	15,100	0.00	0.00	0.00	4,425.00	10,675.00	29%
37-801-010 Salary - Full Time Sanitation	54,337	0.00	3,670.80	7,341.60	21,577.84	32,759.16	40%

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-801-019 Salary - Over Time Sanitation	734	0.00	303.22	303.22	318.19	415.81	43%	
37-801-020 ER - FICA Sanitation	4,213	0.00	300.40	577.60	1,657.61	2,555.39	39%	
37-801-030 ER - Retirement - Orbit Sanitation	11,262	0.00	698.46	698.46	1,790.18	9,471.82	16%	
37-801-040 ER - Health Insurance	13,808	4,961.90	1,017.32	2,034.64	5,020.42	3,825.68	72%	
37-801-050 ER - Life Insurance	259	150.00	21.60	43.20	108.00	1.00	100%	
37-801-060 Workman's Compensation	4,415	0.00	0.00	0.00	3,617.94	797.06	82%	
37-801-203 Supplies	1,000	0.00	0.00	49.09	326.60	673.40	33%	
37-801-204 Uniforms	2,912	1,984.03	86.79	651.60	927.97	0.00	100%	
37-801-251 Telephone & Postage	500	346.23	30.76	61.52	153.77	0.00	100%	
37-801-252 Fuel	4,000	800.00	194.31	355.59	1,099.88	2,100.12	47%	
37-801-350 Landfill Fees	20,250	11,705.71	1,566.46	3,126.22	7,813.34	730.95	96%	
37-801-352 Vehicle Maintenance	1,000	0.00	0.00	0.00	683.97	316.03	68%	
37-801-400 Liability Insurance	4,542	0.00	0.00	985.26	985.26	3,556.74	22%	
Sanitation Totals:	123,232	19,947.87	7,890.12	16,228.00	46,080.97	57,203.16	54%	
37-901-038 Transfer Out to WS for USDA Loan	7,281	0.00	0.00	7,281.00	7,281.00	0.00	100%	
37-901-889 Transfer Out to USDA Loan Reserve	2,647	0.00	0.00	0.00	0.00	2,647.00		
Transfers Out Totals:	9,928	0.00	0.00	7,281.00	7,281.00	2,647.00	73%	
Expenses Totals:	1,549,801	137,338.37	112,300.33	228,005.74	574,137.21	838,325.42	46%	
37 GENERAL FUND Revenues Over/(Under) Expenses:			(12,469.03)	(21,738.48)	(157,198.63)			

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### 38 WATER / SEWER

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
38-351-401 Water Sales	821,313	0.00	60,506.93	125,524.23	295,412.90	(525,900.10)	36%
38-351-402 Debt Setoff WATER	224	0.00	0.00	0.00	0.00	(224.00)	
38-351-404 Sewer Services	695,580	0.00	51,407.61	106,464.31	230,625.29	(464,954.71)	33%
38-351-407 Debt Setoff SEWER	196	0.00	0.00	0.00	29.70	(166.30)	15%
38-351-408 Town Taps/Connection Fee	18,000	0.00	0.00	321.54	5,049.32	(12,950.68)	28%
38-351-416 Dis/Reconnection Fee	9,468	0.00	120.00	1,218.98	4,020.00	(5,448.00)	42%
38-351-417 Fire Sprinkler	2,337	0.00	196.14	392.28	980.70	(1,356.30)	42%
38-351-418 Late Fees/Penalty/Cut Off	22,742	0.00	1,143.70	2,982.50	8,729.84	(14,012.16)	38%
38-351-419 Returned Check Fee	900	0.00	0.00	0.00	200.00	(700.00)	22%
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	200	0.00	0.00	0.00	0.00	(200.00)	
38-365-001 Interest Income	15	0.00	0.00	0.00	0.00	(15.00)	
38-365-014 Cash Over and Short (Daily Difference)	0	0.00	0.00	0.00	(25.00)	(25.00)	
38-365-373 Insurance Proceeds W/S	0	0.00	0.00	0.00	1,157.69	1,157.69	
38-365-410 Interest/investment Income NCCMT	14,324	0.00	0.00	1,163.89	4,880.44	(9,443.56)	34%
38-365-421 Account Activation Fee	2,513	0.00	225.00	575.00	1,300.00	(1,213.00)	52%
38-365-851 Misc Revenue WATER	0	0.00	0.00	30.00	30.00	30.00	
38-381-037 Transfer In From GF	7,281	0.00	0.00	7,281.00	7,281.00	0.00	100%
38-395-396 Apropriated Fund Balance (Budget Only)	197,097	0.00	0.00	0.00	0.00	(197,097.00)	
<b>Revenues Totals:</b>	<b>1,792,190</b>	<b>0.00</b>	<b>113,599.38</b>	<b>245,953.73</b>	<b>559,671.88</b>	<b>(1,232,518.12)</b>	<b>31%</b>

### Expenses

38-851-010 Salary Full Time	110,766	0.00	8,550.74	16,895.66	48,471.18	62,294.82	44%
38-851-014 Salary - Part Time	18,125	0.00	1,316.80	2,760.75	6,939.71	11,185.29	38%
38-851-019 Salary Over-Time	7,754	0.00	402.76	783.17	4,301.82	3,452.18	55%
38-851-020 ER-FICA Taxes	10,453	0.00	756.00	1,504.29	4,404.84	6,048.16	42%

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-030 ER - Retirement Orbit	21,886	0.00	1,495.94	2,989.47	9,400.11	12,485.89	43%
38-851-040 ER - Health Insurance WATER	20,220	10,686.76	1,494.76	2,996.95	9,434.84	98.40	100%
38-851-050 ER - Life Insurance	500	253.76	33.60	67.20	196.48	49.76	90%
38-851-060 ER - Workman's Comp	1,112	0.00	0.00	0.00	814.12	297.88	73%
38-851-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00	
38-851-203 Supplies	35,000	4,314.32	576.28	5,139.50	16,602.58	14,083.10	60%
38-851-204 Uniforms	2,600	1,164.30	153.28	1,089.49	1,435.70	0.00	100%
38-851-250 Light & Heat & Security	6,090	2,146.28	458.66	808.05	2,669.61	1,274.11	79%
38-851-251 Telephone & Postage	9,729	5,768.28	798.00	1,643.53	3,959.78	0.94	100%
38-851-252 Fuel	10,300	2,321.74	777.96	1,375.52	3,538.42	4,439.84	57%
38-851-255 Bldg. Maint/Clean Svs	3,117	1,735.70	195.75	239.52	855.19	526.11	83%
38-851-260 Electric Tank/Pumps	3,401	1,695.78	236.12	550.32	1,004.22	701.00	79%
38-851-296 Continuing Education	1,300	180.00	0.00	0.00	182.50	937.50	28%
38-851-301 Computer Maintenance	3,500	2,069.51	59.76	247.79	1,423.62	6.87	100%
38-851-302 Software Support	9,000	595.08	429.49	483.96	8,175.01	229.91	97%
38-851-305 Technology Upgrades	2,250	0.00	0.00	12.50	12.50	2,237.50	1%
38-851-309 Advertising	265	0.00	0.00	0.00	0.00	265.00	
38-851-310 Dues & Subscriptions	501	87.50	12.50	37.50	412.72	0.78	100%
38-851-313 State Permits	1,270	0.00	0.00	1,090.00	1,090.00	180.00	86%
38-851-345 Water Tank Contract	20,567	10,283.28	0.00	5,141.64	10,283.28	0.44	100%
38-851-347 Lab Analysis	2,210	1,575.00	70.00	285.00	425.00	210.00	90%
38-851-351 Maint. & Repair Equip	3,160	253.61	480.00	480.00	2,905.81	0.58	100%
38-851-352 Vehicle Maintenance	3,750	0.00	0.00	874.14	1,165.56	2,584.44	31%
38-851-400 Town Liability Insurance	11,145	36.22	0.00	2,318.25	2,318.25	8,790.53	21%
38-851-405 Audit Expense	5,750	0.00	1,437.50	1,437.50	5,750.00	0.00	100%
38-851-408 Town Tap Expense	9,000	0.00	0.00	0.00	6,865.00	2,135.00	76%
38-851-448 External Contract	9,280	4,258.50	0.00	2,504.00	5,020.68	0.82	100%
38-851-451 Water Purchase	230,000	209,967.15	0.00	0.00	20,032.85	0.00	100%
38-851-500 Capital Outlay \$5000 and Above	55,390	22,700.00	32,690.00	32,690.00	32,690.00	0.00	100%

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-802 USDA Public Works Trucks - Princ Water	8,623	0.00	0.00	2,825.03	2,825.03	5,797.97	33%
38-851-803 USDA Town Hall/WS Loan Principal	29,300	0.00	0.00	0.00	0.00	29,300.00	
38-851-833 USDA Town Hall/WS Loan Interest	14,863	0.00	0.00	0.00	0.00	14,863.00	
38-851-836 USDA Public Works Trucks - Int Water	1,109	0.00	0.00	91.96	91.96	1,017.04	8%
38-851-895 Grass Cutting Expense	16,000	0.00	1,333.00	2,666.00	6,665.00	9,335.00	42%
38-851-896 WS 25% of GF Expense	55,177	0.00	5,145.33	10,028.56	26,137.78	29,039.22	47%
38-851-998 Contingency	2,212	0.00	0.00	0.00	0.00	2,212.00	
Water Totals:	756,890	282,092.77	58,904.23	102,057.25	248,501.15	226,296.08	70%
38-852-010 Salary - Full Time	110,766	0.00	8,550.74	16,888.18	48,464.26	62,301.74	44%
38-852-014 Salary - Part Time	18,125	0.00	1,316.80	2,760.59	6,939.39	11,185.61	38%
38-852-019 Salary - Over Time Sewer	7,754	0.00	155.09	599.17	2,421.39	5,332.61	31%
38-852-020 ER - FICA Sewer	10,453	0.00	763.12	1,541.76	4,403.87	6,049.13	42%
38-852-030 ER-Retirement Orbit	21,886	0.00	1,482.72	3,020.17	9,112.72	12,773.28	42%
38-852-040 ER-Health Insurance SEWER	20,220	10,704.28	1,494.75	2,996.92	9,462.68	53.04	100%
38-852-050 ER-Life Insurance	500	253.76	33.60	67.20	196.48	49.76	90%
38-852-060 ER-Workman's Comp	815	0.00	0.00	0.00	814.12	0.88	100%
38-852-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00	
38-852-203 Supplies	24,240	2,706.84	593.05	3,820.30	21,461.28	71.88	100%
38-852-204 Uniforms	2,600	1,164.38	153.26	1,089.42	1,435.62	0.00	100%
38-852-250 Light & Heat & Security	7,000	2,146.36	458.62	808.00	2,669.53	2,184.11	69%
38-852-251 Telephone & Postage	10,586	6,234.21	866.59	1,818.31	4,351.28	0.51	100%
38-852-252 Fuel	10,300	2,321.76	740.60	1,380.11	3,512.89	4,465.35	57%
38-852-255 Bldg. Maint/Clean Svs	3,117	1,735.71	195.75	239.52	855.18	526.11	83%
38-852-260 Electric Tank/Pumps	12,000	6,250.15	921.84	2,030.01	4,749.85	1,000.00	92%
38-852-296 Continuing Education	1,300	180.00	0.00	0.00	140.00	980.00	25%
38-852-301 Computer Maint.	3,500	2,069.52	59.75	247.78	1,423.59	6.89	100%

## Budget vs Actual

Town of Warrenton  
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Period Ending 11/30/2024

38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-852-302 Software Support	9,000	595.08	429.49	483.97	8,175.02	229.90	97%
38-852-305 Technology Upgrades	13	0.00	0.00	12.48	12.48	0.52	96%
38-852-309 Advertising	503	0.00	502.50	502.50	502.50	0.50	100%
38-852-310 Dues & Subscriptions	501	87.50	12.50	37.50	412.70	0.80	100%
38-852-313 State Permits	1,500	0.00	0.00	0.00	0.00	1,500.00	
38-852-351 Maint & Repair Equip	3,160	253.61	480.00	480.00	2,905.81	0.58	100%
38-852-352 Vehicle Maintenance	3,109	0.00	0.00	874.15	1,165.56	1,943.44	37%
38-852-400 Liability Insurance	5,455	36.23	0.00	1,141.82	1,141.82	4,276.95	22%
38-852-405 Audit Expense	5,750	0.00	1,437.50	1,437.50	5,750.00	0.00	100%
38-852-408 Town Tap Expense	9,440	0.00	0.00	0.00	9,440.00	0.00	100%
38-852-435 Purchase of Sewer Services	402,384	0.00	0.00	40,362.82	166,277.02	236,106.98	41%
38-852-448 External Contract	16,241	0.06	4,332.80	6,916.51	16,240.51	0.43	100%
38-852-473 WWTP Rehab Annual Payment	21,935	0.00	0.00	0.00	0.00	21,935.00	
38-852-500 Capital Outlay \$5000 and Above	36,537	24,039.87	0.00	5,012.55	9,622.55	2,874.58	92%
38-852-802 USDA Public Works Trucks - Princ Sewer	8,623	0.00	0.00	2,825.04	2,825.04	5,797.96	33%
38-852-803 USDA Town Hall/WS Loan Principal	29,300	0.00	0.00	0.00	0.00	29,300.00	
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	
38-852-833 USDA Town Hall/WS Loan Interest	14,863	0.00	0.00	0.00	0.00	14,863.00	
38-852-836 USDA Public Works Trucks - Int Sewer	1,109	0.00	0.00	91.97	91.97	1,017.03	8%
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	2,475	0.00	0.00	1,237.50	1,237.50	1,237.50	50%
38-852-896 WS 25% of GF Expense	55,177	0.00	5,145.34	10,028.58	26,137.81	29,039.19	47%



Budget vs Actual

Town of Warrenton  
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Period Ending 11/30/2024								
Sewer Expenses Totals:	921,590	61,779.32	30,126.41	110,752.33	374,352.42	485,458.26	47%	
38-901-902 Transfer Out to Water Treatment Plant	113,710	0.00	0.00	0.00	0.00	113,710.00		
Transfers Out Totals:	113,710	0.00	0.00	0.00	0.00	113,710.00		
Expenses Totals:	1,792,190	343,872.09	89,030.64	212,809.58	622,853.57	825,464.34	54%	
38 WATER / SEWER Revenues Over/(Under) Expenses:			24,568.74	33,144.15	(63,181.69)			

## Budget vs Actual

Town of Warrenton  
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Period Ending 11/30/2024

39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
39-351-405 Septic Disposal Service	42,074	0.00	645.00	9,725.00	20,265.00	(21,809.00)	48%
39-351-470 Town Sewer Revenues	402,384	0.00	0.00	40,362.82	166,277.02	(236,106.98)	41%
39-351-471 Sewer Revenues - County	322,189	0.00	0.00	32,318.65	133,138.58	(189,050.42)	41%
39-351-472 Sewer Rev Norlina	218,881	0.00	0.00	21,955.86	90,448.46	(128,432.54)	41%
39-365-373 Insurance Proceeds WWTP	0	0.00	0.00	0.00	1,157.69	1,157.69	
39-381-038 Transfer In from Water/Sewer	113,710	0.00	0.00	0.00	0.00	(113,710.00)	
<b>Revenues Totals:</b>	<b>1,099,238</b>	<b>0.00</b>	<b>645.00</b>	<b>104,362.33</b>	<b>411,286.75</b>	<b>(687,951.25)</b>	<b>37%</b>
<b>Expenses</b>							
39-861-010 Salary - Full Time	221,987	0.00	17,267.32	33,943.95	90,964.68	131,022.32	41%
39-861-014 Salary - Part Time	20,450	0.00	1,562.14	3,655.75	10,088.82	10,361.18	49%
39-861-019 Over-Time	16,838	0.00	852.17	1,650.58	5,382.98	11,455.02	32%
39-861-020 ER-FICA Taxes	19,835	0.00	1,342.26	2,675.85	7,273.33	12,561.67	37%
39-861-030 ER - Retirement Orbit	49,205	0.00	2,999.67	5,873.20	16,892.32	32,312.68	34%
39-861-040 ER- Health Insurance	38,067	17,516.23	3,142.10	6,284.20	18,121.37	2,429.40	94%
39-861-050 ER-Life Insurance	668	216.32	72.00	144.00	383.68	68.00	90%
39-861-060 ER-Workman's Comp	2,121	0.00	0.00	0.00	1,561.59	559.41	74%
39-861-200 Travel Expense	500	0.00	0.00	0.00	0.00	500.00	
39-861-203 Supplies	58,645	6,391.37	7,972.06	19,887.53	36,049.52	16,204.11	72%
39-861-204 Uniforms	4,420	1,551.37	309.92	2,218.30	2,868.63	0.00	100%
39-861-250 Light, Heat & Security	125,000	81,691.37	5,688.45	11,781.49	30,974.13	12,334.50	90%
39-861-251 Telephone & Postage	6,690	3,993.40	534.28	1,066.55	2,523.05	173.55	97%
39-861-252 Fuel	10,250	2,845.18	1,013.03	1,722.47	4,308.14	3,096.68	70%
39-861-296 Continuing Education	1,500	360.00	0.00	0.00	42.50	1,097.50	27%
39-861-301 Computer Maint.	7,000	2,501.69	150.04	773.67	2,354.49	2,143.82	69%
39-861-302 Software Support	4,208	565.08	654.86	709.62	742.95	2,899.97	31%
39-861-305 Technology Upgrades	2,000	0.00	0.00	25.00	25.00	1,975.00	1%
39-861-309 Advertising	1,000	0.00	506.50	506.50	506.50	493.50	51%
39-861-310 Dues & Subscriptions	154	0.00	0.00	0.00	0.00	154.00	

## Budget vs Actual

Town of Warrenton  
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Period Ending 11/30/2024

39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
39-861-318 Freight Charges	2,250	1,533.59	131.60	373.30	716.41	0.00	100%
39-861-342 Maint & Repair Plant	120,000	3,696.54	22,365.21	25,230.89	42,900.89	73,402.57	39%
39-861-344 Sludge Removal	72,000	41,965.50	8,223.25	8,223.25	27,034.50	3,000.00	96%
39-861-345 Beaver Control	750	0.00	0.00	0.00	0.00	750.00	
39-861-346 Lab Material & Supplies	11,526	0.00	826.84	3,166.93	8,888.17	2,637.83	77%
39-861-347 Lab Analysis	24,400	10,970.00	3,150.00	6,152.00	11,830.00	1,600.00	93%
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	1,125.00	375.00	75%
39-861-352 Vehicle Maintenance	4,750	0.00	0.00	1,635.06	2,303.77	2,446.23	49%
39-861-400 Liability Insurance	20,082	72.45	0.00	4,078.79	4,078.79	15,930.76	21%
39-861-405 Audit Expense	11,500	0.00	2,875.00	2,875.00	11,500.00	0.00	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	15,000	5,775.00	825.00	1,650.00	9,153.33	71.67	100%
39-861-446 Influent Debris Removal	6,654	3,886.74	548.16	1,100.29	2,767.26	0.00	100%
39-861-500 Capital Outlay \$5000 and Over	119,265	0.00	0.00	34,410.00	119,235.88	29.12	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	61,428	0.00	4,901.71	9,816.73	25,957.64	35,470.36	42%
39-861-998 Contingency	9,988	0.00	0.00	0.00	0.00	9,988.00	
WWTP - Expenses Totals:	1,099,238	185,531.83	87,913.57	191,630.90	498,555.32	415,150.85	62%
Expenses Totals:	1,099,238	185,531.83	87,913.57	191,630.90	498,555.32	415,150.85	62%
39 WWTP Revenues Over/(Under) Expenses:			(87,268.57)	(87,268.57)	(87,268.57)		

## Check Listing

Date From: 11/1/2024 Date To: 11/30/2024  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
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Check Number	Bank	Vendor	Date	Amount
68138	30	All American Welding & Machine, LLC	11/01/2024	<u>\$90.74</u>
68139	30	AMAZON CAPTIAL SERVICES, INC.	11/01/2024	<u>\$102.78</u>
68140	30	CARDNO USA, INC.	11/01/2024	<u>\$450.00</u>
68141	30	Locorum Distillery LLC	11/01/2024	<u>\$500.00</u>
68142	30	MERITECH INC	11/01/2024	<u>\$3,220.00</u>
68143	30	PETE SMITH TIRE & QUICK LUBE, INC	11/01/2024	<u>\$18.54</u>
68144	30	THE FMRT GROUP	11/01/2024	<u>\$775.00</u>
68145	30	UNIFIRST CORPORATION	11/01/2024	<u>\$493.61</u>
68146	30	WILSON'S WATER SERVICES	11/01/2024	<u>\$825.00</u>
68147	30	Always N Bloom	11/05/2024	<u>\$28.97</u>
68148	30	Angela S. Manning Inc.	11/05/2024	<u>\$1,000.00</u>
68149	30	DOCUMENT SYSTEMS, INC	11/05/2024	<u>\$345.62</u>
68150	30	DRAWINGBOARD PRINTING	11/05/2024	<u>\$102.58</u>
68151	30	UNITED PARCEL SERVICE	11/05/2024	<u>\$32.90</u>
68152	30	USA Bluebook	11/05/2024	<u>\$823.14</u>
68153	30	WARREN AUTO PARTS, INC.	11/05/2024	<u>\$112.98</u>
68154	30	WRIGHT EXPRESS FSC	11/05/2024	<u>\$829.47</u>
68155	30	Ada Davis	11/05/2024	<u>\$200.00</u>
68156	30	All American Welding & Machine, LLC	11/13/2024	<u>\$294.90</u>
68157	30	AMAZON CAPTIAL SERVICES, INC.	11/13/2024	<u>\$160.05</u>
68158	30	CAROLINA DIGITAL PHONE INC	11/13/2024	<u>\$316.00</u>
68159	30	Community Eye Care	11/13/2024	<u>\$152.30</u>
68160	30	DOCUMENT SYSTEMS, INC	11/13/2024	<u>\$287.74</u>
68161	30	DUKE ENERGY PROGRESS	11/13/2024	<u>\$2,466.11</u>
68162	30	DUKE ENERGY PROGRESS	11/13/2024	<u>\$128.71</u>
68163	30	EZTASK	11/13/2024	<u>\$1,650.00</u>
68164	30	GUPTON SERVICES, INC	11/13/2024	<u>\$130.00</u>
68165	30	JOYCE AND COMPANY, CPA	11/13/2024	<u>\$8,625.00</u>
68166	30	PETE SMITH TIRE & QUICK LUBE, INC	11/13/2024	<u>\$106.13</u>
68167	30	Purchase Power (Pitney Bowes)	11/13/2024	<u>\$150.00</u>
68168	30	WARREN AUTO PARTS, INC.	11/13/2024	<u>\$131.24</u>
68169	30	WILLIAMS FIRE SPRINKLER	11/13/2024	<u>\$1,222.19</u>

## Check Listing

Date From: 11/1/2024 Date To: 11/30/2024  
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Check Number	Bank	Vendor	Date	Amount
68170	30	WOMACK PUBLISHING CO. INC.	11/13/2024	<u>\$1,009.00</u>
68171	30	AMAZON CAPTIAL SERVICES, INC.	11/14/2024	<u>\$765.16</u>
68172	30	BLUE RIDGE SPRINGS, INC	11/14/2024	<u>\$12.50</u>
68173	30	GFL ENVIRONMENTAL	11/14/2024	<u>\$548.16</u>
68174	30	NORTH CAROLINA 811, INC	11/14/2024	<u>\$25.00</u>
68175	30	PROFESSIONAL MAIL SERVICES, INC	11/14/2024	<u>\$154.03</u>
68176	30	PROFESSIONAL MAIL SERVICES, INC	11/14/2024	<u>\$520.95</u>
68177	30	TIME WARNER CABLE	11/14/2024	<u>\$189.98</u>
68178	30	UNIFIRST CORPORATION	11/14/2024	<u>\$477.53</u>
68179	30	UNITED PARCEL SERVICE	11/14/2024	<u>\$32.90</u>
68180	30	WALKER AUTO STORES	11/14/2024	<u>\$37.92</u>
68181	30	WARREN COUNTY PUBLIC WORKS	11/14/2024	<u>\$1,529.61</u>
68182	30	GEORGE HUMPHRIES	11/15/2024	<u>\$15,000.00</u>
68183	30	PRO, INC.	11/15/2024	<u>\$4,000.00</u>
68184	30	FIRST CITIZENS BANK	11/18/2024	<u>\$3,788.55</u>
68185	30	GALLS QUARTERMASTER	11/19/2024	<u>\$121.90</u>
68186	30	INTERPLAT SOLUTIONS, INC	11/19/2024	<u>\$500.00</u>
68187	30	LINSTAR	11/19/2024	<u>\$177.40</u>
68188	30	PETE SMITH TIRE & QUICK LUBE, INC	11/19/2024	<u>\$13.60</u>
68189	30	PLATTERIFIC CATERING, LLC	11/19/2024	<u>\$370.00</u>
68190	30	BLUE RIDGE SPRINGS, INC	11/19/2024	<u>\$12.50</u>
68191	30	DUKE ENERGY PROGRESS	11/19/2024	<u>\$7,520.18</u>
68192	30	GARY V. WILLIAMS	11/19/2024	<u>\$720.00</u>
68193	30	HARRIS EQUIPMENT COMPANY	11/19/2024	<u>\$7,960.21</u>
68194	30	LITTLE & JENKINS REBUILDERS, INC	11/19/2024	<u>\$467.59</u>
68195	30	LORD & COMPANY, INC	11/19/2024	<u>\$10,685.00</u>
68196	30	QUALITY EQUIPMENT LLC	11/19/2024	<u>\$1,812.50</u>
68197	30	SCOTT ERIC LILES	11/19/2024	<u>\$3,000.00</u>
68198	30	UNIFIRST CORPORATION	11/19/2024	<u>\$398.41</u>
68199	30	UNITED PARCEL SERVICE	11/19/2024	<u>\$32.90</u>
68200	30	WARREN AUTO PARTS, INC.	11/19/2024	<u>\$80.82</u>
68201	30	WARREN COUNTY PUBLIC WORKS	11/19/2024	<u>\$36.85</u>

## Check Listing

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Check Number	Bank	Vendor	Date	Amount
68202	30	Thomas Lang	11/21/2024	<u>\$2,500.00</u>
68203	30	AMAZON CAPTIAL SERVICES, INC.	11/25/2024	<u>\$271.17</u>
68204	30	AT&T MOBILITY II LLC	11/25/2024	<u>\$773.37</u>
68205	30	FRONTIER NATURAL GAS	11/25/2024	<u>\$16.65</u>
68206	30	HARRIS EQUIPMENT COMPANY	11/25/2024	<u>\$8,226.80</u>
68207	30	MUNICIPAL INSURANCE TRUST	11/25/2024	<u>\$808.09</u>
68208	30	PETE SMITH TIRE & QUICK LUBE, INC	11/25/2024	<u>\$1,918.20</u>
68209	30	TRIANGLE BUSINESS JOURNAL <b>VOIDED</b>	11/25/2024	<u>\$213.50</u>
68210	30	UNUM LIFE INSURANCE COMPANY OF AMERICA	11/25/2024	<u>\$563.14</u>
68211	30	AETNA	11/25/2024	<u>\$13,953.52</u>
68212	30	AT&T MOBILITY II LLC	11/25/2024	<u>\$442.00</u>
68213	30	COLUMBIAN MUTUAL LIFE INS CO	11/25/2024	<u>\$36.89</u>
68214	30	DANTE WALLACE	11/25/2024	<u>\$41.42</u>
68215	30	DAVITA C STEED	11/25/2024	<u>\$41.42</u>
68216	30	DIANE T LYNCH	11/25/2024	<u>\$54.02</u>
68217	30	GARY V. WILLIAMS	11/25/2024	<u>\$1,440.00</u>
68218	30	HUMANA SPECIALTY BENEFITS	11/25/2024	<u>\$29.38</u>
68219	30	MARGARET BRITT	11/25/2024	<u>\$50.00</u>
68220	30	TRIANGLE BUSINESS JOURNAL	11/25/2024	<u>\$74.73</u>
68221	30	AAA GAS AND APPLIANCE CO.	11/27/2024	<u>\$168.36</u>
68222	30	All American Welding & Machine, LLC	11/27/2024	<u>\$158.79</u>
68223	30	AMAZON CAPTIAL SERVICES, INC.	11/27/2024	<u>\$142.00</u>
68224	30	CHARLES R. UNDERWOOD, INC.	11/27/2024	<u>\$34,896.58</u>
68225	30	ClearWater, Inc	11/27/2024	<u>\$7,516.46</u>
68226	30	DUKE ENERGY PROGRESS	11/27/2024	<u>\$114.79</u>
68227	30	FRONTIER NATURAL GAS	11/27/2024	<u>\$15.19</u>
68228	30	GARY V. WILLIAMS	11/27/2024	<u>\$960.00</u>
68229	30	GRANVILLE FARMS, INC.	11/27/2024	<u>\$8,223.25</u>
68230	30	INFORMATION TECHNOLOGY SERVICE	11/27/2024	<u>\$278.49</u>
68231	30	Marlin Leasing Corporation	11/27/2024	<u>\$161.85</u>
68232	30	PRUDENTIAL RETIREMENT	11/27/2024	<u>\$813.09</u>
68233	30	SANFORD ELECTRICAL CONTRACTORS, LLC	11/27/2024	<u>\$768.60</u>

Check Listing

Date From: 11/1/2024 Date To: 11/30/2024  
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Check Number	Bank	Vendor	Date	Amount
68234	30	SONITROL INTEGRATED SECURITY	11/27/2024	<b>\$1,464.75</b>
68235	30	UNITED PARCEL SERVICE	11/27/2024	<b>\$32.90</b>
68236	30	VERIZON WIRELESS	11/27/2024	<b>\$320.08</b>
68237	30	WARREN AUTO PARTS, INC.	11/27/2024	<b>\$612.14</b>
68238	30	WESLEY MEMORIAL UMC	11/27/2024	<b>\$155.00</b>
68239	30	WRIGHT EXPRESS FSC	11/27/2024	<b>\$1,595.00</b>
102	Checks Totaling -			<b>\$177,624.47</b>

Totals By Fund

	Checks	Voids	Total
34	\$342.54		\$342.54
36	\$3,348.51	\$13.50	\$3,335.01
37	\$39,694.72	\$200.00	\$39,494.72
38	\$53,284.69		\$53,284.69
39	\$61,304.01		\$61,304.01
67	\$19,200.00		\$19,200.00
71	\$450.00		\$450.00
Totals:	\$177,624.47	\$213.50	\$177,410.97

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator  
**Date:** December 5, 2024  
**Re:** **Revision 1** - November 2024 Monthly Activity Report for Public Works

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## Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) Install magnetic flow meter in 14-inch sewer force main where Town of Norlina's and Warren County's Sewer enters Town of Warrenton's sewer system (meter would give us precise measurement of volume of sewer in route to the wastewater treatment plant from our partners thus helping to ensure accurate portioning of monthly wastewater treatment expense between the three partners...Estimated Cost - \$75,000). (2) Purchase water main valve exercising equipment (Estimated Cost – \$30,000). (3) Purchase spare pump for Riggans Sewer Lift Station – (Estimated Cost for pump - \$20,000.00). (4) Purchase spare pump for F&M Sewer Lift Station and install emergency port – (Estimated Cost – \$45,000). (5) Highway 158 Business East Water Customers...From Highway 58 to just past Red Hill Loop Road...Abandon old 2-inch galvanized water main and reconnect active services to 8-inch PVC water main (Estimated Cost - \$50,000.00). (6) Replace two 6-inch master water meters (Estimated Shared Cost with Warren County - \$7,000.00). (7) North Main Street Elevated Tank – Repair level/pump controls. (Estimated Cost – Still Gathering Information). (8) 2-Inch Water Main Valve – Located at Wilcox and Rodwell Street Intersection. Replace Leaking valve. (Estimated Cost – \$3,500.00).
- **Completed Water and Sewer System Maintenance/Repair Related Information:**  
(1) Repair. JCB Backhoe. Replaced fuel pump and dipper boom cylinder. Contractor: Gary Williams (Labor - \$960.00, Parts provided by Town). (2) Emergency Repair – Repaired failed main sewer outfall located behind cast stone. Replaced 25 feet of root infested main line. Contractor: Harris Equipment Company (Labor and Materials - \$4,332.80).

**Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$960.00**

**Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$4,332.80**

- **Water System Fire Hydrants:** It has been determined that we have 14 of 171 hydrants that are out of service for various reasons. An attached list has been provided that has details of location, symptoms, and parts needed if known. We also have 24 hydrants that are in service, but have lubrication plugs that are stuck. These will need to have machine work...they will have to be drilled out and tapped to allow for access and a new plug to be installed. Please note that we have a few basic repair parts in inventory, but do not have any dedicated or unused money in the current operating budget if a contractor or extensive parts are needed. Our staff should be able to repair three of the hydrants (Hydrants No.



41,72, and 99). Additionally, our staff will be troubleshooting the other hydrants and enlisting the aid of a competent contractor to determine what is needed and what the approximate cost will be.

- **Water and Sewer Adjustment Request:** For consideration at the December 9, 2024, meeting of the Board of Commissioners. **Warren County Human Resources** – 540 W. Ridgeway St., Account #005-000900-3. Billing Period: July 15, 2024 – August 15, 2024. Leak occurred between meter box and building. Normal usage 1,000 gallons. Request is for sewer adjustment of 16,000 gallons at \$13.41/1000. Total \$214.56. Adjustment recommended by staff.

#### Streets and Sanitation

- **Current Tasks:** Tree pruning. Street curb and gutter cleaning. Signs repair/replacement. Loose leaves/debris pick-up. Grass Cutting. Water and sewer line right of ways trimming and cutting.

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator  
**Date:** December 5, 2024  
**Re:** November 2024 Monthly Activity Report for Public Works

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## Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) Install magnetic flow meter in 14-inch sewer force main where Town of Norlina's and Warren County's Sewer enters Town of Warrenton's sewer system (meter would give us precise measurement of volume of sewer in route to the wastewater treatment plant from our partners thus helping to ensure accurate portioning of monthly wastewater treatment expense between the three partners...Estimated Cost - \$75,000). (2) Purchase water main valve exercising equipment (Estimated Cost – \$30,000). (3) Purchase spare pump for Riggans Sewer Lift Station – (Estimated Cost for pump - \$20,000.00). (4) Purchase spare pump for F&M Sewer Lift Station and install emergency port – (Estimated Cost – \$45,000). (5) Highway 158 Business East Water Customers...From Highway 58 to just past Red Hill Loop Road...Abandon old 2-inch galvanized water main and reconnect active services to 8-inch PVC water main (Estimated Cost - \$50,000.00). (6) Replace two 6-inch master water meters (Estimated Shared Cost with Warren County - \$7,000.00). (7) North Main Street Elevated Tank – Repair level/pump controls. (Estimated Cost – Still Gathering Information). (8) 2-Inch Water Main Valve – Located at Wilcox and Rodwell Street Intersection. Replace Leaking valve. (Estimated Cost – \$3,500.00).
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41,72, and 99). Additionally, our staff will be troubleshooting the other hydrants and enlisting the aid of a competent contractor to determine what is needed and what the approximate cost will be.

#### Streets and Sanitation

- **Current Tasks:** Tree pruning. Street curb and gutter cleaning. Signs repair/replacement. Loose leaves/debris pick-up. Grass Cutting. Water and sewer line right of ways trimming and cutting.

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator, Warren County Director of Public Works, Norlina Director of Public Works  
**Date:** December 5, 2024  
**Re:** November 2024 Monthly Activity Report for WWTP+9

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- **Pending Equipment Maintenance and 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) Replace Influent Pump 2 and 3 Double Mechanical Seal. **(Estimated Parts and Labor Cost –\$22,500)** (4) WWTP Sewer Trunk Line – additional construction work to resolve drainage issues. **(Estimated Cost –\$10,000)** (5) Oxidation Ditch 2 – integrate SCADA system for control of 4 existing mixers. **(Estimated Cost –\$21,000)** (6) Mechanical Bar Screen – Replace main chain, upper and lower drive sprockets, bearings, and rakes. **(Estimated Cost –\$38,000)** (7) Sludge Recirculation Pump 1 – Replace impeller. **(Estimated Labor Cost – \$500.00)**
- **Completed Plant Maintenance/Repair Related Information:** (1) Annual Service Agreement – Plant SCADA system. Preventative maintenance and service to system. Contractor: Lord and Company...(Labor and Materials – \$10,685.00). (2) Emergency Repair – Plant Washwater Control System. Troubleshooted failure and replaced fuses. Contractor: Sanford Electrical Contractors...(Labor – \$720.00, Parts provided by Plant staff). (3) Emergency Repair – Plant Influent Pump 1. Replaced double mechanical seal and sleeve. Contractor: Scott Lyles...(Labor – \$3,000.00, Materials provided by Plant staff). (4) Repair – Plant Collection System – Repaired manhole invert and replaced cone. This manhole has an invert that is greater than 10 feet deep and serves drain lines from the filter building, sludge recirculation building, and Clarifier No. 2. Contractor: Harris Equipment Company...(Labor and Materials – \$7,960.21).

**Total cost for Repairs (Account No. 39-861-342) - \$22,365.21**

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month. 10.15 million gallons were treated.

### Hydrants Out of Service as of 12/5/24

Hydrant #	Location	Hydrant Brand	Model	Bury Depth	Year	Description of Problem (vehicle damage, leaking, etc.)	Parts Needed
19	West Ridgeway & Spring St.	MH	#445310	?	1974	No water coming out of hydrant	
47	Wilcox & Spring	Clow	Medallion	4 1/2	2013	Inadequate Flow	
31	220 Hayley St.	MH	#445310	4 1/2	1973	Hydrant assembly is seized.	
33	Across from 514 W Franklin St.	WATEROUS	W-67U	?	?	Hydrant assembly is seized.	
41	320 N. Main Street	Mueller	Centurion	4 1/2	2002	Vehicle Damage	Flange and large pumper nozzle cap.
52	End of Pluto St.	Kennedy	150`	?	1974	Hydrant assembly is seized.	
66	209 Warren St.	USP	855600	5 1/2	1984	Hydrant assembly is seized.	
72	204 Red Hill Loop Rd.	USP	85560	5 1/2	1984	Flange is broken - hydrant leaks.	Flange repair kit.
80	On Right in front of Armory	Mueller	Centurion	4 1/2	1990	Hydrant will not cut off.	
82	Across from 318 N. Bute St.	Mueller	Centurion	4 1/2	?	Vehicle damage - damage is beyond repair.	
99	531 S. Main St.	Mueller	Centurion	4 1/2	2002	Vehicle damage	Flange repair kit.
110	Left of Walgreens E. Macon St.	Mueller	Centurion	4 1/2	1975	No water coming out of hydrant	

# Activity Log Event Summary (Cumulative Totals)

## Warrenton Police Department

(11/01/2024 - 11/30/2024)

Accident	5	Alarm Activation	8
Arrest	1	Assault-Physical	1
Assist Motorist	2	Assist NPD	1
Assist Other Department	1	Assist WC EMS	6
Assist WCSO	9	Careless and Reckless Driving	1
Escort	2	Follow up Investigation	1
Foot Patrol	1	Information by Phone	1
Investigation and/or Interview	2	Larceny	3
Medical / Person Hurt or Sick	1	Mental Patient	1
Other	1	Patrol	8
Property Check – Business	19	Property Check – Residential	1
Suspicious Person / Vehicle	2	Talk with Officer	3
Traffic Stop	15	Trespassing	1
Warrant	2	Welfare Check	3

**Total Number Of Events: 102**



## Warrenton Police Department

### Monthly Summary/ November 2024

## Incident Briefs

11/1/2024	False Imprisonment	Active
11/2/2024	Simple Assault	Closed
11/8/2024	Deceased Person	Active
11/13/2024	General Investigation	Closed
11/14/2024	Larceny by Employee	Closed
11/21/2024	Second Degree Trespass	Closed

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### **BOC Meeting November 2024 – Action Items Checklist**

1. Make changes to zoning map with Reynolds Tavern change. (cont.)
2. Contact Southern Software about module for auditor's recommendation. Determine pricing.
  - ✓ Auditor would like the Town to switch to an accrual method of recording utility bills instead of a cash method. This change would impact the Budget vs. Actual in each BOC Packet report and reflect what has been billed rather than what has been received.
3. Contact auditor about recommendation to transfer funds to Frontier Warren and Neighborhood Revitalization funds.
  - ✓ It is recommended that these transfers should happen prior to the end of the FY.
4. Compose letter response to LGC.
  - ✓ Ready for Board signatures.
5. Work with Bill Perkinson on recommendations to generate sufficient Water Sewer funds.
  - ✓ Recommendation included in Board packet.
6. Add Steve Milligan to Revitalization Committee. Send notice to Steve.
  - ✓ Done
7. Execute contract with Tom Lang for mural.
  - ✓ Done
8. Contact Mosca Design about Christmas bows.
  - ✓ Bows being painted by Jason Young and family.
9. Execute recombination deed with Mayor and submit to Mitch Styers for filing at Register of Deeds.
  - ✓ Awaiting reply from Mitch Styers



# Warrenton Budget Amendments

Date:12/9/2024

Number:#3

Purpose of Amendment:

The purpose of this BA is to move the unspent amount transferred in to the WWTP Grant for cost overrun, back to WWTP fund.

Fund Name:

## Revenue

Account Title/Number:	Increase Amount	Decrease Amount
Transfer In/55-381-039	10833.61	
Transfer In/39-381-055	10833.61	

Subtotal21667.22-

Total21667.22

Grand Total-

## Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
Transfer Out/55-901-039	10833.61	
Cont Exp/39-861-998	10833.61	

21667.22-

21667.22

## Budget vs Actual

Town of Warrenton  
11/7/2024 9:28:53 AM

Page 1 Of 1

Period Ending 12/16/2024

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	67,992	0.00	0.00	0.00	78,826.00	10,833.61	116%	
Revenues Totals:	2,173,567	0.00	0.00	0.00	2,184,401.00	10,833.61	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%	
ADMINISTRATION Totals:	1,822,117	0.00	0.00	0.00	1,822,116.79	0.00	100%	
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	99,638	0.00	0.00	0.00	99,638.00	0.00	100%	
55-420-000 GRANT/LOAN ADMIN, PLANNING,EASMENT PREP	20,000	0.00	0.00	0.00	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	0.00	100%	
55-420-004 CLOSING COST PAID BY TOWN	33,443	0.00	0.00	0.00	33,443.00	0.00	100%	
Totals:	351,451	0.00	0.00	0.00	351,450.60	0.00	100%	
Expenses Totals:	2,173,567	0.00	0.00	0.00	2,173,567.39	0.00	100%	
55 WWTP GRANT, DIV OF WATER INFRASTRUCTURE	Revenues Over/(Under) Expenses:		0.00	0.00	10,833.61			

# Warrenton Budget Amendments

Date:12/9/2024

Number:#4

Purpose of Amendment:

The purpose of this budget amendment is to increase revitalization revenue and expense line to receive Preservation Warrenton \$2000 donation for bluebird mural.

Fund Name:

Revitalization

## Revenue

Account Title/Number:	Increase Amount	Decrease Amount
Revitalization/37-365-351	2,000	

Subtotal2,000-

Total2,000

Grand Total-

## Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
Revitalization/37-405-450	2,000	

2,000-

2,000

# Warrenton Budget Amendments

Date:12/9/2024

Number:#5

Purpose of Amendment:

The purpose of this amendment is to recognize the revenue received and expense for a large sewer tap project.

Fund Name:

Water/Sewer

## Revenue

Account Title/Number:	Increase Amount	Decrease Amount
Town Tap Rev/38-351-408	14,711	

Subtotal14,711-

Total14,711

Grand Total-

## Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
Town Tap Exp Water/38-851-408	300	
Town Tap Exp Sewer/38-852-408	14,411	

14,711-

14,711



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

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## **STATUS OF GRANTS**

### **NC DEQ Waste Water**

- Town awarded \$1,000,000 for improvements to the town's sewer lines.

### **NC DEQ WWTP**

- \$2,000,000 awarded. Project to replace 44-year-old rotors and clean out oxidation ditch #1, which are currently the most critical issues at the WWTP and bring oxidation ditch #2 online.

### **NC DEQ Water Infrastructure Rehab**

- Town-Wide Water System Improvements: \$1,564,600 (Received award notice.)

### **NC DEQ Water AIA Stormwater Planning**

- Town awarded \$400,000 for stormwater planning. Town has adopted resolution accepting award.

### **(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 phase rehab of two homes on Bute and S. Bragg Streets is nearing completion. Third of three replacement houses now complete and Fairlane Drive resident moving in shortly.

### **(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.
- In process of closing out grant.

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

- Town awarded \$196,447.50 for stormwater repairs to Brehon Street.
- Survey of affected area is complete.
- Engineer soliciting informal bids.

### **Southeast Crescent Regional Commission**

- The Town has been invited to submit a full application for the *State Economic and Infrastructure Development* (SEID) Grant Program. This grant is designed to “Foster Entrepreneurial and Business Development Activities”. Application budget will be \$100,000 of which \$20,000 is in-kind match provided by Research Triangle Foundation, Kerr-Tar COG, Lake Gaston Chamber of Commerce and Town of Warrenton. Town has executed an agreement.

### **NCLM Assistance Grant**

- Town awarded an in-kind grant from the NC League of Municipalities to evaluate and recommend changes to Town’s zoning ordinances. Funded by ARP, the League will engage the legal firm of Parker Poe to assist the Town in making changes at no cost to the Town. Scope of work to include:
  - Compliance of zoning code with any updated requirements from state
  - Review of sign ordinances
  - Review of Special Use permit process
  - Recommendations for driveway sizes
  - Creation of basic subdivision ordinance

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

- State and Local Cybersecurity Grant awarded to the town of Warrenton in the amount of \$48,982. Awaiting grant agreement from the State.

## **All Saints' Revisioning Committee (ASRC) Report to 2024 DIONC Convention**

The ASRC began meeting in 2020 and it was obvious that we needed an architect to help guide us as we discerned the future of All Saints' Warrenton (ASW). We knew the roof was a major concern and needed to be replaced. The Warrenton Town Administrator, identified a foundation – the Covington Foundation in Greensboro - that provided half of the funding to engage Evoke Studio to conduct a pre-design feasibility study. Evoke is a Durham based African American owned architectural firm that has extensive experience working with historic structures. In 2022, Evoke completed the feasibility study. An article about ASW was included in the Spring 2022 *Disciple*.

That study provided the budget information that allowed us to apply for a National Trust for Historic Preservation African American Cultural Heritage Action Fund Preserving Black Churches grant program in 2023. We have applied twice for this highly-competitive national grant, and we're encouraged to have made it to the second round this time. We plan to keep applying, and we are confident we can make a successful and compelling case now that we can demonstrate Diocesan financial support for the project and successful completion of the roof work.

The \$280,000 funds from the Diocesan Building Proceeds Grant Committee will allow us to replace the roof and stabilize the structure. Bids for that work will be opened on March 15, 2025.

There is much good work underway. We hope that being listed on the National Register will elevate the significance of ASW. Once again, the Town Administrator used funds they had to hire a professional to prepare the application. The support from the Town has been impactful.

We want to initiate a fundraising campaign that will include the Diocese, but have a national focus. Much of original ASW funding came from Black congregations across the country to support the Thomas White Cain Memorial.





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### **Water Revenue Issues**

- \$96,576 short in water and sewer revenue (\$58,692 water \$37,884 sewer). (This analysis does not address the expected the cost increase for water from Warren County.)
- Only 7.5 months left in current FY to recoup from 932 water customers, 736 sewer customers
- A major part of the shortfall is a reduction in water usage at Fresenius' Dialysis center. Their usage has dropped in half due to being open only three days a week. Their reduction alone represents a loss of \$24,000 annually.
- Part of the revenue shortfall is the continued delay of the Dameron Building coming on-line. When online it will generate revenue at \$2500/month.

### **Revenue Generating Recommendations**

- Change In-Town super user rate from \$6.09 to 7.09. This increase will primarily impact Mariam Boyd School, John Graham Buildings. Change Out-of-Town super user rate from \$6.66 to \$9.09, which reflects the same percentages of In-Town versus out-of-town rates of regular users. For the remaining 7.5 months of FY, these two increases will raise approximately \$3500 in additional revenue. The largest out of town user would see an increase of \$346 per month on an average monthly bill of \$6000.
- Increase the In-Town availability rate for water by \$6 from \$23.00 to \$29.00. Increase the Out-of-Town availability rate for water by \$6 from \$39.15 to \$45.15 (For comparison, the Warren County water availability fee is \$30). Increase availability rate for all sewer accounts by \$4. For the remaining 6 months of FY, these increases will generate \$59,732 in additional revenue.
- Conservatively count one quarter of revenue from T-Mobile and the Dameron Building, which would generate \$15,335.
- Combined the above revenue equals \$78,567 of our \$96,000 shortfall. The balance could come from fund balance or hoping we can find savings from unaccounted for water or from other changes below, which are not recommended.

**There are three things we are working on to address the revenue shortfall, not involving a rate increase.**

- If we can reduce our “unaccounted for” water by 1 million gallons per month we can save as much as \$3,000/month. Rural Water is coming to Warrenton on December 16<sup>th</sup> with a team of 3 people and listening devices to cover our entire water distribution system looking for leaks and signs of leaks. At the same time, Town staff will be accompanying Rural Water staff with a list of vacant structures looking for old meters that may have been illegally turned on by residents and which will not show up on our list of radio meters because they are old style meters.
- Bill is in the process of adding a meter for water used at the WWTP. By metering we can share costs with partners.
- Assign any new revenue from T-Mobile to Fund 38. We could start receiving revenue from T-Mobile in the first or second quarter of 2025 at \$2695 per month. A Load Assessment is being done on the King Street water tower to confirm antenna can be placed on it. Agreement has been reviewed and changes, recommended by Mitch Styers, have been forwarded to T-Mobile.

**Non-Recommendations:**

1. Transfer back \$16,000 from General Fund to Fund 38 for grass mowing.
2. Change the BOC water/sewer benefit.

# KLRW CHARGES JULY 2023 - ARIL 2024

Month	City of Henderson Invoice				KLRW\$	
	KLRW CAPACITY \$	Used, Gallons	Cost of GALLONS	Toal Cost	AVG Cos/1000	
Jul-23	89,904	42.30	18,654.30	108,558.30	\$2.57	LOW
Aug-23	89,904	40.80	17,992.80	107,896.80	\$2.65	AVG \$2.78
Sep-23	89,904	37.50	16,537.50	106,441.50	\$2.84	
Oct-23	89,904	38.00	16,758.00	106,662.00	\$2.81	
Nov-23	89,904	34.90	15,390.90	105,294.90	\$3.02	
Dec-23	89,904	31.70	13,979.70	103,883.70	\$3.28	X 5% 3.822
Jan-24	89,904	30.80	13,582.80	103,486.80	\$3.36	
Feb-24	89,904	28.10	12,392.10	102,296.10	\$3.64	
Mar-24	89,904	30.00	13,230.00	103,134.00	\$3.44	
Apr-24	89,904	31.90	14,067.90	103,971.90	\$3.26	3.18
May-24	89,904	35.90	15,831.90	105,735.90	\$2.95	
Jun-24	89,904	42.30	18,654.30	108,558.30	\$2.57	
	\$ 1,078,848.00	\$ 424.20	\$ 187,072.20	\$ 1,265,920.20	\$3.03	



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## Town Appointments 2025

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

Finance Officer – Meredith Valentine  
Deputy Finance Officer – Tracy Stevenson

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

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

Tax Collector (Robert) then authorize County (Coates' Canon)

*Is the municipality still required to appoint a tax collector if it contracts with the county to collect municipal property taxes?*

Yes.

G.S. 105-349 requires every local government that levies property taxes to appoint a tax collector. It makes no exceptions for those governments that contract with other governments for tax collection services. If the municipality fails to appoint a tax collector, then technically no one has the authority to use the collection remedies available under the Machinery Act (attachment, levy, foreclosure) for the municipality's property taxes.

## **ZONING BOARD**

Bobby Tippet	In Town	2027	252-432-7150 atiprealtor@yahoo.com
Al Fleming (Chair)	In Town	2025	257-1779 alfleming220@gmail.com
Peter Holloway	In Town	2025	204-9293 pnh55@aol.com
Monique Hinton (alternate)	In Town	2025	908-675-1296 moniquehinton@warrencountync.org
Calvin Alston	Out of Town	2027	257-4108, 213-4040 calston61@msn.com
Bob Neal	Out of Town	2026	432-9850 bobneal@centurylink.net
Annette Silver (alternate)	Out of Town	2026	257-2452 a.silver@warrenton.nc.gov

## **ZONING ADMINISTRATOR**

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

## **ZONING BOARD OF ADJUSTMENT**

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

(Ord. passed 12-16-85)

## **PLANNING BOARD**

George Humphries	In Town	2026	820-3404 h trimboss1972@gmail.com
Dian Sourelis (Vice Chair)	In Town	2026	773-848-3400 m dian@sourelis.com
Georgiana Weddington	In Town	2025	257-4663, 646-361-8996
Vacant	In Town	2025	
Kristy Steed	Out of Town	2026	252-204-0081 kreetiebelle@hotmail.com
Carlos Verdaguer	Out of Town	2025	757-390-6846
carlos.e.verdaguer@dominionenergy.com			
Cynthia Jenkins (chair)	Out of Town	2026	919-260-8008 m
cynthiajenkins1948@me.com			

## **MEMBERSHIP AND VACANCIES**

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

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

(Ord. passed 10-16-72)

## **HISTORIC DISTRICT COMMISSION**

Richard Hunter (Chair) rehunter@embarqmail.com	2026	4-year (rec. by Jacob Holt Foundation)
Cynthia Jenkins	2025	4-year (rec. by Jacob Holt Foundation)
Bobby Tippet	2026	4-year (rec. by Preservation Warrenton)
Kate Hazen wvhazen@gmail.com	2025	4-year (rec. by Preservation Warrenton)
Marsha West	2026	4-year (at-large) jwest0921@aol.com
Bob Shingler	2025	4-year (at-large) kderring@nc.rr.com
Michael Coffman	2025	1-year (Representing Board of Commissioners)

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

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

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

**Meetings:** The Commission shall hold at least one regular meeting each month, except when it has no business pending. Special meetings may be called in a manner determined by the Commission and its rules and procedures. All meetings shall be subject to the North

Carolina Open Meeting laws and a public record shall be kept of the Commission's resolutions, proceedings, and actions.

### **REVITALIZATION COMMITTEE**

Commissioner Michael Coffman, Chairman, by appointment of Mayor  
Ex-Officio: Town Administrator Robert Davie

#### **Promotion**

Daniel Beech	910-409-7944 danielcbeech@gmail.com
Adam Foreman	717-269-3465 adamjforeman@gmail.com
Morgan Leigh Stall	252-213-3563 morganleighstall@gmail.com
Jereann Johnson	252-213-1517 jefeannkingblue@gmail.com
Victoria Lehman	252-213-5172 victoria.l.lehman@gmail.com
Jennifer Crissman	919-818-0133 jenniferb.crissman@gmail.com
Rose Derring	252-257-3066 kderring@nc.rr.com

#### **Design**

Christine Dickenson	330-388-3348 imm2003cd@yahoo.com
Carol Halsey	910-657-6461 halseycnc@gmail.com
Mike Kelley	631-871-7489 mike.kelley@live.com
Heather Sargent	803-221-8951 heathersargent@icloud.com
Cynthia Jenkins	919-260-8008 cynthisjenkins1948@me.com
George Weddington	646-361-8999 george@highknife.com

#### **Economic Vitality**

Chris Privett	252-432-5982 chris@devaldia.com
Vanity Newell	252-213-1983 kingsfitnesscenter.wc@gmail.com
Scott Plueddemann	919-452-6174 sdp@duke.edu
Mark Wethington	910-295-7720 markwethington1@gmail.com

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

### **BEAUTIFICATION COMMITTEE**

Richard Hunter (Chair)  
Fern Boyd  
Vacant  
Vacant

Appointed by Board of Commissioners.



### **QUILTER'S LANE COMMITTEE**

The Quilter's Lane Committee will have Commissioner Dian Sourelis as its Chair and the following members:

- A Representative from Revitalization Committee – Charla Duncan
- A representative from Preservation Warrenton – Victoria Lehman  
victoria.l.lehman@gmail.com
- A representative from Friends Two – TBD
- A representative from Heritage Quilters – Jere Ann King
- A citizen – in town – vacant
- A citizen – out of town (appointed by County Commissioners) – Magnolia Clanton

The committee would be tasked with:

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

Appointed by Board of Commissioners.

### **PLUMMER HOOK & LADDER CO. MUSEUM BOARD**

Anne A. Harris (Chair)  
Jennifer Harris Franks (Secretary)  
Walter Gardner (Vice Chair)  
Annette Silver (Treasurer)  
Don Stith  
D. K. Trotman  
Vacant

**Separate 501C-3 status as museum operator. NO LONGER a town-appointed committee.**



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

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

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### **Request for Waiver of Fees for 712 North Main St.**

Mr. Charles Kearney, former owner of 712 North Main Street requested a quote to have his water and sewer service reconnected in March/April of 2023. The services to the property had been inactive since October 2017. In order to reactivate the services an inspection was done that included the use of a camera on the sewer line and a pressure test on the water line. It was noted that the sewer line had several breaks in it and would need to be repaired at the owner's expense before the services could be reactivated.

The Town requested a quote to repair the sewer line from Harris Equipment. Because of the property specifics, being on a state highway, having to bore under the road and to a greater depth than usual, the cost estimate from Harris Equipment was \$13,142.90 before town expenses were added. This figure also included a new radio read meter. Mr. Kearney received this quote on April 14, 2023.

No further action was taken by Mr. Kearney after receiving this quotation until October 2024. However, during this time the water was used and turned on without the Town's notification, in effect using water without paying for it, an admission by Mr. Kearney.

I became involved in the situation after Mr. Kearney contacted State Representative Michael Wray on November 21, 2024. The Public Works Department had already requested a re-quote from Harris Equipment, since the original quote was 18 months old, while keeping Mr. Kearney informed.

Mr. Kearney's real estate agent came into Town Hall on November 25, 2024, to pay for half of the original quote for services. He desired to wait to see the entire amount before paying for half of it, as staff informed him that the Town was awaiting a re-quote, the original quote being 18 months old. The real estate agent pointed out that the property had been sold and the closing date was two months prior.

Later that day I received a call from Representative Wray's office relaying that Mr. Kearney stated that the Town had turned away a check for the full amount of the repair costs.

The requote for the site came on December 2, 2024 came to \$17,411 plus \$300 for a meter.

I believe this background information is important and relevant to your deciding on the waiver of associated fees.

**Fees**

- The Town has loaned road signage and offered two personnel for two days as traffic control, to eliminate that cost from the repair job. (Estimate \$300 because no town personnel are required, although police assistance was requested for traffic control.)
- Finally, the Town should receive a normal 10% fee on top of the contractor fee, per Town ordinance. This may be considered waived if the Board so desires.

In addition, to further reduce expenses for Mr. Kearney, staff have contracted the best price on asphalt for the highway repair, to be done at the same time as the town repairs its own potholes.

FOR SYSTEM UPGRADE  
**Application for Water and/or Sewer Tap**

Applicant/Owner Name: Charles Kearney

SS# 151-74-3413 Date of Birth: 2/15/81

Phone # where applicant can be reached between 8:00 AM & 5:00 PM \_\_\_\_\_

Service address (Location of Property) 712 N Main St. Warrenton, NC 27587

Billing name & address P.O. Box 341 Warrenton, NC 27587

Type of usage (Circle One): Single Family Multi-Family Commercial Sprinkler

Size of Service being requested: Water ✓ Sewer ✓

Number and size of meters requested: \_\_\_\_\_

Plumber Name & Phone Number: LAUREN FALSTON

[Signature]  
Owner/Applicants Signature

Owner/Applicants address

252-572-1782  
Phone number

Location No. \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Charges**

Water Tap Size: 3/4" Fee: \$300.00 \*

Boring Fee: \_\_\_\_\_

Deposit: \_\_\_\_\_

Total: \_\_\_\_\_

Sewer Tap Size: 4" Fee: \$13,142.90 \*

Boring Fee: \_\_\_\_\_

Deposit: \_\_\_\_\_

Total: \_\_\_\_\_

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

Approved by: Bill Perkinson 4-14-23

\* Please see attachment for details. (BP)



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

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April 14, 2023

RE: Attachment for Application for Water and Sewer Tap: 712 North Main Street – Charles Kearney

**Application details:** Mr. Kearney is applying for a 3/4-inch water service connection and a 4-inch sewer service at this residential location. This property has existing service connections for both water and sewer. The Town does not have a record of when these were originally installed. The property has been vacant since October 2017 and both the water and sewer service connections must be evaluated for proper operation before they can be placed back in service. The Town of Warrenton's budget ordinance requires that any costs associated with bringing the service connections back to proper working order are the responsibility of the customer if a property has been vacant for a year or longer.

**Existing Water Tap Connection Evaluation:** The meter box and associated hardware were evaluated. These visually pass inspection and are mechanically sound. The service connection has a pressure reading of 50 psi and flow reading of 13 gpm. The meter must be upgraded to a radio read type with antennae.

**Total Meter Hardware Cost - \$300.00**

**Existing Sewer Tap Connection Evaluation:** We first cleaned the sewer service connection line/pipe with our sewer jetter. Next, we used a push camera to examine the inside of the line. We found that the line has a low or sagging spot where it crosses under the NC DOT road as it tracks to the sewer main on the opposite side of the road. The low spot is holding water and other material. We also noted that the pipe joints are misaligned where the pipe is sagging. Apparently, the bedding underneath the pipe is giving way. For the Town to restore sewer service, it will be necessary to replace the entire sewer service connection from the sewer main to the edge of the property line. The scope of this work requires the services of a licensed utility contractor.

**Replacement Sewer Tap – Details/Scope of work:**

Remove pavement in N. Main St – approximately 60 sq. ft.

Locate existing utilities

Dig bore pit

Tap existing sewer main

Bore under N Main St  
Thread pipe and connect existing sewer drain line at property edge  
Install new CO assy  
Backfill bore pit and fine grade

Additional notes:  
Mobilization and work to take 2 days for completion  
Traffic control and flaggers by TOW—2 days  
Pavement replacement by TOW—app 60 sq ft.

Contractor Cost: \$10,802.90  
Flagger Cost: \$0.00  
Asphalt Repair (60 Square feet, 13 inches thick...NC DOT Specification): \$2,340.00

**Total cost for sewer connection replacement: \$13,142.90.**

Town Signature: Bill Perkins

Date: 4-14-23

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

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







# 2018 NORTH CAROLINA BUILDING CODE APPENDIX "B"

## FOR ALL COMMERCIAL PROJECTS

Name of Project: THE DAMERON BUILDING  
Address: 105 FRANKLIN STREET, WARRENTON, NC Zip Code: 28405  
Proposed Use: MIXED USE, RETAIL AND MULTI-FAMILY RESIDENTIAL  
Owner or Authorized Agent: HURT LLC Phone #: 252.714.3710 E-Mail: michaeljhurt@hurtorg.com

Owned by: City/County Private State  
Code Enforcement Jurisdiction: City: County: WARREN COUNTY State

### LEAD DESIGN PROFESSIONAL:

Designer	Firm	Name	License #	Telephone #	E-mail
Architectural	Solex Architecture	Jeff Bond	12189	434.688.0767	jbond@solexarchitecture.com
Civil					
Electrical					
Fire Alarm					
Plumbing					
Mechanical					
Sprinkler-Standpipe					
Structural					
Retaining Walls > 5' High					
Other					

2018 EDITION OF NC CODE FOR: New Construction Addition 1st Time Interior Completion  
Reconstruction Shell/Core Renovation Phased Construction - Shell/Core

EXISTING: Prescriptive Repair Chapter 14

Alteration: Level I Level II Level III Historic Property Change of Use  
CONSTRUCTED (Date): 1915 ORIGINAL USE(S) (Ch.3): BUSINESS, AND MERCANTILE  
RENOVATED (Date): X CURRENT USE(S) (Ch.3): X

RISK CATEGORY (table 1604.5) Current: I II III IV  
Proposed: I II III IV

### BUILDING DATA:

Construction Type: I-A II-A III-A IV V-A  
I-B II-B III-B V-B

Sprinklers: No Partial Yes NFPA 13 NFPA 13R NFPA 13D

Standpipes: No Yes Class I II III Wet Dry

Fire District: No Yes (Primary) Flood Hazard Area: No Yes

Building Height: (Feet) 35'

Gross Building Area: Per Section 502.1  
Floor Existing (Sq. Ft.) New (Sq. Ft.) Sub-Total

1ST FLOOR	12,404	12,404	12,404
2ND FLOOR	12,404	12,404	12,404

Total:	24,808
--------	--------

### ALLOWABLE AREA:

Primary Occupancy: Assembly A-1 A-2 A-3 A-4 A-5  
Business  
Educational  
Factory F-1 Moderate F-2 Low  
Hazardous H-1 Detonate H-2 Deflagrate H-3 Combust H-4 Health H-5 HPM  
Institutional I-1 Condition 1 2 I-2 Condition 1 2  
I-3 Condition 1 2 3 4 5 I-4  
Mercantile  
Residential R-1 R-2 R-3 R-4  
Storage S-1 Moderate S-2 Low High-piled  
Parking Garage Open Enclosed Repair Garage  
Utility and Miscellaneous

Accessory Occupancies: Assembly A-1 A-2 A-3 A-4 A-5  
Business  
Educational  
Factory F-1 Moderate F-2 Low  
Hazardous H-1 Detonate H-2 Deflagrate H-3 Combust H-4 Health H-5 HPM  
Institutional I-1 Condition 1 2 I-2 Condition 1 2  
I-3 Condition 1 2 3 4 5 I-4  
Mercantile  
Residential R-1 R-2 R-3 R-4  
Storage S-1 Moderate S-2 Low High-piled  
Parking Garage Open Enclosed Repair Garage  
Utility and Miscellaneous

Accessory Occupancies: Furnace room where any piece of equipment is over 400,000 Btu per hour input  
Rooms with boilers where largest piece of equipment is over 15 psi and 10 horsepower  
Refrigerant machine room  
Hydrogen cutoff rooms not classified as Group H  
Incinerator rooms  
Paint shops, not classified as Group H, located in occupancies other than F  
Laboratories, and vocational shops, not classified as Group H, located in a Group E or I-2 occupancy  
Group I-3 cells equipent with padded surfaces  
Group I-2 waste and linen collection rooms  
Waste and linen collection rooms over 100 square feet  
Stationary storage battery system having a liquid electrolyte capacity of more than 50 gallons, or a lithium-ion capacity of 1000 pounds used for a facility standby power, emergency power or uninterrupted power supplies  
Rooms containing fire pumps  
Group I-2 storage rooms over 100 square feet  
Group I-2 commercial kitchens  
Group I-2 laundries equal to or less than 100 square feet  
Group I-2 rooms or spaces that contain fuel-fired heating equipment

Special Uses: 402 402 403 404 405 406 407 408 409 410 411 412  
413 414 415 416 417 418 419 420 421 422 423 424  
425 426 427

Special Provisions: 509.2 509.3 509.4 509.5 509.6 509.7 509.8 509.9  
Mixed Occupancy: No Yes Separation: 1 HR Exception:

Incidental Use Separation (508.2.5)  
This separation is not exempt as a Nonseparated Use (see exceptions)

Non-Separated Use (508.3.2)

The required type of construction for the building shall be determined by applying the height and area limitations for each of the applicable occupancies to the entire building. The most restrictive type of construction, so determined, shall apply to the entire building.

Separated Use (508.3.3) - See below for area calculations

For each story, the area of the occupancy shall be such that the sum of the ratios of the actual floor area of each use divided by the allowable floor area for each use shall not exceed 1.

Actual Area of Occupancy M	+	Actual Area of Occupancy R	=	< 1
Allowable Area of Occupancy M		Allowable Area of Occupancy R		
5,880	+	18,928	=	41335 < 1
50,000		64,000		

Story No.	Description and Use	(A) Bldg Area Per Story (Actual)	(B) Table 506.2 Area <sup>4</sup>	(C) Area For Frontage Increase <sup>1,5</sup>	(D) Allowable Area Per Story Or Unlimited <sup>2,3</sup>	(E) Maximum Building Area <sup>3</sup>
1	MERCANTILE (M)	5,880 SF	50,000 SF	N/A	50,000 SF	50,000 SF
1	RESIDENTIAL (R-2)	6,524 SF	64,000 SF	N/A	64,000 SF	64,000 SF
2	RESIDENTIAL (R-2)	12,404 SF	64,000 SF	N/A	64,000 SF	64,000 SF

1: Open space area increases from Section 506.2 are computed thus:

a. Perimeter which fronts a public way or open space having 20 feet minimum width= (F)

b. Total Building Perimeter = (P)

c. Ratio (F/P) = % (F/P)

d. W = Minimum width of public way = (W)

e. Percent of frontage increase I = 100 [F/P - 0.25] x W/30 = %

2: Unlimited area applicable under\* conditions of Sections 507

3: Maximum Building Area = total number of stories in the building x D (506.2)

4: The maximum area of parking garages must comply with 406.5.4.

5: Frontage increase is based on the unsprinklered area value in Table 506.2.

### ALLOWABLE HEIGHT

	ALLOWABLE (TABLE 504.3)	INCREASE FOR SPRINKLERS	SHOWN ON PLANS	CODE REFERENCE
Type of Construction	Type _____ III-B _____		Type _____ III-B _____	SEC. 602 TABLE 601
Building Height in Feet	Feet _____ 55' _____	Feet = H + 20' = _____ 75' _____	35'	SEC. 504.3
Building Height in Stories	Stories _____ 3 _____	Stories + 1 = _____ 4 _____	Stories _____ 2 _____	TABLE 504.4

### FIRE PROTECTION REQUIREMENTS

BUILDING ELEMENT	FIRE SEPARATION DISTANCE (FEET)	RATING REQ'D	PROVIDED (W/ NO REDUCTION)	DETAILS # AND SHEET #	DESIGN FOR RATED ASSEMBLY	DESIGN # FOR RATED PENETRATION	DESIGN # FOR RATED JOINTS
Structural frame, including columns, girders, trusses	N/A	0	N/A	N/A	N/A	N/A	N/A
Bearing walls Exterior							
North	>30'	2	4	N/A	N/A	N/A	N/A
East	12'	2	4	N/A	N/A	N/A	N/A
West	>30'	2	4	N/A	N/A	N/A	N/A
South	>30'	2	4	N/A	N/A	N/A	N/A
Interior		0	0	N/A	N/A	N/A	N/A
Nonbearing walls and partitions Exterior							
North	>30'	0	4	N/A	N/A	N/A	N/A
East	12'	1	4	N/A	N/A	N/A	N/A
West	>30'	0	4	N/A	N/A	N/A	N/A
South	>30'	0	4	N/A	N/A	N/A	N/A
Interior		0	0	N/A	N/A	N/A	N/A
Floor construction Including supporting beams and joists	0	1	L526, L598	N/A	N/A	N/A	N/A
Roof construction Including supporting beams and joists	0	0	N/A	N/A	N/A	N/A	N/A
Shaft Enclosures - Exit	1	1	U327	N/A	N/A	N/A	N/A
Shaft Enclosures - Other	0	0	N/A	N/A	N/A	N/A	N/A
Corridor Separation	0.5	1	U327	N/A	N/A	N/A	N/A
Occupancy Separation	1	1	U327, L526, L598	N/A	N/A	N/A	N/A
Party/Fire Wall Separation	0	0	N/A	N/A	N/A	N/A	N/A
Smoke Barrier Separation	0	0	N/A	N/A	N/A	N/A	N/A
Tenant/Dwelling Unit Separation	0.5	1	U327	N/A	N/A	N/A	N/A
Incidental Use Separation	0	0	N/A	N/A	N/A	N/A	N/A

\* Indicate section number permitting reduction

### LIFE SAFETY REQUIREMENTS

Emergency Lighting: No Yes  
Exit Signs: No Yes  
Fire Alarm: No Yes  
Smoke Detection Systems: No Yes Partial  
Panic Hardware: No Yes

### LIFE SAFETY PLAN REQUIREMENTS

Life Safty Plan Sheet # G-102 LIFE SAFETY PLAN

- Fire and/or smoke rated wall locations (Chapter 7)
- Assumed and real property line locations
- Exterior wall opening area with respect to distance to assumed property line (705.8)
- Existing structures within 30 feet of proposed building
- Occupancy types for each area as it relates to occupancy load calculation (Table 1004.1.1)
- Occupant loads for each area
- Exit access travel distance (1016)
- Common path of travel distances (1014.3 & 1028.8)
- Dead end lengths (1018.4)
- Clear exit widths at each door
- Maximum calculated occupant load capacity each exit door can accommodate based on egress width (1005.1)
- Actual occupant load for each exit door
- A separte schematic plan indicating where fire rated floor/ceiling and/or roof structure is provided for purpose of occupancy separation
- Location of doors with panic hardware (1008.1.10)
- Location of doors with delayed egress locks and amount of delay (1008.1.9.7)
- Location of doors with electromagnetic egress locks (1008.1.9.8)
- Location of doors equipped with hold open devices
- Location of emergency escape windows (1029)
- The square footage of each fire area (902)
- The square footage of each smoke compartment (407.4)
- Note any code exceptions or table notes that may have been utilized regarding the items above

### ACCESSIBLE DWELLING UNITS: (Section 1107)

TOTAL UNITS	ACCESSIBLE UNITS REQUIRED	ACCESSIBLE UNITS PROVIDED	TOTAL # OF PARKING SPACES		# OF ACCESSIBLE SPACES PROVIDED		TOTAL # ACCESSIBLE PROVIDED
			REQUIRED	PROVIDED	REG. WITH 5' ACCESS AISLE	VAN SPACES WITH 8' ACCESS AISLE	
22	2	2	N/A	N/A	N/A	N/A	N/A

### ACCESSIBILITY PARKING: (Table 2902.1) N/A

LOT OR PARKING AREA	TOTAL # OF PARKING SPACES		# OF ACCESSIBLE SPACES PROVIDED		TOTAL # ACCESSIBLE PROVIDED
	REQUIRED	PROVIDED	REGULAR WITH 5' ACCESS AISLE	VAN SPACES WITH 8' ACCESS AISLE	
TOTAL					

### PLUMBING FIXTURE REQUIREMENTS: (Table 2902.1)

REQ.	OCCUPANCY	WATER-CLOSETS		URINALS	LAV.		SHOWERS/TUBS	DRINKING FOUNTAINS
		MALE	FEMALE		MALE	FEMALE		
	MERCANTILE	1	N/A		1	N/A		1
	R-2 RESIDENTIAL	22	N/A		22	N/A		N/A
	MERCANTILE	4	N/A		4	N/A		2
	R-2 RESIDENTIAL	23	N/A		23	N/A		N/A

BUILDING DRAIN SIZE	# OF BLDG DRAINS	TOTAL FIXTURE UNIT LOAD COUNT	WATER SERVICE SIZE	# OF WATER SERVICES	TOTAL FIXTURE UNIT LOAD	NOTES
6"	1	219.5 DFU	2"	1	488.3	

### SPECIAL APPROVALS

Special approval: (Local Jurisdiction, Department of Insurance, SBCCI, ICC, etc., describe below)

### DESIGN LOADS:

COMPLIANCE WITH CONVENTIONAL LIGHT FRAME PROVISIONS OF 2308? Yes No  
LIVE LOADS: ROOF 20.00 psf FLOOR 40.00 psf SEISMIC SITE CLASS: D  
GROUND SNOW LOAD: 15.00 psf SEISMIC DESIGN CATEGORY: B

#### LIVE LOADS:

FLOOR-1 40 psf FLOOR-2 40 psf FLOOR-3 psf

LIVE LOAD REDUCTION USED IN DESIGN Yes No

ROOF 20 psf FLAT ROOF SNOW LOAD (Pf) 10 psf

SNOW EXPOSURE FACTOR (Ce) 1.00

SNOW IMPORTANCE FACTOR (Is) 1.00

#### WIND DESIGN DATA:

BASIC WIND SPEED (3-SEC GUST): 115 mph

WIND IMPORTANCE FACTOR (Iw) 1.0

INTERNAL PRESSURE COEFFICIENT

COMPONENTS AND CLADDING LOADS

WIND BASE SHEARS: Wx = Wyx =

THERMAL FACTOR (Ci) 1.00

WIND EXPOSURE B

### ENERGY SUMMARY

METHOD OF COMPLIANCE: PRESCRIPTIVE\_X PERFORMANCE ENERGY COST BUDGET

ROOF/CEILING ASSEMBLY (EACH ASSEMBLY):  
DESCRIPTION OF ASSEMBLY: EXISTING BRICK WALLS WITH WOOD FLOOR/ROOF  
U-VALUE OF TOTAL ASSEMBLY: SEE SHOP DRAWINGS  
R-VALUE OF INSULATION: R-300  
SKYLIGHTS IN EACH ASSEMBLY: NONE  
U-VALUE OF SKYLIGHT:  
TOTAL SQUARE FOOTAGE OF SKYLIGHTS IN EACH ASSEMBLY:

EXTERIOR WALLS (EACH ASSEMBLY):

DESCRIPTION OF ASSEMBLY: 18" SOLID BRICK / 2x6 WOOD STUD

U-VALUE OF ASSEMBLY: 7 WALL WITH BRICK FACING

U-VALUE OF TOTAL ASSEMBLY: SEE SHOP DRAWINGS

U-VALUE OF ASSEMBLY: 7 WOOD AND WOOD-CLAD WINDOWS

OPENINGS (WINDOWS OR DOORS WITH GLAZING):

DESCRIPTION OF ASSEMBLY: NEW AND EXISTING DOUBLE-HUNG

U-VALUE OF ASSEMBLY: 7

SHADING COEFFICIENT: N/A

PROJECTION FACTOR: N/A

LOW E REQUIRED: IF APPLICABLE: N/A

DOOR R-VALUES: N/A

WALLS ADJACENT TO UNCONDITIONED SPACE (EACH ASSEMBLY): N/A

DESCRIPTION OF ASSEMBLY:

U-VALUE OF TOTAL ASSEMBLY:

OPENINGS (WINDOWS OR DOORS WITH GLAZING):

U-VALUE OF ASSEMBLY:

LOW E REQUIRED: IF APPLICABLE:

DOOR R-VALUES:

FLOORS OVER UNCONDITIONED SPACE (EACH ASSEMBLY): N/A

DESCRIPTION OF ASSEMBLY:

U-VALUE OF TOTAL ASSEMBLY:

R-VALUE OF INSULATION:

HORIZONTAL/VERTICAL REQUIREMENT:

SLAB HEATED:

WALLS BELOW GRADE (EACH ASSEMBLY): N/A

DESCRIPTION OF ASSEMBLY:

U-VALUE OF TOTAL ASSEMBLY:

R-VALUE OF INSULATION:

### MECHANICAL SUMMARY

METHOD OF COMPLIANCE: PRESCRIPTIVE\_X ENERGY COST BUDGET

MECHANICAL SPACING CONDITIONING SYSTEM

UNITARY: AIR COOLED DX

DESCRIPTION OF UNIT:

HEATING EFFICIENCY:

COOLING EFFICIENCY:

HEAT OUTPUT OF UNIT: N/A

COOLING OUTPUT OF UNIT: N/A

BOILER: N/A

CHILLER: N/A

THERMAL ZONE :

EXTERIOR DESIGN CONDITIONS

WINTER DRY BULB: 23.1 F

SUMMER DRY BULB: 91.7 F

EQUIPMENT SCHEDULES WITH MOTORS (MECHANICAL SYSTEMS): SEE MECHANICAL

INTERIOR DESIGN CONDITIONS:

WINTER DRY BULB: 70 F

SUMMER DRY BULB: 75 F

RELATIVE HUMIDITY: 50%

MOTOR HORSEPOWER:

NUMBER OF PHASES:

MINIMUM EFFICIENCY:

MOTOR TYPE:

# OF POLES:

BUILDING HEATING LOAD: 93958 BTU/H

BUILDING COOLING LOAD: 64829 BTU/H

LIST EQUIPMENT EFFICIENCIES:

### ELECTRICAL SYSTEM AND EQUIPMENT:

METHOD OF COMPLIANCE: PRESCRIPTIVE\_X PERFORMANCE ENERGY COST BUDGET

LAMP TYPE REQUIRED IN FIXTURE: LED AND INC.

NUMBER OF LAMPS IN FIXTURE: 5

IN THE FIXTURE: 7

NUMBER OF BALLASTS IN FIXTURE: 3

PER FIXTURE: 1

SPECIFIED VS. ALLOWED: 1240.8 (WATTS SPECIFIED) VS. 3300.0 (WATTS ALLOWED)

EQUIPMENT SCHEDULES WITH MOTORS (NOT USED FOR MECHANICAL SYSTEMS):

MOTOR HORSEPOWER: N/A

NUMBER OF PHASES: N/A

MINIMUM EFFICIENCY: N/A

MOTOR TYPE: N/A

# OF POLES: N/A

SEISMIC IMPORTANCE FACTOR (Ig) 1.0

SEISMIC USE GROUP

SPECTRAL RESPONSE ACCELERATION Ss 13.3 %g S1 6.5 %g

SITE CLASSIFICATION D

SPECTRAL RESPONSE COEFFICIENT: Sds 236 %g Sd1 147 %g

SEISMIC DESIGN CATEGORY: B

BUILDING STRUCTURAL SYSTEM: BEARING WALL

BASIC SEISMIC FORCE RESISTING SYSTEM:

SEISMIC RESPONSE COEFFICIENT (Cs):

RESPONSE MODIFICATION FACTOR (R):

ANALYSIS PROCEDURE: SIMPLIFIED MODAL

EQUIVALENT LATERAL FORCE

SEISMIC BASE SHEAR: Sx = Sy =

SOIL DATA:

PRESUMPTIVE BEARING CAPACITY 2000 psf

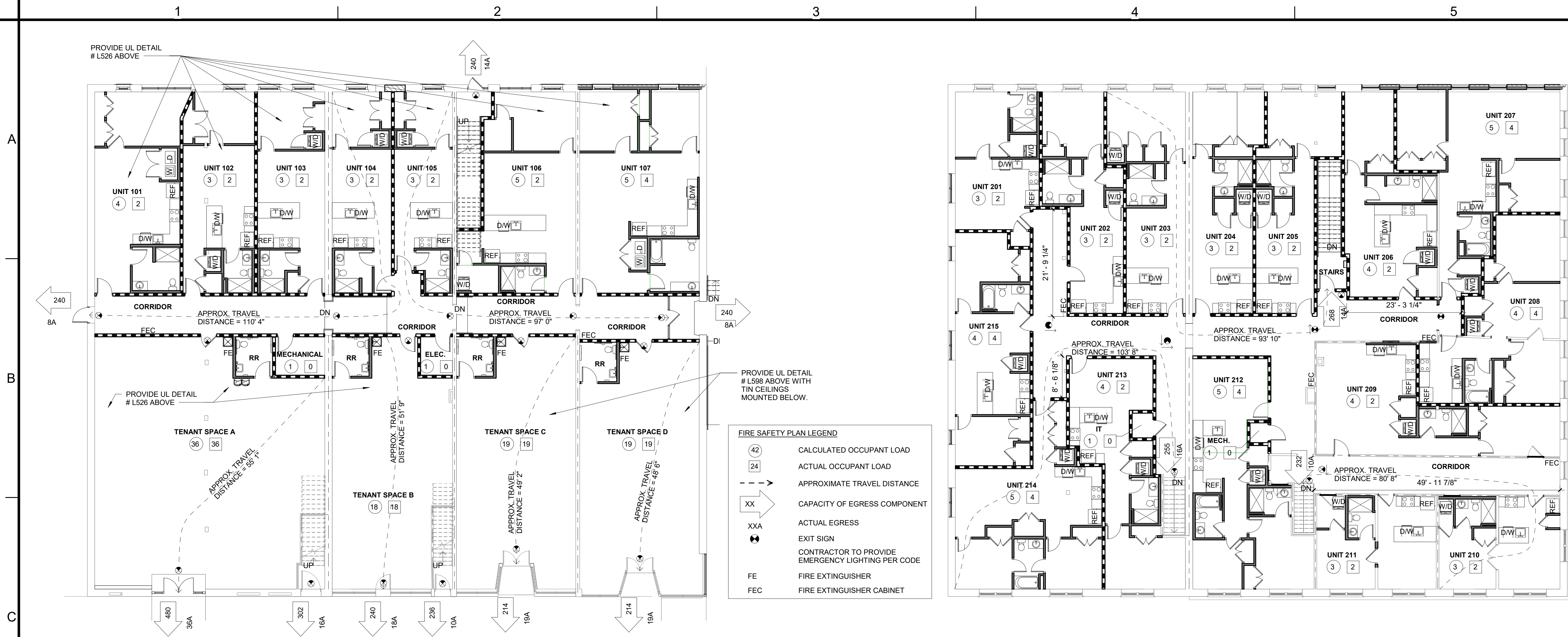
FIELD TEST (PROVIDE COPY OF TEST REPORT) psf

DEEP FOUNDATION TYPE:

DEEP FOUNDATION LOADS:

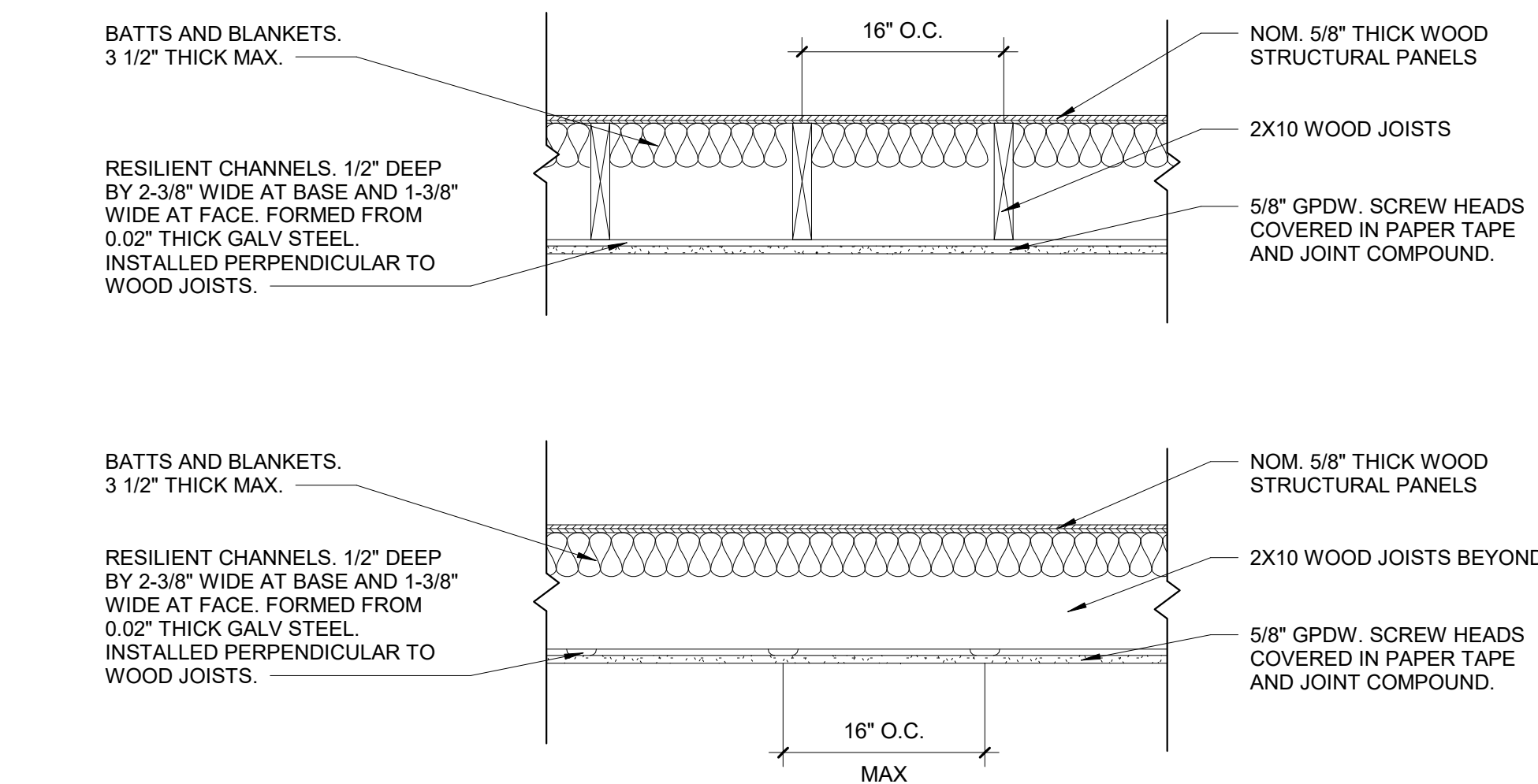
SOLEX  
ARCHITECTURE



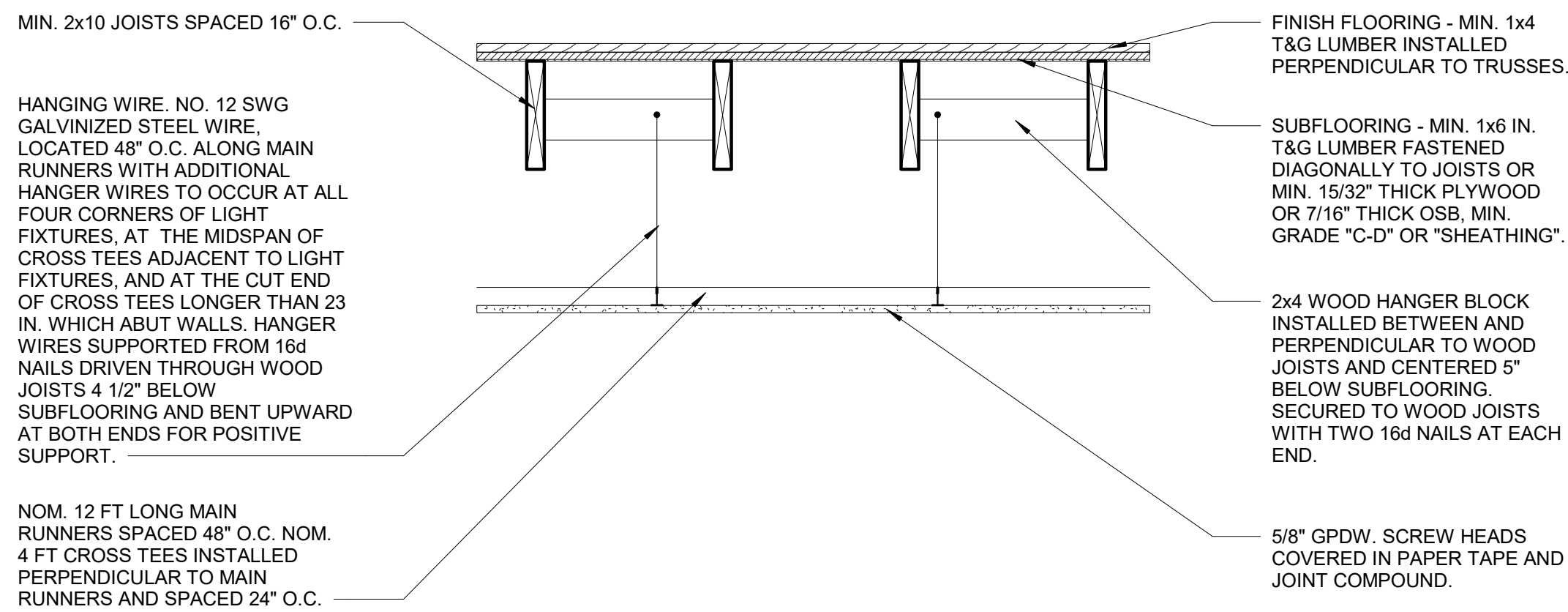


1 LIFE SAFETY PLAN - FIRST FLOOR  
Scale: 3/32" = 1'-0"

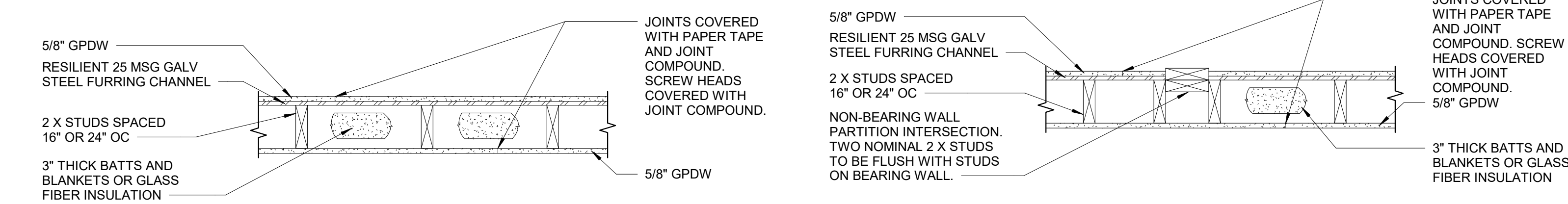
2 SECOND FLOOR ANNOTATION PLAN  
Scale: 3/32" = 1'-0"



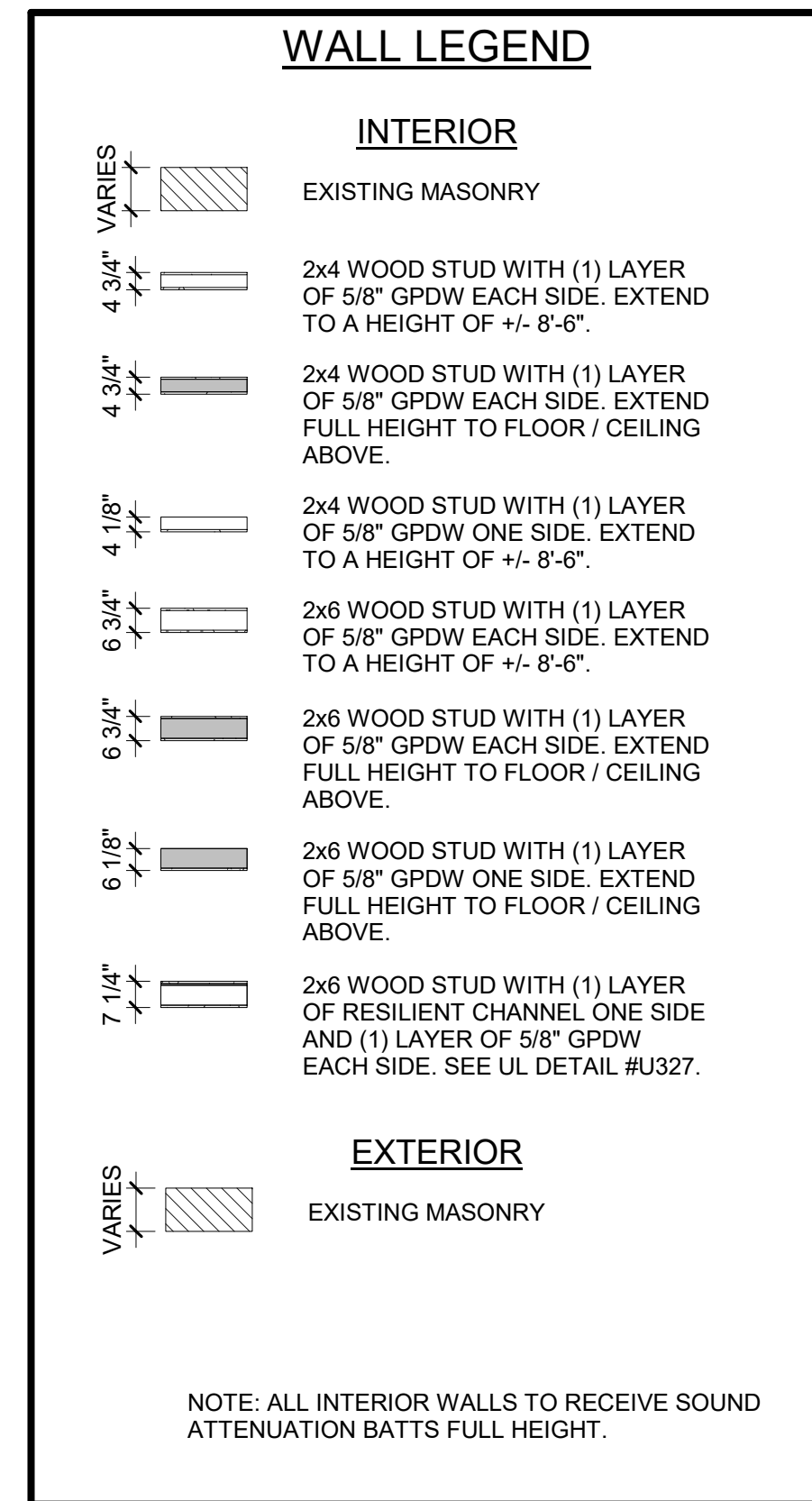
3 UL DESIGN #L598 (FLOOR/CEILING ASSEMBLY)  
Scale: 1" = 1'-0"



4 UL DESIGN # L526 (FLOOR/CEILING ASSEMBLY)  
Scale: 1" = 1'-0"

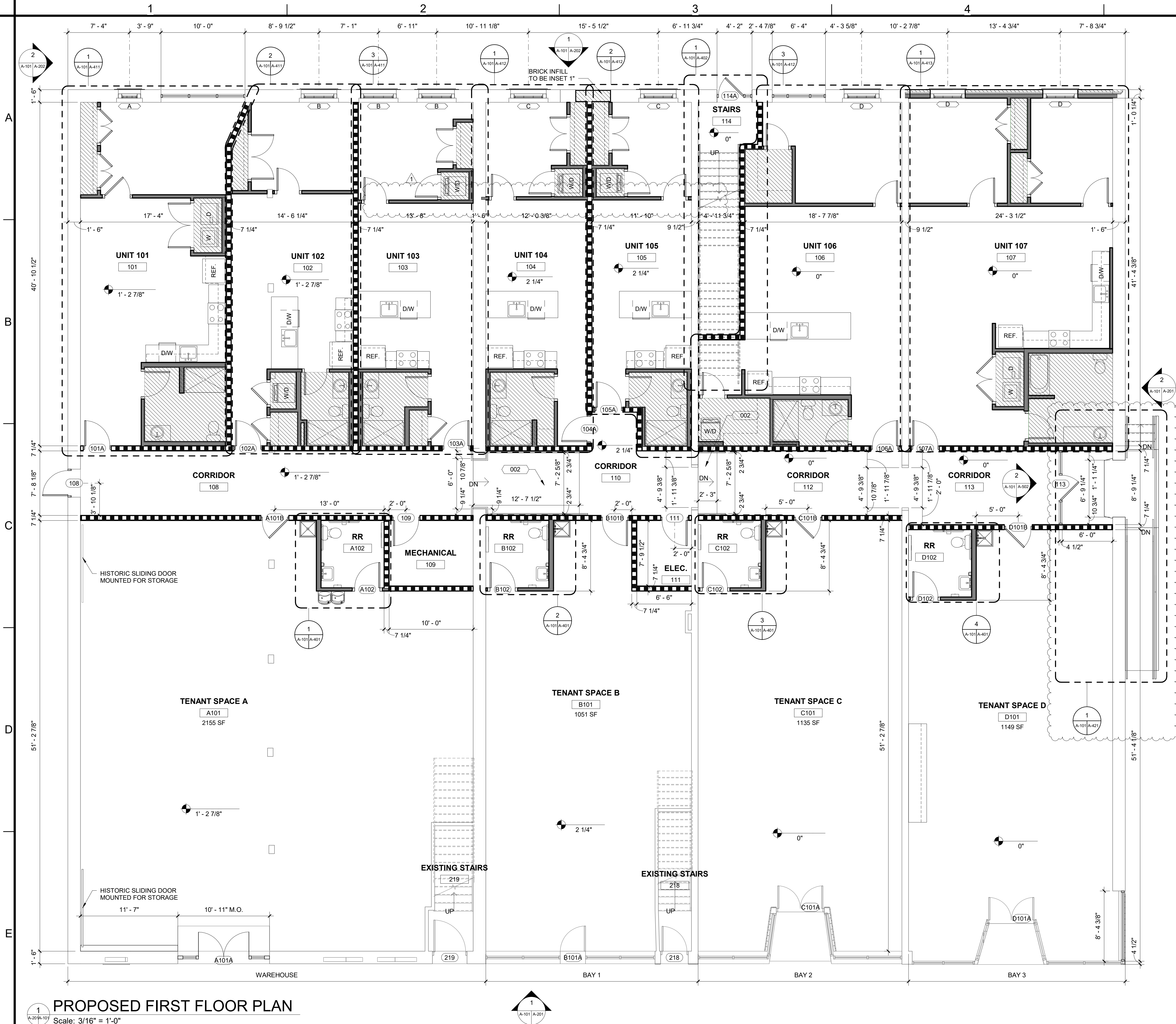


5 UL DESIGN # U327 (WALL ASSEMBLY)  
Scale: 1" = 1'-0"



SHEET INFORMATION		
REVISIONS		
NO.	DESCRIPTION	DATE
3	AMENDMENT 3 CHANGES	2024.10.08
PROJECT NO. 20210021		
DRAWN BY KMW		
CHECKED BY JLB		
DATE 2022.09.20		
SCALE As indicated		





GENERAL NOTES:

- HATCHED AREAS INDICATE PLATFORMS IN UNITS (+/- 8" - 6" AFF). PLATFORMS WITH FULL HEIGHT WALLS TO RECEIVE SLIDING ACCESS DOORS. THE INTENT IS TO USE 8" - 0" STUDS AND SET THE PLATFORM FRAMING ON TOP TO ACHIEVE 8" - 6" FLOOR-TO-FLOOR.
- GREY WALLS INDICATE WALLS THAT ARE INTENDED TO EXTEND FULL HEIGHT TO THE FLOOR / CEILING ABOVE. STUD WALLS THAT ARE WHITE ARE TO EXTEND TO HEIGHT OF +/- 8" - 6".
- 90 DEGREE ANGLES ARE NOTED TO IDENTIFY STARTING LOCATION FOR FRAMING OF WALLS AND NOT NECESSARILY TO EXISTING WALLS.
- ALL CORRIDOR AND STAIRWELL DOORS TO RECEIVE CLOSERS OR SPRING HINGES TO AUTOMATICALLY CLOSE.
- DIMENSIONS SHOWN ARE TO FACE OF DRYWALL.
- ALL WALLS ABUTTING MASONRY ARE TO USE TREATED STUDS, HAVE COMPRESSIBLE ACOUSTIC SEAL AND RECEIVE ACOUSTIC SEALANT.

GENERAL NOTES

- GENERAL CONTRACTORS, SUBS, SUPPLIERS, ETC. WORKING ON OR ASSOCIATED IN ANY WAY WITH THIS PROJECT MUST ADHERE TO ALL APPLICABLE LOCAL, STATE, AND FEDERAL LAWS, CODES, AND REGULATIONS.
- THE GENERAL CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR OVERVIEW COORDINATION WITH ALL TRADES. FAILURE TO COORDINATE WORK OF EACH TRADE SHALL NOT BE JUSTIFICATION FOR ADDITIONAL COMPENSATION.
- THE GENERAL CONTRACTOR IS REQUIRED TO NOTIFY THE A/E OF ANY CONFLICT OF THE PLANS AND SPECIFICATIONS. FAILURE TO NOTIFY THE A/E RESULTING IN ADDITIONAL COST SHALL BE THE GENERAL CONTRACTOR'S EXPENSE.
- IN THE EVENT A CONFLICT IS FOUND OR AN INTERPRETATION IS REQUIRED, THE ARCHITECT SHALL RESPOND BASED ON THE OWNER'S APPROVAL.
- CONTRACTOR RESPONSIBLE FOR VISITING SITE AS NECESSARY AND BECOMING FAMILIAR WITH ALL REQUIREMENTS PRIOR TO BID.
- CONTRACTOR RESPONSIBLE FOR CONNECTING TO EXISTING UTILITIES AND/OR REPLACING AS SHOWN ON ENGINEERING DRAWINGS.

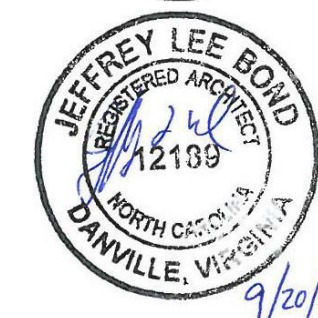
KEYNOTES PER SHEET	
NOTE	DESCRIPTION
002	MAX 1:12 SLOPE. HANDRAILS TO BE 1 1/2" IN DIAMETER WITH 1 1/2" CLEAR SPACE BETWEEN HANDRAIL AND WALL. HANDRAILS TO EXTEND 1'-0" BEYOND TOP AND BOTTOM OF RAMP RUNS. SAWCUT LINEAR TACTILE INDICATORS AT TOP AND BOTTOM OF RAMP RUNS TO IDENTIFY CHANGE IN GRADE.

GENERAL NOTES - CONT.

- THE GENERAL CONTRACTOR SHALL PROTECT AND BE RESPONSIBLE FOR THE EXISTING STRUCTURE, FACILITIES, AND IMPROVEMENTS ADJOINING THE AREA UNDER THIS CONTRACT. CLEAN ADJACENT STRUCTURES AND IMPROVEMENTS OF DUST, DIRT, AND DEBRIS CAUSED BY SELECTIVE DEMOLITION OPERATIONS. RETURN ADJACENT AREAS TO CONDITION EXISTING BEFORE SELECTIVE DEMOLITION OPERATIONS BEGAN. ANY DISTURBANCE OR DAMAGE TO ADJOINING PROPERTY RESULTING DIRECTLY OR INDIRECTLY FROM THE CONTRACTOR'S OPERATIONS SHALL BE PROMPTLY RESTORED, REPAIRED, OR REPLACED TO THE SATISFACTION OF THE OWNER AT NO ADDITIONAL COST.
- IN CASE OF DAMAGE TO EXISTING FACILITY, CONTRACTOR'S PHOTOGRAPHIC DOCUMENTATION WILL BE BASIS FOR OWNER'S DECISION. IF CONTRACTOR CANNOT PROVIDE DOCUMENTATION, OWNER'S DECISION WILL BE FINAL.
- PATCH AND REPAIR CEILINGS AND WALLS ASSOCIATED WITH CONSTRUCTION ACTIVITIES.
- CONTROL JOINTS IN MASONRY ARE TO BE PLACED AT INTERVALS NO GREATER THAN 30' - 0". IF CONTROL JOINTS ARE NOT SHOWN ON PLANS OR ELEVATIONS, CONSULT ARCHITECT FOR LOCATIONS PRIOR TO PLACEMENT.
- CONTRACTOR TO PROVIDE AND INSTALL SMOKE / CARBON MONOXIDE DETECTOR AS PER ALL APPLICABLE CODES. (SEE FIRE ALARM DRAWINGS).
- ELEVATIONS SHOWN ON ARCHITECTURAL DRAWINGS ARE RELATIVE.
- CONTRACTOR TO PROVIDE KNOX BOX. COORDINATE LOCATION WITH LOCAL FIRE DEPARTMENT.
- CONTRACTOR RESPONSIBLE FOR COORDINATING ALL MECHANICAL AND ELECTRICAL FIXTURES, EQUIPMENT, SWITCHES, THERMOSTATS, ETC. WITH FURNISHINGS, SHELVEING, ETC.
- GENERAL CONTRACTOR IS RESPONSIBLE FOR PROVIDING ANY TEMPORARY MEASURES NECESSARY TO TEMPER THE SPACE IF THE PERMANENT ENCLOSURE IS NOT COMPLETE AND THE SCHEDULE MAY BE IMPACTED. ALL FINISHES ARE TO BE INSTALLED PER THE MANUFACTURER'S REQUIREMENTS.
- PROVIDE TERMITE TREATMENT FOR NEW OR RENOVATED PROJECTS.
- CONTRACTOR TO PROVIDE A SOIL TREATMENT WITH TERMITICIDE BY A LICENSED SPECIALIST. RECORD TERMITICIDE BRAND NAME, MANUFACTURER, AND QUANTITIES USED. PROVIDE A THREE YEAR WARRANTY FROM THE DATE OF SUBSTANTIAL COMPLETION. PROVIDE TWELVE MONTHS CONTINUATION SERVICE INCLUDING MONITORING, INSPECTION, AND RETREATMENT FROM THE DATE OF SUBSTANTIAL COMPLETION.
- ALL WALLS ABUTTING MASONRY ARE TO USE TREATED STUDS, HAVE COMPRESSIBLE ACOUSTIC SEAL AND RECEIVE ACOUSTIC SEALANT.



SOLEX ARCHITECTURE, INC.  
641 MAIN STREET  
DANVILLE, VIRGINIA 24541  
434.888.0787 PHONE  
434.791.3281 FAX



# THE DAMERON BUILDING

105 FRANKLIN STREET, WARRENTON, NC 27589

CONSTRUCTION DOCUMENTS

SHEET INFORMATION		
REVISIONS		
NO.	DESCRIPTION	DATE
1	TAX CREDIT REVISIONS	2022.10.31
3	AMENDMENT 3 CHANGES	2024.10.08

PROJECT NO.	20210021
DRAWN BY	KTD
CHECKED BY	JLB
DATE	2022.09.20
SCALE	As indicated

## PROPOSED FIRST FLOOR PLAN

SHEET NUMBER  
**A-101**

**PROPOSED FIRST FLOOR PLAN**  
Scale: 3/16" = 1'-0"



A

B

C

D

E

1

2

3

4

5



## GENERAL CEILING NOTES

1. EXISTING CEILING PLAN SHOWN FOR REFERENCE ONLY. THE CONTRACTOR IS TO VERIFY THE EXISTING CONDITIONS AND COORDINATE ALL WORK WITH PROPOSED PLANS.
2. CONTRACTOR TO COORDINATE NEW WORK WITH HVAC AND ELECTRICAL. CONTRACTOR IS RESPONSIBLE FOR REQUIRED MODIFICATIONS TO HVAC DUCT AND DIFFUSERS/RETURNS TO ACCOMMODATE NEW LAYOUT.
3. CONTRACTOR RESPONSIBLE FOR REQUIRED MODIFICATIONS TO THE LIGHTING SYSTEM TO ACCOMMODATE THE NEW LAYOUT. EACH ROOM IS TO BE INDIVIDUALLY CONTROLLED. CONTRACTOR RESPONSIBLE FOR ENSURING THE LIGHTING FOOTCANDLE LEVELS ARE ADEQUATE AS REQUIRED BY CODE.
4. CONTRACTOR RESPONSIBLE FOR COORDINATING THE INSTALLATION OF ALL CEILING MOUNTED AND LAY-IN FIXTURES, DIFFUSERS, ETC.
5. CONTRACTOR TO PERFORM FINAL SETTING OF ALL CEILING MOUNTED ITEMS. CONTRACTOR RESPONSIBLE FOR FINAL CLEANING OF ALL CEILING MOUNTED ITEMS.
6. ALL CEILINGS ARE TO REMAIN AT EXISTING HEIGHTS UNLESS OTHERWISE NOTED.
7. CONTRACTOR TO COORDINATE ALL ABOVE CEILING TRADES TO AVOID CONFLICT.
8. CONTRACTOR RESPONSIBLE FOR PROVIDING AND INSTALLING NEW EXIT SIGNS AND EMERGENCY LIGHTING AS REQUIRED BY ALL APPLICABLE CODES AND REGULATIONS.

## UTILITY LEGEND

4" GALV.	---
SEWER	---
WATER	---
ELECTRIC	---

NEW EXTERIOR GRADE  
GPDW. PAINT.ORIGINAL TIN CEILING  
ATTACHED TO CONCEALED  
SUSPENDED METAL STRUCTURE  
(DESIGNED BY OTHERS)  
UNDERSIDE OF FLOOR  
STRUCTURE TO RECEIVE GPDW  
PER UL DESIGN #L598.

- NOTES:
- HATCHED AREAS INDICATE PLATFORMS IN UNITS (+/- 8' - 6" AFF). PLATFORMS WITH FULL HEIGHT WALLS TO RECEIVE SLIDING ACCESS DOORS. THE INTENT IS TO USE 8' - 0" STUDS AND SET THE PLATFORM FRAMING ON TOP TO ACHIEVE 8' - 6" FLOOR-TO-FLOOR.
  - GRAY WALL INDICATE WALLS THAT ARE INTENDED TO EXTEND FULL HEIGHT TO THE FLOOR / CEILING ABOVE. STUD WALLS THAT ARE WHITE ARE TO EXTEND TO HEIGHT OF +/- 8' - 6". ALL WALLS ARE FULL HEIGHT TO CEILING ABOVE.
  - ALL DUCTWORK WHERE CEILINGS ARE PAINTED IS TO BE PAINTED. ALL DUCTWORK WHERE CEILINGS ARE EXPOSED OR NATURAL WOOD ARE TO BE GALVANIZED PER THE HTG APPLICATION.
  - ALL APARTMENTS HAVE MINISPLIT TYPE HVAC UNITS, I.E. NO DUCTWORK



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641 MAIN STREET  
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# THE DAMERON BUILDING

105 FRANKLIN STREET, WARRENTON, NC 27589

CONSTRUCTION DOCUMENTS

## SHEET INFORMATION

REVISIONS		
NO.	DESCRIPTION	DATE
2	OWNER CHANGES	08/15/2024
3	AMENDMENT 3 CHANGES	2024.10.08

PROJECT NO.	20210021
DRAWN BY	KTD
CHECKED BY	JLB
DATE	2022.09.20
SCALE	As indicated

## SHEET NAME

PROPOSED  
FIRST FLOOR  
REFLECTED  
CEILING PLAN

## SHEET NUMBER

# A-111

1  
A-204-111

## PROPOSED FIRST FLOOR REFLECTED CEILING PLAN

Scale: 3/16" = 1'-0"



A

B

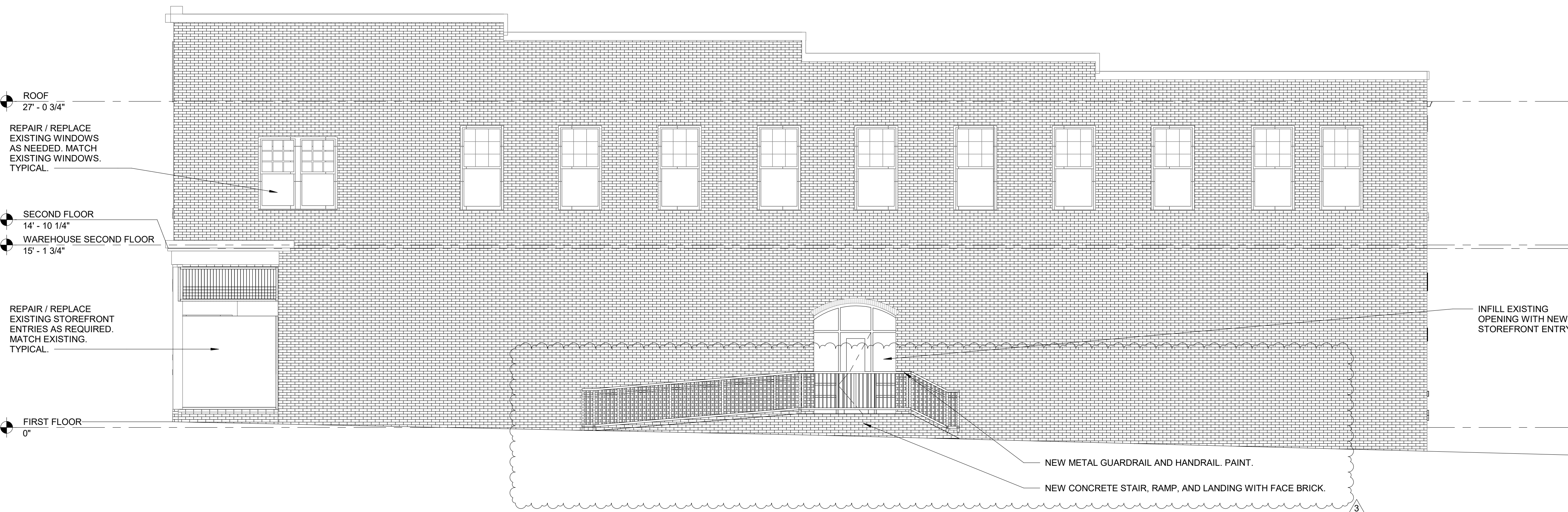
C

D

E



1 PROPOSED FRANKLIN STREET ELEVATION  
Scale: 3/16" = 1'-0"



2 PROPOSED MAIN STREET ELEVATION  
Scale: 3/16" = 1'-0"

SHEET INFORMATION		
REVISIONS		
NO.	DESCRIPTION	DATE
1	TAX CREDIT REVISIONS	2022.10.31
3	AMENDMENT 3 CHANGES	2024.10.08

PROJECT NO.	20210021
DRAWN BY	KTD
CHECKED BY	JLB
DATE	2022.09.20
SCALE	3/16" = 1'-0"

SHEET NAME  
**PROPOSED  
FRANKLIN  
STREET AND  
MAIN STREET  
ELEVATIONS**

SHEET NUMBER  
**A-201**







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)

---

### **FLOCK SAFETY Camera System**

In response to lack of availability of officers and an inability to fill officer positions, both part-time and full-time, the Police Department would like to recommend installation a FLOCK camera system.

While these cameras cannot take the place of an officer, they can assist a limited staff in preventing and solving any crimes occurring within the town limits. Cameras would be used to record vehicles and license plates along eastbound E. Macon Street, westbound W. Franklin (1001) and westbound Ridgeway Street. Positioned on these particular streets, cameras will capture vehicles leaving the three major exits used in Town.

The FLOCK system has proved to be a significant tool in reducing and solving crime in Henderson, NC and other communities across North Carolina and the United States.

### **Budget/Cost**

The cost for the three cameras for one year, and their installation, is \$9000. This cost could easily be allotted in the current PD budget, as salaries will not be used for three positions possibly throughout the entire FY. At the end of the one-year term the Town is not obligated to renew the agreement, however, there is an option renew at the same price for an additional 2 years.

An additional PTZ camera located on N. Main Street in the business district would cost an additional \$3000.

Chief is looking into the Governor's Crime Commission grant to determine if funding is grant available for follow on years.

### **Request**

Seeking approval to allocate unused salaries in the amount \$12,000 to fund project for one year. Board approval should include making the agreement subject to attorney review.

**Flock Safety + NC - Warrenton PD**

---

Flock Group Inc.  
1170 Howell Mill Rd, Suite 210  
Atlanta, GA 30318

---

MAIN CONTACT:  
Daniel Callahan  
[daniel.callahan@flocksafety.com](mailto:daniel.callahan@flocksafety.com)  
+13014188112

**flock safety**



EXHIBIT A  
**ORDER FORM**

Customer:	NC - Warrenton PD	Initial Term:	12 Months
Legal Entity Name:	NC - Warrenton PD	Renewal Term:	24 Months
Accounts Payable Email:	policechief@warrenton.nc.gov	Payment Terms:	Net 30
Address:	133 E Market St Warrenton, North Carolina 27589	Billing Frequency:	Annual Plan - Invoiced at First Camera Validation.
		Retention Period:	30 Days

**Hardware and Software Products**  
Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
<b>Flock Safety Platform</b>			<b>\$9,000.00</b>
<b>Flock Safety Flock OS</b>			
FlockOS ™ - Essentials	Included	1	Included
<b>Flock Safety LPR Products</b>			
Flock Safety Falcon ®	Included	3	Included

**Professional Services and One Time Purchases**

Item	Cost	Quantity	Total
<b>One Time Fees</b>			
<b>Flock Safety Professional Services</b>			
Professional Services - Standard Implementation Fee	\$0.00	3	\$0.00

<b>Subtotal Year 1:</b>	\$9,000.00
<b>Annual Recurring Subtotal:</b>	\$9,000.00
<b>Discounts:</b>	\$1,950.00
<b>Estimated Tax:</b>	\$607.50
<b>Contract Total:</b>	\$9,000.00

*The Term for Flock Hardware shall commence upon first installation and validation, except that the Term for any Flock Hardware that requires self-installation shall commence upon execution of the Agreement. In the event a Customer purchases more than one type of Flock Hardware, the earliest Term start date shall control. In the event a Customer purchases software only, the Term shall commence upon execution of the Agreement.*

*Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a “**Renewal Term**”) unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.*



**Billing Schedule**

Billing Schedule	Amount (USD)
Year 1	
At First Camera Validation	\$9,000.00
Annual Recurring after Year 1	\$9,000.00
Contract Total	\$9,000.00

\*Tax not included

**Discounts**

Discounts Applied	Amount (USD)
Flock Safety Platform	\$0.00
Flock Safety Add-ons	\$0.00
Flock Safety Professional Services	\$1,950.00

Product and Services Description

Flock Safety Platform Items	Product Description
FlockOS <sup>TM</sup> - Essentials	An integrated public safety platform that detects, centralizes and decodes actionable evidence to increase safety, improve efficiency, and connect the community.
Flock Safety Falcon ®	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint <sup>TM</sup> technology (proprietary machine learning software) and real-time alerts for unlimited users.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.

FlockOS Features & Description

FlockOS Features	Description
Community Network Access	The ability to request direct access to feeds from privately owned Flock Safety Falcon® LPR cameras located in neighborhoods, schools, and businesses in your community, significantly increasing actionable evidence that clears cases.
Unlimited Users	Unlimited users for FlockOS
State Network (License Plate Lookup Only)	Allows agencies to look up license plates on all cameras opted into the Flock Safety network within your state.
Nationwide Network (License Plate Lookup Only)	With the vast Flock Safety sharing network, law enforcement agencies no longer have to rely on just their devices alone. Agencies can leverage a nationwide system boasting 10 billion additional plate reads per month to amplify the potential to collect vital evidence in otherwise dead-end investigations.
Law Enforcement Network Access	The ability to request direct access to evidence detection devices from Law Enforcement agencies outside of your jurisdiction.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint <sup>TM</sup> technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Insights & Analytics	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface	Map-based interface that consolidates all data streams and the locations of each connected asset, enabling greater situational awareness and a common operating picture.
Real-Time NCIC Alerts on Flock ALPR Cameras	Receive automated alerts when vehicles entered into established databases for missing and wanted persons are detected, including the FBI’s National Crime Information Center (NCIC) and National Center for Missing & Exploited Children (NCMEC) databases.
Unlimited Custom Hot Lists	Ability to add a suspect’s license plate to a custom list and get alerted when it passes by a Flock camera

By executing this Order Form, Customer represents and warrants that it has read and agrees all of the terms and conditions contained in the Terms of Service located at <https://www.flocksafety.com/terms-and-conditions>

The Parties have executed this Agreement as of the dates set forth below.

**FLOCK GROUP, INC.**

**Customer: NC - Warrenton PD**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Mark Smith

Name: David Elliott

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

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

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

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

PO Number: \_\_\_\_\_

# Customer Implementation Guide

# Law Enforcement



flock safety

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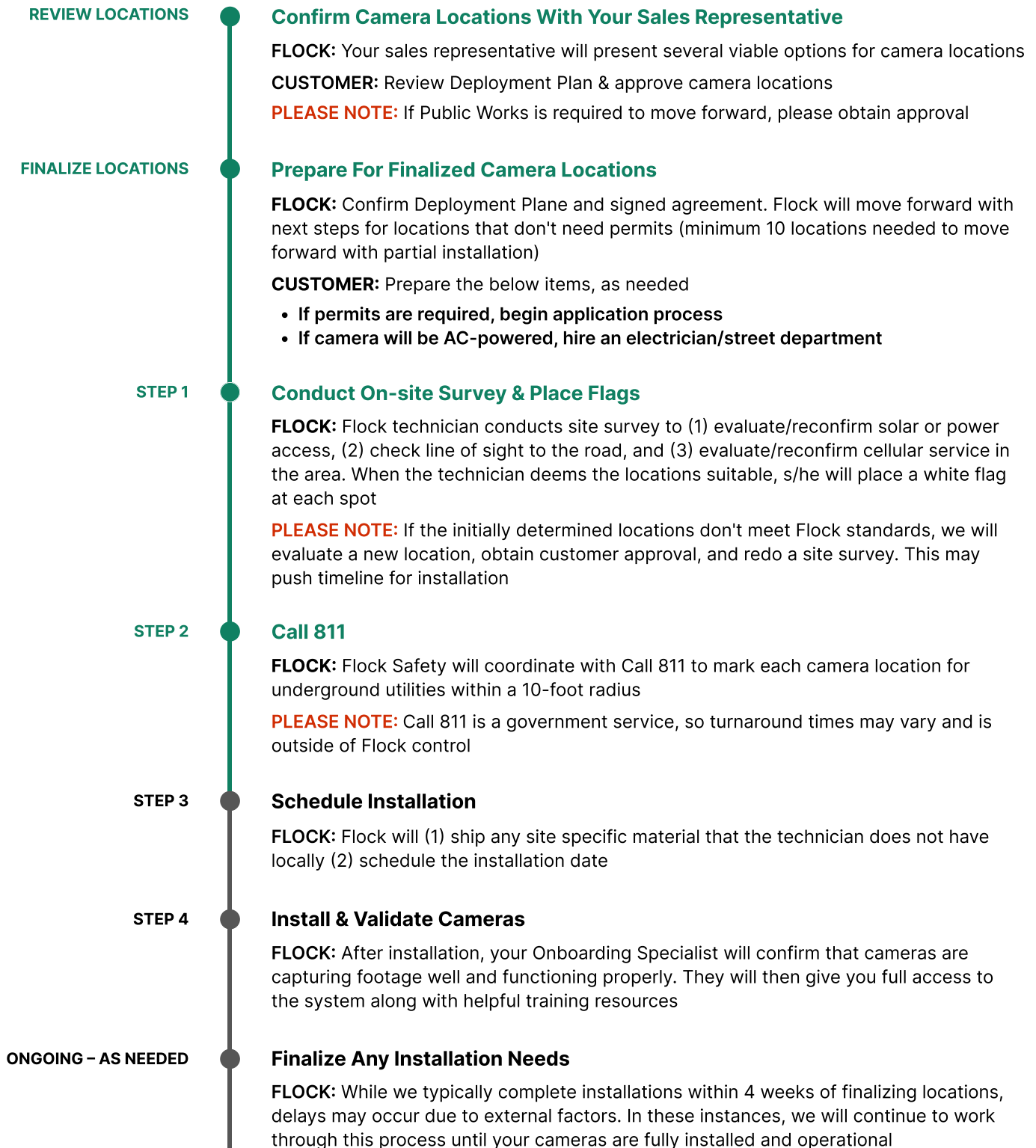
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# Implementation Timeline

This timeline provides general guidance and understanding of your installation process. While we typically complete installations 6-8 weeks after locations have been finalized, delays can occur as noted in the timeline below:



# Flock Safety Team

Implementation Team	How They Will Support You
<div></div> <div>Project Manager</div>	<p>Your <b>Project Manager</b> is your <b>primary contact during camera installation</b>.</p> <p>Your project manager will guide you through the entire installation process, keeping you apprised of all implementation updates as well as answering any questions you have during this time. They will ensure that all the cameras are on the ground and operating for at least 48 hours before transitioning you to your Customer Success Manager.</p>
<div></div> <div>Field Operations Team</div>	<ul style="list-style-type: none"><li>• The Field Operations team is responsible for the physical installation and maintenance of cameras and associated equipment provided by Flock. This includes a large team of technicians, schedulers, and many others involved in ensuring the delivery of the product.</li><li>• They take the technical plan you finalized with Product Implementation and work closely with other teams at Flock to make sure that the cameras are installed quickly and safely and in a way that maximizes the opportunity to solve crime at a specific location.</li><li>• <b>*Note*:</b> For <b>all Installation questions or concerns</b>, please always direct them to your <b>Customer Success Manager</b> and not the technician.</li></ul>

Relationship Team	How They Will Support You
<div></div> <div><b>Customer Success Manager</b></div>	<p>Your Customer Success Manager is your strategic partner for your lifetime as a Flock customer.</p> <p>While the cameras are getting installed, your CSM will help get your account set up and get all key users trained on the system.</p> <p>Post-Camera-Installation, your CSM will be your go-to for most account-related needs: You should reach out to them to:</p> <ul style="list-style-type: none"><li>• Set up Account Training</li><li>• Understand benefits of features</li><li>• Learning best practices for getting relevant data</li><li>• Identifying opportunities to expand the security network in your area</li><li>• Provide feedback on your partnership with Flock</li></ul>
<div></div> <div><b>Flock Safety Support</b></div>	<p>The Flock Safety Support team is committed to answering all your day-to-day questions as quickly as possible. <b>To get in touch with support</b>, simply email <a href="mailto:support@flocksafety.com">support@flocksafety.com</a> or call <b>866-901-1781 Mon-Fri 8am-8pm EST</b>.</p> <p>Support can help you:</p> <ul style="list-style-type: none"><li>• Request camera maintenance</li><li>• Troubleshoot online platform</li><li>• Contract / Billing questions</li><li>• Update account information</li><li>• Camera Sharing questions</li><li>• Quick “How to” questions in your Flock Account</li></ul>



Outside Party	When They May Be Involved
Electrician/Street Department	If the Flock cameras need to be AC powered, you (customer) are responsible for providing an electrician to ensure power connectivity
Public Works (LE)	To weigh in on the use of public Rights of Way or property
Department of Transportation (DOT), City, or County agencies	If installation in your area requires permitting

**PLEASE NOTE:** On some occasions, third parties outside of Flock Safety may be (or need to be) involved in your implementation.

# Implementation Service Briefs: Existing Infrastructure vs Standard vs Advanced

	Existing Infrastructure Install	Standard Install	Advanced Install
Pole	None	Flock	NCHRP 350 / MASH
Timeline	Short	Medium	Longest
Cost	Lowest	Mid	Highest

## Existing Infrastructure Implementation

**COST:** \$150 per camera (one time cost)

### Included In Scope:

Once designated locations are approved by the customer, as part of the **Existing Infrastructure Implementation Service** Flock will perform the following:

- An in-person site survey to confirm the installation feasibility of a location (location assessment, solar assessment, visibility review, etc.)
  - Cameras need sufficient power. Since a solar panel is required per camera, it can prevent adequate solar power if two cameras and two solar panels are on a single pole (blocking visibility). Therefore if relying on solar power, only one camera can be installed per pole.
- Confirm that a location is safe for work by following State utility locating procedures.
- Each installation may include the following:
  - Installation of camera and solar panel or AC adapter box on a suitable existing pole

- Types of existing infrastructure such as existing utility, light, and traffic signal poles.
- Pole no higher than 8'-12' (approval at Flock Safety's discretion)
- Flock will provide and mount an AC adapter unit that a qualified electrician can connect to AC power following our [electrical wiring requirements](#). Flock is unable to make any AC connections or boreholes in any material other than dirt, grass, loose gravel (or other non-diggable material). Electrical work requiring a licensed electrician and associated costs, not included in the scope.
  - Access requiring up to a 14' using an A-frame ladder
  - Standard MUTCD traffic control procedures performed by a Flock technician
- Obtain a business license to operate in the city and state of camera location

## Out Of Scope:

By default, Flock does **not** include the following as part of the **Existing Infrastructure Implementation Service** but can provide a quote for sourcing at an additional cost:

- Mounting on mast arms (always require bucket truck and traffic control)
- Call 811 'Call-before-you-Dig' system
- Installation of any poles including but not limited to
  - Standard, 12' above grade [Flock breakaway pole](#)
  - NCHRP 350 or MASH approved pole (as may be required for locations in DOT right of way)
- A Bucket Truck for accessing horizontal/cross-beams and/or height above 14'
- Special equipment rentals for site access
- Site-specific engineered traffic plans
- Third-party provided traffic control
- State or city-specific specialty contractor licenses or unique attachment/connection requirements
- Custom engineered drawings
- Electrical work requires a licensed electrician.

- Flock will provide and mount an AC adapter that a qualified electrician can connect to AC power but cannot make any AC connections or boreholes in any material other than dirt, grass, loose gravel (or other non-diggable material).
- Concrete cutting
- Private utility search for privately owned items not included in standard 811 procedures (communication, networking, sprinklers, etc.)
- Upgrades to power sources to ready them for Flock power (additional fuses, switches, breakers, etc.)
- Any fees or costs associated with filing for required city, county, or state permits
- Licensing or attachment agreements with asset / infrastructure owners
- Utility contracts and billing
- Customer requested relocations (see fee schedule)

## Standard Implementation

**COST:** \$650 per camera (one time cost)

### Included In Scope:

Once designated locations are approved by the customer, as part of the **Standard Implementation Service** Flock will perform the following:

- An in-person site survey to confirm the installation feasibility of a location (location assessment, solar assessment, visibility review, etc.)
- Confirm that a location is safe for work by following state utility locating procedures. Work with local utilities to prevent service interruptions during the installation
  - Engage 811 'Call-before-you-Dig' system to receive legal dig date
  - Apply approved markings Coordinate with 811 regarding any necessary high-risk dig clearances or required vendor meets
- Each installation may include the following:
  - Installation of camera and solar panel with standard, 12' above grade Flock breakaway pole

- Installation of camera and AC adapter that a qualified electrician can connect to AC power on a suitable existing pole, no higher than 8-12' (approval at Flock Safety's discretion)
  - Flock will provide and mount an AC adapter that a qualified electrician can connect to AC power following our [electrical wiring requirements](#). Flock is unable to make any AC connections or boreholes in any material other than dirt, grass, loose gravel (or other non-diggable material). Electrical work requiring a licensed electrician and associated costs, not included in the scope.
- Access requiring up to a 14' A-frame ladder
- Standard MUTCD traffic control procedures performed by a Flock technician
- Obtain a business license to operate in the City and State of camera location

## Out Of Scope:

By default, Flock does **not** include the following as part of the Standard Implementation Service but can provide a quote for sourcing at an additional cost:

- Use and/or mounting to existing infrastructure.
- NCHRP 350 or MASH approved pole (as may be required for locations in DOT right of way)
- A Bucket Truck for accessing horizontal/cross-beams and/or height above 14'
- Special equipment rentals for site access
- Site-specific engineered traffic plans
- Third-party provided traffic control
- State or city-specific specialty contractor licenses
- Custom engineered drawings
- Electrical work requires a licensed electrician.
  - Flock will provide and mount an AC adapter that a qualified electrician can connect to AC power but cannot make any AC connections or boreholes in any material other than dirt, grass, loose gravel (or other non-diggable material).
- Concrete cutting
- Private utility search for privately owned items not included in standard 811 procedures (communication, networking, sprinklers, etc.)

- Upgrades to power sources to ready them for Flock power (additional fuses, switches, breakers, etc.)
- Any fees or costs associated with filing for required city, county, or state permits
- Licensing or attachment agreements with asset / infrastructure owners
- Utility contracts and billing
- Customer requested relocations (see fee schedule)

## Advanced Implementation

**COST:** \$1,900 per camera (one time cost)

### Included In Scope:

Once Designated Locations are confirmed, as part of the **Advanced Implementation Service**, Flock will perform the following:

- An in-person site survey to confirm the installation feasibility of a location (location assessment, solar assessment, visibility review, etc.)
- Confirm that a location is safe for work by following State utility locating procedures. Work with local utilities to prevent service interruptions during the installation
  - Engage 811 'Call-before-you-Dig' system to receive legal dig date
  - Apply approved markings Coordinate with 811 regarding any necessary high-risk dig clearances or required vendor meets
- Each installation may include the following:
  - Installation of camera and solar panel on a suitable **NCHRP 350 or MASH** approved pole.
  - Installation of camera and AC adapter that a qualified electrician can connect to AC power.
    - Flock will provide and mount an AC adapter that a qualified electrician can connect to AC power following our [electrical wiring requirements](#). Flock cannot make any AC connections or boreholes in any material other than dirt, grass, loose gravel (or other non-diggable material).

Electrical work requiring a licensed electrician and associated costs, not included in the scope.

- Access requiring up to a 14' A-frame ladder
- Standard MUTCD traffic control procedures performed by a Flock technician
- Obtain a business license to operate in the City and State of camera location

## Out Of Scope:

By default, Flock does not include the following as part of the **Advanced Implementation Service** but can optionally provide a quote for sourcing (additional cost):

- Installation on Standard, 12' above grade Flock breakaway pole or existing infrastructure.
- A Bucket Truck for accessing horizontal/cross-beams and/or height above 14'
- Special equipment rentals for site access
- Site-specific engineered traffic plans
- Third-party provided traffic control
- State or City-specific specialty contractor licenses
- Custom engineered drawings
- Electrical work requires a licensed electrician. Flock will provide and mount an AC adapter that a qualified electrician can connect to AC power but cannot make any AC connections or boreholes in any material other than dirt, grass, loose gravel (or other non-diggable material).
- Concrete cutting
- Private utility search for privately owned items not included in standard 811 procedures (communication, networking, sprinklers, etc.)
- Upgrades to power sources to ready them for Flock power (additional fuses, switches, breakers, etc.)
- Fees or costs associated with filing for required City, County, or State permits

# Things to Consider When Selecting Locations

## Falcon Cameras



- Use Cases
  - Flock LPRs are designed to capture images of rear license plates aimed in the direction of traffic.
  - Flock LPRs are not designed to capture pedestrians, sidewalks, dumpsters, gates, other areas of non-vehicle traffic, intersections.
- Placement
  - They capture vehicles driving away from an intersection.
  - They cannot point into the middle of an intersection.
  - They should be placed after the intersection to prevent stop and go motion activation or “stop and go” traffic.
- Mounting
  - They can be mounted on existing utility, light, traffic signal poles, or 12 foot Flock poles.\*
  - They should be mounted one per pole.\*\* If using AC power, they can be mounted 2 per pole.
- They can be powered with solar panels or direct wire-in AC Power (no outlets).\*\*\*
- They will require adequate cellular service using AT&T or T-Mobile to be able to process & send images.

\* Permitting (or permission from pole owner) may be required to use existing infrastructure or install in specific areas, depending on local regulations & policies.

\*\* Cameras need sufficient power. Since a solar panel is required per camera, it can prevent adequate solar power if two cameras and two solar panels are on a single pole (blocking visibility). Therefore if relying on solar power, only one camera can be installed per pole.

\*\*\* Flock does not provide Electrical services. Once installed, the agency or community must work with an electrician to wire the cameras. Electrician services should be completed within two days of installation to prevent the camera from dying.



## Solar Panels

Solar panels need unobstructed southern-facing views.



## Pole

If a location requires a "DOT Pole" (i.e., Advanced Pole, **not** Flock standard pole), the implementation cost will be \$5,000/camera.



# Customer Responsibilities: AC-Powered Cams

If the Flock cameras need to be AC-powered, the **customer is responsible** for acquiring an electrician and ensuring they connect the camera to power. **See steps 2 and 6 below.**

## How to Get Started with a Powered Install



### 1. Create a Deployment Plan

Work with us to select the best location(s) for Flock Safety cameras and power sources



### 2. Acquire an Electric Quote

Contact an electrician to receive a quote to run 120volt AC power to the camera



### 3. Sign Flock Safety Agreement

Sign the Flock Safety purchase order to begin the installation of cameras



### 4. Conduct Site Survey

Flock will mark camera locations, locate underground utilities and mark if present



### 5. Install Camera

Flock will install the camera and AC power kit at the specified camera location



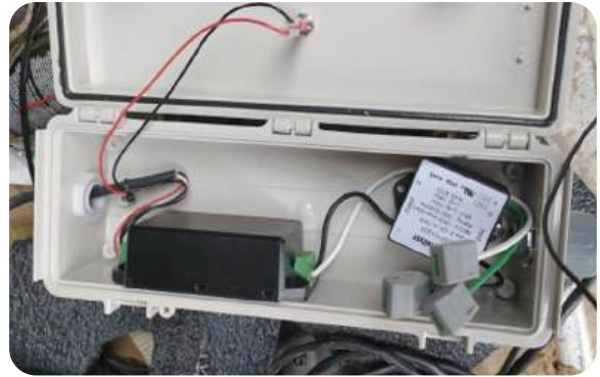
### 6. Connect Camera to Power

Notify the electrician that the camera is ready for the power connection installation

# Electrician Handout

## Electrician Installation Steps

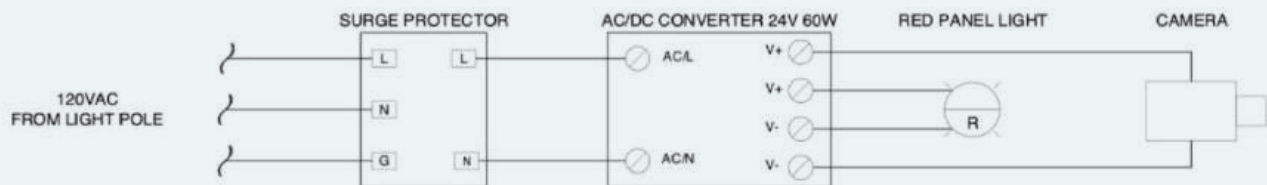
1. Run AC cable and conduit to the box according to NEC Article 300 and any applicable local codes. The gland accepts ½" conduit.
2. Open the box using hinges.
3. Connect AC Mains per wiring diagram below:
  - a. Connect AC Neutral wire to the Surge Protector white Neutral wire using the open position on the lever nut.
  - b. Connect AC Line wire to the Surge Protector black Line wire using the open position on the lever nut.
  - c. Connect AC Ground wire to the Surge Protector green ground wire using the open position on the lever nut.
4. Verify that both the RED LED is lit on the front of the box
5. Close box and zip tie the box shut with the provided zip tie
6. While still on-site, call Flock, who will remotely verify that power is working correctly:



**Southeast Region - (678) 562-8766**

**West-Region - (804) 607-9213**

**Central & NE Region - (470) 868-4027**



## FAQs about AC-Powered Flock Cameras

### What voltage is supported?

The AC kit is designed to work with 120VAC Infrastructure by default. A 240VAC version is available on request.

### How much power does this consume?

Peak current draw is 1.5 A at 120VAC. The average power draw is roughly 30W in high traffic conditions but maybe lower when fewer vehicles are present.

### Who is responsible for contracting the electrician?

The customer is responsible for contracting an electrician. We can help answer questions, but the customer is responsible for identifying and contracting an electrician.

### Who is responsible for maintenance?

Flock will handle all maintenance related to Flock's camera and power equipment. However, any problems with the electrical supply are the customer's responsibility. The AC junction box has two lights to indicate the presence of power and make it easy for quick diagnosis if there is a problem related to the AC power source.

- If the camera indicates to Flock that there is a power supply problem, Flock will notify the customer and request that the customer verifies the lights on the AC junction box. If the AC Source light is illuminated, Flock will send a technician to investigate. If the AC source light is not illuminated, the customer should check any GFCI's or breakers in the supply circuit or call the electrician who installed the power supply.

### How much does it cost?

Work required to bring AC power to each location will be different, so exact pricing is unavailable. Primary cost drivers include arrow boards and the distance from the camera location to the AC power source.

### What information do I need to provide my electrician?

The Flock deployment plan and these work instructions should be sufficient to secure a quote. It will be helpful if you know the location of the existing power infrastructure before creating the deployment plan.

**Can you plug it into my existing power outlet?** The Flock AC power adapter does not use a standard outlet plug but must be directly wired into the power mains. While using outlet plugs may be convenient, they can easily be unplugged, presenting a tampering risk to this critical safety infrastructure. The electrician can route power directly to the camera with a direct wire-in connection if an outlet is close to the camera.

**How long does this process typically take?**

The installation process typically takes 6-8 weeks. To accelerate the process, be sure to have the electrician perform his work shortly after the Flock technician finishes installing the camera.

**What kind of electrician should I look for?**

Any licensed electrician should perform this work, though we have found that those who advertise working with landscape lighting are most suited for this work.

**What happens if the electrician damages the equipment?**

The customer is responsible for contracting the electrician. Any liability associated with this work would be assumed by the customer. If any future work is required at this site due to the electrical infrastructure or the work performed by the electrician would be the responsibility of the customer.

**When should the electrician perform his work?**

Once Flock installs the camera, you will receive an email alert letting you know that this has been completed. After this, you will need to schedule the electrician to route power to the pole.

**What if my electrician has questions about Flock's AC Kit?**

You should share the [AC-Power Kit Details](#) packet with the electrician if they have questions.

**What if the AC power is on a timer?**

Sometimes the AC power will be on a timer (like used for exterior lighting). Flock requires that the AC power provided to the camera be constant. The source that the electrician uses must not be on a timing circuit.



# Installation Service Brief Summary

Below outlines the statement of work for the Flock Camera Installation:

What Is Covered By Flock	What Is NOT Covered By Flock	Special Note
Flock Cameras & Online Platform	Traffic Control And Any Associated Costs	
Mounting Poles	*DOT Approved Pole Cost Electrician & Ongoing Electrical Costs	
AC Power Kit (As Needed)	Engineering Drawings	
Solar Panels (As Needed)	Relocation Fees	<i>Excluding Changes During Initial Installation</i>
Site Surveys And Call 811 Scheduling	Contractor Licensing Fees	
Installation Labor Costs	Permit Application Processing Fees	
Customer Support / Training	Specialist Mounting Equipment	<i>Including, But Not Limited To, **MASH Poles Or Adapters</i>
Cellular Data Coverage	Bucket Trucks	
Maintenance Fees (Review <a href="#">Fees Sheet</a> For More Details)	Loss, Theft, Damage To Flock Equipment	
Data Storage For 30 Days	Camera Downtime Due To Power Outage	<i>Only Applicable For AC-Powered Cameras</i>
	***Field Technician Maintenance For <b>Falcon™ Flex</b>	

\*If a location requires a "DOT pole" (i.e., not our standard), the implementation cost will be \$5,000/camera; This cost is applicable for installations in GA, IL, SC, TN, and CA.

\*\*MASH poles: Manual for Assessing Safety Hardware (MASH) presents uniform guidelines for crash testing permanent and temporary highway safety features and recommends evaluation criteria to assess test results

\*\*\*If a camera is lost, stolen, or damaged, a replacement device can be purchased at a discounted price of \$800

# Permitting: Pre-Install Questionnaire

## 1. Timeline

- In Flock Safety's experience, in-depth permitting requirements can **add 2+ months to the installation timeline**.
- The SLA for permit document submission is within 15 days from contract signature date (contract Closed-Won)

## 2. Right of Way

- Will any Flock Safety cameras be installed on the city, state, or power company-owned poles or in the city, county, or state Right of Way (RoW)?
  - What is the RoW buffer?
  - Will additional permits or written permission be required from third-party entities (such as DOT, power companies, public works, etc.)?
- Will any cameras be installed on city-owned traffic signal poles (vertical mass)?
  - If yes, please provide heights/photos to determine if a bucket truck is needed for the installation.
    - Note: A bucket truck is required if the height exceeds 15 feet tall.

## 3. AC Power vs. Solar

- If AC powered, is there a 120V power source available, and is there access to an electrician who can connect the existing wire to the Flock Safety powered **installation kit**?
- If solar-powered, consider the size of the solar panel and potential to impact the visibility of DOT signs/signals:
  - Single Panel: 21.25" x 14" x 2" (Length x Width x Depth)
  - Double Panel: 21.25" x 28" x 2" (LxWxD)

## 4. Traffic Control & Installation Methods

- **If a bucket truck is required**, this typically necessitates an entire lane to be blocked in the direction of travel. **Can you provide a patrol car escort, or will full traffic control be required?\***

**PLEASE NOTE:** If traffic control is required, you may incur additional costs due to city/state requirements; Fees will be determined by quotes received.

- **If full traffic control is required (cones, arrow boards, etc.):**
  - Will standard plans suffice, or are custom plans needed? Custom plans can double the cost, while standard plans can be pulled from the Manual of Uniform Traffic Control Devices (**MUTCD**).
  - Will a non-sealed copy of the traffic plan suffice? Or does the traffic plan need to be sealed and/or submitted by a professional engineer?
  - Are there state-specific special versions/variances that must be followed?
- **If a bucket truck is not required**, the shoulder or sidewalk should suffice and enable Flock Safety to proceed without traffic control systems in place.
  - Note: In some states (i.e., arrow boards), sidewalks may require signage. If signage is mandatory, Will your Public Works department be able to assist?

## 5. Paperwork & Required Forms

- Flock Safety will need copies of paperwork to complete before proceeding (ex., business license applications, encroachment permit applications). We can save critical time by gathering these documents upfront. We appreciate your assistance in procuring these.

## 6. Contacts

- If Flock Safety needs to interface directly with the departments, please share the contact information of the following departments:
  - Permitting
  - Public Works
  - Traffic Department



## **\*Fee Schedule**

After a deployment plan with Designated Locations and equipment has been agreed upon by both Flock and the Customer, any subsequent changes to the deployment plan ("Reinstalls") driven by a Customer's request will incur a fee per the table below.

### **What Services Incur Fees:**

- Requested relocations post-approval by customer
- Relocations due to poor performance will be the responsibility of Flock
  - If a customer requests a location against the advisement of Flock, performance issues and any requested relocations will be the responsibility of the customer.
- Per the contract and absent a defect, in the event that Flock Hardware is lost, stolen, or damaged, Customer may request that Flock replace the Flock Hardware at a fee according to the then-current Reinstall policy  
<https://www.flocksafety.com/reinstall-fee-schedule>
- Misc billables for out of scope items for each implementation

All fees are per reinstall or required visit (in the case that a reinstall is attempted but not completed) and include labor and materials. If you have any questions, please email [support@flocksafety.com](mailto:support@flocksafety.com).

## Help Center

Our Help Center is filled with many resources to help you navigate through the online platform. Below you will find some common questions and their relevant help article:

[How do I search camera footage?](#)

[How do I add a user?](#)

[How do I add a vehicle to my own Hot List?](#)

[How do I enable browser notifications for Hot List alerts?](#)

[How do I get text alerts for Hot List?](#)

[How do I request camera access from other nearby agencies?](#)

## Help Center

[How do I use the National Lookup to search for a plate?](#)

*(National Lookup - network of law enforcement agencies that have opted to allow their network of Flock cameras to be used for searches)*

[How do I reset my / another user's password?](#)

## Customer Support

You can reach our customer support team anytime by emailing [support@flocksafety.com](mailto:support@flocksafety.com). They can help answer any "How-To" questions you may have.